Department of the Army
Pamphlet 600–8

Military Personnel

Management and Administrative Procedures

Headquarters
Department of the Army
Washington, DC
1 August 1986

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SUMMARY of CHANGE

DA PAM 600–8
Management and Administrative Procedures

This Change--

- Adds Family Care Counseling Report (ACC-C43) to Procedure 9-6.
- Adds good Conduct Medal Suspense Roster (AAC-C24) to Procedures 4-13.
- Adds Personnel Action Suspense Roster (AAC-C20) to Procedure 6-14.
- Adds Personnel Dental Suspense Roster (AAC-C28) to Procedure 6-11-1.
- Adds Personnel Medical Suspense Roster (AAC-C26) to Procedure 6-11.
- Adds Personnel PHOTO Suspense Roster (AAC-C22) to Procedure 6-2.
- Adds Personnel Qualification Records Check Suspense (AAC-C30) to Procedure 6-1.
- Adds Personnel Security Notices (AAC-C69) to Procedure 9-20c.
- Makes Minor Technical and Administrative Improvements and Corrections.

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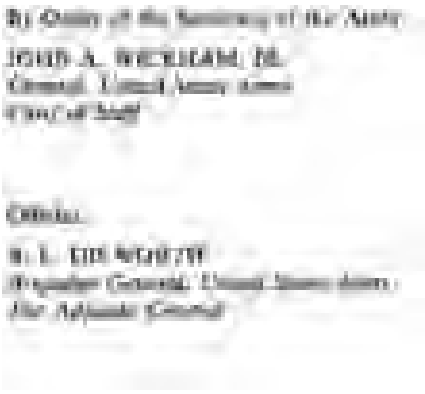

History. The original form of this pamphlet was first published on 25 February 1986.This UPDATE printing publishes a Change 1 which is effective 1 October 1986. The portions of the text that are revised by Change 1 are highlighted in this printing.

Summary. This pamphlet sets the procedures for the management and administration of military personnel offices and supported units and for functional and individual actions.

Applicability. This pamphlet applies to Active Army personnel and to National Guard and Army Reserve personnel when serving on Federal active duty other than active duty for training, unless otherwise stated in the applicable procedure.

Proponent and exception authority. The proponent agency of this pamphlet is the Office of the Deputy Chief of Staff for Personnel.

Impact on New Manning System. This pamphlet does not contain information that affects the New Manning System.

Interim changes. Interim changes to this pamphlet are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPC-EPA-MP), ALEX, VA 22332-0400.

Changes.
Changes to the basic publication will be indicated using the strikethrough and underscore method, and the tint method. Strikethrough indicates material that is being deleted from or changed in the publication. Underscore is one method that is used to indicate new material being added since the previous printing. Tint, or a shaded portion, is another method used to show new material being added to the publication. Tint is also used to show material that has been greatly reorganized since the last printing.

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Glossary

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Reproducible Forms

Chapter 1
The Military Personnel Office

Section I
Introduction

1–1. Purpose
The purpose of this pamphlet is to provide guidance to military personnel offices and supported units in the areas of internal organizational structure, functional responsibilities, and operational procedures applicable to the military personnel office. Deviations from this pamphlet to meet local requirements are authorized provided that supported units are given written guidance explaining the deviation and that support to the soldier and commander is not diminished.

1–2. References
Required and related publications are listed in appendix A.

1–3. Explanation of abbreviations and terms
Abbreviations and special terms are explained in the glossary.

1–4. Definitions
a. Military Personnel Office (MILPO). In this pamphlet the acronym MILPO applies to all organizations which perform personnel functions, such as a personnel service company (PSC), a personnel service division (PSD), consolidated military personnel activities (COMPACT), a unit personnel section (UPS), a forward area support team (FAST), and a regional personnel center (RPC).

b. Levels of organization. The following levels of organizations apply to TOE and TDA units that input to or use output from a MILPO.

(1) *Primary level.* A unit or element that serves as an originator of data for action by a MILPO or for input to Standard Installation/Division Personnel System (SIDPERS). The originator is normally found at the company/troop/battery/Personnel Administration Center (PAC) level.

(2) *Intermediate level.* An element that serves as the repository and administrative element for personnel records and routinely provides data conversion for SIDPERS (e.g., PSC, PSD, RPC, COMPACT, and FAST).

(3) *Command level.* A unit that is responsible for maintaining the command automated personnel/SIDPERS files (e.g., Division, COSCOM, area support commands located in a COMMZ, and installations).

c. Management Information Systems Office (MISO)/Division Data Center (DDC)/Distributed Data Center (DPC). The office which deals with the administration, monitoring and management of automatic data processing systems.

1–5. Organization This pamphlet is organized as follows:
a. Chapter 1 contains information regarding organization and the division of functions at the intermediate level.

b. Chapter 2 discusses internal management practices associated with the operation of the MILPO.

c. Chapters 3, 4, 5 and 6 correspond to the four basic functional elements of the MILPO. The operating procedures outlined in these chapters provide guidance for task and functional responsibilities in processing personnel actions within and between the MILPO and the supported units. The functional areas are—

(1) Chapter 3—Personnel Management.

(2) Chapter 4—Personnel Actions.

(3) Chapter 5—Personnel Records.

(4) Chapter 6—Customer Service Activity (CSA).

d. Chapter 7 discusses information and procedures covering the administrative support element functions and operations and the recommended routing of documents originating at primary level organizations.

e. Chapter 8 contains information covering military pay administration as related to the MILPO and finance office.

f. Chapter 9 contains information on battalion/unit administration.

1–6. Data on sample figures
Data to be entered on forms discussed in this pamphlet may be hand-written or typewritten.

Section II
Standardization of Organization of Personnel Offices

1–7. Recommended organization of a MILPO
a. Paragraphs 1-19 through 1-27 illustrate the recommended organization and division of the functions and tasks of a MILPO. This facilitates standardization of personnel management and personnel administration requirements, Army-

wide. This organizational structure and division of functions provides for the performance of tasks normally assigned to the MILPO via Department of the Army regulations and directions.

b. The specific tasks shown by functional area in paragraphs 1-19 through 1-27 are applicable to both garrison and field operation and are adaptable to units organized under and are adaptable to units organized under a Table of Organizational Equipment (TOE) and a Table of Distribution and Allowance (TDA). The organization outlined in paragraphs 1-19 through 1-27 is sufficiently flexible for adoption by personnel offices operated as PSD, PSC, UPS, RPC, or COMPACT.

1–8. Combining of functions

When a MILPO supports less than 2,500 military personnel, it may combine several functions into one. For example, the Personnel Actions and Personnel Management functions could be combined into one element with each function maintaining its identity as a subelement. When a MILPO supports more than 2,500 military personnel, it may divide a function into subelements. For example, the Personnel Management Function may be divided into assignments, testing, classification, and promotion subelements.

Section III
Types of Military Personnel Offices

1–9. General

This section identifies the five types of MILPO and where additional organizational information can be obtained.

a. Personnel service division (PSD). There are two types of PSD. One type is formed from TOE 12-17 series (Adjutant General Company, Support Command Armored Division, or Infantry Division, Infantry Division (Mech), or Airborne Division). The second type is formed from TOE 12-147 series (Administration Company, Separate Armored Brigade, Separate Infantry Brigade, Separate Infantry Brigade (Mech), Air Cavalry Combat Brigade, Separate Light Infantry Brigade, or Separate Airborne Brigade). Each PSD provides centralized support to all personnel and units assigned or attached to the division or brigade. In addition, each PSD provides flexible support to detached maneuver battalions or to brigade elements through FAST. (See para 1-11a.) FM 12-1 (Adjutant General Support in Theaters of Operation) and FM 12-4 (Division/Separate Brigade Adjutant General) FM 12-3-2 (Division/Separate Brigade Personnel and Administrative Doctrine) describe operational concepts that can be applied to the MILPO situation.

b. Personnel service company (PSC). The PSC is an area support unit organized by type from TOE 12-67G (Personnel and Equipment Allowances) to service a varied number of troops. When deployed, the PSC is normally attached to a Personnel and Administration Battalion located within the area occupied by the support command of a field Army or Corps. The PSC may also be assigned to installations or to major headquarters of activities. FM 12-5 (Personnel Service Company) FM 12-3-3 (Corps Level Personnel and Administrative Doctrine) was written before proliferation of SIDPERS; however, this Field Manual may be used to obtain command staff relationships and for a general understanding of operational concepts.

c. Regional personnel center (RPC). The RPC is a personnel support unit oriented to the European environment. An RPC is assigned to a particular command but has the mission of supporting all units (corps or nondivision) located within the geographical area assigned to the RPC. The RPC is a peacetime entity formed by combining elements of organic PSC and PSD of serviced units. In time of mobilization, resources of the RPC would revert to the appropriate command and become a supporting unit of its parent organization.

d. Consolidated military personnel activities (COMPACT). This is the HQDA approved concept for providing MILPO support to CONUS and oversea installations and facilities. Deviations from the COMPACT configuration will be made only with HQDA approval (para 4, AR 600-8). Deviations are considered appropriate only when it is proven that geographical dispersion of units makes adherence to the COMPACT concept impractical. A COMPACT is formed by a TDA and staffed in accordance with DA Pamphlet 570-551.

e. Unit personnel section (UPS). A UPS is formed only when the supported camp, station, or organization is physically located in a remote area that cannot be serviced by another TOE or TDA element. The UPS is normally not organized with a SIDPERS Interface Branch (SIB); hence, hard copy documents and mark sense forms are sent to another element for data reduction.

1–10. Organizing a MILPO

Formation/activation of a new MILPO is not authorized without prior approval from HQDA. Requests are processed in accordance with paragraph 15, AR 600-8.

Section IV
Team Concept

1–11. General

Multifunctional service and assistance teams may be tailored by the MILPO to provide specific personnel support. The chief of each function in a MILPO is responsible for the technical supervision of the individuals performing the same

function on the team. Overall physical control of the team is exercised by the senior team member. Organization and size of a team depends on the mission and size of the supported unit(s).

1–12. Examples of teams

a. Forward area support team (FAST). A FAST is formed to provide specialized assistance to individuals remotely located from the support base or prevented (unit on alert and confined area) from visiting the support base for centralized service. A FAST is composed of individuals from each element of the MILPO and may be tailored to include selected AG, finance, medical and staff judge advocate representatives. Personnel records, and if the FAST is so tailored, finance and medical records may accompany the team during its absence from the MILPO or support base. Assistance is provided at the unit's location only for a temporary period of time. Personnel staffing of a FAST depends upon its mission which may include, but not limited to, review and update of records, issuance of ID tags, completion of forms, or providing legal advice. The senior officer or NCO is designated to supervise the FAST while it is performing its mission. Success of the FAST depends upon the ability of the organizer (MILPO chief or finance officer) to schedule, coordinate and time the arrival of the team at a location where it can best provide service. The MILPO chief, if appropriate, will, prior to movement of the FAST, coordinate with the finance officer, medical officer, and SJA on the issuance of instructions and the need for administrative reports.

b. Composite team. A composite team is formed within the MILPO from each function element (except the SIB/SID). The mission of the team is to provide complete personnel service for specific units on a permanent basis. As far as possible, the teams are staffed alike and each team services an approximately equal number of personnel. The number of teams will vary based on operational requirements. The team is an extension of the parent MILPO and is responsible to that parent MILPO.

c. Inprocessing team. An inprocessing team processes records and performs required personnel actions for incoming replacements in accordance with DA Pamphlet 600-8-10. The team is normally placed under the supervision of a representative of the MILPO's personnel management element. Accurate and efficient inprocessing reduces the number of subsequent visits to the MILPO and enables the gaining unit commander to use replacement personnel sooner. Table 1-1 illustrates a recommended staffing for an inprocessing team. (DA staffing guides are used to determine overall manpower authorizations in TDA personnel organizations. MACRIT in AR 570-2 are used to determine overall manpower authorizations in TOE personnel organizations.)

d. Outprocessing team. An outprocessing team processes personnel departing the organization in accordance with DA Pamphlet 600-8-10. The team is normally placed under the supervision of a representative of the MILPO's personnel records element. Table 1-1 illustrates recommended staffing for an outprocessing team.

Section V
Unit Administration

1–13. Personnel Administration Center (PAC)

The PAC is a center created at battalion level to perform all unit personnel and administrative functions. It is designed to reduce the administrative functions of the unit commander and first sergeant in order to allow them to concentrate on training, readiness, and leadership of the unit. PAC procedures, by making use of the principles of consolidation of administrative resources, are designed to provide improved support to the soldier.

1–14. Units Not Organized Under a PAC

In those units not organized under the PAC concept, unit clerks will continue to perform personnel and administrative functions in the unit orderly room.

Section VI
Responsibilities of Key Personnel Managers

1–15. Responsibilities of command

Commanders at all echelons have the authority and responsibility inherent in overall personnel management of their commands even though they may not have the authority to directly supervise the MILPO providing personnel support. Commanders retain the prerogative to review and comment on items they feel have direct bearing on the efficiency of their organization. Each supported commander down to and including company level will ensure establishment of a direct line of communication with the PSNCO supporting his unit to facilitate the expeditious flow of personnel actions and SIDPERS reports.

1–16. Special staff officers

The Adjutant General of a TOE unit and the director of personnel and community activities (DPCA) of a TDA unit are responsible for staff supervision and operational control of the MILPO. These officers, in their respective environments, supervise the MILPO chief except where the MILPO (PSC) is under operational control of a personnel and

administrative (P&A) battalion; then, the Adjutant General advises the P&A battalion commander on the operation of the technical mission.

1–17. Personnel officer

The Chief of a MILPO is directly responsible for the management and control of the MILPO's operations and resources. He is the custodian of the military personnel records jacket, US Army (DA Form 201) and allied documents. He or she is responsible for accuracy, completeness, and timeliness of transactions processed and records maintained. He or she also continuously attempts to improve the quality of data received, recorded, and reported. In accomplishing these responsibilities, the MILPO chief coordinates with the MISO, PAC, Finance Office, and the Personnel Staff NCO (PSNCO). The chief of MILPO will also ensure that host-tenant/satellite agreements (AR 5-9) are initiated and updated yearly for activities concerned. Most importantly, he or she is responsible for providing high quality personnel support to serviced commanders and soldiers.

1–18. Primary level personnel responsibility

Responsibility for the military personnel function at this level is shared between the unit commander and the PAC supervisor. The unit commander retains responsibilities for personnel management, e.g., training, selection or recommendation for promotion, and proper assignment and utilization of personnel to a TOE or TDA space; however, all formal administration relating to personnel management is performed by the PAC. The unit commander prepares informal oral or handwritten requests and information documents that are forwarded to the PAC for necessary completion and/or typing. The unit commander permits the individual to obtain personnel information at the PAC or the MILPO and initiates changes in personnel status. DA Pamphlet 1-2 contains a list of actions describing those tasks elevated above the unit.

1–19. Personnel Staff NCO (PSNCO)

The role of the PSNCO differs depending upon the environment, PAC or non-PAC.

a. In the PAC environment, the PSNCO shares previously traditional duties with the PAC supervisor. The PSNCO is concerned with coordination between PAC, units, and MILPO. He provides advice and assistance to the commander and staff and to members with unusual problems. He monitors internal personnel management, acts as the command coordinator on such things as personnel replacements, strength/MOS imbalances, and proper utilization. The PAC supervisor, on the other hand, is concerned with administration. He manages the paperwork flow and assists members with routine problems. He supervises the PAC specialists and acts as the command coordinator on technical matters such as personnel actions and SIDPERS.

b. In a non-PAC environment, the PSNCO performs all of the above functions. Ideally, an equal amount of time is devoted to each "half" (as described above) of the job. The PSNCO must avoid the tendency to dedicate work efforts predominantly on the administrative side of the job so that well-rounded personnel service support may be provided to the soldier.

c. In either environment, care must be taken by commanders to ensure that duties assigned to the PSNCO are only those which provide personnel service to supported soldiers. The PSNCO should not be assigned additional functional duties. The PSNCO is a valuable personnel expert who directly supports the commander; his or her talents should not be diverted to other areas.

Section VII
MILPO Organizational and Functional Areas and Tasks

1–20. Chief of MILPO

a. The chief of MILPO exercises total managerial responsibility for planning, organizing, directing, and controlling the MILPO operations and resources. In addition the chief of MILPO—

(1) Provides direct supervision over section chiefs.

(2) Is responsible for ensuring total coordination among all elements of the MILPO and for resolving any differences.

(3) Serves as the military personnel officer for each organization supported by the MILPO and ensures that equal service is given to all.

(4) Monitors overall accuracy and reliability of all data entered into and/or maintained with the SIDPERS data base at MILPO level.

(5) Establishes and maintains a continuing quality data analysis and control program to eliminate the causes for data inaccuracy, to improve the quality of personnel data, and to maintain systems integrity.

(6) Establishes a continuing in-house training program.

(7) Is responsible for providing high quality personnel support to serviced commanders and soldiers.

b. A separate officer section under the chief of MILPO may be formed to handle personnel management, actions,

and records (or any combination, thereof) for officers. (If such a section is formed, the necessary spaces will be allocated from in-house resources.)

c. Operational resource functional areas under the chief of MILPO's control are detailed in paragraphs 1-20 through 1-27.

1–21. Personnel management section

a. The personnel management section—

(1) Makes initial assignment for officer and enlisted personnel.

(2) Selects enlisted personnel for special details and assignments and assigns personnel to allocated spaces.

(3) Assures that individuals not effectively utilized in initial assignment are continuously considered for reassignment throughout the activities supported by the MILPO. (Reassignments which cross command lines must be closely coordinated.)

(4) Monitors staffing of critical specialist positions, computes personnel shortages, provides information on requirements for training and adjusts overstrengths and understrengths by reassignment.

(5) Prepares and processes requests for intra-divisional/installation reassignment whether initiated by the individual, unit commander or military personnel officer.

(6) Receives, reviews and maintains a copy of the unit manning report for all serviced units.

(7) Monitors release from active duty of officers.

(8) Processes enlisted reduction actions.

(9) Processes assignment instructions from higher headquarters and verifies individual eligibility to comply; initiates transfer action, as required.

(10) Processes applications for concurrent travel of family members and assists in obtaining travel clearances, passports and/or visas.

(11) Processes the daily strength report.

(12) Monitors duty status changes causes by attachment or assignment of patients to the hospital.

(13) Maintains a list of individuals who have received an enlistment or reenlistment bonus and monitors their duty positions to assure proper utilization.

(14) Monitors the nuclear/chemical surety programs and assures that those duty positions are identified on the appropriate unit manning report.

(15) Administers the Army Occupational Survey Program questionnaire.

(16) Coordinates with testing officials for the administration of skill qualification tests, Army personnel tests, defense language proficiency tests and the Defense Language Aptitude Battery.

(17) Prepares surplus personnel reports and submits them through command channels to HQDA as required.

(18) Reports immediately available personnel.

(19) Processes requests for formal language training.

(20) Monitors commissioned officer specialty designation actions.

(21) Prepares requisitions for officer and enlisted personnel.

(22) Processes applications for service school attendance.

(23) Monitors eligibility of personnel for promotion and processes recommendations therefor.

(24) Processes applications for assignment to ROTC and Reserve Components.

(25) Processes requests for deferment from oversea assignment and reassignment due to extreme family problems and processes applications of volunteers for oversea assignment.

(26) Monitors preparation and processing of applications for ranger, airborne, explosive ordnance disposal and special forces training.

(27) Certifies reports and records OJE and OJT.

(28) Assists enlisted personnel who desire an exchange of assignment to prepare application.

(29) Monitors and processes applications for the career progression MOS (CPMOS) program, drill sergeant program, noncommissioned officer logistics program (NCOLP), Army bands career program, enlisted club management program, enlisted automatic data processing program and the personnel specialty career program.

(30) Processes the checklist for preparing officer replacements for oversea movement.

(31) Monitors eligibility of enlisted personnel to receive proficiency pay.

(32) Processes nominations for assignment to presidential support activities; assignment as instructors at uniformed service schools; assignment to international and overseas joint organizations, and similar activities; assignment to certain organizations and agencies and assignment to Armed Forces Examining Entrance Stations (AFEES).

(33) Processes requests for reassignment of married Army couples, requests for MILPERCEN approval of assignment actions (branch clearances), and reclassification of enlisted personnel.

(34) Monitors selection of military intelligence applicants.

(35) Assists in the preparation of applications for sole surviving son/daughter status. Monitors specified tour

assignments and provides input for update of Data Item "Date of Loss" or "DEROS" in individual SIDPERS personnel file. Prepares Input and Control Data—Personnel Change sheets for update of SIDPERS file.

b. Additionally, the personnel management section assures—

(1) That SIDPERS-generated error suspense notices related to personnel management functional responsibilities are resolved.

(2) That input to correct data and eliminate error notices are provided to the SIDPERS interface branch.

1–22. Personnel action section

a. The personnel action section—

(1) Processes extensions or declinations of active duty for Reserve Component personnel.

(2) Processes matters pertaining to family travel.

(3) Processes cases pertaining to marriage, paternity claims, legitimization or adoption of children, payment of private indebtedness, support of legal family members and civil-legal proceedings as applies in separation cases.

(4) Prepares and processes notification to individuals not eligible for reenlistment.

(5) Processes administrative-type discharges and monitors the expeditious discharge programs.

(6) Prepares and processes correspondence related to dependency separation for enlisted personnel.

(7) Processes requests for relief from active duty, retirement, resignation, and other types of separation.

(8) Acts as the focal point for assistance to retired personnel and their families.

(9) Reviews, processes, and monitors line of duty investigations, and ensures control of personnel actions in security cases and investigations.

(10) Reviews board actions and processes matters pertaining to elimination cases.

(11) Processes all special correspondence, e.g., congressional inquires, etc.

(12) Processes and monitors recommendations for award.

(13) Requisitions and maintains an appropriate stock of decorations, service medals, and related devices to meet local requirements.

(14) Processes applications for appointment of commissioned and warrant officers in the Regular Army, applications for aviation warrant officer training and applications for officer candidate school.

(15) Processes extensions of officer periods for active duty service and extensions of enlistments.

(16) Monitors and coordinates actions pertaining to reenlistment, and requests for accelerated payment of SRB (hardship or compassionate); assures timely assembly and transmittal of associated documents.

(17) Coordinates special clearance requirements for personnel unable to rejoin their overseas unit.

(18) Processes and monitors requests for assignment by personnel with exceptional family members.

(19) Processes and monitors suspensions of favorable personnel actions.

(20) Makes casualty reports as required.

(21) Monitors the qualitative management program and the year group management program.

(22) Processes correspondence pertaining to EER appeals.

(23) Prepares Input and Control Data—Personnel Change sheets for update of SIDPERS file.

b. Additionally, the personnel action section assures—

(1) That SIDPERS-generated error suspense notices related to personnel actions functional responsibilities are resolved.

(2) That input to correct data and eliminate error notices are provided to the SIDPERS interface branch.

1–23. Personnel records section

a. The personnel records section—

(1) Maintains the military records jacket and personnel qualification records for officer and enlisted personnel assigned to supported units, to include AMEDD professional qualification records.

(2) Schedules and conducts required records review, except separation records review and classification interviews.

(3) Assures that the transfer data record (TDR) for inter-SIDPERS arrivals is input into the automated files and provides new or correct data for blanks and errors on individual personnel data files in SIDPERS.

(4) Prepares change reports and maintains automated suspense files as a source of information otherwise not available to other sections of the MILPO.

(5) Initiates inquiries pertaining to mission records.

(6) Monitors officer record briefs for accuracy and accomplishes update actions when necessary.

(7) Determines assignment eligibility and availability codes, posts personnel qualification records accordingly, and reports data changes to HQDA.

(8) Maintains the educational development record, the record of emergency data, the reenlistment data card and the extract of previous convictions.

(9) Administers actions pertaining to the bar to reenlistment.

(10) Makes time in service and date of rank computations.

(11) Controls access to and release of information from all personnel records.

(12) Monitors automated suspense rosters to assure that enlisted evaluation reports are initiated and administers the MILPO portion of the enlisted evaluation reporting system.

(13) Initiates preparation of and assures timely completion and submission of officer evaluation reports, both for active duty personnel and for USAR personnel not on extended active duty.

(14) Processes academic evaluation reports for personnel attending uniformed service schools, attending courses at civilian institutions, or attending senior service college level courses.

(15) Prepares DD Form 214, Certificate of Release or Discharge from Active Duty, worksheets.

(16) Prepares input and control data—personnel change sheets for update of SIDPERS file.

Table 1–1
Recommended Staffing for Inprocessing/Outprocessing Personnel

Number of replacements (per day)	Personnel management specialist (Note 1)	Personnel records specialist (Note 2)	Processing clerk	Personnel actions specialist	Personnel information system management specialist (Note 3)	Finance specialist
1-49	1	1	1	1	1	(Note 4)
50-64	2	2	3	3	2	(Note 4)
65-79	2	3	3	3	2	(Note 4)
80-99	3	3	4	4	3	(Note 4)
100-114	4	4	5	5	3	(Note 4)
115 or MORE	4	5	6	5	3	(Note 4)

Notes:

[1] One or more Personnel Management Specialist will be designated as the Inprocessing Team Supervisor(s) based upon the number of individuals to be supervised.

[2] One or more Personnel Records Specialist will be designated as the Outprocessing Team Supervisor(s) based upon the number of individuals to be supervised.

[3] One or more Personnel Information System Management Specialist will work in conjunction with Personnel Records Specialist(s) for personnel offices operating in the SIDPERS environment.

[4] One or more Personnel Records Specialists may work in conjunction with one or more Finance Specialists, as deemed appropriate by the Finance and Accounting Officer, to ensure the compatibility of data contained in the MPRJ and PFR for all personnel inprocessing or separating from the service.

b. Additionally, the personnel records section assures—

(1) That SIDPERS-generated error suspense notices related to personnel records functional responsibilities are resolved.

(2) That input to correct data and eliminate error notices are provided to the SIDPERS interface branch.

1–24. Customer services activity

a. The customer services activity—

(1) Receives and responds to telephone, written and personal inquiries concerning all aspects of the MILPO.

(2) Answers inquiries of a general nature or those requiring minimum research.

(3) Refers unusual or complicated actions to the appropriate MILPO functional section.

(4) Controls visits to the MILPO and makes appointments for the functional sections.

(5) Assists in the preparation of officer and enlisted preference statements.

(6) Assists alien service members in preparing applications for citizenship for themselves and/or family members.

(7) Controls the issue of identification and privilege cards and identification tags.

(8) Monitors suspense rosters to assure that official photographs are taken when required.

(9) Processes applications for mortgage insurance, the survivor benefit plan an servicemen's and veterans' group life insurance.

(10) Monitors suspense rosters to assure that service members receive periodic medical/dental examinations and meet reim- munization requirements.

(11) Ensures that new or revised personnel service support programs receive installation-wide publicity.

b. Additionally, the customer service activity—

(1) Provides information and referral services to retired and Reserve Component personnel when possible.

(2) At the discretion of the Chief of the MILPO, performs the annual records audits. (Excepted are separation records review and classification interviews, annual audit of officer record brief, record of emergency data, and other suspense actions currently performed by other sections.)

1–25. Administrative services section

The Administrative services section—

a. Provides administrative support for the MILPO.

b. Processes and controls both unit and MILPO transmittal letters to the servicing finance and accounting office.

c. Upon receipt or request for orders, prepares and distributes orders as required.

d. Establishes a MILPO reading file and circulates new publications and/or other administrative communications throughout the MILPO.

e. Maintains and controls central files and manages current administrative records including periodic evaluation and disposal or retirement of administrative records. (Maintenance of files may be decentralized to functional sections in large MILPOs.)

f. As the MILPO representative in the security program, maintains responsibility for classified documents.

g. Maintains a library of publications and provides working copies to the other functional sections.

h. Monitors the publication of locally written regulations and provides reproduction services for the MILPO.

i. Maintains a correspondence control suspense system for actions between functional sections of the MILPO.

j. Reviews requests for printing.

k. Maintains a locator file of personnel assigned to the MILPO, when required by the Chief of the MILPO.

l. Sorts incoming mail and distribution; routes to appropriate MILPO sections.

m. Checks outgoing communications for administrative accuracy and authentication. (Returns those needing correction to the action section.)

n. Places outgoing distribution into proper channels and provides messenger service when required.

o. Procures, stores, controls, and assures maintenance of MILPO supplies and equipment.

1–26. Separation transfer point

a. The separation transfer point—

(1) Processes Army personnel for release from active duty; active duty for training (ADT); initial active duty for training (IADT); active duty support (ADS); active Guard Reserve (AGR); and full time training duty (FTTD) by transfer or return to Reserve Components, discharge, retirement for length of service, retirement for physical disability, or resignation.

(2) Receives, orients, and accounts for personnel eligible for separation who have been assigned to the separation transfer point.

(3) Arranges for housing, transportation, dining facilities, and collection of clothing as required by AR 700-84 (only at separation transfer points which process oversea returnees).

(4) Gives separation orientation as required by AR 635-10.

(5) Collects and destroys family member identification cards.

(6) Receives and destroys military and family member identification cards mailed after separation.

(7) Makes final disposition of records and forms pertinent to separation processing and those accumulated during the period of active duty.

(8) Prepares appropriate discharge and retirement certificates and certificates of appreciation for spouses.

(9) Conducts departure ceremonies as required.

(10) Transmits names and home addresses of those personnel eligible for reenlistment to USAREC.

(11) Upon written request provides information on reenlistment codes to USAREC recruiting officials on prior service personnel.

(12) Ensures that claims for VA compensation are forwarded to the VA.

(13) Forwards fingerprint cards to the FBI.

(14) Provides information on aliens not lawfully admitted to the Immigration and Naturalization Service.

(15) Submits SIDPERS separation transactions.

b. Additionally, the separation transfer point assures—

(1) That SIDPERS-generated error suspense notices related to separation transfer point functional responsibilities are resolved.

(2) That input to correct data and eliminate error notices are provided to the SIDPERS interface branch (SIB).

1–27. Trainee/student personnel section

a. The trainee/student personnel section—

(1) Monitors and reports the progress of trainees during basic combat training and of students during advanced individual training.

(2) Verifies the eligibility of newly arrived students to attend various service schools.

(3) Processes and records class rosters, graduate reports, board cases, reclassification actions, course washouts and security holds.

(4) Monitors airborne and other special groups throughout training.

(5) Receives assignment instructions for trainees/students and prepares reassignment orders.

(6) Reports to MILPERCEN all trainee/student deletions, deferments and other items required by AR 612-201.

(7) Requests alternate MOS training assignments.

(8) Obtains port calls under the port call system.

(9) Coordinates and monitors the DA program permitting retention of students for duties as instructors or assistant instructors.

(10) Prepares weekly and monthly reports on holdovers by category and investigates questionable holdover situations.

(11) Processes personnel actions pertaining to reassignment, discharge, elimination, promotion, waiver, breach of enlistment contract/commitment, OCS and other applications.

(12) Performs all other functions pertaining to trainees/students such as—

(a) Flagging control under the provisions of AR 600-31.

(b) The hometown recruiting assistance program.

(c) Joint domiciles.

(d) CAP III cycles.

(e) Junior enlisted travel, sponsor program, passports, and family travel.

(f) SIDPERS input/transactions.

(g) Other functions as needed.

b. Trainee/student personnel sections will be established only when required and will be organized according to DA Pamphlet 570-551.

1–28. SIDPERS Interface branch

The SIDPERS interface branch performs functions as outlined in DA Pamphlet 570-551, tables 551-224.61, 551-224.62, and 551-224.63.

1–29. Protecting personal privacy

Records custodians must protect personal privacy. Personnel records and information will be treated and safeguarded as "FOUO" whether bearing special markings or unmarked. (See AR 340-17, chap IV.) All SIDPERS reports that are produced that contain Name and SSN, will bear special marking as follow "FOR OFFICIAL USE ONLY—PRIVACY ACT DATA".

Chapter 2
Management of Military Personnel Offices

Section I
Introduction

2–1. General

This chapter discusses some of the basic functions of managing a military personnel office.

2–2. Army management system

The Army management system is an integrated group of procedures, methods, policies, practices, and personnel used in planning, organizing, directing, coordinating, and controlling an organization. To effectively use this management system the following practical management tools are available to the MILPO chief.

a. DA Pamphlet 600-7, Personnel Management Assistance System Visit Procedures.

b. DA Pamphlet 600-8 series, Military Personnel Management and Administrative Procedures.

c. DA Pamphlet 600-44, MILPO Self Assessment and Evaluation Program (SAEP).

2–3. Military personnel management

Military personnel management is the process of planning, organizing, coordinating, and controlling the procurement, training/ education, utilization, separation/retirement, development, and motivation of military personnel to assist in the

successful accomplishment of the organizational mission. It includes all procedures related to military job analysis and evaluation, position classification, personnel classification, assignment, and utilization, and reports required for successful operation of the Army personnel system; development of individual potential; and development of an organizational climate that enhances the attitude, motivation, commitment, and sense of well-being of soldiers and their families.

Section II
Theoretical Principles

2–4. Planning

a. Planning is a continuing process by which managers select, define, and implement programs and objectives as well as the policies, directives, and procedures for achieving them. To be effective, planning should occupy a large part of the time of the personnel manager. A manager must decide the type and amount of planning to reserve for himself and the quantity and the type to be delegated to subordinates. In many instances, the most important plan begins with the decision to delegate planning responsibility to subordinates. Essential to all plans is the clear recognition of the limitations within which the personnel manager must operate and the objectives and the scope of the operation under consideration.

b. The MILPO can never totally escape the requirement for reacting to fluctuations in population and changes in available resources. The MILPO chief can reduce the time spent in reacting to recurring requirements by planning peaks in workload and by cross-training specialists to work in several positions.

2–5. Organizing

a. The structured organization of the MILPO is directed by AR 600-8. Organization of special teams (FAST, composite, in/out processing) is discussed in chapter 1 of this pamphlet. This paragraph identifies organizing as a function of management in the sense that providing order to time and work will help to reduce turbulence and to stabilize operations as much as possible.

b. Uniform records filing procedures (A-Z or alphabetic by unit), customer appointments, and use of the DA Form 543 (Request for Records) for signing out records are just a few examples of organizing to maximize use of time and work procedures.

2–6. Directing

a. Directing is providing to individuals the advice, information, and instructions necessary to smoothly and efficiently accomplish the mission. For a successful MILPO chief, it involves the issuance of instructions and the delegation of authority to section chiefs while retaining the responsibility for their actions. This type of directing can be skillfully used only when the MILPO chief has established performance standards and receives reports pertaining to the achievement of those standards from which necessary corrective action can be taken.

b. Examples of performance standards are timeliness and accuracy of SIDPERS transactions, the time it takes to post and file documents received from outside the MILPO, and timeliness of evaluation report submission. Standards can be established from DA guidance or from local standing operating procedures (SOP).

2–7. Controlling

Controlling is the action taken by a supervisor to ensure that plans, orders, directives, and policies are being accomplished in such a manner that the objectives will be achieved. As applied to the personnel office, controlling involves the measurement of job performance, ensuring that tasks are performed according to established plans, policies, and procedures, and that corrective action is taken whenever actual performance deviates from approved standards. The methods to control operations of a personnel office should be a matter of routine practice and should be included in the SOP whenever possible. Widely used controls are logs, suspense files, checklists, checksheets, verification of one document against another containing similar information, and supervisory review.

2–8. Coordinating

a. Coordinating is the process of integrating the manpower and material resources necessary to accomplish a given objective. The purpose of coordination is to secure the cooperation and agreement of all individuals concerned in the activity in the furthering of the overall mission of the organization. Proper coordination will prevent conflict and duplication by allowing adjustment in plans or policies before their implementation.

b. Examples of coordination are MILPO/PAC conferences, briefings, MILPO, visits to support units' PAC/commander and vice versa, written correspondence, and continuous liaison with the finance and accounting officer, the installation transportation officer and local medical department activity.

Section III
Practical Management Tools

2–9. General

The MILPO chief needs to have methods for linking the theoretical principles, above, with the daily realities of the MILPO. These methods are available in publications such as DA Pamphlet 600-7, DA Pamphlet 600-8 series, DA Pamphlet 600-44, and application of management by objectives (MBO) procedures.

2–10. AR 600-61

This pamphlet, which establishes procedures for the visits of Personnel Management Assistance System (PERMAS) teams, is designed to obtain for the commander and HQDA a status report on military personnel management practices and procedures. The areas of review during PERMAS visits identified in AR 600-61 can be used as a guide by the MILPO chief to check the efficiency and effectiveness of the MILPO. The results of the visit should be used to take necessary corrective action in deficient areas so that soldiers and commanders will receive only the finest support.

2–11. DA Pamphlet 600-8 series

The entire series of pamphlets, this pamphlet included, contains standardized procedures for operations identified below.

a. DA Pamphlet 600-8-1, Unit Level Procedures, provides guidance for units and defines the responsibilities of commanders, first sergeants, PSNCO, and clerical personnel.

b. DA Pamphlet 600-8-2, Military Personnel Office Level Procedures, provides guidance for the servicing MILPO and defines MILPO responsibilities in the SIDPERS environment.

c. DA Pamphlet 600-8-3, SIB Level Procedures-Organization and Operations (General), defines the SIB responsibilities and provides procedural guidance for SIB chiefs and operating personnel.

d. DA Pamphlet 600-8-4, Supporting Files Records Keeping and Reporting, contains procedural guidance for SIB personnel relating to certain SIDPERS files, i.e., the SAF, the SOMF, the SASF, and the SMEF.

e. DA Pamphlet 600-8-5, SIB Level Procedures—Reference Handbook, covers the remaining SIDPERS files: the SPF, the SAIF, and the SESF. It also contains general information relating to the OMF and the EMF at the MILPERCEN which are supported by SIDPERS reporting.

f. DA Pamphlet 600-8-6, SIB Level Procedures-Special Features and Command and Staff Reports, discusses SIDPERS standard schedule reports, local information option capabilities, the SIDPERS Test Model File, SIRCUS library maintenance, and information on the SIDPERS Automated Recommended Requisitioning subsystem.

g. DA Pamphlet 600-8-8, SIDPERS Guide for Commanders and Staff, defines responsibilities and serves as a detailed summary of the system.

h. DA Pamphlet 600-8-10, Individual Assignment and Reassignment Procedures, provides guidance relating to MILPERCEN's CAP III System operating in a SIDPERS environment, and in/out processing.

i. DA Pamphlet 600-8-20, SIDPERS Handbook for Commanders, provides a general overview of the SIDPERS program.

2–12. DA Pamphlet 600-44

This pamphlet provides a "do it yourself " program designed to permit a MILPO chief to measure the effectiveness of MILPO operations in providing services and support to soldiers and commanders. It uses a series of checklists with questions which are tied to specific functional areas within the MILPO. The completed checklists can be used by the MILPO chief to measure the qualitative performance within each functional area and to determine how the MILPO can best serve the soldier and the commander.

2–13. Summary

The MILPO Chief has at his disposal both theoretical principles and practical management tools as discussed above. Used properly and coupled with the idea that MILPO world-wide are interdependent, they should allow for only the best possible support to the soldier and the commander.

Section IV
Training

2–14. General

Training is a frequently neglected aspect of MILPO management. Many MILPO managers tend to think they do not have time to train and consequently very few MILPO have an effective training program. Yet, given the complexity of our personnel systems and the relative inexperience of most MILPO clerks, no MILPO can ever reach its potential without training.

2–15. Assessing training needs

All MILPO can benefit from training, but the training needs will vary among MILPO. It is a fundamental responsibility of each MILPO chief to determine the training needs within his or her MILPO and to provide the training needed. The process of assessing MILPO training needs is neither difficult nor complicated. It is basically a matter of determining which functions the MILPO is performing well and those it is not. The management tools for making this determination are available. The more important tools are summarized below:

a. Self Assessment and Evaluation Program (SAEP). The SAEP is designed to enable a MILPO chief to measure the effectiveness of MILPO operations. (See para 2-12, above, and DA Pam 600-44 for details.)

b. Personnel Management Assistance System (PERMAS). HQDA and MACOM PERMAS teams regularly visit MILPO and assess the effectiveness of personnel services support. At the conclusion of each visit, a comprehensive PERMAS report is provided to the commander and the MILPO concerned. These reports clearly assess the MILPO performance and provide recommendations for improvement. (See para 2-10, above, and AR 600-61 for further information.

c. SIDPERS Management Reports. The SIDPERS provides a variety of management reports which may be used to assess performance in various MILPO functions. (See para 2-11, above, and DA Pam 600-8 series for further information.)

d. MILPO Supervisors. MILPO supervisors are a prime source of assessment information. They supervise and monitor MILPO operations daily. They know the problem areas. They know those subordinates who are inexperienced, those who have not had formal training, and those who are perhaps overly specialized. MILPO chiefs should avail themselves of this information when assessing the training needs of their MILPO.

2–16. Approach to training

Once the training needs have been determined, MILPO chiefs should attempt to make optimum use of all available training methods. Such approach will normally involve a combination of the following:

a. Army Service School Courses. The Soldier Support Center, Fort Benjamin Harrison, Indiana, offers formal courses to train soldiers as personnel specialists. This method of training is ideal for those soldiers who have no formal training in the field of personnel administration. DA Pamphlet 351-4, US Army Formal Schools Catalog, lists the courses available and the prerequisites for attendance. Procedures for obtaining quotas and authority to send soldiers to these courses are in AR 614-200.

b. Local School Training. Many installations conduct local courses of instruction in the field of personnel administration and personnel management. This method of training is especially suited for personnel specialists who need refresher training to supplement their previous formal training. It is also an option which should be used when the lack of quotas or funds preclude attendance at formal courses offered by the Soldier Support Center.

c. Extension Courses. The Soldier Support Center offers a variety of extension courses in the field of personnel administration and personnel management. These courses offer the personnel specialist an excellent means of updating present skills and gaining exposure to other areas of the personnel administration field. Participation in this form of self-help training should be strongly encouraged.

d. On-the-Job Training (OJT). The core of an effective MILPO training program is OJT. This method of training is best suited for developing the skills of personnel specialists and improving MILPO performance. It is especially effective in improving MILPO performance in those functional areas where assessments indicate poor performance. However, it must be noted that effective OJT involves much more than simply assigning one personnel specialist to work with another. Effective OJT emanates from the supervisory chain, beginning with the MILPO chief and extending downward through the first line supervisor. Effective OJT will include the following:

(1) *Supervisory assessments.* To determine the training needs (see para 2-15, above).

(2) *Open communication with all MILPO personnel.* The workers must understand the need for training and they should be given the opportunity for maximum participation. They need to be assured that the proposed training will be purposeful and beneficial. In short, the workers have a right to know what is being programmed and how it will affect them.

(3) *Purposeful planning and preparation.* The supervisory chain must plan the OJT program and prepare for its implementation. This includes the development of a master schedule, supporting plans, and instructor preparation.

(4) *Meaningful implementation by the supervisory chain.* The conduct of OJT is a supervisory responsibility. Implementation should include group classes as well as desk side coaching and assistance. Supervisor instructors must be professionally prepared for each class and the instruction must be presented in a meaningful manner.

(5) *Supervisory monitorship and evaluation.* The OJT program must be closely monitored and continuously evaluated by the supervisory chain. Progression through a scheduled program of training is of no value unless the intended training objectives are being met.

e. Cross-training. Cross-training is simply an extension of OJT. This method of training is the primary means used to train individuals to perform jobs outside their regularly assigned duties. Though it need not be as structured as OJT programs, the characteristics of effective OJT generally apply to cross-training as well. Cross-training is the MILPO chief s primary means of—

(1) Adding flexibility to the MILPO staff, thus enabling the supervisory chain to temporarily shift resources to meet changes in work demands.

(2) Enhancing the professional development of those who have demonstrated the greatest potential for advancement to positions of increased responsibility.

Chapter 3
Personnel Management

Section I
General

3–1. Military personnel management

Military personnel management as defined in the Dictionary of United States Army Terms is:

a. The process of planning, organizing, directing, coordinating, and controlling the procurement, training/education, utilization, separation/retirement, development, and motivation of military personnel to assist in the successful accomplishment of the organizational mission. It includes all procedures related to: Military job analysis and evaluation; position classification; personnel classification, assignment, and utilization; maintenance of an adequate system of records and reports required for successful operation of the Army personnel system; Human Resources Development activities to include development of individual potential; and development of an organizational climate that enhances the attitude, motivation, commitment, and sense of well-being of soldiers and their families.

b. The objective of military personnel management is to ensure the success of the mission. To accomplish this objective, available personnel resources must be used to the fullest extent possible. Consideration of the interest and desires of the individual soldier should be balanced against the commander's mission and availability of manpower resources.

3–2. Establishing a personnel management program

a. Manpower, as the Army's primary resource, must be considered on a priority basis in decision-making at all levels. In order to use available manpower resources in the most efficient and effective manner, commanders at all echelons should establish and aggressively enforce a military personnel management program that—

(1) Places the right soldier in the right job through efficient classification and careful assignment.

(2) Challenges and stimulates the individual's desire to produce through adequate incentives.

(3) Capitalizes on the individual's intelligence, aptitudes, and interest through suitable training.

(4) Utilizes the individual fully on essential tasks.

(5) Ensures the individual has the opportunity for professional development and advancement through intelligently planned and progressive rotation of assignments.

b. Commanders are responsible to review and comment upon those personnel actions which will have a direct bearing on the efficiency of their organization. Personnel officers and unit commanders have the task of weighing the facts when commenting upon a soldier's qualification or eligibility needed to meet specific application requirements contained in governing Army publications.

c. Commanders are to review each personnel action for completeness, adequacy of justification, and ensuring that all factors bearing on the case are documented in the request. Include comprehensive documentation which supports a waiver or exception to policy request. Commanders are to provide positive recommendations where approval is contemplated and not merely "forward for consideration" those actions to HQDA. Although some personnel actions which are governed by regulatory or statutory requirements must be forwarded to HQDA for a final determination not every personnel action initiated by a soldier requires it being forwarded up through the chain of command as an exception to policy. If the individual does not meet submission criteria, prepare correspondence returning the request to the applicant citing specific reason(s) for disapproval. Requests containing waivers may be disapproved at any higher installation/command level before reaching HQDA. Commanders are responsible to exercise their discretionary (disapproval) authority on those actions which do not meet submission or qualification guidelines and return to requestor as a disapproved action.

d. Once an action has been disapproved (either by installation commander or HQDA) six months must pass before resubmission. As an exception to this guidance, a commander may forward an action for reconsideration wherein circumstances have developed which significantly alter the originally submitted request and where the local commander now recommends approval.

e. The following general guidance is provided to assist those responsible for reviewing personnel actions submitted by soldiers. A commander should be able to answer YES to these questions. In most instances a NO response is sufficient grounds for disapproval at the installation level. Prepare correspondence returning the request to the applicant detailing the specific reason(s) for disapproval. Do not forward to HQDA as a routine action.

(1) Have all specific requirements and prerequisites contained in governing Army publications been met by the applicant?

(2) Has proper documentation been included which supports a waiver or exception to policy request?

(3) If PCS movement is required, is the soldier eligible and available for PCS movement now? Service members currently stabilized may request other favorable personnel actions no earlier than 10 months prior to their current stabilization termination date.

(4) Does the applicant possess/meet (where applicable):

(a) The proper MOS and paygrade needed for application?

(b) The required physical and weight standards?

(c) The required minimum military or civilian education?

(d) Leadership abilities or potential to perform in leadership positions?

(5) Do the soldier's current and previous enlisted efficiency reports (EER) reflect favorably on the requested action?

(6) Are there other factors (financial irresponsibility, family problems, alcoholic or drug related problems, disciplinary problems, approved retirements, retention ineligibility limits reached, etc.) that in the opinion of the commander, should prevent favorable consideration of the soldiers request?

3–3. Utilization of the military personnel office

This chapter contains detailed procedures by which effective military personnel management programs utilizing the military personnel office as a nucleus can be instituted by commanders.

Section II
Procedures

3–4. Procedure 3-1 personnel reliability programs.

Moved to Procedure 9-21

3–5. Procedure 3-2 Army Occupational Survey Program

Procedure 3-2 covers the questionnaire administration for the Army Occupational Survey Program (AOSP).

a. Primary references: AR 611-3 and DA Pamphlet 611-3.

b. Forms used:

(1) DA Form 200

(2) DA Form 4308

(3) DA Form 4666

(4) DA Form 4773

(5) DA Form 4776

(6) DA Form 4777

(7) DA Form 5141

(8) DA Form 5233

c. This procedure supplements the above primary references. It provides guidance pertaining to the AOSP, which is the Army's primary method for evaluating the work done by its soldiers. Occupational data are collected Army-wide through the administration of questionnaires.

d. Separate survey questionnaires for job incumbents are developed for enlisted and warrant officer MOSs and commissioned officer specialties. Training factor questionnaires are developed for MOS/specialty supervisors and/or subject matter experts (SME).

(1) The number of questionnaires for an MOS/specialty allocated to a Military Personnel Office (MILPO) depends upon a statistical sampling plan based on the MILPO share of overall MOS/specialty strength.

(2) Data collected are processed through the Comprehensive Occupational Data Analysis Programs (CODAP) system for use in developing and evaluating training programs, Skill Qualification Tests, Soldiers' Manuals, Military Qualification Standards, and MOS/Specialty Classification Manuals (AR 611-101, AR 611-112, AR 611-201).

e. AOSP Project Officers are appointed and roster maintained by the MILPO.

(1) MILPOs are responsible for providing the information necessary to identify qualified survey respondents and to provide organizational data on these respondents. In some instances, AOSP questionnaires may be mailed directly to personnel by name or directed to the assigned units of the respondents. In these instances, the AOSP Project Officer will not be responsible for respondent selection or questionnaire administration, but may be contacted for assistance in ensuring the established suspense dates for surveys are met.

(2) AOSP Project Officers are responsible for identifying qualified respondents, administering questionnaires in accordance with DA Pam 611-3, and returning questionnaires within 30 days (CONUS) or 60 days (OCONUS) of receipt.

(3) Information of a personal nature may be disclosed or released only to authorized personnel in accordance with AR 340-17 and AR 340-21 series.

f. The following actions will be taken for administration of Army Occupational Survey Program (AOSP) questionnaires.

Table 3–2
Procedure 3-2 Army Occupational Survey Program

Step: 1
Action required by: Military Personnel Officer
Description of actions: Ensures that AOSP Project Officers are appointed in accordance with Procedure 9-9.

Step: 2
Action required by: AOSP Project Officer
Description of actions: a. Receives AOSP shipment consisting of the following: Allocation List; Distribution List; DA Form 5233 (Acknowledgement of AOSP Shipment); DA Form 4308 (AOSP Questionnaire Data Sheet) for enlisted incumbents only; and AOSP Questionnaires and Answer Booklets.

b. Verifies that number of questionnaires and answer booklets corresponds to the number allocated.

c. Acknowledges receipt of shipment by completing and returning DA Form 5233 (see fig 3-2-1) within 5 days of receipt.

d. Provides transmittal letter to the MILPO Personnel Management Specialist requesting a roster of personnel eligible to complete the AOSP questionnaires.

Step: 3
Action required by: Personnel Management Specialist
Description of actions: a. Based on criteria in the transmittal letter, generates a roster of personnel eligible to complete AOSP questionnaires. The roster must contain the following information: name; grade; social security number; duty MOS (enlisted and warrant officer); specialty code (commissioned officer); authorized grade of MOS (enlisted); additional skill identifiers (ASI) for enlisted personnel assigned to a duty position authorized an ASI; and unit identification code (UIC).

b. Ensures that personnel selected as eligible to complete the survey are working in the appropriate MOS or specialty code.

c. Ensures that first term soldiers selected to complete the survey are assigned to a duty position in the respective MOS for a minimum of 3 months.

Step: 4
Action required by: AOSP Project Officer
Description of actions: a. Receives roster of personnel eligible to complete AOSP questionnaires from Personnel Management Specialist. Selects personnel to be surveyed in proportion to type unit (e.g., MTOE, TDA) and grade or skill level. For example: (see table 3-3)

b. Completes DA Form 4308 for each enlisted member selected to be surveyed and ensures personnel selected remain eligible to complete survey. (See fig 3-2-2.)

Step: 5
Action required by: AOSP Project Officer
Description of actions: Distributes AOSP survey materials, e.g., transmittal letters, questionnaires, answer booklets, DA Forms 4308, where applicable, and a copy of the roster of eligible personnel, to the AOSP questionnaire administrator(s) or First Sergeant, as appropriate, with a suspense date for return of completed answer booklets.

Step: 6
Action required by: AOSP Questionnaire Administrator(s) or First Sergeant
Description of actions: Receives AOSP survey materials and coordinates roster of eligible personnel with unit PSNCO.

Step: 7
Action required by: PSNCO
Description of actions: Establishes availability of eligible personnel (e.g., PCS, ETS, personnel on leave or TDY beyond suspense date) and identifies qualified alternates when possible. If a number of personnel eligible and available is less than number allocated, notifies the AOSP Questionnaire Administrator or First Sergeant who will then notify the AOSP Project Officer.

Step: 8
Action required by: AOSP Project Officer
Description of actions: Makes determination if other personnel are available to complete the survey, and if not, requests authorized reductions from SSC-NCR, ATTN: ATZI-NOS-D (telephone or message).

Step: 9
Action required by: AOSP Questionnaire Administrator or First Sergeant
Description of actions: a. Matches AOSP questionnaires with their corresponding answer booklets as follows:

(1) Enlisted incumbent with DA Form 4666.

(2) Enlisted training factor with DA Form 4777.

Table 3–2
Procedure 3-2 Army Occupational Survey Program—Continued

(3) Commissioned officer incumbent with DA Form 4773.
(4) Commissioned/warrant officer training factor with DA Form 4776.
(5) Warrant officer incumbent with DA Form 5141.
b. All commissioned and warrant officer surveys—distributes questionnaires and corresponding answer booklets directly to the selected officers or their units with a suspense for return of completed answer booklets.
c. Enlisted incumbent surveys only—completes DA Forms 4308 for alternate personnel identified by PSNCO. (See fig 3-2-2.). Notifies PSNCO of personnel selected and the date, location, and time of questionnaire administration.
d. Enlisted training factor surveys only—notifies PSNCO of personnel selected and the date, location, and time of questionnaire administration.

Step: 10
Action required by: First Sergeant/PSNCO Description of actions:

a. Provides completed DA Forms 4308 to enlisted soldiers who are selected to complete AOSP incumbent questionnaires.
b. Notifies selectees to report for questionnaire administration at specified date, location, and time.

Step: 11
Action required by: AOSP Questionnaire Administrator
Description of actions: a. Ensures central site is available for AOSP enlisted questionnaire administration.
b. Ensures the following survey materials are available for each participant:
(1) Adequate work space including a desk, table or lap board, and chair.
(2) One copy of the appropriate questionnaire and answer booklet.
(3) Two black lead pencils (no. 2 or 2 1/2).
c. Enlisted incumbent only—checks each DA Form 4308 against roster of eligible personnel to ensure the soldier's duty MOS is among those being surveyed.
d. Enlisted training factor—checks duty MOS and grade of individuals reporting against roster to ensure they match criteria specified in transmittal letter.
e. Provides the survey participants a brief explanation of the AOSP program. Example: "You are here today to complete an occupational survey. The purpose of the survey is to collect data that will be used to evaluate and update training courses, Soldiers' Manuals, and Skill Qualification Tests."
f. Directs survey participants to read the Foreword, General Instructions, and Instructions for Section I (Background Information). Asks survey participants if there are any questions and, if any, provide specific answers.
g. Instructs survey participants to complete Section I (Background Information) and proceed at their own pace through the questionnaire. Informs participants that they must read the instructions preceding each section and complete as indicated. Directs participants to request assistance regarding any instructions they do not understand.
h. Before releasing survey participants, review completed answer booklets to ensure that—
(1) Participant's name, MOS Code from the questionnaire booklet, and, for enlisted incumbent only, current Duty MOS, are printed on the cover.
(2) The items in Section I are completed property.
(3) The items in Section II are not answered with patterned responses (e.g., zigzag or only one column).
(4) The item numbers in Section II are not circled.
(5) Any erasures are clearly made.
(6) No item has more than one response.
(7) All stray marks are erased.
(8) The pages are securely stapled and any loose pages are restored to their proper places.
i. Separates answer booklets by type (incumbent, training factor) and MOS and transmits to AOSP Project Officer.
j. Checks names of survey participants versus list of individuals scheduled, and reschedules those who did not participate.

Step: 12
Action required by: AOSP Questionnaire Administrator
Description of actions: a. Receives completed AOSP answer booklets from commissioned and warrant officers.
b. Separates answer booklets by type (incumbent, training factor) and Specialty Code or MOS, and transmits to AOSP Project Officer.
c. Checks names of survey participants versus list of soldiers scheduled to participate, and contacts the units or officers to determine status of surveys not completed.

Step: 13
Action required by: AOSP Project Officer
Description of actions: Receives completed AOSP answer booklets from survey administrator(s) and prepares a DA Form 200 (ADP Data Transmittal Record). (See fig 3-2-3.)

Step: 14

Table 3–2
Procedure 3-2 Army Occupational Survey Program—Continued

Action required by: AOSP Project Officer

Description of actions: IAW AR 340-3 and 340-5, packages and returns, by first class mail, completed AOSP answer booklets and DA Form 200 to US Army Soldier Support Center—National Capital Region, ATTN: ATZI-NOS-D, 200 Stovall Street, Alexandria, VA 22332-0400. Ensures a Required Delivery Date (RDD) is put on cartons shipped from overseas areas.

Step: 15

Action required by: Military Personnel Officer

Description of actions: Evaluates administration of AOSP and takes corrective action where required.

Table 3–3
Number eligible

Skill level	MTOE	TDA	Total
1	100	20	120
2	60	10	70
3	40	10	50
4	30	5	35
5	20	5	25
Total	250	50	300

Notes:

Total number of questionnaires to be administered from transmittal letter=100.

The percent of individuals with Skill Level 1 in MTOE is 100™300=.333.

The percent of individuals with Skill Level 1 in TDA units is 20™300=.067.

So, the number of incumbents with Skill Level 1 in MTOE units who should be selected to complete the AOSP questionnaires would be 100 (number allocated x 0.333=33.

Likewise for Skill Level 1 in TDA units

100 (number allocated) x 0.067=7

If the number of incumbents available is insufficient, i.e., number allocated exceeds total number eligible, SSC-NCR, ATTN: ATZI-NOS-D must be notified telephonically or by message to request authorized reductions.

3–6. Procedure 3-4 surplus personnel reporting

Procedure 3-4 covers surplus personnel reporting (enlisted personnel).

a. Primary reference is AR 614-200.

b. Forms used are DA Forms 2496, 200, and 2632.

c. This procedure supplements AR 614-200. It applies to all active Army permanent party enlisted soldiers, Army National Guard and Army Reserve members serving on Federal Active Duty, other than Active Duty for Training (ADT).

d. This procedure prescribes guidance for reporting surplus enlisted personnel in accordance with section VII, chapter 2, AR 614-200.

e. Installations and organizations that submit requisitions directly to MILPERCEN are responsible for submission of surplus reports.

f. MILPERCEN is responsible for reassignment of surplus personnel in accordance with distribution priorities and assignment policies. MILPERCEN will provide assignment information pertaining to soldiers selected for reassignment via the CAP III system.

g. Surplus reporting of enlisted personnel, with the exception of enlisted bonus recipients, who meet one or more of the conditions outlined in para 3-22, and table 3-4-3 (table 3-4-3 is located after the last chapter in this pamphlet) is optional at the discretion of the installation/activity or oversea commander, unless otherwise directed by HQDA or deemed appropriate by the local commander.

(1) Surplus reports will be submitted monthly (to arrive the first working day of the month) in the format prescribed by table 3-4-1 for personnel in grades El to E8 to HQDA (DAPC-EPS-D), Alexandria, VA 22331.

(2) Requests to remove individuals will be submitted by message to CDR MILPERCEN ALEX VA// DAPC-EPS-D/ /.

(3) Changes to information that was previously reported will be submitted as they become known.

(4) Surplus sergeants major and first sergeant/master sergeant personnel who are on E9 promotion lists will be reported by message or command letter, at any time, to HQDA (DAPC-EPZ-E), Alexandria, VA 22331.

h. Requests for deletion or deferment from assignment instructions will be submitted directly to HQDA (DAPC-EPS-S), (sec V, chap 2, AR 614-200, and procedure 4-1, DA Pam 600-8-10).

i. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

j. The following action will be taken for surplus personnel reporting of enlisted personnel:

Table 3–6
Procedure 3-4 surplus personnel reporting

Step: 1
Action required by: Unit Cdr/1SG
Description of actions: Upon receipt of Unit Manning Reports (procedure 4-21, DA Pamphlet 600-8-1) notification of pending inactivation, knowledge of improperly utilized soldiers, or by direction, identify all soldiers designated as surplus.

Step: 2
Action required by: Unit Cdr/1SG
Description of actions: Determine if soldier can be properly utilized (see para 3-6).

Step: 3
Action required by: Unit Cdr/1SG
Description of actions: Place bonus recipients in authorized positions over nonbonus recipients according to their bonus (or comparable) MOS.

Step: 4
Action required by: Unit Cdr/1SG
Description of actions: Consider MOS conversion action for Career Management Fields (CMF) reconfigured under the Enlisted Personnel Management System (EPMS).

Step: 5
Action required by: Unit Cdr/1SG
Description of actions: Identify numerical overstrength.

Step: 6
Action required by: Unit Cdr/1SG
Description of actions: Select soldiers who meet the conditions outlined in Rules 7 through 9, section 1; or Rule 3, section II; table 3-4-3.

Step: 7
Action required by: Unit Cdr/1SG
Description of actions: Determine MOS and grade.

Step: 8
Action required by: Unit Cdr/1SG
Description of actions: Review annotated Unit Manning Report to ensure that personnel should be reported surplus. Soldiers who must be reassigned due to inactivation will be reported 150 days before inactivation date (Rule 10, section I; or Rule 4, sec II; table 3-4-3).

Step: 9
Action required by: Unit Cdr/1SG
Description of actions: Purify Unit Manning Report if status of soldier has changed to a surplus status or from a surplus status to proper utilization.

Step: 10
Action required by: Unit/BnPAC Clerk
Description of actions: If necessary, submit “POSN” SIDPERS transaction (procedure 2-19, DA Pam 600-8-1).

Step: 11
Action required by: Personnel management specialist
Description of actions: Screen SIDPERS Potential Assignment Report (procedure 3-8) against Unit Manning Report (procedure 9-16) to identify personnel tentatively identified as surplus. Potential Assignment Reports consist of the PCN ACC-C92 (Part 4)-Mal-slotted personnel.

Step: 12
Action required by: Personnel management specialist

Table 3–6
Procedure 3-4 surplus personnel reporting—Continued

Description of actions: Screen previous surplus reports to ensure that soldiers have not been included if previously reported, unless otherwise directed.

Step: 13
Action required by: Personnel management specialist
Description of actions: Verify soldier qualifications and report the MOS in which the soldier is capable of performing duty without extended on-the-job refresher training. Priority of utilizations, as listed in paragraph 3-33 should be used to determine new assignment.

Step: 14
Action required by: Personnel management specialist
Description of actions: Check MOS inventories and Unit Manning Reports of all supported units to ensure that a vacancy does not exist for this soldier and that the most eligible of all soldiers (by grade and MOS in all supported units) is reported surplus.

Step: 15
Action required by: Personnel management specialist
Description of actions: Identify careerists who are surplus and who possess a PMOS in an overstrength status at the current fiscal year group (FYGP) (see DA Cir 611 series).

Step: 16
Action required by: Personnel management specialist
Description of actions: Identify first term soldiers who have completed 24 months active Federal military service and possess a PMOS in overstrength status at the current FYGP.

Step: 17
Action required by: Personnel management specialist
Description of actions: Prepare CMT requesting Unit Commander to encourage the voluntary reclassification/retraining of soldiers holding a PMOS which is overstrength in the current FYGP. (See procedure 3-46, this pamphlet.)

Step: 18
Action required by: Personnel management specialist
Description of actions: Prepare forwarding CMT to Unit Commander informing status of soldiers reported surplus, i.e., will be reassigned locally, will be reported to HQDA, etc.

Step: 19
Action required by: Personnel management specialist
Description of actions: Prepare Surplus Qualification Cards with a computer listing (when facilities permit) (table 3-4-1 and table 3-4-3).

Step: 20
Action required by: Personnel management specialist
Description of actions: Prepare DA Form 200 for signature of the Military Personnel Officer. Give all documents to Personnel Management Supervisor.

Step: 21
Action required by: Personnel management supervisor
Description of actions: Review MOS inventories and Unit Manning Report. Compare the grade and MOS data of surplus personnel with the Unit Manning Report to effect appropriate local reassignments if such action is authorized.

Step: 22
Action required by: Personnel management supervisor
Description of actions: Review Surplus Qualification Cards and computer listing for keypunch and format error.

Step: 23
Action required by: Personnel management supervisor
Description of actions: Give cards with listings, DA Form 200, and DA Form 2496, Disposition Form, to the Military Personnel Officer.

Step: 24
Action required by: Military personnel officer
Description of actions: Review cards, Unit Manning Report, DA Form 2496 and recommended reassignments. Sign DA Form 200 and DA Form 2496.

Step: 25
Action required by: Personnel management specialist
Description of actions: Forward documents as follows:

a. Annotated DA Form 2496 back to Unit Commander.
b. Surplus report/listing and DA Form 200 for personnel in grades E1 to E8 to HQDA (DAPC-EPS-D), Alexandria, VA 22331-0400.

Table 3–6
Procedure 3-4 surplus personnel reporting—Continued

c. Surplus reports for Sergeants Major and First Sergeant/Master Sergeant personnel on E9 promotion lists by message or command letter to HQDA (DAPC-EPZ-E), Alexandria, VA 22331-0400. Correspondence will include the soldier's name, SSN, PMOS, and the reason surplus (table 3-4-1). Reports may be submitted under this paragraph at any time a surplus is created.

Step: 26
Action required by: Personnel management specialist
Description of actions: Surplus reports, with the exception of step 25 above, will be submitted on a monthly basis to arrive at MILPERCEN not later than the first working day of each month.

Step: 27
Action required by: Personnel management specialist
Description of actions: Initiate action to effect necessary local reassignment.

Step: 28
Action required by: Personnel management specialist
Description of actions: Changes to information previously reported will be submitted as soon as it becomes known by entering in card column 78 (table 3-4-1) the appropriate change code shown in table 3-4-2.

Step: 29
Action required by: Personnel management specialist
Description of actions: Requests to remove soldiers from surplus status will be submitted by electrical message to CDR MILPERCEN VA// DAPC-EPS-D// and will include the grade, name, SSN, PMOS, and date originally reported.

Step: 30
: Personnel management specialist
Description of actions: Requests for deletion or deferment from assignment instructions will be submitted directly to HQDA (DAPC-EPS-S) (sec V, chap 2, AR 614-200 and procedure 4-1, DA Pam 600-8-10).

Step: 31
Action required by: Unit Clerk
Description of actions: Upon receiving CMT from MILPO, confer with Unit Commander and designate a date for interviewing each soldier designated as surplus.

Step: 32
Action required by: Unit commander/1SG
Description of actions: Encourage the voluntary reclassification/retraining of soldiers so identified in the DA Form 2496. (See procedure 3-46, this pam).

Step: 33
Action required by: Unit Commander/1SG
Description of actions: If a soldier declines voluntary reclassification when his PMOS is overstrength in the current FYGP, advise the individual that he may request a hearing before a reclassification board.

Step: 34
Action required by: Unit Commander/1SG
Description of actions: Interview all others to verify personnel data to be reported.

a. Inform the soldier—
(1) If being reported surplus and, if so, when.
(2) Pending receipt of disposition instructions, if being utilized in available position which is commensurate with grade and qualifications.
(3) That HQDA will consider area of preference in determining reassignment, but ultimate assignment will be based on the requirements of the Army.
(4) If local assignment is directed.
b. Correct any deficiencies on the status of soldiers as directed by the MILPO.

Step: 35
Action required by: Unit clerk
Description of actions: Upon completion of the interview(s), prepare CMT to MILPO stating soldiers designated as surplus have been interviewed and include Oversea Area of Preference, CONUS Area of Preference, and Surplus Reporting Code (see AR 680-29 and table 3-4-2). Include a statement that actions have been taken in accordance with the preceding comment. Give to Unit Commander or 1SG, as appropriate.

Step: 36
Action required by: Unit commander
Description of actions: Sign CMT and forward through channels.

3–7. Determining a properly utilized soldier

a. A soldier who is assigned in accordance with band c below, but who is not utilized in his or her position, is considered improperly utilized.

b. Soldier is in a position—

(1) In the PMOS at the same grade of rank or two grades higher (provided there are not soldiers available in the proper grade for assignment).

(2) In the career progression MOS (CPMOS) (provided skill level is other than "0" (zero)).

(3) In the SMOS at the same or higher grade of rank (only when no requirement exists in (1) above).

(4) In an MOS substitute for the PMOS as authorized in AR 611-201 (only when no requirement exists in (1) above).

(5) In an AMOS at the same or higher grade of rank (only when no requirement exists in (1) above).

(6) In a shortage or balanced MOS, if current PMOS is listed as overstrength in DA Circular 611 series or otherwise directed by HQDA, in which the soldier is being trained for award of a new MOS.

c. Authorized exceptions include—

(1) The assignment is under actual combat conditions.

(2) The assignment is to meet urgent military requirements to satisfy an exceptional need for special temporary duty, not to exceed 90 days, after which the soldier must be returned to perform duties in his assigned position for at least 120 days.

(3) MACOM are authorized to extend the utilization period up to 12 months for a soldier on special duty when it is required to accomplish total mission.

(4) Soldiers with Enlistment Bonus or Selective Reenlistment Bonus must serve in the MOS for which bonus was awarded, an MOS within normal career progression pattern, or in an MOS designated by HQDA as comparable.

(5) The assignment is for the sole purpose of qualifying the soldier for award of a shortage MOS (see DA circular 611 series).

(6) In support of Reserve summer training.

(7) The assignment is made under special instruction from HQDA.

(8) An NCO may be utilized in a specialist position at the same pay grade provided there are no NCO vacancies available in his current pay grade and same or higher skill level.

(9) Soldiers surplus in accordance with AR 614-200 and this procedure, except pay grade E9, may be assigned and utilized in their PMOS in a one-grade lower position to preclude PCS moves and to offset or space imbalance between oversea and CONUS.

d. Other considerations include—

(1) A specialist should not be utilized in an NCO position below his pay grade.

(2) In considering a specialist or private for utilization at a higher grade, this sequence should be followed:

(a) Specialist position at the next higher pay grade.

(b) NCO position at present pay grade.

(c) NCO position at a higher pay grade.

(3) Assignment limitation recorded on the soldier's Personnel Qualification Records must be considered.

Table 3–4–1
Format for surplus qualification card

Dara item	Position
Name (last name first six characters and spaces)	1-6
PMOS	7-11
Blank	12-18
Military personnel class "E"	19
SSN	20-28
Assignment classification "S"	29
Status "S"	30
Blank	31-36
CONUS or Oversea area of preference	37-38

Table 3–4–1
Format for surplus qualification card—Continued

Dara item	Position
Blank	39-59
Source “M”	60
Type of transaction “S8”	61-62
Blank	63-69
RIG “B”	70
DPA “0”	71
Blank	72-77
Surplus report code	78
RIN “K”	79
DPA “0”	80
(ALPHA Character)	

Notes:
See AR 614-200, appendix F and this pamphlet for additional information.

Table 3–4–2
Reporting codes for surplus personnel

Surplus personnel	Initial report code	Change report code
Personnel reported under rules 1 through 3, section I, and rule 1, section II, table 3-4-3	A	3
Personnel reported under rules 4 through 6, section I, and rule 2, section II, table 3-4-3	B	4
Personnel reported under rules 7 through 9, section I, and rule 3, section II, table 3-4-3	C	5
Personnel reported under rules 10, section I, and rule 4, section II, table 3-4-3	D	6

3–8. Procedure 3-5 immediate available personnel

Procedure 3-5 covers reporting immediately available personnel.

a. Primary reference is AR 614-200.

b. Forms used are DA Forms 2, 2-1, 2496, 2635, DD Form 173, and DD Form 4 series.

c. This procedure supplements AR 614-200. It prescribes guidance pertaining to the reporting of personnel who become available for, and require immediate reassignment from their current station.

(1) Immediately available personnel are defined, and policies pertaining to their reporting and reassignment are contained, in AR 614-200, chapter 2.

(2) Cases involving personnel who become immediately available for assignment require rapid action to obtain assignment instructions in order to preclude a loss of productive man-days.

(3) Personnel found to be immediately available will be reported to MILPERCEN by commanders of organizations or agencies authorized to submit personnel requisitions directly to MILPERCEN.

(4) Reports will be submitted as soon as it can be determined that a soldier is, or will become immediately available; but in no case will a report be delayed beyond 24 hours after the effective date of a soldier’s availability.

(5) These reports are, in effect, requests for assignment instructions and MILPERCEN will provide assignment instructions by message or telephone within 72 hours.

(6) All required MOS reclassifications will be accomplished prior to reporting a soldier immediately available.

(7) Categories of immediately available personnel and the appropriate addresses for reporting those personnel are contained in AR 614-200, chapter 2. Report format and instructions are contained in this procedure.

d. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with the applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

e. The following actions will be taken for reporting immediately available personnel:

Table 3–8
Procedure 3-5 immediate available personnel

Step: 1
Action required by: Unit cdr/school commandant
Description of actions: All soldiers who fall into one of the categories listed in table 2-2, AR 614-200 will be reported HQDA MILPERCEN using the appropriate codes. Soldiers in categories identified by codes D, E, and I are not required to be reported if a vacancy exists in which they can be properly utilized at the reporting installation /activity in accordance with Chapter 3, AR 600-200.

Step: 2
Action required by: Unit cdr/school commandant
Description of actions: Provide unit/BnPAC clerk with the reason for reporting personnel immediately available as listed in table 2-2, AR 614-200, and with other personnel data needed to complete the report to the MILPO. (See fig 3-5-1, 3-5-2, and para 3-9.)

Step: 3
Action required by: Unit/bn PAC clerk
Description of actions: Prepare and submit DA Form 2496 (see fig 3-5-1), through channels to MILPO listing all soldiers who are immediately available, other data as needed, and commander's recommendation concerning retention in the organization for each soldier in categories identified by codes D, E, and I. Give DA Form 2496 to commander.

Step: 4
Action required by: Unit/bn PAC clerk
Description of actions: Make appointment for reported personnel to be interviewed by the Personnel Management Specialist.

Step: 5
Action required by: Unit cdr/school commandant
Description of actions: Review the DA Form 2496 for accuracy and completeness, sign and forward through channels as appropriate. (Have report handcarried if necessary to meet time limitations.)

Step: 6
Action required by: Personnel management specialist
Description of actions: Upon receipt of report, request DA Form 2, 2-1, and MPRJ from the Personnel Records Specialist.

Step: 7
Action required by: Personnel management specialist
Description of actions: For soldiers in categories identified by codes D, E, and I, screen MOS inventories (procedure 4-21, DA Pam 600-8-2), Unit Manning Reports of all units with projected gains (procedure 4-35, DA Pam 600-8-2), and loss reports (procedure 4-22, DA Pam 600-8-2); and personnel records of reported soldiers, to find out whether those soldiers may be properly utilized in accordance with AR 600-200 within an organization on the installation.

Step: 8
Action required by: Personnel management specialist
Description of actions: Interview all personnel who have been reported as immediately available by the Unit Commander/School Commandant to obtain any required information to complete the report.

Step: 9
Action required by: Personnel management specialist
Description of actions: Prepare report of immediately available personnel in accordance with instructions and format as shown at figure 3-5-2 and paragraph 3-9.

Step: 10
Action required by: Personnel management specialist
Description of actions: Provide the report, recommendations for local reassignments, and other documents to the Personnel Management Supervisor.

Step: 11
Action required by: Personnel management supervisor
Description of actions: Review MOS Inventory and Unit Manning Reports. Prepare listing of recommended reassignments. Review report of immediately available personnel. Give report and list of recommended assignments to the Personnel Officer.

Step: 12
Action required by: Military personnel officer
Description of actions: Review the recommended assignments and the report.

Step: 13
Action required by: Military personnel officer
Description of actions: Direct action to effect reassignments, if appropriate. Do not include in the report those personnel who are

Table 3–8
Procedure 3-5 immediate available personnel—Continued

reassigned and properly utilized (e.g., soldiers in categories D, E, and I who can be utilized in accordance with chap 3, AR 600-200, need not be reported.

Step: 14
Action required by: Military personnel officer
Description of actions: Sign report and forward to appropriate MILPERCEN addressee.

Step: 15
Action required by: Personnel management specialist
Description of actions: Set up suspense files. Notify Personnel Management Supervisor if assignment instructions are not received within three working days after transmission of the report.

Step: 16
Action required by: Personnel management specialist
Description of actions: Upon receipt of assignment instructions, pull suspense copy and proceed to procedure 3-1, DA Pamphlet 600-8-10.

3–9. Personnel availability report

a. Reports will be prepared in two parts—part A for POR qualified personnel and part B for non-POR qualified personnel. Reports will include the basic and supplemental data requested in c and d below. Ensure reports are combined according to AR 614-200, paragraph 2-31.

b. At figure 3-5-2 is a sample report of immediately available personnel. Subparagraphs c and d, below, are keyed to the respective lines of the sample report.

c. Basic personnel data.

(1) Line A—Name, sex, grade of rank, SSN, and UIC of losing organization, Regimental Affiliation (if applicable).

(2) Line B—Pay grade/Enlistment Bonus or Selective Reenlistment Bonus Designator (i.e., EB, SRB), if applicable. If no bonus, enter "NO BONUS".

(3) Line C—PMOS/SMOS/AMOS. Enter MOS preceded by "P", "S", or "A", respectively. Report PMOS or reporting code as prescribed by AR 600-200, chapter 2. Include skill level digit, special qualification identifier (SQI), and additional skill identifier (ASI) as applicable. If a soldier has been awarded more than one MOS, report all additional MOS. Only those MOS awarded and recorded on DA Forms 2 and 2-1 will be reported. The most significant additional MOS will be reported as the secondary MOS if no SMOS has been designated. The decision of which MOS to report as SMOS will be based upon the soldier's current grade, recency of experience, SQT or MOS evaluation scores, and physical condition. Report SQI and ASI with SMOS if applicable.

(a) Airborne and special forces qualified personnel will be personally interviewed to determine whether they want to continue in an airborne or special forces status in their next assignment. This must be done before reporting them with the special qualification identifier (SQI) "S" or "P". If airborne or special forces duty is not desired, SQI "S" or "P" will be removed (AR 600-200, para 2-33).

(b) Prior-service soldiers (enlisting or reenlisting for training in an MOS that is not the same as the PMOS held in a prior period of service), will be reported as the PMOS in which training is required. Skill level 0 (e.g., 11B00) will be indicated to show that the soldier requires training in that MOS. The previous PMOS will be reported as SMOS or AMOS if the soldier is still qualified in the MOS. If no further training is required on reenlistment, the soldier will be reported as having PMOS and skill level for which he enlisted.

(c) If soldier is an MOS-qualified linguist (MOS 98G/96C) or fluent in a foreign language, regardless of MOS, indicate appropriate language code (AR 611-6).

(d) If soldier has an ASI (see AR 600-200 and 611-201 and item 4 and 18, Section II, DA Form 2), report the ASI. If soldier has an ASI and is also fluent in a foreign language, all ASI and language codes will be reported. Annotate additional ASI and/or language codes at the end of line C of the message (e.g., C. P75C4LFR/S75D4LGM/also awarded ASI A3).

(e) For soldiers attending civilian educational institutions under AR 621-1, use reporting code 09D00, and the soldier's PMOS in parentheses following the reporting code.

(4) Line D—Overseas tour code/date returned from overseas service (DROS)/AEA code/expiration of term of service (ETS). Enter the following items sequentially separated by "/":

(a) Latest oversea tour code from the "TYPE" column of item 5, DA Form 2-1. Enter "NONE" if applicable.

(b) DROS from item 14, Section IV, DA Form 2. Enter DEROS if soldier is currently serving on oversea tour or is being returned to duty from AWOL status from an oversea tour. Enter "NONE" if not applicable.

(c) AEA Code from item 15, Section IV, DA Form 2.

(d) ETS from item 3, Section IV, DA Form 2.

(5) Line E—Immediately Available Category. Indicate the category by entering the letter of the alphabet which corresponds to the description of circumstances that have made the soldier immediately available for assignment as shown in table 2-2, AR 614-200, (e.g., the letter "B" would identify a soldier becoming eligible for assignment following release from a medical holding detachment). If no code applies, enter "SEE REMARKS", and fully explain the circumstances requiring immediate assignment in clear text in line H.

(6) Line F—CONUS Area of Preference/Oversea Area of Preference. Obtain information by interview. Enter the following items separated by "/". Note: Verify data with items 19 and 20, Section IV, DA Form 2. If not the same, have soldier submit DA Form 2635 (procedure 6-3, this pamphlet).

(a) CONUS Area of Preference (para 1-18, AR 680-29).

(b) Oversea Area of Preference (para 1-53, AR 680-29).

(7) Line G—Basic Active Service Date (BASD)/Security Investigation Status/Defense Language Aptitude Battery (DLAB) Score/Citizenship/Suspension of Favorable Personnel Actions Status/Physical Profile Serial/and Physical Category Code. Enter the following items sequentially separated by "/":

(a) BASD from item 2, Section IV, DA Form 2.

(b) Security Investigation Status from item 7, Section II, DA Form 2.

(c) DLAB score from item 10, DA Form 2-1. If none, enter "NONE".

(d) For citizens of the United States, enter "US"; for aliens, enter the word "ALIEN" followed by the country of citizenship in parentheses, item 12, Section I, DA Form 2 and item 23, DA Form 2-1.

(e) Indicate if the soldier is under suspension of favorable personnel actions (AR 600-31) by "YES" or "NO".

(f) Report the physical profile serial (PULHES) and physical category code from items 9 and 10, Section II, DA Form 2. When the physical profile category code represents a physical defect or assignment take action in accordance with AR 600-60.

(8) Line H—Remarks. Include applicable supplemental personnel data indicated in paragraph 4b, below.

d. Supplemental personnel data. Request will contain in line H, Remarks, the following personnel data, as applicable, according to the category of personnel reported. Each case that is not described by one of the categories listed should be fully explained with this section.

(1) *All categories.*

(a) If the soldier has an enlistment contract that has not been completely fulfilled, report the terms of the contract, what portion has been completed, and what portion remains unfulfilled. Obtain information by interview and review of DD Form 4 series.

(b) Include a statement to the effect that assignment of the soldier will be an additional move in the fiscal year, (if the requested move constitutes a second or subsequent change of station within the current fiscal year) and whether soldier accrued entitlement to dislocation allowance as a result of the last PCS. Furnish pertinent data on which to base a decision for the additional change of station in accordance with AR 614-6. Verify data in item 6, Section IV, DA Form 2.

(2) *Category A.*

(a) Indicate reason for relief from school, organization and station from which ordered to school, and, if applicable, the amount of prescribed foreign service tour completed prior to arrival in CONUS to attend the course.

(b) Report the specific cause of failure (not applicable for those attending OCS). Whenever academic deficiency is responsible, indicate why (e.g., lack of motivation, lack of necessary mathematics, poor educational background in primary subject area).

(c) Recommend, if appropriate, further training in a related MOS or another specific MOS, if the soldier is qualified. If the soldier is being eliminated from an MOS producing course, with no previously awarded MOS, and is qualified for an MOS through a civilian acquired skill, indicate the MOS. Also indicate whether the soldier is fully qualified for direct award of the MOS.

(d) Furnish following information if soldier has not completed training and only if new training is not available through the retrieval system—Name, SSN, typing skill, recommended or preferred MOS training, and MOS training previously failed.

(3) *Category G.*

(a) Indicate unit and station or area from which soldier is absent. If absence was an attempt to avoid oversea, movement, indicate that fact and indicate which oversea unit and area. Cite applicable paragraph from AR 630-10 to identify type of absentee.

(b) Furnish information required by paragraph d, below, only if soldier has not completed training.

(4) *Category H.* Report the following:

(a) All aptitude area scores.

(b) Motor Driver Battery score.

(c) Date of birth.

(d) Civilian education.

(e) Height.

(f) High school subject in math and science.

(g) Typing skill.

(h) Auditory perception score.

(i) Whether or not the soldier has a valid state driver's license.

(j) Date and installation at which soldier started basic combat/basic training.

(k) Whether soldier started but did not complete advanced individual training (indicate number of weeks completed, MOS in which trained, and installation conducting training).

(l) If soldier has been eliminated from more than one MOS producing course, list all MOS training previously failed/dropped, reason, and length of training.

(m) MOS recommended by commander for retraining.

(n) MOS preferred by soldier for retraining.

(5) *Category I.* Indicate specific enlistment commitment for personnel who enlisted for a particular option, to include authority for such enlistment. Soldiers who can be utilized in accordance with chapter 3, AR 600-200, need not be reported if they are in the categories identified by Codes D, E, and I.

(6) *Category J.* Indicate date the soldier will be available for assignment, if not immediately available.

(7) *Category K.* If the soldier being reported as immediately available is married to another service member and desires assignment to the installation/area where the spouse (MILPO must verify marriage before completing this category K data) is assigned, indicate the following data for the spouse:

(a) Name

(b) Pay grade

(c) SSAN

(d) PMOS

(e) Unit and station of assignment

(f) Marital status verified.

3–10. Procedure 3-6 language training

Procedure 3-6 covers applications for language training.

a. Primary reference is AR 611-6.

b. Forms used are DA Forms 2 and 2-1, 3180 (Personnel Screening and Evaluation Record), 3444 series, 4187 (Personnel Action), DD Forms 1610 (Request and Authorization for TDY Travel of DOD Personnel), and 5160.41.

c. This procedure supplements AR 611-6. It prescribes guidance for processing applications of service members who meet eligibility and selection criteria and wish to volunteer for language training under AR 611-6.

(1) Applications for language training to qualify for assignment to a Military Assistance Advisory Group (MAAG) or mission, the Defense attache system, foreign area officer, or other specialized assignment will be submitted under the directive applicable to the special program.

(2) Selection of personnel for language training is governed by projected worldwide requirements by grade, specialty or MOS, language, and proficiency level. Personnel who are involuntarily selected and ordered to language training do not incur a service obligation.

(3) Service members who volunteer for language training under AR 611-6 must meet the service obligation or service remaining requirement specified therein and in AR 614-200 for enlisted personnel. For personnel who apply for language training in conjunction with a special program, the service obligation of the program will apply.

d. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be according to applicable directives or by destruction when the purpose for which authorized has been served. Destruction will be by burning, shredding, or other appropriate method.

e. The following actions will be taken on applications for language training:

Table 3–10
Procedure 3-6 language training

Step: 1
Action required by: Unit Cdr/1SG/BnPAC PSNCO
Description of actions: Encourage qualified personnel to apply for language training. See DA Circular 350 series and DA Circular 611 series.

Step: 2
Action required by: Unit Cdr/1SG/BnPAC PSNCO

Table 3–10
Procedure 3-6 language training—Continued

Description of actions: Interview and counsel service members who indicate an interest to assure that individual is aware of the course requirements; note when applicable that DLAT scores are no longer acceptable; type of assignment to follow; and service obligation.

Step: 3
Action required by: Unit Cdr/1SG/BnPAC PSNCO
Description of actions: Have applicant prepare DA Form 4187 as in figure 3-6-1; and complete statement as in figure 3-6-4. When applicable, also have individual complete statement for waiver of enlistment contract; shipment of household goods and movement of dependents; see examples in procedure 3-8. Attach statements as enclosures to DA Form 4187, checking to make sure they are properly completed and signed.

Step: 4
Action required by: Unit Cdr/1SG/BnPAC PSNCO
Description of actions: Complete section IV (Remarks) as in figure 3-6-1. List the enclosures.

Step: 5
Action required by: Unit Cdr/1SG/BnPAC PSNCO
Description of actions: When advisable, arrange for additional counseling as follows:

a. Training officer, for course prerequisites qualification and eligibility requirements, and possibility of waivers; service obligation.
b. Career Counselor/ Reenlistment Officer, concerning extension of service (chap 3, AR 601-280); enlistment commitments and bonuses, and requirements for waiver thereof. AR 601-210, AR 601-280, and chapter 8, AR 600-200 apply (enlisted personnel).

Step: 6
Action required by: Unit Cdr/Bn Comdr.
Description of actions: Complete section V. If unit commander recommends disapproval, reason must be given. Sign and forward DA Form 4187 with enclosures to MILPO, through command channels as appropriate. See Figure 3-6-2.

Step: 7
Action required by: Personnel management specialist
Description of actions: Review application and process as follows:

a. Screen Personnel Qualification Records and documents in MPRJ to verify information in the application and if individual meets the course prerequisites.
b. Determine if individual has enlistment commitment and if a recipient of any type of (re)enlistment bonus (current enlistment only); and if waiver is applicable. Provisions of AR 600-200 are applicable.
c. When required to meet the qualification prerequisites, arrange for testing or retesting in the Defense Language Aptitude Battery; or retesting in the Armed Services Vocational Aptitude Battery. See procedure 3-25.
*Note.*DLAT scores are not acceptable.

Step: 8
Action required by: Personnel management specialist
Description of actions: If language training is to be followed by MOS training requiring a security clearance, check individual's security clearance or status of security investigation. Unless previously accomplished, and individual meets the requirements and qualifications for language training, take action to initiate investigation for security clearance.

Step: 9
Action required by: Personnel management specialist
Description of actions: Officer personnel. If applicant does not have sufficient remaining service to meet the service obligation, have individual complete request for additional active duty (AR 135-215). See procedure 4-2. Attach request to application for training.

Step: 10
Action required by: Personnel management specialist
Description of actions: If individual will not be available for assignment (e.g., alerted for foreign service tour or suspension of personnel action has been initiated) or is ineligible for the training requested, return application through command channels to the service member. Prepare CMT giving reason for disqualification and if application may be submitted at a later date.

Step: 11
Action required by: Personnel management specialist
Description of actions: If individual meets criteria for training, prepare forwarding CMT as in figure 3-6-3 including statements as indicated. If recommending disapproval, give justification. Forward to supervisor for review and signature.

Step: 12
Action required by: Personnel management supervisor

Table 3–10
Procedure 3-6 language training—Continued

Description of actions: Review application for accuracy and completeness; set up suspense for reply and forward for signature. Return MPRJ to the Personnel Records Specialist.

Step: 13
Action required by: Personnel management supervisor
Description of actions: Upon receipt of comeback copy, send to the Personnel Records Specialist for tiling in MPRJ as action pending document.

Step: 14
Action required by: Personnel management supervisor
Description of actions: Upon receipt of approval or disapproval of application from HQDA, note additional personnel actions to be taken. Give appropriate instructions to the Personnel Management Specialist.

Step: 15
Action required by: Personnel management specialist
Description of actions: If application is disapproved, forward to individual through command channels, as in step 10, above. Have action pending copy of application withdrawn from MPRJ and file complete copy of correspondence in accordance with AR 340-2 or AR 340-18-7.

Step: 16
Action required by: Personnel management specialist
Description of actions: Upon receipt of approval of application, notify unit and service member to await assignment instructions (PCS or TDY en route) or travel orders if TDY to school and return to the same installation. Hold original correspondence as action pending document for file in MPRJ (see step 20, below.)

Step: 17
Action required by: Personnel management specialist
Description of actions: If individual will attend school TDY and return to the same installation, request travel orders in accordance with AR 310-10. If school attendance will be PCS or TDY en route, upon receipt of assignment instructions, process in accordance with DA Pamphlet 600-8-10. Request orders (AR 310-10).

Step: 18
Action required by: Personnel management specialist
Description of actions: For enlisted personnel, verify that service member has sufficient remaining service to meet service obligation (AR 611-6 and AR 614-200). If not, notify individual through unit commander to initiate request for extension of enlistment or request for enlistment in accordance with chapter 3, AR 601-280, and that action must be completed prior to commencement of travel. Set up appropriate suspense to assure action is completed prior to departure from installation, whether PCS or TDY travel.

Step: 19
Action required by: Personnel management specialist
Description of actions: If assignment instructions indicate security clearance is required, check to see if necessary action has been taken (step 8, above). If not, initiate request.

Step: 20
Action required by: Personnel management specialist
Description of actions: Make disposition of correspondence (copies of applications) as follows:

a. When applicable—

(1) Signed approval of request for waiver of (re)enlistment comment. Withdraw original from original application and replace with a machine-reproduced copy (unless carbon copy with signature of approval authority is available). Send original of signed approval of request for waiver to Commander, US Army Enlisted Records and Evaluation Center, ATTN: PCRE-M, Fort Benjamin Harrison, IN 46249-5301. (For file in the Official Military Personnel File (OMPF). AR 640-10 applies).

(2) Statements concerning movement of household goods (HHG) and/or dependents (step 3, above). Withdraw original from application and replace with machine reproduced copy (unless carbon copy with signatures is available). Original is filed in MPRJ in accordance with AR 640-10.

b. Send to the Personnel Records Specialist for file in MPRJ.

(1) Copy of each statement (when applicable, as indicated above) for file as permanent document.

(2) Complete copy of application for file as action pending document (to be withdrawn upon completion of the training to which the application pertains).

Step: 21
Action required by: Personnel management specialist
Description of actions: Since the MPRJ does not accompany service members attending school TDY and return to the same installation/station, ensure that the following documents are given to the soldier (to hand carry to the school) prior to departure for TDY:

a. Copy of request (including enclosures). Be sure official signatures are shown. Be sure, especially in cases likely to be questioned, that all

Table 3–10
Procedure 3-6 language training—Continued

applicable information is included which is needed to establish eligibility for the proposed schooling.

b. When required for the course (DA Pam 351-4), ensure that copies 1 and 2, DA Form 3180, completed through Part IV, accompany the service member (chap 3, AR 50-5), and TDR Card.

c. Copy of DA Form 2 produced from "INQY" SIDPERS transaction, and a photocopy or machine-reproduced copy of DA Form 2-1.

d. Terminal Digit File for Treatment Record (DA Forms 3444 series).

Step: 22

Action required by: Personnel records supervisor

Description of actions: Upon preparation of records for outprocessing (PCS), be sure a complete copy of the application is placed in the MPRJ as an action pending document, to include signatures on copies of statements and approved request for waiver if any. This is to preclude any copies of statements an approved request for waiver it any. This is to preclude any question of qualification for and possible delay of entrance into the class by the student.

Step: 23

Action required by: Personnel management specialist

Description of actions: Upon receipt of approved application, alert Personnel Records Specialist so that if EER is required, it can be properly completed, signed, and processed in accordance with AR 623-205.

3–11. Procedure 3-7 specialty designation

Procedure 3-7 covers specialty designation (commissioned officers).

a. Primary reference is AR 611-101, 614-100, and DA Pam 600-3.

b. Forms used are DA Forms 2, 2-1 and 2496.

c. This procedure supplements primary references listed above. It prescribes guidance for administrative processing of the OPMS Specialty Designation of commissioned officers managed by HQDA, MILPERCEN.

(1) This procedure also applies to ARNG and USAR commissioned officers serving on extended active duty and on the active duty list.

(2) This procedure does not apply to members of the AMEDD, Judge Advocate General's Corps, or Chaplain Corps.

(3) OPMD managed officers may have another specialty designation any time after commissioning. Development in a second specialty will not normally begin until skill qualification has been completed in an officer's accession specialty.

d. The Director of Officer Personnel Management (OPMD), MILPERCEN, will designate a second specialty for each OPMD managed officer not later than the officer's eighth (8th) year of active commissioned service based on Army requirements and the individual's qualifications and desires.

(1) Qualifications will be determined from academic background training, experience, manner of performance, and potential shown on individual officer evaluation reports.

(2) Officers will communicate their preference for specialty designation to the Director, OPMD, MILPERCEN, in accordance with AR 611-101.

(3) Officers who indicate a preference for a specialty prior to completion of their eighth year of commissioned service may so request at any time subsequent to commissioning.

(4) Only Regular Army or other than Regular Army (OTRA) officers in voluntary indefinite status are eligible to make such a request.

e. If an officer disagrees with his or her specialty designation, he or she may apply for redesignation after two years. Officers are encouraged to communicate with their professional development officers in OPMD concerning any questions. Some officers may not be designated the specialty they requested because—

(1) The file review did not substantiate that designation; or

(2) Army requirements dictated their being designated in another specialty.

f. In addition, some officers may be designated two new specialties. This is a result of either a change in Army requirements, the officer requesting a new specialty, or the file review indicating that a new specialty is appropriate. Commissioned officers will be designated a year group identity which, for personnel management purposes, generally corresponds to the fiscal year (FY) they entered on active duty. In determining the year entered on active duty, only the entry date or adjusted entry date into active Federal commissioned service will be used. Commissioned officer procurement is governed by year groups. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by

destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

g. The following actions will be taken for specialty designation commissioned officers:

Table 3–11
Procedure 3-7 specialty designation

Step: 1
Action required by: Personnel management specialist
Description of actions: Upon advance notification from HQDA of OPMS Specialty Designation for "YG" either by message or letter. Obtain MPRJ from Records Branch.

Step: 2
Action required by: Personnel management specialist
Description of actions: a. Screen message or letter against MPRJ to ensure following criteria applies:
(1) Commissioned Officer.
(2) Not AMEDD, JAG, or Chaplain.
(3) Within 84-96 months active Federal commissioned service.
b. Return MPRJ to Records Branch.
c. Maintain suspense until actual receipt of HQDA OPMS Specialty Designation packets.

Step: 3
Action required by: Personnel management specialist
Description of actions: Upon receipt of the actual Specialty Designation packets—

a. Make sure the packets are complete. They should include instruction sheets and a "YG" roster.
b. Compare the suspense roster against the HQDA roster.
(1) If an officer's YG on the HQDA produced roster is erroneous, annotate the roster in the right margin with the correct YG (e.g., "YG 70").
(2) If an officer is commissioned in one of the AMEDD branches, JAGC, or Chaplain Corps, annotate the roster in the right margin with the correct branch (e.g., "JAGC Officer").
(3) If an officer has already been designated two specialties, and appears on the HQDA roster, record the specialty codes (e.g., "1241") in the right margin and have the officer complete a specialty preference statement.
(4) Advance notification from HQDA is on file in the suspense file and the officer is not on the HQDA roster, check his Branch, YG/AFCS, name, SSN, and accession designation; if no discrepancies, add his name to the bottom of the HQDA roster and have the officer complete the officer specialty preference statement.
(5) If an officer appears on the HQDA roster and advance notification is not received—
(a) Request MPRJ from Records Branch.
(b) Make maximum utilization of automated data files (e.g., AAC-C49, AAC-C11, AAC-C37, AAC-C07, etc).
(c) If advance notification is found, screen MPRJ using criteria in step 2 and annotate HQDA roster.
(d) Return records to Records Branch.
(e) If record is not found, annotate roster, "No Record of Officer."
(6) If the officer has departed (PCS), record "PCS" and the new unit of assignment in the right margin, e.g., "PCS to 7th Inf Div, Fort Ord, CA."
(7) If the officer has resigned, is AWOL, DFR, in confinement, deceased, REFRAD, discharged, or retired, annotate the roster accordingly.
(8) If the officer is on TDY, forward the officer specialty preference forms to the individual with instructions to return the completed forms as soon as possible but no later than the established internal suspense date.
Note. If the TDY officer's specialty preference form is not received by the suspense date, DO NOT delay forwarding the remaining packets with the HQDA roster to MILPERCEN. Annotate the HQDA roster with the words "TDY" and indicate that the specialty preference forms of officers who are on TDY will be provided by separate correspondence.

Step: 4
Action required by: Personnel management specialist
Description of actions: Maintain annotated HQDA roster until receipt of completed packets from officers.

Step: 5
Action required by: Personnel management specialist
Description of actions: Ensure that internal suspense controls are established for individual packets so that the specialty preference forms and the annotated HQDA roster are returned to HQDA by the required suspense date.

Step: 6
Action required by: Personnel management specialist
Description of actions: Transmit packets to officers through their commander in a personal envelope large enough to accept an 8 1/2 x 11-inch mark-sense officer specialty preference and accompanying HQDA instruction sheet. A cover DA Form 2496 may be used to maintain a local suspense control and provide additional information.

Step: 7

Table 3–11
Procedure 3-7 specialty designation—Continued

Action required by: Personnel management supervisor/officer
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 8
Action required by: Unit Cdr/1SG BnPAC/ PSNCO
Description of actions: a. Ensure each designated officer completes the mark-sense form as soon as possible but no later than the suspense date.
b. Provide individual counseling in accordance with DA Pamphlet 600-3.
c. Ensure specialty preference forms are not FOLDED, STAPLED or MUTILATED.
d. Return all packets to the MILPO by the suspense date.

Step: 9
Action required by: Personnel management specialist
Description of actions: a. Ensure that completed mark-sense forms being returned to HQDA are accomplished in compliance with the instruction sheet and DA Pamphlet 600-3 and that all packets are accounted for.
b. Forward packets with annotated roster to HQDA (DAPC-OPA-C), Alexandria, VA 22332-0400.
c. Ensure specialty preference forms are not FOLDED, STAPLED or MUTILATED.
d. Advise MILPERCEN by message of the date the completed packets were mailed.

Step: 10
Action required by: Personnel management specialist
Description of actions: Upon receipt of newly designated specialty report from HQDA, notify the unit commander or appropriate supervisor so that the officer may be informed of his designated specialties.

3–12. Procedure 3-8 enlisted requisitions and MOS statistics

Procedure 3-8 covers enlisted requisitions, enlisted skills inventory and projection by MOS (PCN: AAC-C19), enlisted MOS inventory (PCN: AAC-C31 (By name) and AAC-C33 (By Statistics), Mal-Slotted Personnel Report (AAC-C86), Requisition Status Report (AAC-C80), and Parts 2 and 9 CAP III Rosters and Cards (AAA-T01).

a. Primary references: AR 600-200, AR 614-200, AR 680-29.

b. Forms used: DA Forms 200, 477 (Requisition for Enlisted Personnel), 477A (Special Instructions for Enlisted Personnel), and NSN 7530-00-270-6178.

c. This procedure supplements ARs 600-200, 614-200, and 680-29. It prescribes guidance for preparation of enlisted personnel requisitions. A personnel requisition identifies a need for a qualified individual holding a specific grade and MOS. Only approved authorization documents will be used as the basis for requisitions. Requisitioning activity commanders are responsible for the review, edit, consolidation, and timeliness of requisitions submitted by subordinate units.

(1) Requisition lead time and schedule of submission for regular and emergency requirements and for specific categories of personnel (linguist, special screening, etc.) are prescribed in AR 614-200, chapter 2, section III.

(2) Outstanding requisitions will be cancelled as soon as possible after determining the requirements no longer exists. See AR 614-200, chapter 2, for details.

(3) The requisitioning activity commanders will ensure that personnel within their commands are properly assigned and utilized according to AR 600-200, chapter 3.

d. The purpose of the C19 report is to provide the commander with an inventory of authorized and actual strength by MOS of enlisted personnel within their organizations. The data in the report provide a strength inventory of the authorized and accountable strength of all permanent party enlisted personnel. The report projects actual strength to a maximum of 16 months in 12 progressive projection periods. The projection may be continuance, i.e., 1 thru 12 or in multiple increments. Authorized strength can be current or projected. The projection periods assigned and authorized are specified by the user. Projected gain data are normally obtained from the Assignment Instruction File. A projected SPF record (Record Status Code Y) is used in the absence of a corresponding AIF record. Projected loss data for CONUS units are based on anticipated date of loss, or in the absence of anticipated loss, ETS. For overseas units loss data are based on anticipated date of loss, or in the absence of anticipated date of loss, date eligible to return from overseas, or in the absence of both, ETS. ETS is not used to project losses of grades E-6 or higher unless the SPF contains the AEA Code A which indicates intention to retire or not to reenlist. Requisition data are obtained from the AIF and represent open requisitions for which a CAP III fill notice has not been received. The utilization controls in AR 600-200 chapter 3, section II, require commanders to keep current inventories of authorized and actual strength by

MOS within their organizations. The Enlisted Skills Inventory and Projection by MOS is used to improve utilization of personnel in accordance with AR 600-200. The report is prepared in four parts.

(1) Part 1 is sequenced by unit (company, battery, troop, or separate unit). A sample of Part 1 with explanation is shown in figure 3-8-1.

(2) Part 2 is sequenced by Parent Unit Designator (PUD) or PUD/ARLOC. A sample of Part 2 with explanation is shown in figure 3-8-2.

(3) Part 3 is produced only if requested and is sequenced by Report Sequence Code or Mail Code. A sample of Part 3 with explanation is shown in figure 3-8-3.

(4) Part 4 is produced for overall SIDPERS. A sample of Part 4 with explanation is shown in figure 3-8-4.

e. The purpose of the enlisted MOS inventory is to provide the military personnel officer with information to assist in accomplishing personnel management actions. It will enable the military personnel office to identify individuals by MOS and unit of assignment to satisfy levy and reassignment requirements. The report is produced by Enlisted MOS Inventory (By name) and Enlisted MOS Inventory (By Statistics). The Enlisted MOS Inventory (By Statistics) shows the MOS statistics at parent unit level and the authorized and accountable PMOSC for all assigned enlisted personnel by grade. The first four characters of the MOSC are identified. A sample of the Enlisted MOS Inventory (By name) with explanation is shown at figure 3-8-5. A sample of the PEACETIME Enlisted MOS Inventory (By Statistics) is shown at figures 3-8-6 and 3-8-7. A sample of the WARTIME Enlisted MOS Inventory (By Statistics) is shown at figures 3-8-8 and 3-8-9.

f. The purpose of the Potential Assignment Report is to provide a listing of mal-slotted enlisted personnel based on a search of the SIDPERS data base. The Potential Assignment Reports are designed to assist the Military Personnel Office (MILPO) in the utilization and redistribution of onboard personnel—specifically those individuals who are in other than the nine thousand (999) POSNO series. Within the major sequence option, each report is further sequenced by UPC, MOS, and grade. Totals are printed for each major sequence option (Mail Code, Reports Sequence Code, or PPA). The PCN: AAC-C86 (Personnel Mal-Slotted Report), is used to assist the military personnel officer in identifying mal-slotted enlisted individuals within the SIDPERS data base considered to be mal-slotted based on MOS/SSI criteria. Where potential mal-slotting exists the authorized strength record and the personnel record will be printed. An enlisted member will be considered potentially mal-slotted if the—

(1) Bonus MOS does not equal PMOS.

(2) Bonus MOS is equal to PMOS and the first three positions of the PMOS are not equal to the authorized MOS of the assigned slot.

(3) Soldier is drawing Special Duty Assignment (Proficiency Pay) and the first three positions of the PMOS are not equal to the authorized MOS of the assigned slot.

(4) First three positions of the PMOS/Promotion/Progression MOS or the first three positions of SMOS are not equal to the authorized MOS of the assigned slot.

(5) Fifth position of the DMOS is "X" and the fifth position of the PMOS is not equal to "X".

(6) SPF grade is E9 and SASF grade is not equal to E9.

(7) SPF grade is El through E6 and SASF grade is three grades higher. A sample of this report is shown in figure 3-8-10.

g. The purpose of the Requisition Status Report (PCN: AAC-C80) is to provide the personnel management officer a 12-month projection of CAP III gains in relation to requisition requirements. Enlisted gain records are selected from the SAIF to format this report. For each requisitioned pay grade, MOS, and ASI, CAP III assignments (fills) are displayed by arrival month. A sample of the C67 report with explanations is at figure 3-8-11.

h. The purpose of the AAC-T01 Parts 2 and 9 report is as follows: Part 2—RIG/RIN "KE" (TIT "P")-Cancelled Requisition Record Displays gaining cancelled requisitions (TIT "P") The record identifies by Enlisted Personnel Management Directorate (EPD) Control and Live Number a requisition that has been cancelled by MILPERCEN. The matching requisition on the SAIF is deleted from the file. If a cancelled requisition does not match a requisition on file and the Unit Processing Code (UPC) matches the SIDPERS Organizational Master File (SOMF), it is posted to the SAIF as transaction code "C" (Cancelled requisition held on file). Table 3-8-2 is a sample of cancelled requisition format. A sample of the T01 report, para 2, is shown at figure 3-8-12. The nonessential error mnemonic "MAIF" will be displayed to the right of cancelled requisitions that have been posted to the SAIF as cancelled requisitions held on file. See table 3-8-3. Sequence is—

(1) UPC (page break)

(2) EPD Control Number.

Table 3–8–1
Submitted requisition format

Item: 1
Data: Activity from which sent
Positions: 01-02

Table 3–8–1
Submitted requisition format—Continued

Item: 2
Data: Record identification group (RIG)
Positions: 03

Item: 3
Data: Record identification number (RIN)
Positions: 04

Item: 4
Data: Regimental affiliation unit number
Positions: 05-08

Item: 5
Data: Regimental affiliation Branch
Positions: 09-10

Item: 6
Data: Requisitioned MOS
Positions: 11-15

Item: 7
Data: Requisitioned ASI
Positions: 16-17

Item: 8
Data: Requisitioned language
Positions: 18-19

Item: 9
Data: Requisitioned pay grade
Positions: 20

Item: 10
Data: Requisitioned sex code
Positions: 21

Item: 11
Data: Personnel security investigation required
Positions: 22

Item: 12
Data: Position personnel security status
Positions: 23

Item: 13
Data: Position personnel security requirement
Positions: 24

Item: 14
Data: Special qualification code
Positions: 25

Item: 15
Data: Parent unit designator
Positions: 26-28

Item: 16
Data: Descriptive designator
Positions: 29-30

Item: 17
Data: Organization designation & station
Positions: 31-54

Item: 18

Table 3–8–1
Submitted requisition format—Continued

Data: APO (overseas)
Positions: 55-59

Item: 19
Data: State or gateway
Positions: 60-61

Item: 20
Data: CONUS requisition area or overseas country code
Positions: 62-63

Item: 21
Data: Dependent travel status code
Positions: 64

Item: 22
Data: Requirement date (YYMM)
Positions: 65-68

Item: 23
Data: EPD control and line number
Positions: 69-75

Item: 24
Data: Command code
Positions: 76-77

Item: 25
Data: Restricted action
Positions: 78

Item: 26
Data: MILPERCEN use only
Positions: 79

Item: 27
Data: Special instruction trailer card code
Positions: 80

Table 3–8–2
Topload/modified/cancelled requisition format

Item: 1
Data: CAP cycle number
Positions: 01-02

Item: 2
Data: Blank
Positions: 03-04

Item: 3
Data: Activity to which sent
Positions: 05-06

Item: 4
Data: Blank
Positions: 07-08

Item: 5
Data: Record identification group (K)
Positions: 09

Item: 6
Data: Record identification number (E or X)

Table 3–8–2
Topload/modified/cancelled requisition format—Continued

Positions: 10

Item: 7
Data: Type transaction T-T, (N or O or P)
Positions: 11

Item: 8
Data: Unit processing code
Positions: 12-16

Item: 9
Data: Requisition MOS
Positions: 17-21

Item: 10
Data: Additional skill identifier
Positions: 22-23

Item: 11
Data: Language code
Positions: 24-25

Item: 12
Data: Pay grade
Positions: 26

Item: 13
Data: Sex
Positions: 27

Item: 14
Data: Personnel security investigation requirement
Positions: 28

Item: 15
Data: Position personnel security status
Positions: 29

Item: 16
Data: Position personnel security requirement
Positions: 30

Item: 17
Data: Special qualification
Positions: 31

Item: 18
Data: Designation & station (CONUS only)
Positions: 67-61

Item: 19
Data: Army Postal Office (APO) (overseas only)
Positions: 32-56

Item: 20
Data: State or gateway
Positions: 62-63

Item: 21
Data: Dependent travel code
Positions: 64

Item: 22
Data: Requirement date (YYMM)
Positions: 65-68

Table 3–8–2
Topload/modified/cancelled requisition format—Continued

Item: 23
Data: EPD control & line number
Positions: 69-75

Data: (Requisition activity code)
Positions: 69-70

Data: (Requisition control code)
Positions: 71

Data: (Requisition line number)
Positions: 72-75

Item: 24
Data: Command code
Positions: 76-77

Item: 25
Data: Blank
Positions: 78-80

Notes:
N=Field generated requisition modified by MILPERCEN

O=Generated and Toploaded by MILPERCEN to include M-Allocations

P=Cancelled Requisition

i. Requisitions data are received from the personnel management officer. The personnel management officer will provide the SIB with a duplicate deck of requisition cards that were forwarded to MILPERCEN as required by AR 614-200. Activities that forward requisitions through functional headquarters must ensure that requisitioning data submitted to the SIB for posting to the SAIF contain EPD Control and Line Numbers submitted to MILPERCEN. If the requisition UPC matches the SOMF, the following actions will be taken:

(1) If a requisition does not match a requisition on the SAIF, it is posted to the SAIF.

(2) If a requisition matches a requisition on file, the requisition will replace (overlay) the one on file.

(3) If a requisition matches a cancelled requisition on the SAIF, the requisition is not posted and the "cancelled requisition held on file" is deleted. Table 3-8-1 contains the requisitions card format. Also see AR 614-200, appendix B.

(4) Field generated requisitions modified by MILPERCEN and requisitions generated and toploaded by MILPERCEN to include M-Allocations appear in part 9 of the T01 report. A sample of part 9 of the T01 report is at figure 3-8-13. Table 3-8-2 is a sample of the Topload/modified/cancelled Requisition Format.

j. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

Table 3–8–3
Error mnemonics applicable to CAP III

Section I Definition of abbreviations and terms

Error mnemonic prefixes: E

Definition: Essential Validity Error—Data element in transaction is invalid and must be corrected before transaction will process.

Error mnemonic prefixes: C

Definition: Essential Compatibility Error—Data element in transaction is not compatible with one or more data elements on the SIDPERS file to be update and the transaction and file must be brought into agreement before transaction will process.

Error mnemonic prefixes: N

Definition: Non–Essential Validity Error—Data elemt in transaction was invalid but transaction processed. Action must be taken to correct the erroneous data element (normally by separate transaction if required)

Error mnemonic prefixes: M

Table 3–8–3
Error mnemonics applicable to CAP III—Continued

Definition: Non–Essential Compatibility Error—Data element in transaction was incompatible with data element on file, but transaction processed. Action must be taken to correct the incompatible situation.

Section II Error mnemonics and action required

Error mnemonic: AIF

PCN: T01

Part: 2

Reason: T/T"P" posted to the SAIF as a cancelled requisition held on file

Action required: No local action required

3–13. Procedure 3-8A enlisted requisitions

The following action will be taken for the preparation of enlisted requisitions:

Table 3–13
Procedure 3-8A enlisted requisitions

Step: 1
Action required by: Personnel Management Specialist (or other designated person)
Description of actions: Routine requisitions. Use Parts 1 and 4 of the Enlisted Skills Inventory and Projection by MOS Report to project losses and gains. (When installation requisitions for assigned units only.)

Step: 2
Action required by: Personnel Management Specialist (or other designated person)
Description of actions: Only after reviewing utilization alternatives outlined below will requisitions be prepared.

a. Personnel utilization (AR 600-200, chap 3).
b. Surplus personnel (AR 614-200 chap 2, sec VII).
c. Personnel in promotable status (AR 600-200 chap 7).

Step: 3
Action required by: Personnel Management Specialist (or other designated person)
Description of actions: Check to determine if surplus and promotable personnel can be slotted against current and projected vacancies.

Step: 4
Action required by: Personnel Management Specialist (or other designated person)
Description of actions: Prior to actual preparation of a requisition, complete a computation worksheet to determine valid vacancies. See figure 3-8-14 for an example of a computation worksheet. Worksheet should cover at least 6 projected months and should include a column for open requisitions to avoid double requisitioning. Ensure that alternatives listed in step 2 are completely checked out before replacement personnel are requisitioned. A separate computation worksheet should be completed for each supported unit and a master computation sheet should be completed to depict overall installation/division vacancies.

Step: 5
Action required by: Personnel Management Specialist (or other designated person)
Description of actions: Prepare requisitions in accordance with AR 614-200 chapter 2, section III. Prepare Special Instruction Trailer Cards if required. See procedure 3-8E and AR 614-200, appendix D, for preparation instructions. Create requisition Text Header and Text Trailer Cards. Upon completion of requisitions, forward to Personnel Management Supervisor or designated supervisor for review.

Step: 6
Action required by: Personnel management specialist (or other designated representative)
Description of actions: a. When preparing requisitions for personnel replacements for nuclear—capable units or units having Chemical Surety positions, always ask the unit commander if the position being filled is a Critical or Controlled Position, if nuclear or a Chemical Surety position. The units in question will have either a NDPR or a CSPR, and a copy will be available in the MILPO.

b. For enlisted personnel, punch "A" for CRITICAL or "D" for CONTROLLED PRP positions in column 24 of the Requisition Card for nuclear assignments (AR 50-5). If AR 50-6 applies, punch "Q" in column 24. In both cases if a specific security clearance is required, punch the appropriate code from paragraph 3-9b, AR 680-29, in column 23 of the requisition.

Step: 7
Action required by: Personnel Management Supervisor (or other designated supervisor)
Description of actions: Upon receipt of the requisitions and special instruction data, review, make appropriate changes, if any, and forward

Table 3–13
Procedure 3-8A enlisted requisitions—Continued

to the SIDPERS Interface Branch (SIB) or the Administrative Machine Branch, if ADPE is used. If ADPE is not used, review, make appropriate changes, if any, return to the Personnel Management Specialist or other designated individual.

Step: 8
Action required by: Personnel Management Specialist (or other Designated Person)
Description of actions: Upon receipt of requisitions from the SIB/Administrative Machine Branch, verify the rosters with source documents for accuracy and completeness. If ADPE is not used, go to step 8.

Step: 9
Action required by: Personnel Management Specialist (or other Designated Person)
Description of actions: Prepare DA Form 200 indicating the requirement month and year and the total number of personnel items. Requisition cards will be in sequence by MOS and grade in ascending numeric-alpha order (e.g., 05C30 E5, and 11B10 E3). Forward through designated supervisor to personnel officer for signature and forwarding to appropriate headquarters for review and edit.

Step: 10
Action required by: Personnel Management Specialist (or other Designated Person)
Description of actions: Emergency requirements. The same procedures used for routine requisitions will be used. Indicate requirement month that is at least 3 months after the month the requisition is to be received at HQDA.

Step: 11
Action required by: Personnel Management Specialist (or other Designated Person)
Description of actions: Requisitions requiring a "Z" Code will be punched in column 23 of the general purpose card and will be accompanied by a DA Form 477A. See appendix D, AR 614-200, for guidance and preparation instructions. Requisitions for linguists will be submitted in accordance with appendixes B and C, AR 614-200.

Step: 12
Action required by: Personnel Management Specialist (or other Designated Person)
Description of actions: Cancellations. Cancellations will be sent to HQDA using message or letter. Request will include requisition control number, line number, requirement month, grade, MOS, and reason for cancellations.

Notes:
[1] In conjunction with the organization's security manager (G2/S2 equivalent), the Personnel Management Supervisor will ensure that personnel security/investigative/special qualification, i.e., PRP, requirements are accurately reflected in personnel requisitions.

3–14. Procedure 3-8B enlisted skills inventory by MOS

The following action will be taken for procedure 3-8B enlisted skills inventory by MOS:

Table 3–14
Procedure 3-8B enlisted skills inventory by MOS

Step: 1
Action required by: Unit Commander
Description of actions: Use report to assist in utilization of enlisted personnel within the unit

Step: 2
Action required by: Unit/BnPAC Clerk
Description of actions: File and destroy upon receipt of new report.

Step: 3
Action required by: Personnel Management Specialist
Description of actions: Upon receipt of the Enlisted Skills Inventory by MOS, take the following actions:

a. Use parts 1 and 4 of the report to project losses and gains for requisitioning when installation requisitions only for assigned units. Use parts 2 and 4 when installation requisitions for assigned and satellited units.
b. Part 3, if requested, provides information which may be used to measure the effectiveness of the requisitioning system, priority of fill, and the strength status by MOS and grade.
c. Destroy upon receipt of new report.

3–15. Procedure 3-8C Enlisted MOS Inventory

The following action will be taken for Procedure 3-8C Enlisted MOS Inventory:

Table 3–15
Procedure 3-8C Enlisted MOS Inventory

Step: 1
Action required by: Personnel Management Specialist
Description of actions: Use both the C31 and C33 reports to project losses and gains for reassignment purposes.

Step: 2
Action required by: Personnel Management Specialist
Description of actions: a. Use both the C31 and C33 reports to assure that each assignment identified and summarized on the enlisted MOS inventory as having a different PMOS from DMOS is justified. These assignments are identified to continuously remind the personnel officer and the commander that individuals identified occupy a position which must be changed or properly justified. Justification for having a different PMOS from DMOS should be documented at verification time (that is, cross training, OJT, assignment within a secondary MOS).
b. Destroy upon receipt of new reports.

3–16. Procedure 3-8D Potential Assignment Reports

The following action will be taken for procedure 3-8D Potential Assignment Reports:

Table 3–16
Procedure 3-8D Potential Assignment Reports

Step: 1
Action required by: Personnel Management Specialist
Description of actions: PCN: AAC-C86 Potential Assignment Report, Part 4—Personnel Mal-slotted. Enlisted individuals appearing on this report are potentially mal-assigned based upon MOS comparisons of the enlisted incumbent against his/her authorized position.

Step: 2
Action required by: Personnel Management Specialist
Description of actions: Destroy upon receipt of new report.

3–17. Procedure 3-8E Submission of Input Transactions (Requisition & Special Instructions) to HQDA MILPERCEN.

a. This procedure prescribes requirements for sending input transactions directly to MILPERCEN (CAPIII/CAP7.)

b. Although written primarily on the basis that an AUTODIN station is readily available, this procedure also addresses the possibility that this service is not always available and that data submission via alternate means is necessary.

c. Joint Army, Navy, Air Force Publication 1280 (JANAP) prescribes overall instructions for transmitting data via AUTODIN: however, pertinent instructions have been extracted from these directives and are included in this procedure as a ready reference for preparing activities.

d. In the event of condition MINIMIZE, data will continue to be transmitted via AUTODIN.

e. MILPERCEN is the Data Processing Installation (DPI) for Centralized Assignment Procedures (CAPIII/CAP7).

3–18. Preparing transactions for dispatch

a. Transaction cards for each transmission will be divided into groups, not to exceed 496 transaction cards. They will then be consolidated with four control cards to form a batch (total not to exceed 500 cards). Two of the control cards (AUTODIN header and AUTODIN trailer) that are required for AUTODIN transmission control and instructions for preparation are contained in figure 3-8-15 and the other two (text header and text trailer) are used by MILPERCEN for operational control purposes.

b. The transaction and control cards will be sequenced as shown in figure 3-8-16.

c. Control card formats are shown in tables 3-8-4 through 3-8-6.

Note. When preparing control cards, all numeric digits will be right justified and preceding blanks will be filled with leading zeros. For example, if the number of transaction cards in the batch is 29, card columns 49-53 of the text header and trailer records will be code as 00029

d. Transactions from a requisitioning office utilizing two or more different PERSINS Processing Activity Codes (PPA), will not be merged for shipment to HQDA. Separate control cards will be prepared and used for each installation/activity PPA submission.

Table 3–8–4
AUTODIN header card format—(Prepared by TCC)

Line No.	Data field name	card column	Information entered
1	Procedures	1	Note 1
2	Language Media and format	2-3	CC
3	Classification	4	U
4	Content Indicator Code	5-8	ADPB
5		9	Blank
6	Originator's Routing Indicator	10-16	Note 2
7	Station Serial Number	17-20	Note 3
8		21	Blank
9	Julian Date	22-24	Note 3
10	Time Filed	25-28	Note 3
11		29	Blank
12	Total Costs	30-33	
13		34	-(hyphen)
14		35-38	UUUU
15		39-40	-(hyphen)
16	Addressee's Routing	41-47	RUEWRHA
17		48	.(period)
18		49-80	Blank

Notes:
[1] A "Routing" (R) precedence will be assigned to all transactions except when local installations feel it necessary to transmit "PRIORITY" (P) in order to ensure time receipt by HQDA(DAPC-EPS-C).
[2] This is the alphabetic code assigned to the servicing AUTODIN terminal. Obtain the code from the facility.
[3] Enter the total number of cards in the batch, including control cards.

Table 3–8–5
AUTODIN-Text Header (ID: Length: Class: Date:)

Description: This record is used to Control Data Received, i.e., CYCL, RIG, RIN, PRA, no. of batches and records. It is the second record of an AUTODIN batch

Position: 1-5
Field: 1
Field titles: Header data
REP: A
Length: 5
Remarks: TXHDR

Position: 6-11
Field: 2
Field titles: Requirement control symbol (RCS)
REP: AN
Length: 6
Remarks: ENLREQ

Position: 12-48
Field: 3
Field titles: Blank
REP: AN
Length: 37
Remarks: SPACES

Position: 49-53
Field: 4
Field titles: Total transactions in batch
REP: N
Length: 5

Table 3–8–5
AUTODIN-Text Header (ID: Length: Class: Date:)—Continued

Position: 54
Field: 5
Field titles: Blank
REP: AN
Length: 1
Remarks: SPACE

Position: 55-57
Field: 6
Field titles: Batch number
REP: N
Length: 3

Position: 58
Field: 7
Field titles: Blank
REP: AN
Length: 1
Remarks: SPACE

Position: 59-61
Field: 8
Field titles: Total batches in shipment
REP: N
Length: 3

Position: 62
Field: 9
Field titles: Blank
REP: AN
Length: 1
Remarks: SPACE

Position: 63-68
Field: 10
Field titles: Total transaction in shipment
REP: N
Length: 6

Position: 69
Field: 11
Field titles: Blank
REP: AN
Length: 1
Remarks: SPACE

Position: 70
Field: 12
Field titles: Record identification group (RIG)
REP: A
Length: 1
Remarks: B

Position: 71
Field: 13
Field titles: Blank
REP: AN
Length: 1
Remarks: SPACE

Position: 72-73
Field: 14
Field titles: Receiving PERSINS processing act (PPA)
REP: AN
Length: 2
Remarks: BLANK, ZERO

Position: 74-75
Field: 15
Field titles: Sending PERSINS processing act (PPA)
REP: AN
Length: 2

Position: 76
Field: 16
Field titles: Blank

Table 3–8–5
AUTODIN-Text Header (ID: Length: Class: Date:)—Continued

REP: AN
Length: 1
Remarks: SPACE

Position: 77-78
Field: 17
Field titles: Shipment control number
REP: AN
Length: 2

Position: 79
Field: 18
Field titles: Record ID number (RIN)
REP: AN
Length: 1
Remarks: 9

Position: 80
Field: 19
Field titles: Control code
REP: A
Length: 1
Remarks: 1

Table 3–8–6
AUTODIN-Text Trailer (ID: Length: Class: Date:)

Description: This record is used to Control Data Received i.e., CYCL, RIG, RIN, PPA, no. of Batches and Records of an AUTODIN Batch.

Position: 1-5
Field: 1
Field titles: Header data
REP: A
Length: 5
Remarks: TXTLR

Position: 6-11
Field: 2
Field titles: Requirement control symbol (RCS)
REP: AN
Length: 6
Remarks: ENLREQ

Position: 12-48
Field: 3
Field titles: Blank
REP: AN
Length: 37
Remarks: SPACES

Position: 49-53
Field: 4
Field titles: Total transactions in batch
REP: N
Length: 5

Position: 54
Field: 5
Field titles: Blank
REP: AN
Length: 1
Remarks: SPACE

Position: 55-57
Field: 6
Field titles: Batch number
REP: N
Length: 3

Position: 58
Field: 7
Field titles: Blank
REP: AN

Table 3–8–6
AUTODIN-Text Trailer (ID: Length: Class: Date:)—Continued

Length: 1
Remarks: SPACE

Position: 59-61
Field: 8
Field titles: Total batches in shipment
REP: N
Length: 3

Position: 62
Field: 9
Field titles: Blank
REP: AN
Length: 1
Remarks: SPACE

Position: 63-68
Field: 10
Field titles: Total transaction in shipment
REP: N
Length: 6

Position: 69
Field: 11
Field titles: Blank
REP: AN
Length: 1
Remarks: SPACE

Position: 70
Field: 12
Field titles: Record identification group (RIG)
REP: A
Length: 1
Remarks: B

Position: 71
Field: 13
Field titles: Blank
REP: AN
Length: 1
Remarks: SPACE

Position: 72-73
Field: 14
Field titles: Receiving PERSINS processing act (PPA)
REP: AN
Length: 2
Remarks: BLANK, ZERO

Position: 74-75
Field: 15
Field titles: Sending PERSINS processing act (PPA)
REP: AN
Length: 2

Position: 76
Field: 16
Field titles: Blank
REP: AN
Length: 1
Remarks: SPACE

Position: 77-78
Field: 17
Field titles: Shipment control number
REP: AN
Length: 2

Position: 79
Field: 18
Field titles: Record ID number (RIN)
REP: AN
Length: 1
Remarks: 9

Position: 80

Table 3–8–6
AUTODIN-Text Trailer (ID: Length: Class: Date:)—Continued

Field: 19
Field titles: Control code
REP: A
Length: 1
Remarks: 1

3–19. Dispatching transactions to HQDA (DAPC-EPS-C)

a. Batch transactions will be transmitted over AUTODIN to MILPERCEN using Routing Indicator Code RUEWRHA. Under no circumstances will requisition and special instruction transactions be transmitted to any other Routing Indicator Code.

b. Batched transactions will be dispatched to arrive at HQDA (DAPC-EPS) not later than 1200 hours on Tuesday of each week. Late arrivals, including AUTODIN error rejections, will be processed during the next regularly scheduled update.

c. Installations or activities that do not have available courier service to an AUTODIN terminal will transmit their input transactions either by US mail or messenger (para 3-20). Airmail will be used when transmission by AUTODIN cannot be accomplished because equipment is malfunctioning and is expected to be down for more than 48 hours.

3–20. Transactions submitted via US mail or messenger

a. All batches of cards that must be mailed or handcarried to HQDA (DAPC-EPS-C) will contain all four control cards. Military personnel offices that regularly mail or hand-carry transactions to HQDA (DAPC-EPS-C) will prepare AUTODIN text header/text trailer cards (paras 3-18 and 3-19) as modified below.

b. Each shipment will be carefully prepared for mailing to prevent damage to the cards while in transit. DA Form 200 (Transmittal Record) will be included in each shipment to be mailed or handcarried to: US Army Military Personnel Center (MILPERCEN) ATTN: DAPC-EPS-F 2461 Eisenhower Avenue Alexandria, VA 22331-0400 US Army Military Personnel Center (MILPERCEN) ATTN: DAPC-EPS-I 2461 Eisenhower Ave. Alexandria, VA 22331-0400 US Army Military Personnel Center (MILPERCEN) ATTN: DAPC-EPS-O 2461 Eisenhower Avenue Alexandria, VA 22331-0400

c. In addition to the normal information required, DA Form 200 will also include the sequential shipment control number, SON, and total number of transaction cards.

d. When transactions must be mailed or handcarried because AUTODIN equipment is malfunctioning, the mailing instructions as described above will apply except the regularly assigned originator's routing indicator code and station serial number will be used as though the batches were to be transmitted by AUTODIN. Transactions mailed or handcarried must also arrive at HQDA (DAPC-EPS-C) not later than 1200 hours Tuesday of each week.

3–21. Nonreceipt of transactions by HQDA (DAPC-EPS-C)

a. When notified of nonreceipt of input transactions, the sending military personnel officer will request the AUTODIN terminal facility to initiate tracer action (AR 680-6, para 4-1).

b. If unable to confirm transmission or if MILPERCEN's routing indicator code in columns 41 through 47 of the AUTODIN header card was incorrect, resubmit the transactions immediately.

3–22. Procedure 3-9 Officer Requisitions and Officer Skills

Inventory and Projection Report (MILPC-25) Procedure 3-9 covers preparation of officer requisitions and officer skills inventory and projection report (PCN: AAC-C21).

a. Primary references are AR 614-102, 614-185, and AR 680-29.

b. Forms used are DA Forms 872 (Requisition for Individual Officer Personnel), 2755-R (Current Projected Colonel Requirements—Section A), and 2755-lR (Current and Projected Colonel Requirements—Section B).

c. This procedure supplements AR 614-102 and AR 614-185. It prescribes guidance pertaining to the preparation of requisitions for officer replacements through the grade of rank of colonel.

(1) Major commanders and heads of agencies or activities under or dependent upon Headquarters, Department of the Army (HQDA), for personnel support, requisition officer replacements to fill officer distribution plan (ODP) supported position vacancies in the grades of rank of lieutenant colonel and below under provisions of AR 614-185.

(2) Officer replacements in the grade of rank of colonel are requisitioned in accordance with AR 614-102.

(3) HQDA validates all requisitions for officers by comparing projected assigned strength of the command or agency by control specialty and grade of rank against the OPD. Promotable commissioned officers are counted in the projection of the next higher grade of rank. Warrant officers are not requisitioned or assigned by grade of rank.

d. MILPERCEN will provide status of requisitions to requisitioning activity. Either the requisitioning command or MILPERCEN may cancel a requisition. Additionally, any nonvalid requisition may be changed by MILPERCEN to a grade of rank and specialty that is ODP supported. Unprogrammed requirements may be forwarded with the next title

month's requisitions submitted to MILPERCEN. Because a replacement normally cannot be provided in less than 120 days, any position requiring earlier fill must be satisfied from local resources pending arrival of requisitioned replacements.

e. Requisitions for linguists will include normal lead time and sufficient lead time for language training, plus 60 days' administrative time.

(1) Line items will be annotated as required by the particular directive under which OPMS specialties, linguists, and graduates of civil schools or other special training are authorized to be requisitioned.

(2) Requisitions will be submitted sufficiently in advance to allow for completion of the required special training.

f. The "MTDR" SIDPERS transaction (procedure 2-50, DA Pamphlet 600-8-2) can be used to change the unit or position number within a unit for a pending gain.

g. HQDA utilizes the current and projected Colonels Requirements Report (MILPC-25) submitted in accordance with AR 614-102 to plan and control assignments of colonels on a worldwide basis within the applicable OPD. The report will be submitted semiannually according to the schedule in AR 614-102.

h. Major headquarters concerned will maintain the MILPC-25 report, updated by interim page reports and telephone calls, whichever is practicable, so that the report, may be utilized to the fullest extent.

i. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to 340-17 and 340-21 series ARs. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

j. The following actions will be taken on the preparation of officer requisitions:

Table 3–22
Procedure 3-9 Officer Requisitions and Officer Skills

Step: 1
Action required by: Personnel Management Specialist
Description of actions: Requisitions for officer replacements, lieutenant colonel and below (AR 614-185). Using SIDPERS reports, previously submitted requisitions and reports, reassignment instructions, Weekly Summary of Gains, and any other reliable sources of information, determine—

a. If previous requisitions are valid, nonvalid, or valid not open.
b. Projected gains, with anticipated reporting dates.
c. Planned reassignments, with effective dates, within the command.
d. Known losses, with effective date of loss or expected date of departure in accordance with paragraph 2-4, AR 614-185.

Step: 2
Action required by: Personnel Management Specialist
Description of actions: Verify allocations of officers by control specialty and grade of rank using the ODP. Determine if any changes have occurred since previous OPD.

Step: 3
Action required by: Personnel Management Specialist
Description of actions: Compare projected assignment strength (current operating strength plus known gains minus known losses through the period covered by current requisitions) by control specialty and grade of rank (except for warrant officers) against the latest ODP. Include promotable commissioned officers in the projection for the next higher grade of rank.

Step: 4
Action required by: Personnel Management Specialist
Description of actions: Determine replacement requirements for valid ODP supported position vacancies, including unprogrammed requirements with required date of fill.

Step: 5
Action required by: Personnel Management Specialist
Description of actions: Complete prescribed forms for submission of requisition using machine roster format for punched cards of DA Form 872. Refer to AR 614-185 for detailed instructions as to format, data to be submitted, and priority arrangement or requirements.

Step: 6
Action required by: Personnel Management Specialist
Description of actions: Cancel previous requisition(s) for replacement(s) not required or no longer valid. If a previously submitted requisition is to be changed or resubmitted, cancel old requisition if still open. Resubmit requisitions for all which were valid not open on the previous cycle.

Step: 7
Action required by: Personnel Management Specialist

Table 3–22
Procedure 3-9 Officer Requisitions and Officer Skills—Continued

Description of actions: Review for accuracy, completeness, correctness, and compliance with regulatory directives. Obtain authenticating official's signature and forward.

Step: 8
Action required by: Personnel Management Specialist
Description of actions: Requisitions for Colonel Replacements (AR 614-102). Update and verify entries on working copy of most recently submitted MILPC-25 report (DA Forms 2755-R and 2755-1-R) to reflect—

a. Current assignments of all colonels and promotable lieutenant colonels assigned to the command, including overstrengths.
b. For oversea commands, scheduled rotation dates, taking into consideration extensions and curtailments of oversea tours in accordance with AR 614-30.
c. For CONUS commands, scheduled date of availability for reassignment.
d. Status of manning level positions; i.e., if filled, name and applicable data pertaining to incumbent; if vacancy, date on which the replacement is required.
e. Planned reassignments, with effective date, with the command.
f. Losses, with effective date of loss or expected date of departure, projected for the period to be covered by the current MILPC-25 report.
g. Projected gains, with anticipated reporting dates.

Step: 9
Action required by: Personnel Management Specialist
Description of actions: Prepare MILPC-25 report (or feeder report to appropriate headquarters) on 30 April and 20 November of each year, referring to AR 614-102 for detailed instructions. List in column (a) after the position requirement code and 06 ODP SSI used to support each position entered on the DA Form 2755-R, including the unsupported General Officer positions.

a. DA Form 2755-R (Section A-Authorized Colonels Positions). If a feeder report, use address of appropriate headquarters. List all authorized positions arranged according to the DA Master Priority List (DAMPL), showing incumbents of those positions which are filled. List all unsupported General Officer positions and the incumbents on the last page of the DA Form 2755-1-R.
b. (Section B-Other Colonels assigned but not in Authorized Positions). List all other colonels and promotable lieutenant colonels and the positions which they occupy.
c. Following the last entry in section B, enter signature block of authenticating officer responsible for the report.

Step: 10
Action required by: Personnel Management Specialist
Description of actions: Review for accuracy, completeness, and compliance with regulatory directives. Obtain authenticating official's signature and forward.

Step: 11
Action required by: Personnel Management Specialist
Description of actions: Submit interim page changes as required to maintain MILPC-25 report up to date. If the need arises, submit requisition for emergency replacement requirement(s).

Notes:
In coordination with the organizations' security manager (G2/S2 equivalent), the Personnel Management Supervisor will ensure that personnel security/investigative/special qualification, i.e. PRP, requirements are accurately reflected in personnel requisitions.

3–23. Procedure 3-9B Officer Skills Inventory and Projection Report

a. The purpose of this procedure is to provide commanders available statistical status of the office force to assist in the accomplishment of various personnel actions and organization missions.

b. The report is prepared in three parts, consisting of two sections each. This procedure addresses only those parts received by commanders (Parts 1and 2).

c. The information contained in the report pertains to assigned commissioned and warrant officers. It is produced within 7 days after the month-end processing. It contains the following information:

(1) Control specialty, PSSI, ID, and grade for commissioned officers. Branch, PMOS, and ID for warrant officers.
(2) Current authorized and accountable strength.
(3) Projected 7-month gains and 14-month losses.
(4) Total for the above categories.

d. Part 1 is sequenced by parent unit designator (PUD) (See fig 3-9-1 and 3-9-2).

e. Part 2 is produced only if requested and is sequenced by report sequence code or mail code. (See fig 3-9-3 and 3-9-4). Part 3 reflects SIDPERS totals for commissioned officers by control specialty/PSSI/ID; and for warrant officers by Branch/PMOS/ID (fig 3-9-5 and 3-9-6).

f. The following actions will be taken:

Table 3–23
Procedure 3-9B Officer Skills Inventory and Projection Report

Step: 1
Action required by: PSNCO/Adjutant
Description of actions: Upon receipt of the Officer Skills Inventory and Projection Report, take the following actions:

a. Check for losses to determine the number and type of personnel that should be requisitioned.
b. Destroy upon receipt of new report.

Step: 2
Action required by: Personnel Management Specialist
Description of actions: This report should be used in conjunction with personnel management actions, personnel requisitions, assignments, and reassignments.

a. Upon receipt of the report, take the following actions:
(1) Use parts 1 and 3 to project losses and gains for requisitioning purposes.
(2) Use part 3 of the report to assure that each assignment identified and summarized on the report as having a different PSSI/PMOS from duty SSI/DMOS is justified. These assignments are identified to continuously remind the military personnel officer and the commander that individuals identified occupy a position which must be changed or properly justified.
b. Part 2, if requested, provides information which may be used to measure the effectiveness of the requisitioning system, priority to fill, and the strength status by SSI/MOS and grade.

3–24. Procedure 3-10 service school attendance (enlisted)

Procedure 3-10 covers applications for service school attendance (enlisted personnel).

a. Primary references are AR 351-1, 600-200, 604-5, 611-201, 614-200, and DA Pam 351-4.

b. Forms used are DA Forms, 2, 2-1, 87, 2446, 3180, 3444 series, 4187, 5120-R and DD Form 1610.

c. This procedure supplements the primary references, above. It prescribes guidance for submission of requests for service school attendance. Enlisted personnel interested in attending school courses will contact their unit commanders. Unit commanders, when considering unit requirements, will select personnel from among those best qualified to attend a particular course in accordance with established prerequisites.

(1) Additionally, individuals with a PMOS not reflecting a need may be selected for schooling to meet requirements for retraining/reclassification into an MOS in need of soldiers.

(2) Applicants must meet prerequisites for the specific school course as established in DA Pamphlet 351-4 and AR 611-201, and must be eligible under other applicable directives. Personnel will be encouraged to apply for waivers of course prerequisites in technical MOS-producing courses if they have demonstrated outstanding performance of duty in prior service, or have a high mental capacity or formal education that indicates that they are capable of completing the course of instruction.

d. Applications for individuals scheduled for rotation to CONUS will be submitted to MILPERCEN not more than 12 months nor less than 5 months prior to DEROS. Request for attendance at CONUS service schools, other than NCOES, during term of service in overseas command will be submitted only when personnel qualified in the required MOS are not available through normal overseas replacement action.

(1) As stated in AR 351-1, TDY attendance at NCOES courses and subsequent return to the overseas command is authorized provided the soldier is on an overseas tour in excess of 13 months and will have a minimum of 6 months remaining to serve in the overseas command following course completion.

(2) When a security clearance is required, the losing MILPO is responsible for verification of the individual's security clearance or requesting issuance of a security clearance from the USA Central Personnel Security Clearance Facility prior to attendance at CONUS service schools.

(3) When time factors preclude receipt of a security clearance prior to movement of the soldier, the request for security clearance shall designate the appropriate service school commandant as the recipient of the security clearance authorization.

e. Special clothing indicated in DA Pamphlet 351-4 will be furnished individuals before their departure for Army service schools except when clothing is not available in oversea commands.

f. Except when specified by MILPERCEN, inservice career personnel must meet specific time remaining requirements. Enlisted personnel selected to attend service schools in accordance with AR 614-200 incur service obligation ranging from 9 months to 36 months, depending on the length of the course attended.

(1) When an individual attends two or more courses, the combined length of the courses will determine the total remaining service obligation; however, in no case will the obligation exceed 36 months.

(2) The required amount of service time remaining will be computed from the date of graduation.

(3) Service members who do not have enough time remaining inservice to meet the obligation must reenlist or extend their enlistment before departure from their present duty station.

(4) Unless otherwise directed by MILPERCEN, service obligations incurred by school attendance are prescribed in para 4-66(l) AR 614-200, as shown in table 3-10-1 except that the service-remaining obligation for attending NCOES course is 6 months regardless of the length of the course.

Table 3–10–1
School attendance service obligation

Length of Course (weeks)	Service Obligation (months)
Less than 4	None
4-9	9
10-11	10
12	11
13	12
14-15	13
16	14
17	15
18-19	16
20	17
21	18
22-23	19
24	20
25	21
26-27	22
28	23
29	24
30-32	25
33-36	26
37-40	27
41-45	28
46-50	29
51-55	30
56-60	31
61-65	32
66-70	33
71-75	34
76-80	35
81 or more	36

g. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

h. The following actions will be taken on applications for service school attendance (enlisted personnel):

Table 3–24
Procedure 3-10 service school attendance (enlisted)

Step: 1
Action required by: Unit/PAC clerk
Description of actions: Upon request from individual to attend service school or training, have individual complete sections I and III, DA Form 4187 (fig 3-10-1).

Step: 2
Action required by: 1SG/Unit Cdr
Description of actions: a. Determine the need for the training. If training is for local duty assignment, determine if vacancy exists.

b. Counsel individual with respect to the following:

(1) Requirement for requested school training. Individuals with PMOS not reflecting a need for soldiers (through a N/Y response) should be encouraged to request retraining/ reclassification in MOS that indicate a need for soldiers (through a Y/N response). See the provisions of DA Circular 611 Series (Career Management of the Enlisted Force).

Note: Individual in receipt of assignment instructions will not apply for school training when such training will preclude compliance with report date.

(2) Cash enlistment bonus commitments. Individuals in receipt of an Enlistment Bonus, Selective Reenlistment Bonus, or those who enlisted under The Stripes for Skills Program are precluded by chapter 2, AR 600-200 from being retrained in PMOS outside the career pattern for their bonus MOS. Chapter 8, AR 600-200, applies for Selective Reenlistment Bonus.

(3) Extension of enlistment or current period of active duty. Individuals must be advised that any periods of extension after 10 May 1974 are considered to be previously obligated service for bonus computation service. Chapter 8, AR 600-200, applies. If individual does not meet service remaining requirements, individual will be required to extend or reenlist in accordance with chapter 3, AR 601-280.

(4) Retraining of First Term Soldiers. First Term Soldiers are prohibited by chapter 2, AR 600-200, from being reclassified out of the PMOS for which trained except for mandatory reasons, normal career progression, or as directed by CG, MILPERCEN.

Step: 3
Action required by: Unit/PAC clerk
Description of actions: Make an appointment with BnPAC/PSNCO to see individual.

Step: 4
Action required by: BnPAC/PSNCO
Description of actions: a. Determine if individual meets course and MOS prerequisites. Coordinate with:

(1) Training Officer in connection with course prerequisites, eligibility and qualifications, and applicability of waivers. (See DA Pam 351-4, AR 611-201, and AR 614-200.)

(2) Career Counselor/ Reenlistment Officer concerning extensions of service and enlistment commitments. (See AR 601-210 and AR 601-280.)

(3) Military Personnel Officer concerning MOS reclassification, MOS needs, and position vacancies; and to provide assistance in preparation of application when appropriate. (See AR 600-200, AR 614-200 and procedure 3-46, this pamphlet.)

b. Initial screening.

(1) Verify eligibility of individual who is not classified in a prerequisite MOS but has military or civilian training or experience, and also possesses skills and knowledge equivalent to those outlined in AR 611-201 for the prerequisite MOS.

(2) Ensure individual possesses or can acquire required security clearance (AR 604-5) prior to attendance at school. Notify security manager of clearance requirements.

(3) Ensure that if a waiver of qualification is required, such waiver is or can be obtained (AR 614-200).

(4) If individual desires to waive an enlistment/reenlistment commitment in order to attend a school course or to select an alternate course, he or she must sign a statement, in duplicate (fig 3-10-2). (This statement will be filed as a permanent document in the individual's MPRJ and attached to the original (DD Form 4 series) enlistment commitment.) If individual has an enlistment commitment for a specific unit, station, command or geographic area, contact HQDA (DAPC-EPT-I), Alexandria, VA 22331-0400 (AUTOVON 221-8489 or 221-8490) before taking any action. Waiver of enlistment commitment does not constitute authority to change the training MOS without prior approval of MILPERCEN.

(5) To ensure proper evaluation, waivers will be forwarded with application, appropriate justification, all aptitude area scores (arrange for retesting in Armed Forces Classification Test when required), the course prerequisites to be waived, and any outstanding facts to support the request.

(6) Ensure that individuals can meet the remaining service requirements for the course for which selected.

(7) If needed, arrange for individual to receive a medical examination for MOS qualification for special physical requirements.

(8) If needed, arrange for individual to be administered a PT test in accordance with FM 21-20.

(9) Ensure individual meets the Army weight standards in AR 600-9.

c. Final review: Upon receipt of required documentation, make final review to determine if individual has satisfied all requirements and is eligible for schooling/training.

Step: 5
Action required by: BnPAC/PSNCO
Description of actions: Inform Unit Commander whether or not individual is eligible.

Step: 6

Table 3–24
Procedure 3-10 service school attendance (enlisted)—Continued

Action required by: Unit commander
Description of actions: Complete sections IV and V, DA Form 4187 (fig 3-10-1). Include statement if training is/is not for a position vacancy; if so give position number as appropriate. If recommending disapproval give reasons.

Step: 7
Action required by: Unit Commander
Description of actions: If applicant is in CONUS and applying for a course of less than 20 weeks duration, and is entitled to dependent travel and shipment of household goods under the provisions of Joint Travel Regulations, give applicant "Handout for Personnel Assigned DA Directed Schooling in Conjunction with PCS" Figure 3-10-4 and sign DA Form 5120-R (TDY Schooling in Conjunction with PCS Option Statement) DA Pam 600-8-10. Attach DA Form 5120-R to the application. (This statement will be filed in the action pending section of the individual's MPRJ).

Step: 8
Action required by: Unit commander
Description of actions: Sign and date DA Form 4187, attach enclosures as required, and have unit clerk forward to BnPAC/PSNCO.

Step: 9
Action required by: Unit Commander
Description of actions: If individual does not meet eligibility requirements, disapprove and return to individual. Give reasons.

Step: 10
Action required by: BnPAC/PSNCO/Bn CMDR
Description of actions: Forward DA Form 4187 with enclosures by GMT 2, through command channels as appropriate, to servicing MILPO. (See fig 3-10-3.)

Step: 11
Action required by: Personnel management specialist
Description of actions: a. Obtain individual's records from Records Branch.

b. Screen Personnel Qualification Records and MPRJ against course prerequisites in DA Pam 351-4 and requirements in AR 611-201 and AR 614-200, including security clearance.

c. When applicable, request school quota in accordance with table 3-10-2; also indicate request for control number for retraining under DA Circular 611 series (Career Management of the Enlisted Force).

Step: 12
Action required by: Personnel management specialist
Description of actions: Prepare forwarding CMT for signature of the Personnel Management Officer when required for approval of higher authority. Include only that information specifically applicable to the course or school for which attendance is requested. Be sure that CMT is directed to appropriate authority. Include the following information as applicable: Current command code, aptitude area scores pertaining to the course requested, most recent MOS test score or SQT score, a statement indicating whether or not a vacancy exists, or if not applicable, if vacancy will exist at current station upon completion of the course (courses less than 20 weeks duration which are not PCS).

Step: 13
Action required by: Personnel management specialist
Description of actions: Set up internal suspense for reply. Send documents to Personnel Management Supervisor for review, retaining office copy.

Step: 14
Action required by: Personnel management supervisor
Description of actions: Review request. Obtain Personnel Management Officer's signature on CMT and forward as required. Ensure that request is directed to appropriate approval authority.

Step: 15
Action required by: Personnel management specialist
Description of actions: Return MPRJ with Personnel Qualification Records to Records Branch, with a copy of the DA Form 4187, including signed copies of waivers to be filed in the MPRJ as an action pending document.

Step: 16
Action required by: Personnel management specialist
Description of actions: Upon receipt of reply, and notification that soldier was not selected for service school attendance, notify:

a. Soldier's unit commander and remove internal controls relating to the action. Reasons must be given for disapproval or rejection of the request.

b. Records Branch, to remove action pending documents from MPRJ. Copy of request will be filed in accordance with AR 340-2 or AR 340-

Table 3–24
Procedure 3-10 service school attendance (enlisted)—Continued

18-7, as applicable.

Step: 17
Action required by: Personnel management specialist
Description of actions: Upon notification that soldier's request is approved, verify service obligation, if any, and if soldier meets length-of-service requirements. It not, have soldier initiate action to meet service remaining requirements. See chapter 3, AR 601-280.

Step: 18
Action required by: Personnel management specialist
Description of actions: a. If soldier's request is approved for PCS with TDY enroute, proceed to procedure 3-1, DA Pamphlet 600-8-10.

b. It soldier's request is approved for TDY and return to the same installation/ station, prepare DD Form 1610. When in TDY status, and school course requires a security clearance, enter soldier's security clearance in Item #8, and the following personnel security investigation data in Item 16 of DD Form 1610:

(1) Type of investigation.
(2) Authority.
(3) Date completed.

Step: 19
Action required by: Personnel management specialist
Description of actions: Give correspondence to Supervisor for review.

Step: 20
Action required by: Personnel management supervisor
Description of actions: Review correspondence and DD Form 1610. Ensure that all requirements are met and that all required information and instructions are included. Forward through Personnel Management Officer for signature.

Step: 21
Action required by: Personnel management supervisor
Description of actions: Furnish soldier a complete copy of the request, including a signed copy of each waiver (if any). Instruct soldier to show the request to school authorities if required to establish eligibility for the course.

Step: 22
Action required by: Personnel management supervisor
Description of actions: Make disposition of correspondence for approved application (TDY and return to the same installation/station) as follows:

a. Original signed statement of waiver of enlistment or reenlistment commitment. Send to Commander, US Army Enlisted Records and Evaluation Center, ATTN: PCRE-M, Ft. Benjamin Harrison, IN 46249-5301.

b. Copy of approved DA Form 4187, complete with signatures, to include signed copy of all waivers, to Records Branch for file in MPRJ (steps 23 and 24).

Step: 23
Action required by: Personnel records specialist
Description of actions: a. File copy of approved DA Form 4187 with inclosures in action pending portion of the MPRJ.

b. SIDPERS transaction—

(1) Establish suspense for submitting "INQY" transaction about 30 days prior to soldier's departure for school. (See procedure 2-40, DA Pam 600-8-2.)

(2) Submit one "INQY" transaction (TDR cards only) for each installation where soldier will be attending school in a TDY and return status. The output code "M" will be entered to produce the TDR cards and the DA Form 2. DA Form 2 will be given to the soldier prior to departure for TDY.

(3) Place TDR cards received per "INQY" transaction in a sealed envelope annotated "TDR Cards." Do not punch holes or staples in cards. TDR cards will be given to the soldier to hand carry to the school.

Step: 24
Action required by: Personnel records supervisor
Description of actions: Training approved PCS with TDY enroute. (See procedure 3-1, DA Pam 600-8-10.) Training approved TDY and return to the same installation/station. Since the MPRJ does not accompany service members attending school TDY and return to the same installation/station, ensure that the following documents are given to the soldier (to hand carry to the school) prior to departure for TDY:

a. Copy of request (including enclosures). Be sure official signatures are shown. Be sure, especially in cases likely to be questioned, that all applicable information is included which is needed to establish eligibility for the proposed schooling.

b. When required for the course (DA Pam 351-4), ensure that copies 1 and 2, DA Form 3180, completed through Part IV, accompany the

Table 3–24
Procedure 3-10 service school attendance (enlisted)—Continued

service member (chapter 3, AR 50-5), and TPR Card.

c. Copy of DA Form 2 produced from "INQY" transaction, and a photocopy or machine-reproduced copy of DA Form 2-1.

d. Terminal Digit File for Treatment Record (DA Form 3444 series).

Step: 25

Action required by: Personnel records supervisor

Description of actions: Check to be sure if Enlisted Evaluation Report is required. See chapter 2, AR 623-205. If so, see procedure 5-8, this pamphlet.

Step: 26

Action required by: Service school/NCO Academy/servicing unit/MILPO

Description of actions: Attach individual in accordance with Procedure 2-92, DA Pamphlet 600-8-2. Enter duty status as "ATCH".

Step: 27

Action required by: Service School/NCO Academy/servicing MILPO.

Description of actions: a. Issue orders in accordance with AR 310-10 and paragraph 18g, AR 600-200 for award of a new PMOS with appropriate skill level/SQI/ASI/LIC not later than midpoint of completion of training.

b. Submit "PMOS" or "ASI" SIDPERS transaction as applicable, in accordance with procedure 2-58 or 2-17, DA Pamphlet 600-8-2.

c. If individual is attending a course of instruction under the Noncommissioned Officer Education System (NCOES) submit a "NCOG" SIDPERS transaction in accordance with procedure 2-52, DA Pamphlet 600-8-2 prior to completion of the course.

d. If the individual does not complete the training take the following actions:

(1) Issue orders in accordance with AR 310-10 to withdraw the award of PMOS/SQI, ASI/LIC.

(2) Submit "PMOS" or "ASI" SIDPERS transaction as applicable, in accordance with procedure 2-58 or 2-17, DA Pamphlet 600-8-2.

(3) Forward an electrical message or a copy of the individual's withdrawal order to HQDA (DAPC-EPT-F) Alexandria, VA 22331-0400.

Note: the enlisted master file (EMF) has been blocked so SQI and ASI deletion transactions submitted through SIDPERS will not update the EMF.

(4) If the individual was attending a course of instruction under NCOES submit "NCOG" SIDPERS transaction in accordance with procedure 2-52, DA Pamphlet 600-8-2 to show appropriate code.

Step: 28

Action required by: Service school/NCO Academy/servicing unit/MILPO.

Description of actions: Submit "RATH" SIDPERS transaction in accordance with procedure 2-20, DA Pamphlet 600-8-2.

Step: 29

Action required by: 1SG/BnPAC/PSNCO

Description of actions: Upon return of the soldier from school, take the following actions:

a. If the soldier successfully completed the course, forward the following documents to the Personnel Management Officer:

(1) Copy of DA Form 87. (Certificate of Training)

(2) Copy of MOS orders.

b. If the soldier did not complete the course, forward a copy of the noncompletion letter of the MILPO (Personnel Records Specialists).

Step: 30

Action required by: Personnel management specialist

Description of actions: Upon receipt of DA Form 87 and MOS orders, take the following actions:

a. Prepare request for orders reassigning the soldier on the installation, if applicable.

b. Prepare request for orders awarding or withdrawing SMOS, and/or AMOS as appropriate. (See chap 2, AR 600-200 and AR 611-201.)

c. Award appropriate CPMOS. (See procedure 3-21, this pamphlet.)

Step: 31

Action required by: Personnel management supervisor

Description of actions: Review documents to ensure required tasks are accomplished.

Step: 32

Action required by: Personnel management officer

Description of actions: Review and sign documents.

Step: 33

Action required by: Personnel management specialist

Description of actions: Make required distribution of documents. Forward DA Form 87 and MOS order to Records Branch.

Table 3–24
Procedure 3-10 service school attendance (enlisted)—Continued

Step: 34

Action required by: Personnel Records Specialist

Description of actions: a. Upon receipt of DA Form 87, MOS order, and other order as applicable, complete the following actions:

(1) Make appropriate entries in item 17, DA Form 2-1 (AR 640-2-1).

(2) Submit SIDPERS transactions to update DA Form 2. (See procedures 2-41, 2-67, and 2-79, DA Pamphlet 600-8-2.)

(3) File documents in MPRJ (AR 640-10).

b. Upon receipt of noncompletion letter, make appropriate entry in item 4, DA Form 2-1 (AR 640-2-1). Return copy of letter to soldier through BnPAC/PSNCO.

Step: 35

Action required by: Personnel records supervisor

Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

Table 3–10–2
Procedures for requesting quotas for attendance at Army service schools

If individual volunteers or is nominated for entry in: [1] MOS training at Army service school courses: 800-OOJ, 726-OOU.
Quota for school attendance will be requested: [2] By written application direct from installation/activity commander to HQDA (DAPC-EPM-A), Alexandria, VA 22331-0400.

If individual volunteers or is nominated for entry in: [1] MOS training at Army service school courses 244-97B/97C.
Quota for school attendance will be requested: [2] See procedure 3-33, this pamphlet

If individual volunteers or is nominated for entry in: [1] MOS training at Army service school courses 431-55D.
Quota for school attendance will be requested: [2] See procedure 3-20, this pamphlet.

If individual volunteers or is nominated for entry in: [1] MOS training at Army service school courses: 501-OOE and 501-79D.
Quota for school attendance will be requested: [2] By written application direct from installation/activity commander to HQDA(DAPC-EPM-P), Alexandria, VA 22331-0400.

If individual volunteers or is nominated for entry in: [1] MOS training at Army service school courses 832-95D.
Quota for school attendance will be requested: [2] By written application direct from installation/activity commander, US Army Criminal Investigated Command(CIDC-PT), 5611 Columbia Pike, Falls Church, VA 22041-5015.

If individual volunteers or is nominated for entry in: [1] USAR MOS-producing training at US Army service schools, US Army training centers, and other training activities.
Quota for school attendance will be requested: [2] By written application through command channels to appropriate CONUSA.

If individual volunteers or is nominated for entry in: [1] MOS training at Army service schools in courses other than above listed in DA Pamphlet 351-4.
Quota for school attendance will be requested: [2] By written application direct from installation/activity commander to HQDA(DAPC-EPT-F), Alexandria, VA 22331-0400.

If individual volunteers or is nominated for entry in: [1] Functional training or non-MOS producing school-type training at an Army service school. For Airborne, Ganger, and Special Forces training-see procedures 3-15, 3-19, and 3-22, this pamphlet.
Quota for school attendance will be requested: [2] By written application to HQDA(DAPC-EPT-F), Alexandria, VA 22331-0400.

Notes:
[1] If soldier is assigned overseas, request will be submitted through major overseas commander not more than 10 months nor less than 5 months prior to DEROS. If serving a stabilized of five sixths of the tour.

[2] HQDA (MILPERCEN) will approve or disapprove applications and issue assignment instructions accordingly.

3–25. Procedure 3-11 promotion to 1LT/CW2

(Moved to AR 624-100)

3–26. Procedure 3-12 ROTC/RC duty

Procedure 3-12 covers assignment to duty with ROTC or Reserve Components.

a. Primary references are AR 614-200, 614-100, and 621-101.

b. Forms used are DA Forms 483 and 4187.

c. This procedure supplements AR 614-200, AR 614-100, and AR 621-101. It provides guidance pertaining to

assignment of officer and enlisted personnel to duty with ROTC and Reserve Components. Personnel may apply at any time. Personnel currently serving in stabilized CONUS positions (AR 614-5) or alerted for oversea assignment may apply; however, assignments normally will not be effected until such time as applicants complete their prescribed oversea tour, or a 3-year CONUS tour whichever is applicable.

(1) Applications will be forwarded by commanders unless the applicant is considered not qualified.

(2) Criteria for selection for assignment of enlisted personnel to Reserve Component/ROTC duty are set forth in AR 614-200 and other applicable regulations listed above.

(3) Enlisted personnel must be in pay grade E4 or above.

(4) All enlisted applications are submitted to HQDA (MILPERCEN). Officers may volunteer by submitting DA Form 483 to the appropriate assignment division, HQDA (MILPERCEN, OTSG, OTJAG, Office of Chief of Chaplains), or in accordance with the provisions of AR 621-101.

d. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

e. The following actions will be taken for assignment to duty with ROTC or Reserve Components:

Table 3–26
Procedure 3-12 ROTC/RC duty

Step: 1
Action required by: Unit commander/lSG/BnPAC
Description of actions: Counsel enlisted applicant to include a determination as to financial responsibility. Assist individual in completion of DA Form 4187, section III. See figure 3-12-1 for preparation of DA Form 4187; have applicant complete statement as in figure 3-12-2 as enclosure. (See step 9 for officer personnel).

Step: 2
Action required by: Unit commander/1SG/BnPAC
Description of actions: Information required from records will be added at MILPO. If disapproval is recommended, give justification and forward to MILPO.

Step: 3
Action required by: Unit commander/1SG/BnPAC
Description of actions: Forward DA Form 4187 with attachments to MILPO. Oversea commanders note that applications must be submitted not less than 7 months before rotation month to HQDA (DAPC-EP appropriate career management branch), Alexandria, VA 22331-0400.

Step: 4
Action required by: Personnel management specialist
Description of actions: Screen personnel records against criteria set forth in section VI, chapter 8, AR 614-200.

Step: 5
Action required by: Personnel management specialist
Description of actions: Ensure that application includes the following information:

a. Description of all administrative and/or instructional experience, as applicable.
b. Statement of typing ability to include number of words per minute, applicable to administrative positions only.
c. Listing of 3 geographical areas where duty is desired in order of preference.

Step: 6
Action required by: Personnel management specialist
Description of actions: Forward application to HQDA, appropriate career branch. Prepare CMT2 (fig 3-12-3) in accordance with AR 614-200 and AR 614-6 to include:

a. Statement of estimated date of applicant's availability for ROTC or Reserve Component duty.
b. Statement that the applicant's personnel records have been screened and contain no information which would prohibit assignment to ROTC or Reserve Component duty.
c. If 2d FY PCS, include statement and justification for move as required under AR 614-6.
d. Indicate recommendation of approval or disapproval; if disapproval, give justification.
e. When individual is not qualified, return to individual through channels. Specify reason for disqualification, and if application may be resubmitted at a later date.

Step: 7
Action required by: Personnel management supervisor

Table 3–26
Procedure 3-12 ROTC/RC duty—Continued

Description of actions: Review case for correctness and completeness, and forward for signature.

Step: 8
Action required by: Personnel management supervisor
Description of actions: Send copy of request and forwarding comment to the Personnel Records Specialist along with MPRJ. Set up office suspense for reply.

Step: 9
Action required by: MILPO
Description of actions: Advise officer personnel who are interested in volunteering for assignment to duty with a Reserve Component or ROTC to make their desires known to HQDA (DAPC-OP-appropriate career management division), by submitting a DA Form 483 (Officer Assignment Preference Statement) letter, or application utilizing DA Form 4187. Officer may also apply for the Advanced Degree Program for ROTC Instructor Duty (ADPRID Program) in accordance with AR 621-101. Provisions of AR 614-5 and AR 614-6 apply.

3–27. Procedure 3-13 New Equipment Training (NET)

Procedure 3-13 covers the training of enlisted personnel undergoing force modernization new equipment training.

a. Primary reference is AR 600-200.

b. Forms used are DA Form 2 and 2496.

c. This procedure supplements AR 600-200. It prescribes guidance pertaining to the identification, reclassification, and stabilization of soldiers undergoing new equipment training which will result in the award of one of the MOSCs or ASIs listed in table 3-13-1. Also, guidance for processing related personnel actions is provided.

d. Selection criteria for new equipment training.

(1) Soldiers pending actions which will lead to separation will not undergo NET.

(2) Soldiers who have an approved reenlistment option or reenlist prior to beginning NET for an option assigning the soldier to a location where the NET MOSC/ASI cannot be utilized, will not undergo NET, unless the soldier waives his or her option.

(3) Soldiers assigned to units scheduled to undergo NET who are in receipt of reassignment instructions will comply with those reassignment instructions. They will not undergo NET.

(4) Soldiers in receipt of reassignment instructions who are assigned to a non-NET unit will not be selected for reassignment to a unit scheduled to undergo NET.

(5) Soldiers must meet the prerequisites for award of the NET MOS established in AR 611-201 prior to undergoing NET.

e. Soldiers undergoing NET will be stabilized 60 days preceding NET, during formal NET training, through 60 days following NET. Therefore, the total NET stabilization period is 5 months plus the formal NET training period for the organization (e.g. battalion). The formal NET period is defined as that period during which actual training is conducted by the NET team onsite, and does not include NET pretraining, weapons qualification, ARTEP, etc., either preceding or following actual instruction. This stabilization policy applies to only those soldiers actually undergoing NET (e.g., operators and organizational maintainers) and not to other support personnel (e.g., personnel administrative specialists). Stabilization of soldiers undergoing NET will be controlled in CONUS by an AEA code, and overseas by DEROS.

(1) CONUS—Soldiers undergoing NET in CONUS will be awarded AEA code "V."

(2) Overseas—Soldiers stationed overseas will undergo NET when formal training can be completed by NET plus 30 days. This will allow the maximum number of soldiers to acquire the force modernization skills, while avoiding involuntary extensions. Soldiers may voluntarily extend their oversea tours under the provisions of AR 614-30 to complete training.

f. NET related personnel actions.

(1) Promotion—Soldiers will continue to be promotion eligible in their current MOS until the first month following award of the NET MOS in accordance with paragraph 2-28, AR 600-200.

(2) Bonus recipients—Reclassification accomplished through NET is HQDA directed and will not result in recoupment of any bonus (EB/SRB) entitlements.

(3) Volunteers for oversea service—Requests from soldiers who volunteer for oversea service will be held until after completion of NET and award of NET MOSC/ASI.

(4) Reenlistment—There are primarily two areas which impact on NET, as follows:

(a) Soldiers who reenlist prior to NET for non-NET MOSC/ASI locations. These soldiers will not be selected for NET unless they properly execute a waiver of contract in accordance with paragraph 4-6, AR 601-280.

(b) Soldiers who reenlist during NET for non MOSC/ASI locations. These soldiers (except those serving on their

initial term of service) will not be eligible to reenlist for any option except Regular Army Reenlistment Option, table 4-1, AR 601-280, until completion of NET.

g. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with 340-17 and 340-21 series ARs. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

h. The following actions will be taken on soldiers for new equipment training.

Table 3–27
Procedure 3-13 New Equipment Training (NET)

Step: 1
Action required by: Unit commander/1SG
Description of actions: a. Identify soldiers for NET. Use criteria outlined in paragraph 3-38d above.

b. At the beginning of the NET stabilization period (NET start date minus 60 days), have roster of soldiers scheduled to undergo NET prepared (in 3 copies) as follows:

(1) The following organizational heading information will be included:
(a) Unit
(b) Station
(c)
(d) NET dates (formal training)
(2) The following personnel data will be provided for each soldier:
(a) Name
(b) SSN
(c) Grade of rank
(d) Current MOS to include ASI and LIC
(e) NET MOSC/ASI
(f) DEROS if overseas

c. Have 2 copies of the roster forwarded to the BnPAC/PSNCO. Have 1 copy of roster retained for unit use.

d. Submit additions and deletions to the NET roster on DA Form 2496.

Step: 2
Action required by: BnPAC/PSNCO
Description of actions: a. Verify soldiers scheduled for NET meet the eligibility criteria as prescribed in paragraph 3-38d above.

b. If any soldiers are found ineligible for NET, inform unit commander/1SG of disqualification and delete soldier's name from roster.

c. Forward 1 copy of the roster to the Personnel Records Branch.

d. Retain 1 copy of roster for file and use to monitor the soldiers undergoing NET. Ensure addition and deletions to the roster are forwarded to the Personnel Records Branch.

Step: 3
Action required by: Personnel records specialist
Description of actions: a. Upon receipt of NET roster, take the following actions:

(1) Submit "PMOS" or "ASI" SIDPERS transaction as applicable in accordance with procedure 2-58 or 2-17, DA Pamphlet 600-8-2. If you submit a "PMOS" transaction, enter the number 0 in the fourth position of the PMOS in accordance with paragraph 1-8b, AR 611-201.

(2) Submit "SMOS" SIDPERS transaction as applicable in accordance with procedure 2-79, DA Pamphlet 600-8-2. The previously held PMOS will be entered into SIDPERS as the SMOS. During this process, the established order of precedence for SQI will be observed as prescribed in paragraph 2-33, AR 600-200. The ASI will be retained with the new NET MOS if compatible (see chap 6, AR 611-201). If the ASI is not compatible with the NET MOS, it will be transferred to the SMOS with the original PMOS.

(3) If in CONUS, submit "AEA" SIDPERS transactions in accordance with procedure 2-6, DA Pamphlet 600-8-2. AEA code "V" with a termination date of NET completion date plus 60 days will be entered. (See procedure 5-3, this pamphlet).

b. Suspense NET roster for completion of NET.

Step: 4
Action required by: Personnel records specialist
Description of actions: a. Upon receipt of DA Form 2496 deleting soldiers from NET roster, take the following actions:

(1) Submit "PMOS," "ASI," and "SMOS" SIDPERS transaction as applicable in accordance with procedure 2-58, 2-17, or 2-79, DA Pamphlet 600-8-2 to change back to their originally designated MOS data.

(2) If in CONUS submit "AEA" SIDPERS transaction in accordance with procedure 2-6, DA Pamphlet 600-8-2. AEA code "V" will be replaced by "L," unless another code is applicable. (See procedure 5-3, this pamphlet.)

(3) If the soldier has received reassignment instructions (PCS cover sheet on the MPRJ in accordance with procedure 3-1, DA Pamphlet 600-8-10), immediately inform the Personnel Management Branch.

(4) Update suspense copy of NET roster.

b. Upon receipt of DA Form 2496 adding soldiers to NET roster, take the following actions:

Table 3–27
Procedure 3-13 New Equipment Training (NET)—Continued

(1) Submit applicable SIDPERS transactions. See step 3a above.
(2) Update suspense copy or NET roster.

Step: 5
Action required by: Personnel records supervisor
Description of actions: Maintain supervisory control to ensure required tasks are accomplished in accordance with applicable directives. Ensure the Personnel Management Branch is informed of changes occurring in NET for soldiers in receipt of reassignment instructions.

Step: 6
Action required by: Unit commander/1SG
Description of actions: At the completion of NET, take the following actions:

a. Have a roster of soldiers who completed the training prepared in 5 copies. See step 1b above for required information. Unit commander signature is required to certify soldier completed required training for the MOS/ASI.
b. Have DA Form 2496 prepared listing soldiers that failed to complete the NET.
c. Have 4 copies of the NET roster and 2 copies of DA Form 2496, if applicable, forwarded to the BnPAC/PSNCO. Have 1 copy of roster and DA Form 2496 retained for unit files.

Step: 7
Action required by: BnPAC/PSNCO
Description of actions: a. Verify NET roster or DA Form 2496 as applicable. Account for all soldiers scheduled for training. Resolve differences with unit commander/1SG and have NET roster and/or DA Form 2496 updated.
b. Forward 2 copies of the NET roster to the Personnel Management Branch.
c. Forward 1 copy of the NET roster and DA Form 2496 if applicable to the Personnel Records Branch.
d. Retain 1 copy of the NET roster and use to ensure reclassification orders are received for all soldiers that completed the training.

Step: 8
Action required by: Personnel management specialist
Description of actions: Upon receipt of NET roster for soldiers who completed NET, take the following actions:

a. Obtain MPRJ from Personnel Records Branch.
b. Prepare DA Form 2446 awarding or withdrawing PMOS, SMOS, AMOS to include SQI, ASI, and LIC as applicable. (See chapter 2 AR 600-200 and procedure 3-46 this pamphlet.)
c. Award of the NET MOSC/ASI is a HQDA directed reclassification action. No reclassification control number is required.
d. For soldiers who are bonus recipients, the following statement will be included in the "Additional instructions" leadline of the NET PMOS (not ASI) reclassification order: "HQDA-directed reclassification." This statement is required to preclude any future attempts to recoup bonus entitlements.
e. Submit "PRMS" SIDPERS transaction in accordance with procedure 2-67, DA Pamphlet 600-8-2, if applicable.
f. For soldier on an E5/E6 promotion list (AAC-C10) take appropriate action in accordance with paragraph 7-28, AR 600-200, and procedure 3-30, this pamphlet.
g. For soldiers on a centralized promotion standing list (to grade E7/E8/E9), prepare an electrical message (DD Form 173) to CDR MILPERCEN ALEX VA//DAPC-MSP-E// advising MILPERCEN of the reclassification.
h. Send NET roster, MPRJ, DA Form 2446, and DD Form 173, if applicable, to supervisor.
i. Send copy of NET roster to Cdr, MILPERCEN, applicable career branch (see table 1-1, AR 614-200).

Step: 9
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished and forward to Personnel Management Officer.

Step: 10
Action required by: Personnel management officer
Description of actions: Review and sign documents.

Step: 11
Action required by: Personnel management specialist
Description of actions: a. Make distribution of DA Form 2446 and DD Form 173, if applicable.
b. Return MPRJ to Personnel Records Branch.

Step: 12
Action required by: Personnel records specialist

Table 3–27
Procedure 3-13 New Equipment Training (NET)—Continued

Description of actions: Upon receipt of NET roster for soldiers who completed NET suspense roster pending receipt of reclassification orders.

Step: 13
Action required by: Personnel records specialist
Description of actions: Upon receipt of DA Form 2496 for soldiers that failed to complete the NET, take the following actions:

a. Submit applicable SIDPERS transactions. See step 4a above.
b. Update suspense copy of NET roster.

Step: 14
Action required by: Personnel records specialist
Description of actions: Upon receipt of reclassification orders, take the following actions:

a. Submit "PMOS" SIDPERS transaction in accordance with procedure 2-58, DA Pamphlet 600-8-2, to change skill level from number 0 to appropriate skill level.
b. File order in MPRJ in accordance with AR 640-10.
c. Remove NET rosters and DA Forms 2496 from suspense and verify that actions have been completed on all soldiers scheduled for training. Inform supervisor of any incomplete actions.

Step: 15
Action required by: Personnel records supervisor
Description of actions: a. Maintain supervisory control to ensure required tasks are accomplished in accordance with applicable directives. Resolve all incompleted actions with the Personnel Management Supervisor and/or BnPAC/PSNCO as applicable.

Table 3–13–1
New equipment training MOSC/ASI

System	Old MOSC/ASI	New MOSC/ASI
M1/M1E1 Abrams	19E	19K
	45N 63N	45E 63E
M60A3 MBT	19E	19E B8
M901 ITV	11H 19D	11H E9 19D E9
M2/3 Bradley FVS	11B 19D 45T 63T	11M 19D D3 45T D3 63T D3
HEMTT	13M 15E 16L 16T 64C 76W	13M R4 15E R4 16L R4 16T R4 64C R4 76W R4
DAS-3	55R 71N 74D 76J 76P	55R M6 71N M6 74D M6 76J M6 76P M6

3–28. Procedure 3-14 volunteering for oversea service

Procedure 3-14 covers volunteering for overseas service.

a. Primary reference is AR 614-30.

b. Forms used are DA Forms 2, 209 (Delay, Referral or Follow-up Notice), 483, 2635, 4787 (Reassignment Processing) and 4187.

c. This procedure supplements AR 614-30. It prescribes guidance for processing applications of individuals volunteering for oversea service.

(1) Permanent party personnel who are eligible for oversea assignment may volunteer for assignment to a specific geographical area in accordance with instructions in AR 614-30, chapter 5.

(2) Individual service members may also volunteer for specific types of assignments under applicable directives, such as Army attache duty (AR 611-60), a course of study at a foreign service school (AR 351-1), or attendance at language training courses (AR 611-6) with subsequent overseas assignment to duty requiring knowledge of a foreign language.

(3) Regulations for other such assignments are listed in appendix A.

(4) Fiscal year restrictions apply (AR 614-6) to permanent change of station. Assignment and travel must be restricted according to AR 380-35 and AR 614-35 when applicable. Individuals must meet the prerequisites for the type of duty as specified in applicable directives.

d. Submission of a request for overseas indicates an individual's willingness to waive any entitlement to retention in CONUS (or area of residence) assignment.

(1) General policies under AR 614-100, for officers, and AR 614-200 for enlisted personnel concerning overseas tours of duty are applicable to individuals who volunteer for overseas service, i.e., the primary consideration is to fill valid requirements with qualified individuals. Secondary to this is the policy that all personnel share overseas service, alternating short and long tours. Individual desires are given consideration along with these policies and the demands of the service.

(2) If there is no requirement to be filled in the indicated area of choice, the volunteer is not ordered overseas until his or her normal turn. At that time the voluntary application no longer applies. The individual is assigned then through normal procedures to meet the needs of the service, and an up-to-date preference statement would be considered insofar as possible.

(3) Requests for overseas service should be included with other personnel actions when coordination is required or desirable; for example, a request for branch transfer to be followed by oversea tour, or a volunteer request for training to be followed by overseas tour. Disapproval of the first action does not negate the second, however.

e. When a DA Form 209 is included, volunteer applications submitted by enlisted personnel will be acknowledged by MILPERCEN upon receipt. Once submitted, withdrawal of an application to volunteer for oversea service must be approved by MILPERCEN. Request for withdrawal must include justification and be submitted through channels with a recommendation for approval or disapproval by the major commander.

f. Preference statements which may be submitted during the period of time that action would be taken on the voluntary assignment request should be consistent with the choice of assignment or geographical area as indicated in the volunteer application. However, individuals applying for oversea duty under special programs must be guided by specific instructions in the applicable directives pertaining to that program.

g. Military personnel records and documents containing information of personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with the applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

h. The following actions will be taken on volunteering for overseas services:

Table 3–28
Procedure 3-14 volunteering for oversea service

Step: 1
Action required by: Individual
Description of actions: Inform immediate supervisor and unit commander of intention to volunteer for oversea service.

Step: 2
Action required by: Unit Cdr/1SG
Description of actions: a. Verify if soldier meets eligibility criteria in chapter 5, AR 614-30.

b. Advise soldier of requirements in chapter 5, AR 614-30, pertaining to oversea service requests. Point out specific requirements for remaining service and how service obligation requirement can be met by extension of enlistment or by reenlistment. Inform soldier that counseling is required under provisions of AR 601-280 if soldier declines to extend or, reenlist upon receiving assignment instructions based upon a volunteer request. When applicable, inform soldier if waiver of enlistment commitment is a requirement. If appropriate, send soldier to

Table 3–28
Procedure 3-14 volunteering for oversea service—Continued

career counselor for further guidance.

Step: 3
Action required by: Unit/BnPAC Clerk
Description of actions: If soldier is eligible to apply for oversea service, assist soldier in preparing request for "Volunteer for Oversea Service" (DA Form 4187), as in figure 3-14-1. The request will contain the following:

a. Overseas area preference. Volunteers will list their choices (not more than 3) from appendix B, AR 680-29. If individual does not desire to list a country in appendix B, AR 680-29, then he or she may select their choice from the code and destination group below. The automated assignment process will only consider an individual's first choice. Assignment personnel will consider other listed choices individually. Therefore, second and third choices may be more specific than the areas listed below, e.g., Germany, Italy as second and third choices.

Code and Destination
00—No preference
02—Alaska
15—Hawaii
61—North America and North Atlantic
62—Europe
63—Far East and Pacific
64—South American and Caribbean
65—Africa and Middle East

b. For enlisted personnel, the following apply:

(1) The submission of a request for oversea service constitutes a commitment to have or to acquire remaining service if request is approved and assignment instructions are issued. (See para 5-3, AR 614-30.) Include the following statement in section IV, DA Form 4187: "I understand that, if this request is approved, and if I do not have sufficient remaining service to meet service obligation requirements prescribed in paragraph 5-3, AR 614-30, I will be required to reenlist or extend my current enlistment in accordance with chapter 3, AR 601-280, prior to departing my present duty station."

(2) If soldier has an unfulfilled enlistment commitment, include the following statement in section IV, DA Form 4187: "If I am assigned in accordance with my preferences, I will waive my enlistment commitment (enter enlistment commitment)."

Note. If soldier desires intertheater transfer (ITT) procedure 6-3, this pamphlet, applies.

Step: 4
Action required by: 1SG/PSNCO
Description of actions: Review DA Form 4187 to ensure request is complete.

Step: 5
Action required by: Unit Cdr
Description of actions: Complete DA Form 4187, recommending approval or disapproval. If recommending disapproval, give reason(s).

Step: 6
Action required by: BnPAC/PSNCO
Description of actions: Forward DA Form 4187 by CMT 2 through command channels as appropriate to servicing MILPO.

Step: 7
Action required by: Personnel management specialist
Description of actions: Upon receipt of DA Form 4187, take the following actions:

a. Obtain MPRJ and Personnel Qualification Records from Records Branch.

b. Verify that soldier meets eligibility criteria contained in chapter 5, AR 614-30.

c. If soldier does not meet eligibility criteria, return request through channels to soldier. Include in comment reasons for return; if deficiency can be corrected, specify action taken.

d. If soldier is eligible, attach reproduced copy of DA Forms 2 and 2-1 to the DA Form 4187 and prepare comment forwarding request through installation commander or major command (in accordance with installation/major command policy) to HQDA. See appendix C, AR 614-30, for address of appropriate HQDA career activity.

Step: 8
Action required by: Personnel management supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 9
Action required by: Personnel management officer
Description of actions: Review actions and sign documents where applicable.

Table 3–28
Procedure 3-14 volunteering for oversea service—Continued

Step: 10
Action required by: Personnel management specialist
Description of actions: Make required distribution of request with enclosures as follows:

a. Original and copy to HQDA.
b. One copy-Records Branch for file in MPRJ.
c. One copy-Off ice file copy in accordance with AR 340-2 or 340-18-7.

Step: 11
Action required by: Personnel management specialist
Description of actions: Return Personnel Qualification Records and MPRJ to the Personnel Records Branch with copy of requests.

Step: 12
Action required by: Personnel records specialist
Description of actions: a. Check oversea area of preference (DA Forms 2). Submit SIDPERS transaction to update when appropriate. See procedure 2-16, DA Pamphlet 600-8-2.
b. File request for "Volunteer for Oversea Service" as action pending document in the soldier's MPRJ.

Step: 13
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory controls to assure records are updated promptly and all required tasks are accomplished in accordance with applicable directives.

Step: 14
Action required by: Personnel management specialist
Description of actions: If request is disapproved by HQDA, prepare a forwarding comment to soldier through command channels informing him of HQDA decision and request acknowledgement of receipt. Obtain signature of Personnel Management Officer and forward as appropriate through command channels.

Step: 15
Action required by: Unit Cdr/1SG
Description of actions: Inform soldier of disapproval by HQDA. Prepare comment to DA Form 4187 for soldier's acknowledgement of receipt of reply. Furnish a copy to the soldier. Return correspondence to MILPO.

Step: 16
Action required by: Personnel management specialist
Description of actions: Upon receipt of acknowledgement (of HQDA disapproval) from soldier, withdraw suspense copy of DA Form 4187 and take the following actions:

a. File one copy, of complete correspondence in office file in accordance with AR 340-2 or AR 340-18-7.
b. Inform Personnel Records Specialist to withdraw and destroy the copy filed in MPRJ.

Step: 17
Action required by: Personnel records specialist
Description of actions: Upon receipt of information from Personnel Management that request was disapproved, withdraw and destroy the copy filed in MPRJ (step 12).

Step: 18
Action required by: Personnel management specialist
Description of actions: Upon receipt of reassignment instructions:

a. Process in accordance with DA Pamphlet 600-8-10.
b. Withdraw office file copy of request (step 10) and file in soldier's assignment file. See procedure 3-1, DA Pamphlet 600-8-10.
c. Inform Personnel Records Specialist to withdraw and destroy the copy of request filed in MPRJ.

Step: 19
Action required by: Personnel management supervisor
Description of actions: Maintain close supervisory controls to assure that required tasks are accomplished in accordance with applicable directives.

Step: 20
Action required by: Personnel records specialist

Table 3–28
Procedure 3-14 volunteering for oversea service—Continued

Description of actions: Upon receipt of information from Personnel Management Specialist that soldier has received assignment instructions, withdraw and destroy the copy filed in MPRJ (steps 12 and 18 above).

3–29. Procedure 3-15 ranger training

Procedure 3-15 covers application for ranger training. (Officer and Enlisted Personnel).

a. Primary references are AR 614-100 and 614-200, and DA Pam 351-4.

b. Forms used are DA Forms 2, 2-1, 705 (Army Physical Fitness Evaluation Scorecard), 2446 (Request for Orders), 3349 (Physical Profile Board Proceedings Medical Condition Physical Profile Record), 3444 series, and 4187, and SF 88.

c. This procedure supplements AR 614-100 and AR 614-200. Male personnel who desire to volunteer for Ranger training will submit DA Form 4187 through their immediate commander to the appropriate approving authority. They will attend the Ranger course of instruction on temporary duty and return to their parent organization, or proceed on a permanent change of station to a Ranger organization.

d. An enlisted applicant must have sufficient service remaining on current enlistment to allow completion of the minimum service after Ranger training; if not, he must extend his enlistment under the provisions of AR 601-280 or be discharged under the provisions of AR 635-200 for immediate reenlistment. Actual accomplishment of discharge and reenlistment or extension of service will be completed after approval of Ranger training and before compliance with orders.

(1) Applications by personnel in overseas commands will be submitted not more than 8 or less than 5 months before their expected date of return from overseas service.

(2) Individuals must complete their normal overseas tour prior to return to CONUS for training.

(3) Officer requests must be send to the appropriate career management division to arrive no less than 6 months before date of return to CONUS.

(4) Officers and enlisted personnel must meet the following prerequisites:

(a) Applicants must volunteer for Ranger training.

(b) Officer personnel must be male company grade officers of the combat arms or combat support arms and eligible for assignment.

(c) All personnel must meet minimum medical fitness standards as prescribed in AR 40-501. The medical examination must be administered not more than 1 year prior to attendance at the Ranger school.

(d) All personnel must attain the minimum scores on the Army Physical Readiness Test (APRT) to qualify for Ranger training. The test must be administered within 30 days of application for Ranger training and DA Form 705 must be attached as an enclosure to the application.

(5) The following minimum scores on the APRT apply to qualification for Ranger training:

(a) 45 pushups in 2 minutes.

(b) 45 situps in 2 minutes.

(b) 2 mile run in 15 minutes, 59 seconds.

(d) 6 chinups.

(6) All personnel must qualify on the combat water survival test. They must have successfully negotiated a 15-meter swim test, carrying a rifle and wearing fatigues, boots, pistol belt, harness, two ammunition pouches and two canteens with covers.

(7) The immediate commander will certify the individual's successful completion of both the APRT and the combat water survival test.

(8) Enlisted personnel must have a standard score of 90 or higher in aptitude area CO or IN.

(9) Enlisted personnel must have 18 months or more of active duty service remaining after completion of course.

(10) Obligated service does not apply for Active Army commissioned officers.

e. Soldiers who desire to volunteer for assignment to one of the Ranger battalions, 75th Infantry, must submit a formal application and meet the basic criteria as outlined in b above. Application must be forwarded through channels to HQDA (DAPC-EPK-S), Alexandria, VA 22331-0400, for consideration. DA Forms 2, 2-1 must accompany all enlisted applications.

(1) Ranger battalions are all volunteer units with individuals possessing the basic airborne qualifications before assignment to the unit.

(2) Attendance at the Ranger course for personnel E4 and below will be accomplished once the soldier has been with a Ranger battalion for a period of time.

(3) Personnel in grade E5 and above, who are accepted by a Ranger battalion, will proceed to the unit Ranger school en route.

f. In addition to meeting the prerequisites of b above, each individual must meet additional eligibility criteria for assignment to a Ranger battalion. All personnel are eligible to apply, with the following exceptions:

(1) Assigned to CONUS and alerted for or under orders to an oversea area, either as a member of a unit or as an individual.

(2) Undergoing court-martial proceedings, under investigation which may result in trial by court-martial, or under suspension of favorable personnel actions in accordance with AR 600-31.

(3) Convicted by special or general court-martial, or who have any record of time lost under Title 10, US Code, Section 972, during their current term of service.

(4) Airborne or Ranger duty terminees unless termination was for reasons of extreme family problems.

(5) Ranger battalion option enlistees (table H-18, AR 601-210) need not apply and will be assigned to the appropriate battalion in accordance with their enlistment commitment.

g. Personnel applying for assignment to a Ranger battalion must also meet the following selection criteria:

(1) Volunteer for Ranger, and if not already qualified, Airborne training. (Sample volunteer applications are at fig 3-15-1 and 3-15-4.)

(2) Meet the medical, physical and mental prerequisites for attendance at Airborne/Ranger schools as described in AR 40-501 and DA Pamphlet 351-4, regardless of prior Airborne/Ranger qualifications. Waivers for age and grade requirements are not required.

(3) Have 18 months retainability at expected time of arrival at a Ranger battalion, or take action to acquire sufficient service to meet this minimum period prior to departing the losing command (AR 601-280).

(4) Possess a personal background record which would reasonably guarantee a minimum clearance of "Secret" (E5 and above) or "Confidential" (E4 and below).

(5) Possess one of the following PMOS or SMOS pay grades which are authorized in a Ranger/Light Infantry Battalion:

(a) 00Z E9
(b) 00R E7
(c) 11B El through E9
(d) 11C El through E6
(e) 12B E5 through E7
(f) 13F El through E7
(g) 29S E3 through E5
(h) 31C El through E6
(i) 31E El through E6
(j) 31K El through E4
(k) 31V E1 through E7
(l) 31Z E7 through E9
(m) 54E E3 through E6
(n) 63B E3 through E7
(o) 63W El through E4
(p) 71D E3 through E5
(q) 71L El through E5
(r) 71M El through E4
(s) 71N E1 through E4
(t) 72E El through E6
(u) 73D El through E5
(v) 75B E1 through E6
(w) 75Z E7 through E8
(x) 76C E1 through E4
(y) 76Y El through E7
(z) 76Z E8
(aa) 91A El through E4
(ab) 91B El through E7
(ac) 94B E1 through E7
(ad) 96B El through E8
(ae) 96D E6 through E8
(af) 97B E5 through E7

h. All personnel planning to request Ranger training should be briefed on the Ranger course by a Ranger qualified officer prior to making application. Airborne qualified personnel will be placed in jump status during the period of

their attendance and will be required to participate in jump refresher training before performing parachute jumps during the course.

i. Applications for Ranger training for enlisted soldiers desiring assignment to one of the Ranger battalions, 75th Infantry, should be forwarded through channels to HQDA (DAPC-EPT-F). Applications for TDY and return training must be forwarded through the installation activity that controls TDY funds.

j. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with the applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

k. The following actions will be taken on application for Ranger training (officer and enlisted personnel):

Table 3–29
Procedure 3-15 ranger training

Step: 1
Action required by: Unit/BnPAC Clerk
Description of actions: Upon request from individual requesting Ranger training, prepare DA Form 4187 as in figure 3-15-1. Have individual sign.

Step: 2
Action required by: Unit/BnPAC Clerk
Description of actions: Determine date of individual's last periodic medical examination.

a. If individual has undergone a medical examination within the previous 12 months, obtain a copy of the SF 88.
b. If individual has not had a medical examination within previous 12 months, schedule the individual for a medical examination.
c. If individual is volunteering for Ranger battalion and has had a medical examination within the previous 12 months, prepare a DA Form 3349 which reflects current physical status or attach a copy of medical examination with application.

Step: 3
Action required by: 1SG
Description of actions: Arrange for administration of the APRT and the Combat Water Survival Test in accordance with DA Pamphlet 351-4 and guidance furnished in the discussion portion of this procedure.

Step: 4
Action required by: Unit commander
Description of actions: Interview applicant to determine that individual is volunteering for the Ranger training. Arrange wherever possible for the individual to be briefed by a Ranger-qualified officer prior to forwarding of the application. Ensure that all personnel are in and maintaining excellent physical condition prior to reporting for the Ranger training.

Step: 5 Action required by: Unit commander
Description of actions: Review DA Form 4187 with medical examination and results of the APRT and the Combat Water Survival Test. If individual meets required standards, sign DA Form 4187 and arrange for interview at the MILPO for individual to receive further assistance.

Step: 6
Action required by: Personnel management specialist
Description of actions: Obtain individual's MPRJ and personnel qualification records. Screen request against prerequisites in DA Pamphlet 351-4. If eligible, encourage individual to submit application. If individual is not airborne qualified, have service member apply for airborne training in accordance with procedure 3-19, this pamphlet.

Step: 7
Action required by: Personnel management specialist
Description of actions: If individual meets criteria, prepare statement (fig 3-15-2) for individual's signature. If individual is volunteering for a Ranger battalion, give assistance and have him sign statement (fig 3-15-4). Attach to DA Forms 4187 as enclosure.

Step: 8
Action required by: Personnel management specialist
Description of actions: a. If individual does not meet criteria, prepare comment returning request to applicant with specific reason(s) for disapproval.
b. If individual is volunteering for a Ranger battalion, and meets the criteria as outlined for assignment to the Ranger battalion, prepare a forwarding comment (fig 3-15-3).

Step: 9
Action required by: Personnel management supervisor

Table 3–29
Procedure 3-15 ranger training—Continued

Description of actions: Review DA Form 4187; withdraw copy for file in action pending section of MPRJ. Send request to authenticating official for signature and forward through channels to approving authority (see note, below).

Step: 10
Action required by: Personnel management supervisors
Description of actions: Return MPRJ and allied papers.

Step: 11
Action required by: Personnel management specialist
Description of actions: Upon receipt of approved application, complete actions required for processing. Initiate action for discharge, reenlistment, or extension of individual at appropriate time, if required. This must be done prior to compliance with orders directing movement.

Step: 12
Action required by: Personnel management specialist
Description of actions: Determine if APRT and Combat Water Survival Test and last medical examination are current. If so, initiate DA Form 2446. (Physical qualifications must be met; if not, orders must be delayed until all requirements are met.)

Step: 13
Action required by: Personnel management specialist
Description of actions: Obtain Military Personnel Officer's signature on request for orders and forward. Furnish copy, showing all signatures, of complete approved application, including waivers, for file in MPRJ. Training approved TDY and return to the same installation/station. Since the MPRJ does not accompany service members attending school TDY and return to the same installation/station, ensure that the following documents are given to the soldier (to hand carry to the school) prior to departure for TDY:

(1) Copy of request (including enclosures). Be sure official signatures are shown. Be sure, especially in cases likely to be questioned, that all applicable information is included which is needed to establish eligibility for the proposed schooling.
(2) Copy of DA Form 2 and TDR Cards produced from "INQY" SIDPERS transaction and a photocopy of machine-reproduced copy of DA Form 2-1.
(3) DA Form 3444 series.

Step: 14
Action required by: Personnel management specialist
Description of actions: When application is disapproved, or individual does not meet requirements, return through channels to applicant. Return comment must state reasons for disapproval.

Notes:
Application for Ranger training will be forwarded to the following approval authorities, as appropriate:

a. Officers—HQDA(DAPC-OP appropriate career division), Alexandria, VA 22331-0400.

b. Enlisted—HQDA(DAPC-EPK-S), Alexandria, VA 22331-0400.

Assignment to Ranger battalions—HQDA(DAPC-EPK-S), Alexandria, VA 22331-0400.

3–30. Procedure 3-16 Rsg extreme family problems

Procedure 3-16 covers reassignment-extreme family problems.

a. Primary references are AR 614-6, 614-30, 614-100, and 614-200.

b. Forms used are DA Forms 31 (Request Authority for Leave), 483, 3739 (Application for Assignment/Deletion/Deferment for Extreme Family Problems).

c. This procedure supplements the primary Army regulations referenced above. It prescribes guidance for processing requests for reassignment in cases of extreme family hardship. All personnel except general officers, regardless of status, may submit a request for a change in assignment because of family problems which warrant sympathetic consideration (cases of extreme hardship which can be alleviated only by assignment to a specific area). Officers may apply for reassignment because of extreme family problems under chapter 6, AR 614-100; and enlisted personnel under chapter 3, AR 614-200.

d. Applications for foreign service are processed under AR 614-30, but may be submitted under AR 601-210 or AR 601-280. For expeditious handling, it is important that applications be accurate, complete, and documented in accordance with applicable directives:

e. Applications for reassignment because of extreme family problems are normally submitted through command channels, and must be approved by Headquarters, Department of the Army. If assignment is made to a position against which a requisition is pending, follow-up action must be taken.

f. Applications which do not meet required criteria will be disapproved by the General Court Martial authority and

returned to the applicant. Commanders are responsible for careful screening of applications and forwarding only those which meet established criteria. An eligible individual may be given preference over others for existing vacancies, consistent with military requirements.

g. In emergency cases, enlisted personnel on leave in CONUS from an oversea command may submit application direct to HQDA (DAPC-EPA-C), Alexandria, VA 22331. Initial action may be handled by telephone or by message, followed with the necessary substantiating documents. Military personnel on emergency leave or in a transient status may submit requests for reassignment because of extreme family problems through the nearest Army installation to which they will be attached until action can be taken on the application. Individuals may request guidance and assistance from the appropriate military personnel office, from the American National Red Cross, or from other applicable agencies in obtaining assistance and substantiating documents when required.

h. Only the commander having disapproval authority may request additional information and verification through the American National Red Cross representative serving that headquarters. Disapproved applications must be indorsed to the applicant, advising him of the reasons for disapproval. A statement will be included informing the individual that if the situation upon which the application is based increases in severity and he can document the necessity for his physical presence, he may resubmit the application through the commander of his assigned unit. Exception may be made for emergency situations which require the continued presence of the service member upon verification by the American Red Cross or at the direction of HQDA. After evaluation and approval or disapproval by HQDA, specific instructions will be issued with movement directive or separate instructions from the appropriate career branch to the commander.

i. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-16 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

j. The following actions will be taken concerning reassignment extreme family problems:

Table 3–30
Procedure 3-16 Rsg extreme family problems

Step: 1
Action required by: Unit commander/1SG
Description of actions: Upon request by individual for reassignment to a specific area based on family problems, determine nature and urgency of the problem. Immediately provide as much relief as possible through available counseling and agency assistance, either in lieu of or preparatory to reassignment.

Step: 2
Action required by: Unit commander/1SG
Description of actions: If individual appears to meet criteria for reassignment, assist individual in preparation of application. Have individual complete and sign section III, DA Form 4187 (figure 3-16-1). Make arrangements for MILPO to prepare DA Form 3739, and to assist individual in the preparation of enclosures as required; provide for legal assistance when appropriate. Requirements for submission of applications are as follows:

a. Officers. DA Form 483, a statement including information specified in sec II chap 6, AR 614-100; and statements or documents as required to support the circumstances on which the request is based.

b. Enlisted personnel. Note that 90-day period of attachment, is determined by MILPERCEN (para 3-8b, AR 614-200) is permissive (at the expense of the individual). Submit DA Form 4187 as in figure 3-16-1 with statements or documents as required in chapter 3, AR 614-200, supporting the circumstances on which the request is based.

Step: 3
Action required by: Unit commander/1SG
Description of actions: Complete section IV, DA Form 4187, to indicate personal knowledge of individual's circumstances. Indicate date of availability of individual, or if an emergency, give justification for immediate reassignment. If individual is on a stabilized tour of duty under AR 614-5, so state, and how much of tour has been completed. Indicate if AR 600-31 is applicable, and status of case. Indicate recommendation for approval or disapproval with reasons therefor. Sign and forward promptly by most expeditious means to MILPO.

Step: 4
Action required by: Personnel management specialist
Description of actions: Upon receipt of DA Form 4187, verify circumstances against criteria (in AR 614-100 or AR 614-200 as appropriate) for existence of conditions listed below. Enlisted personnel may apply for reassignment under section II, chapter 3, AR 614-200 if the nature of the problem is such that it can be resolved within a reasonable period of time, normally 1 year. For a longer period of time, enlisted personnel may apply under section III, chapter 3, AR 614-200.

a. Unusual circumstances which can be alleviated only by assignment to a particular geographical locality for specific reasons.

b. Problem did not exist and was not reasonably foreseeable at time of latest entry on active duty.

c. Conditions cannot be reasonably alleviated by leave, including leave for emergency reasons, by correspondence, power of attorney, or

Table 3–30
Procedure 3-16 Rsg extreme family problems—Continued

by any other person; include justification as to why presence of service member is required.

d. Additional evidence to support specific situations:

(1) Circumstances involving parent-in-law, dependent upon individual for over one-half of the support, with no other members of the spouse's family to provide assistance. For definitions of family members, see AR 640-3.

(2) Circumstances involving illness of a family member, a signed statement from attendant physician stating the specific medical diagnosis and prognosis of the illness and other pertinent factors.

(3) Other circumstances of a serious nature, supporting statements from responsible persons who have personal knowledge of the facts of the case.

e. For both officer and enlisted, identification of any previous request for reassignment or deferment from oversea service, including date submitted, circumstances on which request was based, and action taken.

Step: 5

Action required by: Personnel management specialist

Description of actions: Verify name, SSN, and personal data in application against personnel records. Initiate a DA Form 483 or DA Form 3739, as appropriate.

Step: 6

Action required by: Personnel management specialist

Description of actions: For application based on medical reasons, prepare request to servicing medical activity (for signature of Military Personnel Officer), requesting evaluation and recommendation as follows:

a. Current morbidity and mortality trends for the disease or medical condition.

b. Prognosis for recovery from the disease or alleviation of the medical condition.

c. Dates and duration of past, present and anticipated periods of hospitalization.

d. Anticipated benefits resulting from proposed reassignment, why reassignment to a particular area is necessary to resolve the problem or medical condition. Include justification as to why the presence of the service member is required.

Step: 7

Action required by: Personnel management specialist

Description of actions: If individual is on leave from or intransit to an overseas command, request orders to attach the individual to unit while awaiting final decision on application. Paragraph 3-7. AR 614-200, and procedure 4-5, this pamphlet, apply. Immediate action will be taken to advise the individual's overseas commander of the date of attachment via Priority Precedence electrical message (DD Form 173). Copies of DA Form 31 and/or attachment orders will be forwarded with application. The electrical message will be dispatched within 24 hours of the effective date that the attachment is approved. Acknowledgment of receipt via electrical message will be requested from the overseas commander. The following activities will be included as information addresses:

a. Appropriate USA MILPERCEN Personnel Assistance Point if intransit to an overseas command or on emergency leave.

b. CDRMILPERCEN ALEX VA// DAPC-EPA-C//.

Step: 8

Action required by: Personnel management specialist

Description of actions: Prepare comment to forward application to HQDA (career branch) for officers; for enlisted personnel to HQDA (DAPC-DAPC-EPA-C), Alexandria, VA 22331-0400. See instructions in paragraph 6-6, AR 614-100 for officers; and chapter 3, AR 614-200 for enlisted personnel. Include the following items of information (as applicable) or statement that personal data in application have been verified.

a. If on oversea tour, date of departure from CONUS and date scheduled to return.

b. Brief summary of any other personnel actions or requests involving assignment of the individual or statement that none is being processed.

c. Statement if individual is or is not under suspension of personnel actions (AR 600-31).

d. Projected date of availability for assignment, if not available immediately.

e. If 2d FY PCS, include statement and justification for move as required under AR 614-6. Cite applicable paragraph of AR 614-6; if exempt, so state.

Step: 9

Action required by: Personnel management specialist

Description of actions: Review comment for accuracy. Attach DA Form 4187, enclosures, and previous comments if any. Retain copy for correspondence and set up suspense for receipt of comeback copy and receipt of reply. Submit outgoing correspondence with individual's records to supervisor. Set up office suspense for reply.

Step: 10

Action required by: Personnel management supervisor

Table 3–30
Procedure 3-16 Rsg extreme family problems—Continued

Description of actions: Review correspondence and attached application with enclosures for accuracy, appropriateness and adequacy of action taken. Forward to or through Military Personnel Officer for signature.

Step: 11
Action required by: Personnel management specialist
Description of actions: Upon receipt of comeback copy, indicating original was signed, with date of dispatch, forward for file in MPRJ (action pending).

Step: 12
Action required by: Personnel management specialist
Description of actions: If assignment instructions or orders are received or if individual is alerted for another assignment, take appropriate action as required. Notify career branch immediately by phone or by message (para 6-6, AR 614-100 for officers; chap 3, AR 614-200 for enlisted), and date application was submitted.

Step: 13
Action required by: Personnel management specialist
Description of actions: Upon receipt of approval or disapproval from HQDA, prepare forwarding comment for signature of the Military Personnel Officer to individual through command channels. If disapproved, state reasons therefor. Include instructions for movement when applicable (or wait for further instructions). Ensure that actions required by procedure 4-5, this pamphlet, are accomplished for soldiers attached to CONUS installation/activities from oversea commands.

Step: 14
Action required by: Personnel management specialist
Description of actions: Upon receipt of assignment instructions, request orders. Notify unit commander and the individual unless previously notified.

Step: 15
Action required by: Personnel management specialist
Description of actions: When application is disapproved, state reasons in notification to individual. If applicable, inform individual under what circumstances he may resubmit application or other alternative action.

Step: 16
Action required by: Personnel management specialist
Description of actions: Send outgoing correspondence through Supervisor to Military Personnel Officer for signature, and forward by expeditious means to individual through unit commander.

Step: 17
Action required by: Personnel management specialist
Description of actions: Take follow-up action as required to ensure that—

a. Orders are received and proper distribution is made.
b. Any change in duty status is reported as required under DA Pamphlet 600-8-1.
c. Individual's unit of assignment and port of embarkation are furnished copy of orders with notification of action which has been taken.
d. Complete application and allied papers are removed from MPRJ and filed with related correspondence in accordance with AR 340 series.
e. Proper AEA code is recorded on qualification records and reported in accordance with AR 640-2-1 and SIDPERS procedures.

Step: 18
Action required by: Personnel management specialist
Description of actions: For assignment actions involving current or cancelled requisitions, make appropriate adjustment. See procedures 3-8 and 3-9, this pamphlet.

3–31. Procedure 3-17 regimental affiliation

(To be published.)

3–32. Procedure 3-18 exchange assignments Procedure 3-18 covers exchange of assignments (enlisted personnel).

a. Primary reference is AR 614-200.

b. Form used is DA Form 4187.

c. This procedure supplements AR 614-200. It prescribes guidance for processing requests for exchange of assignments which may be submitted only by enlisted personnel. An exchange of assignments is for the mutual convenience of the soldiers concerned and they will bear all expenses incident thereto.

d. Prior agreement between the two soldiers will be arranged on a person-to-person basis. Only one soldier will submit to application; however, a statement signed by the soldier with whom the exchange is proposed will be attached as an enclosure. The statement will include an acknowledgment that he agrees to the exchange and also agrees to bear all expenses incident to reassignment. Policy and restrictions applicable to other permanent change of station assignments are applicable to exchange assignments, except that fiscal year restrictions do not apply (AR 614-6); eligibility for foreign service does not change; and no stabilization period is authorized for either soldier.

e. The installation receiving the application will coordinate with the other installation to ensure that the exchange is agreeable with both and will obtain telephonic (CONUS) or electrical message (oversea) clearance for both soldiers concerned from HQDA (DAPC-EP-appropriate career branch). (See table 1-1, AR 614-200.) No written correspondence need be sent to MILPERCEN. Final approval authority for requests submitted by soldiers in CONUS is vested in the commander of the CONUS installation/activity concerned; for requests submitted in an oversea area, approval authority is vested in the major oversea commanders.

f. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

g. The following actions will be taken on exchange of assignments (enlisted personnel):

Table 3–32
Procedure 3-18 exchange assignments Procedure 3-18 covers exchange of assignments (enlisted personnel).

Step: 1
Action required by: Unit commander
Description of actions: Upon request by soldier for exchange of assignment, determine the nature of the circumstances prompting the request. Determine if exchange of assignment is the best course of action and that the soldier does not meet criteria for reassignment because of extreme family problems. (See procedure 3-16, this pamphlet.)

Step: 2
Action required by: Unit commander
Description of actions: Advise soldier that all expenses of exchange reassignment must be borne by him and that travel time will be charged as ordinary leave. Advise soldier of the requirement to obtain a statement from the other soldier involved in the exchange reassignment.

Step: 3
Action required by: Unit commander
Description of actions: If the soldier meets the requirements of paragraph 3-29, AR 614-200, have unit clerk prepare DA Form 4187. (See fig 3-18-1.)

Step: 4
Action required by: Unit clerk
Description of actions: Prepare DA Form 4187 for signature of soldier and unit commander.

Step: 5
Action required by: Unit clerk
Description of actions: Schedule appointment for individual at MILPO for further assistance when required.

Step: 6
Action required by: Unit clerk
Description of actions: Obtain signatures of soldier and unit commander. Inform individual of his appointment at MILPO. Forward DA Form 4187 to the servicing MILPO.

Step: 7
Action required by: Personnel management specialist
Description of actions: Further counsel soldier regarding details of proposed assignment. Be sure he has a realistic estimate of the cost and can pay for the move.

Step: 8
Action required by: Personnel management specialist
Description of actions: Prepare a statement (see fig 3-18-2) for signature of applicant. Also prepare statement (see fig 3-18-3) for signature of the other soldier, if not previously accomplished.

Step: 9
Action required by: Personnel management specialist

Table 3–32
Procedure 3-18 exchange assignments Procedure 3-18 covers exchange of assignments (enlisted personnel).—Continued

Description of actions: Contact installation MILPO of the other soldier concerned to ensure the exchange is agreeable to the commander concerned; establish a mutually agreeable release date.

Step: 10
Action required by: Personnel management specialist
Description of actions: Obtain branch clearance, telephonic (CONUS) or electrical message (overseas), from HQDA (DAPC-EP-appropriate career branch). (See table 1-1, AR 614-200.)

Step: 11
Action required by: Personnel management specialist
Description of actions: Prepare forwarding comment for signature of Military Personnel Officer to approving authority. Obtain signature of Military Personnel Officer and forward application. Indicate release date and set up suspense for receipt of reply.

Step: 12
Action required by: Personnel management specialist
Description of actions: If application is disapproved, prepare forwarding comment stating reasons therefor. If approved, inform soldier through his unit commander; coordinate with MILPO of other soldier as required for orders and leave.

Step: 13
Action required by: Personnel management specialist
Description of actions: Take followup action to ensure that—

a. Orders are prepared and proper distribution is made.
b. Change in duty status is reported.
c. AEA code is not changed as the result of this action.

Step: 14
Action required by: Personnel management specialist
Description of actions: File copy of complete application with any other correspondence concerning the application in accordance with AR 340 series. (Authorized for file in MPRJ as action pending document, to be removed upon completion of action.)

Step: 15
Action required by: Personnel management specialist
Description of actions: For assignment actions involving current or cancelled requisitions, make appropriate adjustment. (See procedure 3-8, this pamphlet.)

3–33. Procedure 3-19 airborne training

Procedure 3-19 covers application for airborne training (officer and enlisted personnel).

a. Primary references are AR 614-110 and 614-200.

b. Forms used are DA Forms 2, 2-1, 705, 2446, 3444 series, 4187, and SF 88 (Report of Medical Examination).

c. This procedure supplements AR 614-110 and AR 614-200. It prescribes guidance pertaining to the submission and processing of volunteer applications by officer and enlisted personnel for airborne training assignment.

(1) Procedure 3-19-1 pertains to officer personnel and procedure 3-19-2 pertains to enlisted personnel.

(2) Individuals who desire to volunteer for airborne training will submit applications through their immediate commanding officer to the servicing military personnel office (MILPO).

(3) Applications will be submitted on DA Form 4187 for both officer and enlisted personnel (fig 3-19-1 and 3-19-4). Additional statements and information will be attached to DA Form 4187 as shown in figures 3-19-2, 3-19-3, and 3-19-5.

d. Enlisted soldiers may not be scheduled for airborne training without assignment to an Airborne unit; however, they must possess an MOS which is authorized in an Airborne unit.

e. Applicants must have 12 months service remaining after completion of airborne training; if not, enlisted personnel must extend their enlistment under the provisions of AR 601-280 or request discharge under the provisions of AR 635-200 for the purpose of immediate reenlistment. Officer personnel applications must be accompanied by a request for extension of active duty, if applicable (AR 135-215).

(1) Each applicant will be required to meet the physical qualifications prescribed in AR 40-501 and successfully accomplish the Army Physical Readiness Test within 30 days of application.

(2) Personnel reapplying after having previously been rejected from airborne training or duty because of a temporary remedial physical defect or failure to qualify in the physical readiness test are eligible to volunteer at any time after correction of the defect or upon demonstrating ability to pass the physical readiness test.

(3) Personnel assigned to oversea commands that do not conduct airborne training will submit their applications not earlier than 10 nor less than 6 months prior to expected date of return from oversea service.

f. The immediate commander of an individual may initiate request for waiver, when necessary, provided the applicant is otherwise qualified for airborne training. All applications will be forwarded to HQDA, MILPERCEN, ATTN: (Appropriate career management branch (EPMD) or career division (OPMD)).

g. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

3–34. Procedure 3-19-1 application officers

The following actions will be taken on application for airborne training—officers:

Table 3–34
Procedure 3-19-1 application officers

Step: 1
Action required by: Individual
Description of actions: Inform immediate supervisor and Unit Commander of intention to volunteer for airborne training/assignment.

Step: 2
Action required by: 1SG
Description of actions: Arrange for administration of physical readiness test. (Test will be administered more than 30 days prior to date of application.)

Step: 3
Action required by: Unit/BnPAC clerk
Description of actions: Schedule medical examination (AR 40-501 applies. SF 93 is not required.) AR 614-110 requires electrocardiogram for field grade officers and warrant officers in grade W3 or W4 when 36 years of age or older; waiver of age is required. Medical examinations administered within 1 year of date of application are valid for this purpose; if the examination on file is not of the scope specified in chapter 7, AR 40-501, only those tests and procedures needed to meet additional requirements need be accomplished. Upon receipt of required documentation, prepare DA Form 4187 (fig 3-19-1) and obtain individual's signature.

Step: 4
Action required by: Unit commander
Description of actions: Counsel individual and arrange for applicant to obtain necessary assistance from the MILPO. Forward DA Form 4187 to the MILPO after completion and signature.

Step: 5
Action required by: Personnel management specialist
Description of actions: Obtain MPRJ and DA Forms 2 and 2-1. Determine whether individual meets eligibility and selection criteria in AR 614-110.

Step: 6
Action required by: Personnel management specialist
Description of actions: Assist qualified applicant in preparing statement (fig 3-19-2). Have individual sign statement and attach to DA Form 4187. Also attach request for waiver signed by individual when applicable.

Step: 7
Action required by: Personnel management specialist
Description of actions: If officer applicant (other than Medical and Dental Corps officer) will have less than 1 year active duty remaining upon completion of airborne training, have individual complete request for additional active duty (AR 135-215). (See procedure 4-2, this pamphlet.)

Step: 8
Action required by: Personnel management specialist
Description of actions: Prepare comment and forward direct to appropriate authority. (See notes 1 and 2, below.) When applicable, include statement of prior airborne training and/or service. (See fig 3-19-3.) Forward through supervisor for signature of Military Personnel Officer.

Step: 9
Action required by: Personnel management supervisor
Description of actions: Review request to ensure individual meets prerequisites; and that all required documents are attached and in order. Forward for signature.

Step: 10
Action required by: Personnel management specialist
Description of actions: Upon approval of application, take the following actions as required:

Table 3–34
Procedure 3-19-1 application officers—Continued

a. When individual is entering airborne training more than 90 days after the date of his application, readminister physical readiness test. If physical requirements are not met, orders will not be published.

b. When service member does not meet length-of-service criteria, initiate appropriate action for extension of current tour of active duty as required in AR 135-215.

c. After all requirements are met, request orders in accordance with AR 310-10. Forward through supervisor to MILPO officer for signature.

Step: 11
Action required by: Personnel records specialist
Description of actions: File approved application with allied correspondence in MPRJ in accordance with AR 640-10.

Notes:
[1] Officer attending service school in TDY en route status: to local service school commandant. Other officers absent from home station in TDY status: parent organization except when on TDY to the Infantry School. Officers on TDY at the Infantry School: through Commandant, TIS, to HQDA(DAPC-OP-(Career Divison)), Alexandria, VA 22332.

[2] Officer desiring airborne training in conjunction with next PCS: (HQDA(DAPC-OP-(Career Division)), Alexandria, VA 22332-0400; HQDA(DAJA-PT), WASH DC20310-2700; HQDA(DACH-PEP),WASH DC 20310; or CDr, USAMEDDPERSA, ATTN: SGPE-(Career Activity Officer), WASH DC 20324-2000, as appropriate.

3–35. Procedure 3-19-2 application enlisted

The following actions will be taken on application for airborne training—enlisted:

Table 3–35
Procedure 3-19-2 application enlisted

Step: 1
Action required by: Unit clerk
Description of actions: Have individual read eligibility requirements and selection criteria in AR 614-200. Arrange for applicant to be interviewed by Unit Commander.

Step: 2
Action required by: Unit commander
Description of actions: Counsel individual regarding nature and requirements of airborne training and that failure to meet requirements may result in temporary or permanent disqualification from airborne service. Note criteria in chapter 6, AR 614-200. MOS classification restrictions in chapter 2, AR 600-200, apply.

Step: 3
Action required by: 1SG
Description of actions: Arrange for administration of physical readiness test.

Step: 4
Action required by: Unit clerk
Description of actions: Schedule medical examination in accordance with chapters 7 and 10, AR 40-501. SF 93 is not required. Note requirements in chapter 6, AR 614-200, for individuals 36 years of age or over, pay grade E5 and above; electrocardiogram is required as an exception to AR 40-501. Waiver for age may be requested if the examining medical officer so recommends.

Step: 5
Action required by: Unit clerk
Description of actions: Upon receipt of SF 88 and physical readiness test results, prepare DA Form 4187 (fig 3-19-4) for individual's signature.

Step: 6
Action required by: Unit commander
Description of actions: Counsel individual and arrange for interview at MILPO. Sign DA Form 4187 and forward to MILPO.

Step: 7
Action required by: Personnel management specialist
Description of actions: Obtain individual's MPRJ.

Step: 8
Action required by: Personnel management specialist

Table 3–35
Procedure 3-19-2 application enlisted —Continued

Description of actions: Screen request against eligibility and selection criteria in AR 614-200. Prepare statement (fig 3-19-5) and request for waiver if required; have individual sign all copies.

Step: 9
Action required by: Personnel management specialist
Description of actions: Review request for accuracy and ensure all required information is included. Determine appropriate approval authority. If waiver is requested, be sure application is forwarded through the headquarters having approval authority for the waiver.

Step: 10
Action required by: Personnel management specialist
Description of actions: If applicant meets criteria, with or without waiver, prepare forwarding comment with appropriate recommendation. Forwarding comment will include the following:

a. Statement as to whether individual will be entitled to dependent travel and movement of household goods at Government expense.
b. Date of airborne qualification (if applicable).
c. Statement that individual meets selection criteria in AR 614-200.

Step: 11
Action required by: Personnel management specialist
Description of actions: If applicant does not meet criteria, prepare comment returning application to applicant. Comment will include specific reason(s) for disapproval. Applications which are disapproved for reasons other than failure to meet selection criteria or lack of vacancy will be forwarded through channels to approving authority (MILPERCEN).

Step: 12
Action required by: Personnel management specialist
Description of actions: Send documents to Personnel Management Supervisor.

Step: 13
Action required by: Personnel management supervisor
Description of actions: Review request and withdraw copy (to be placed in action pending section of MPRJ). Send request to authenticating official for signature and forward to next higher headquarters; or if disapproved, return to unit.

Step: 14
Action required by: Personnel management supervisor
Description of actions: TDY and return status: If applicant will attend airborne training in a TDY and return status to his airborne or non-airborne unit in CONUS, forward application to the installation activity that controls TDY funds. This activity should forward the application to HQDA (DAPC-EPT-F). TDY en route status: If applicant will attend airborne training in a TDY en route status, forward application to HQDA (DAPC-EP-appropriate career management branch).

Step: 15
Action required by: Personnel management specialist
Description of actions: Upon approval of application, take following required actions:

a. When individual is entering airborne training more than 90 days after date of his application, readminister physical readiness test. If physical fitness requirements are not met, orders will not be published.
b. When individual does not meet length-of-service criteria, initiate action for discharge/reenlistment or extension of current term of enlistment or tour of active duty in accordance with AR 601-280. Action must be completed before compliance with orders.

Step: 16
Action required by: Personnel management specialist
Description of actions: Request orders in accordance with AR 310-10. Give to supervisor for review.

Step: 17
Action required by: Personnel management supervisor
Description of actions: Review request for orders. After ensuring that individual meets all requirements and papers are in order, forward request for orders for signature. Take follow-on action as required for distribution of orders.

Step: 18
Action required by: Personnel management supervisor
Description of actions: Furnish complete copy of application with all enclosures including copy of waivers in accordance with AR 640-10 (app) for file in action pending part of MPRJ, to be forwarded to service school. Approval of application and waivers will show signatures of approving authorities. Training approved PCS and TDY en route. See procedure 3-1, DA Pamphlet 600-8-10. Training approved TDY and return to the same installation/station. Since the MPRJ does not accompany service members attending school TDY and return to the same installation/station, ensure that the following documents are given to the soldier (to hand carry to the school) prior to departure for TDY:

Table 3–35
Procedure 3-19-2 application enlisted —Continued

a. Copy of request (including enclosures). Be sure official signatures are shown. Be sure, especially in cases likely to be questioned, that all applicable information is included which is needed to establish eligibility for the proposed schooling.

b. When required for the course (DA Pam 351-4), ensure that a copy of the physical readiness test accompanies the service member.

c. Copy of DA Form 2 and TDR cards produced from INQY transaction, and a photocopy or machine-reproduced copy of DA Form 2-1.

d. Alphabetical and Terminal Digit File for Treatment Record (DA Form 3444 series).

3–36. Procedure 3-20 EOD program

Procedure 3-20 covers explosive ordnance disposal training and assignment (enlisted personnel).

a. Primary reference is AR 614-200.

b. Forms used are DA Forms 2, 2-1, 873, 2446, 3180, 3444 series, and 4187; and DD Forms 1610 (Request and Authorization for DOD Civilian Permanent Duty Travel), and 1879 (Request for Personnel Security Investigation).

c. This procedure supplements AR 614-200. It prescribes guidance for selection, processing, and assignment of enlisted personnel who volunteer for training in the Explosive Ordnance Disposal (EOD) Program; or who withdraw from the EOD Program.

d. Individuals who enlisted for an active Army commitment may volunteer for duty in the EOD Program.

(1) Soldiers in grades E5 and below who have completed at least 2 years active Federal service may volunteer for initial EOD training.

(2) Those in grades E7 and below who were previously qualified but are not now performing EOD duties may volunteer for refresher training.

(3) See para 7-25, AR 614-200, for soldiers in categories who are not eligible to apply.

(4) Personnel volunteering for EOD training must meet the selection criteria and prerequisites shown in DA Pamphlet 351-4 and the MOS requirements prescribed in AR 611-201.

e. Applicants desiring EOD duties and training will be interviewed by an EOD officer prior to submission of DA Form 4187. Completed applications will be forwarded to HQDA (DAPC-EPT-S) for approval.

f. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be according to applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

g. The following actions will be taken for explosive ordnance disposal training and assignment (enlisted personnel):

Table 3–36
Procedure 3-20 EOD program

Step: 1
Action required by: Individual
Description of actions: Inform immediate supervisor and Unit Commander of intention to volunteer for EOD training.

Step: 2
Action required by: Unit commander/1SG/BnPAC/PSNCO
Description of actions: a. Verify if individual meets eligibility criteria and prerequisites as indicated in section IV, chapter 7, AR 614-200, DA Pamphlet 351-4, and the MOS requirements in AR 611-201.

b. If individual meets these requirements, arrange for an interview by an EOD officer.

c. Have individual obtain MPRJ, for review by EOD officer.

d. Request that health clinic review health and dental records according to AR 50-5.

Step: 3
Action required by: EOD interview officer
Description of actions: Take following actions:

a. Interview individual, explain the nature and requirements of the training, and that failure to meet training requirements will result in permanent disqualification for EOD service. Inform the individual that, upon successful completion of the prescribed EOD training, assignment will be to EOD duties in accordance with current policies and directives. (Use fig 3-20-5 as a guide for interview.)

b. Assist individual in preparing EOD volunteer statement (fig 3-20-1). Have individual sign statement and furnish the individual a copy. Forward the original copy to the MILPO for file in individual's MPRJ and furnish a copy to the individual's Unit Commander.

c. Prepare letter of acceptability for EOD training (fig 3-20-2). Have individual sign letter and furnish the individual a copy. Forward the

Table 3–36
Procedure 3-20 EOD program —Continued

original to the MILPO for file in individual's MPRJ and furnish a copy to the individual's unit.

Step: 4
Action required by: Individual
Description of actions: Return DA Form 2 and 2-1, MPRJ, Health and Dental Records to their custodian. (See step 2c, above.)

Step: 5
Action required by: Unit commander/1SG/ BnPAC/PSNCO
Description of actions: a. Assist individual in preparing DA Form 4187 (fig 3-20-3). Privacy Act Statement will be furnished individual prior to having individual complete DA Form 4187.

b. Attach copy of volunteer statement (fig 3-20-1) and letter of acceptability (fig 3-20-2) to request.

c. Forward DA Form 4187, with inclosures, to MILPO after completion and signature.

Step: 6
Action required by: Personnel management specialist
Description of actions: a. Obtain MPRJ from the Personnel Records Branch.

b. Verify that individual meets eligibility criteria and prerequisites contained in AR 614-200, DA Pamphlet 351-4, and the MOS requirements in AR 611-201.

c. Upon receipt of final approval of the soldier's application for EOD training from MILPERCEN, the servicing MILPO will attach the soldier to the installation EOD detachment for on-the-job training. Attachment will be effective 90 days prior to the date the soldier is to report for Phase I training. When agreed to by the commander of the unit to which the volunteer is assigned, the soldier may be attached earlier than 90 days prior to the reporting date. If approved application is received less than 90 days prior to reporting date, the soldier will be attached as soon as possible. No PCS will be involved and the attachment must be without expenditure of Government travel funds.

Note. The period of stabilization of soldiers assigned to stabilized positions will be terminated by the servicing MILPO upon receipt of the final approval of the application from MILPERCEN.

d. Prepare forwarding comment to HQDA (DAPC-EPT-S), Alexandria, VA 22331-0400. Be sure copy of volunteer statement and letter of acceptability are attached to the request. Reproduce and attach 1 copy of individual's DA Forms 2 and 2-1 to the request.

Step: 7
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 8
Action required by: Personnel management officer
Description of actions: Review and sign documents.

Step: 9
Action required by: Personnel management specialist
Description of actions: a. Make distribution of request for EOD training.

b. Return MPRJ to the Personnel Records Branch with a copy of request for EOD training.

Step: 10
Action required by: Personnel records specialist
Description of actions: File copy of request for EOD training as action pending document in MPRJ.

Step: 11
Action required by: Personnel management specialist
Description of actions: Upon receipt of HQDA response, take following actions as required:

a. Notify the individual through BnPAC/ PSNCO of acceptance or nonacceptance for EOD training.

b. If individual is not accepted, prepare DA Form 2446 terminating attachment to EOD Detachment if appropriate.

c. If individual is accepted, take the following actions as required:

(1) If individual does not meet length of service criteria, initiate action for discharge/reenlistment or extension of current term of enlistment in accordance with chapter 3, AR 601-280. Action must be completed prior to departure for training.

(2) Prepare DA Form 2466 or DD Form 1610 to attend EOD training, as appropriate. See AR 614-200, for appropriate status; i.e., TDY, PCS with TDY enroute or TDPFO.

(3) Individual requires access to SECRET information. If individual will be attending training in a TDY status, enter security clearance in Item 8 and the following personnel security investigation data in Item 16, DD Form 1610:

(a) type of investigation,

(b) authority, and

(c) date completed.

Table 3–36
Procedure 3-20 EOD program —Continued

(4) Individual must be screened in accordance with AR 50-5 prior to reporting to school. (See procedure 3-1, this pamphlet.)

(5) If individual is programmed to attend the 55D30 course, a request for background investigation (BI) must be initiated prior to reporting to school. Enter the following address in Item 7, DD Form 1879:

Commander
EOD Training Detachment No. 1
Indianhead, MD 20640-5040

(6) Individuals with binocular visual acuity less than 20/40 who require bifocal correction are required to have protective mask inserts in their possession when reporting to school.

(7) If individual will be attending in a TDY status ensure the following documents accompany the individual.

(a) Copies 1 and 2, DA Form 3180, completed through Part IV.

(b) Copy of EOD volunteer statement.

(c) Copy of letter of acceptability for EOD training.

(d) Copy of DA Form 2 and TDR cards produced from "INQY" SIDPERS transaction, and a photocopy or machine-reproduced copy of DA Form 2-1.

(e) Alphabetical and Terminal Digit File for Treatment Record (DA Form 3444 series).

Step: 12
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 13
Action required by: Personnel management officer
Description of actions: Review and sign documents.

Step: 14
Action required by: Personnel management specialist
Description of actions: Make distribution of documents.

Step: 15
Action required by: Outprocessing clerk
Description of actions: If individual is attending school in a PCS or TDPFO status, ensure the following documents are filed in individual's MPRJ:

a. Copies 1 and 2, DA Form 3180, completed through Part IV.
b. DA Form 873.
c. DD Form 1879 requesting a BI if individual is programmed to attend the 55D30 course.
d. Copy of EOD volunteer statement.
e. Copy of letter of acceptability for EOD training.

Step: 16
Action required by: Outprocessing supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 17
Action required by: 1SG/BnPAC/PSNCO
Description of actions: Individuals attending school in TDY status. Upon return of the individual from school, take the following actions:

a. It the individual successfully completed the course, forward the following documents to the Personnel Management Officer:
(1) Copy of Certificate of Training.
(2) Copy of reclassification orders to MOS 55D.
b. If the individual did not complete the course, forward a copy of the noncompletion letter to the MILPO (Personnel Records Specialist).

Step: 18
Action required by: Personnel management specialist
Description of actions: Upon receipt of Certificate of Training and reclassification order, take the following actions:

a. Prepare DA Form 2446 reassigning the individual to the installation EOD unit.

b. Prepare DA Form 2446 authorizing payment of incentive pay for demolition duty (Format 332, AR 310-10). (See para 20321, AR 37-104-3 and para 20331, DODPM.)

c. Prepare DA Form 2446 awarding, designating, redesignating, or withdrawing SMOS and/or AMOS as appropriate. (See chap 2, AR 600-200 and AR 611-201.)

Table 3–36
Procedure 3-20 EOD program —Continued

d. Award appropriate CPMOS. (See procedure 3-21, this pamphlet.) :

Step: 19
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 20
Action required by: Personnel management officer
Description of actions: Review and sign documents.

Step: 21
Action required by: Personnel management specialist.
Description of actions: Make required distribution of documents. Forward Certificate of Training and reclassification order to the Personnel Records Specialist.

Step: 22
Action required by: Personnel records specialist
Description of actions: a. Upon receipt of Certificate of Training, reclassification order, and other orders as applicable, complete the following action:
(1) Make appropriate entries in Item 17, DA Form 2-1 (AR 640-2-1).
(2) Submit SIDPERS transactions to update DA Form 2 (See procedures 2-41, 2-58, and 2-79, DA Pam 600-8-2.)
(3) File documents in MPRJ in accordance with AR 640-10.
b. Upon receipt of noncompletion letter, make appropriate entry in item 4, DA Form 2-1 (AR 640-2-1). Return copy of letter to individual through BnPAC/PSNCO.

Step: 23
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 24
Action required by: Service school MILPO
Description of actions: Individuals attending school in PCS or TDPFO status

a. Issue orders awarding, designating, redesignating, or withdrawing SMOS and/or AMOS as appropriate. (See chap 2, AR 600-200, and AR 611-201.)
b. Make appropriate entries in items 4 and 17, DA Form 2-1, as applicable (AR 640-2-1).
c. Submit SIDPERS transactions to update DA Form 2 (See procedures 2-58 and 2-79, DA Pam 600-8-2.)
d. File documents in MPRJ in accordance with AR 640-10.
e. Award appropriate CPMOS. (See procedure 3-21, this pamphlet.)

Step: 25
Action required by: Individual
Description of actions: Withdrawal from the EOD program. Inform immediate supervisor and Unit Commander of intention to withdraw from the EOD program.

Step: 26
Action required by: Unit Cdr/1SG/BnPAC/ PSNCO
Description of actions: a. Assist individual in preparing DA Form 4187 (fig 3-20-4). Privacy Act Statement will be furnished prior to having individual complete DA Form 4187.
b. Forward DA Form 4187 to MILPO after completion and signature. Furnish the individual a copy.

Step: 27
Action required by: Personnel management specialist
Description of actions: a. Obtain MPRJ from the Personnel Records Specialist.
b. Forward MPRJ and DA Form 4187 to supervisor.

Step: 28
Action required by: Personnel management supervisor/personnel management officer
Description of actions: Take following actions:

Table 3–36
Procedure 3-20 EOD program —Continued

a. If individual is in pay grade E5 or below—

(1) Make recommendation for new PMOS and prepare forwarding comments to HQDA (DAPEC-EPM-L), Alexandria, VA 22331-0400. Include recommended PMOS.

(2) Determine if individual can be reassigned locally or should be reported surplus in accordance with section VII, chapter 2, AR 614-200. (See procedure 3-4 this pamphlet.)

b. If individual is in pay grade E6 or above, make recommendation for new PMOS.

Step: 29
Action required by: Personnel management specialist
Description of actions: Take following actions:

a. If individual is in pay grade E5 or below—

(1) Prepare DA Form 2446 awarding designating, redesignating or withdrawing PMOS, SMOS, and AMOS as appropriate. (See chap 2, AR 600-200, and AR 611-201.)

(2) Prepare DA Form 2446 reassigning the individual as appropriate.

(3) Report individual surplus in accordance with section VII, chapter 2, AR 614-200 if applicable. (See procedure 3-4, this pamphlet.)

(4) Award appropriate CPMOS. (See procedure 3-21, this pamphlet.)

b. If individual is in pay grade E6 or above, prepare forwarding comment to HQDA (DAPC-EPM-L), Alexandria, VA 22331-0400. Include recommended PMOS.

Step: 30
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 31
Action required by: Personnel management officer
Description of actions: Review and sign documents.

Step: 32
Action required by: Personnel management specialist
Description of actions: a. Make required distribution of documents.

b. Return DA Forms 2 and 2-1 and MPRJ to the Personnel Records Specialist.

Step: 33
Action required by: Personnel records specialist
Description of actions: Upon receipt of reclassification order, take the following actions:

a. Make appropriate entries in items 4 and 6, DA Form 2-1 (AR 640-2-1).

Note. Enter in item 4 only if individual withdrew from EOD Program to avoid EOD duties, assignments and /or instructor duty (AR 614-200)

b. Submit SIDPERS transactions to update as appropriate. (See procedures 2-58 and 2-79, DA Pam 600-8-2.)

c. File documents in MPRJ in accordance with AR 640-10.

Step: 34
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 35
Action required by: Personnel management specialist
Description of actions: Upon receipt of HQDA response for E6 and above, take following actions:

a. Obtain MPRJ from the Personnel Records Specialist.

b. Prepare DA Form 2446 awarding, designating, redesignating, or withdrawing PMOS, SMOS, and AMOS as appropriate. (See chap 2, AR 600-200 and AR 611-201.)

c. Award appropriate CPMOS. (See procedure 3-21, this pamphlet.)

d. In coordination with supervisor, determine if individual can be reassigned locally or is to be reported surplus in accordance with chapter 2, AR 614-200.

Note. If HQDA provided assignment instructions comply with assignment instructions.

(1) If individual is to be reassigned, prepare DA Form 2446 reassigning individual.

(2) If individual is to be reported surplus, prepare report. (See procedure 3-4, this pamphlet.)

Table 3–36
Procedure 3-20 EOD program —Continued

e. Notify the individual through BnPAC/ PSNCO of actions being taken.

Step: 36
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 37
Action required by: Personnel management officer
Description of actions: Review and sign documents.

Step: 38
Action required by: Personnel management specialist
Description of actions: a. Make required distribution of documents.
b. Return MPRJ to the Personnel Records Specialist.

Step: 39
Action required by: Personnel records specialist
Description of actions: Same as step 32.

Step: 40
Action required by: Personnel records supervisor
Description of actions: Same as step 33.

3–37. Procedure 3-21 CPMOS

Procedure 3-21 covers career progression MOS (CPMOS) (enlisted personnel).

a. Primary references are AR 600-200, 611-201.

b. Forms used are DA Forms 2, 2-1, 2496, and 4187.

c. This procedure supplements AR 600-200 and AR 611-201. It prescribes guidance to award, retain, and withdraw CPMOS in accordance with chapter 2, AR 600-200. This procedure applies to all enlisted personnel on active duty through grade E7, including personnel of the Army National Guard and the Army Reserve while serving on active duty.

Note. Provisions of this procedure have been suspended insofar as personnel in pay grades E8 and E9 are concerned until further announcement by HQDA.

d. The CPMOS is that MOS authorized to be awarded at the next higher pay grade and in the line of normal progression for the PMOS as indicated in AR 611-201. The CPMOS provides a "road map" to the soldier indicating the route in which he should expand professional development efforts.

e. Award of CPMOS indicates whether or not the soldier has met the training and evaluation prerequisites demonstrating the potential to perform in a skill level one grade higher than his current one. Within policies prescribed by HQDA, classification and reclassification authorities are responsible for ensuring prompt award of CPMOS.

f. Authority to award CPMOS is vested in the custodian of the soldier's Military Personnel Records Jacket (MPRJ), provided the awarded CPMOS is a nonoptional career progression specified in AR 611-201. When a soldier has a career progression option at the next higher grade, the authorities specified in paragraph 2-17, AR 600-200, will direct the final award of CPMOS.

g. Reclassification authorities specified in paragraph 2-29b, AR 600-200, are authorized to change 3-character CPMOS of soldiers, provided such action is in keeping with normal career progression as specified in AR 611-201.

h. The Commander, MILPERCEN is the reclassification authority when the 3-character CPMOS is not within the definition of normal career progression as specified in AR 611-201.

i. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series.

j. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

k. Career Progression MOS (CPMOS):

Table 3–37
Procedure 3-21 CPMOS

Step: 1
Action required by: Personnel management specialist
Description of actions: a. CPMOS may be awarded or changed upon—
(1) Initial award of MOS.
(2) Designation/redesignation of MOS.
(3) Completion of the appropriate Noncommissioned Officer Education Course (NCOES) and attainment of a qualification score on the SQT.
b. Obtain MPRJ from the Personnel Records Specialist.
c. Verify that individual meets eligibility criteria and prerequisites contained in chapter 2, AR 600-200 and AR 611-201.

Step: 2
Action required by: Personnel management specialist
Description of actions: If optional CPMOS is not within definition of table 1-1, AR 614-200, go to step 5.

Step: 3
Action required by: Personnel management specialist
Description of actions: If nonoptional CPMOS, go to step 14.

Step: 4
Action required by: Personnel management specialist
Description of actions: If CPMOS is not within definition of normal career progression (AR 611-201) or falls within table 1-1, AR 614-200, go to step 18.

Step: 5
Action required by: Personnel management specialist
Description of actions: Optional CPMOS (not centrally managed within definition of table 1-1, AR 614-200). If paragraph 2-17 and the glossary to AR 600-200 apply and soldier has a CPMOS option as described by CMF charts, MPRJ, and DA Form 2496 to supervisor.

Step: 6
Action required by: Personnel management supervisor
Description of actions: Review for completeness, accuracy, and adherence to AR 600-200 and AR 611-201. Forward documents to Military Personnel Officer or Personnel Management Officer for review and return incomplete documents to Personnel Management Specialist.

Step: 7
Action required by: Military personnel officer/personnel management officer
Description of actions: Review to ensure that proposed designation of CPMOS is in accordance with DA policy. Give documents to Personnel Management Supervisor.

Step: 8
Action required by: Personnel management specialist
Description of actions: a. Maintain suspense copy of DA Form 2496, pending receipt of comment from commander.
b. Return MPRJ to the Personnel Records Specialist.

Step: 9
Action required by: Unit Cdr/1SG/BnPAC/PSNCO
Description of actions: Counsel soldier. See AR 611-201 and DA Circular 611 series (Career Management of the Enlisted Force). Determine his desires for CPMOS and have individual circle appropriate choice and initial above the circle. See figure 3-21-1. Include commander's recommendation.

Step: 10
Action required by: Unit clerk/BnPAC/PSNCO
Description of actions: Return DA Form 2496 to MILPO.

Step: 11
Action required by: Personnel management specialist
Description of actions: Upon receipt of DA Form 2496 from commander, review to ensure that proposed designation of CPMOS is in accordance with DA policy. Forward DA Form 2496 to Military Personnel Officer/Personnel Management Supervisor for final approval. Destroy suspense copy upon approval.

Step: 12
Action required by: Military personnel officer/personnel management officer
Description of actions: a. Select CPMOS to be awarded based on individual's qualifications, desires and commander's comments. Use

Table 3–37
Procedure 3-21 CPMOS—Continued

DA Circular 611 series (Career Management of the Enlisted Force) in making a determination.

b. Prepare forwarding comment to inform soldier through appropriate command channels indicating CPMOS awarded. See figure 3-21-4. Give reason if CPMOS awarded is different from that selected by individual.

c. Give documents to Personnel Management Supervisor for forwarding to Personnel Management Specialist.

Step: 13

Action required by: Personnel management specialist

Description of actions: a. Forward notification to unit commander through BnPAC/PSNCO.

b. Send copy of DA Form 2496 to the Personnel Records Specialist for filing and submission of SIDPERS transaction in accordance with procedures in DA Pamphlet 600-8-2.

c. Go to step 23.

Step: 14

Action required by: Personnel management specialist

Description of actions: Nonoptional CPMOS. If paragraph 2-17 and the glossary to AR 600-200 apply and soldier has a CPMOS described by CMF charts in AR 611-201, prepare DA Form 2496 as in figure 3-21-4. Include name, SSN, grade, PMOS, CPMOS to be awarded, reason for request, and inclosures, if any. Send MPRJ, DA Form 2496 and any enclosures or additional documents, it needed, to the Personnel Management Supervisor.

Step: 15

Action required by: Personnel management supervisor

Description of actions: Review for completeness, accuracy, and adherence to AR 600-200 and AR 611-201. Forwarded documents to Military Personnel Officer/Personnel Management Officer for review.

Step: 16

Action required by: Military personnel officer/personnel management officer

Description of actions: Review to ensure that proposed award of CPMOS is in accordance with DA policy. Give documents to Personnel Management Supervisor.

Step: 17

Action required by: Personnel management specialist

Description of actions: a. Forward DA Form 2496 to unit commander for notification of soldier.

b. Return all documents (with copy of DA Form 2496) to the Personnel Records Specialist for filing and submission of SIDPERS transaction.

Step: 18

Action required by: Personnel management specialist

Description of actions: CPMOS not within definition of normal career progression (AR 611-201) or optional CPMOS which falls within table 1-1, AR 614-200.

a. Prepare DA Form 2496 as in figure 3-21-2.

b. Send MPRJ and DA Form 2496 to supervisor for review for completeness, accuracy, and adherence to AR 600-200 and AR 611-201. Supervisor should forward documents to Military Personnel Officer/Personnel Management Officer for review to ensure that proposed designation of CPMOS is in accordance with DA policy.

c. Return MPRJ to the Personnel Records Specialist.

d. Maintain suspense copy of DA Form 2496 pending receipt of comment from soldier's commander. Destroy upon receipt of commander's comment.

Step: 19

Action required by: Unit Cdr/1SG/BnPAC PSNCO

Description of actions: a. Counsel soldier. See AR 611-201 and DA Cir 611 series (Career Management of the Enlisted Force). Determine his desires for CPMOS.

b. Have individual submit DA Form 4187 as inclosure to DA Form 2496. See figure 3-21-3.

c. Include commander's recommendation and return DA Form 4187 attached as enclosure through BnPAC PSNCO to MILPO.

Step: 20

Action required by: Personnel management specialist

Description of actions: a. Upon receipt of DA Form 2496 from commander, review to ensure that proposed designation of CPMOS is in accordance with DA policy for centrally managed personnel.

b. Submit DA Form 2496 to Military Personnel Officer/Personnel Management Officer through Personnel Management Supervisor with

Table 3–37
Procedure 3-21 CPMOS—Continued

CMT 3 (MILPO's recommendation), or next appropriate comment, to be forwarded to HQDA, (appropriate career branch). See figure 21-5.

c. After Personnel Management Supervisor has reviewed for correctness and completeness, and forwarded for signature, send copy of DA Form 2496 to the Personnel Records Specialist along with and MPRJ.

d. Set up office suspense for reply.

Step: 21

Action required by: Personnel records specialist.

Description of actions: Maintain copy of DA Form 2496 in action pending section of MPRJ. Destroy upon receipt of reply from HQDA awarding CPMOS.

Step: 22

Action required by: Personnel records specialist

Description of actions: a. Upon receipt of reply from HQDA, prepare forwarding CMT to unit commander for notification to soldier.

b. Send copy of authorization document to the Personnel Records Specialist along with any other related documents.

Step: 23

Action required by: Personnel management specialist

Description of actions: Upon receipt of authorization document, enter new CPMOS on DA Form 2 by submitting SIDPERS transaction in accordance with procedure 2-67, DA Pamphlet 600-8-2, within 5 days. Hold document in suspense file until successful processing of transaction, then destroy.

3–38. Procedure 3-22 special forces training

Procedure 3-22 covers special forces training and assignment officer and enlisted personnel.

a. Primary references are AR 614-162 and AR 614-200.

b. Forms used are DA Forms 2, 2-1, 201, 2446, 3180, 3444 series, and 3349

c. This procedure supplements AR 614-162 and AR 614-200. It prescribes guidance pertaining to the submission and processing of applications by enlisted and officer personnel for Special Forces training/assignment. Special Forces personnel requirements normally are met by assignment of eligible volunteers. Previously qualified Special Forces personnel, airborne qualified personnel, and volunteers for airborne training may be assigned to meet these requirements. Applicants volunteering/selected for Special Forces training must meet the following qualifications:

(1) Be airborne qualified or volunteer for airborne training.

(2) Meet the medical fitness standards for eligibility for airborne and Special Forces training and duty based on the provisions of AR 40-501, including EKG and height and weight standards under AR 600-9.

(3) Individual must pass the Army Physical Readiness Test and the Combat Water Survival Test for Special Forces in accordance with DA Pamphlet 351-4.

(4) Have as a minimum a CONFIDENTIAL security clearance. Action to obtain a SECRET security clearance, as prescribed in AR 381-20 and AR 604-5, will be initiated immediately upon acceptance of the individual for Special Forces training. Prior to assignment to Special Forces duty, personnel will possess as a minimum an interim SECRET clearance.

(5) Enlisted applicants will submit applications through channels to HQDA (DAPC-EPK-S), Alexandria, VA 22331-0400. If airborne qualified, application will be submitted in accordance with section IV, chapter 6, AR 614-200; and if not airborne qualified, submitted in accordance with sections II and IV, chapter 6, AR 614-200. Trainee personnel volunteer applications will be accomplished in and up to the 2d week of AIT. Applications for trainee personnel who volunteer while in AIT will be submitted to HQDA (DAPC-EPT-I). Oversea application should not be submitted less than 7 months from DEROS. Applications for language school training may be submitted at the same time the individual volunteers for Special Forces training in accordance with AR 611-6. Upon completion of language training individuals will be available for worldwide Special Forces assignment.

(6) Officer applicants must have a minimum of 12 months service remaining upon completion of Special Forces training or applications must be accompanied by a request for extension of active duty. Medical and Dental Corps officers are exempt from this requirement.

(7) Additional qualifications for officers are prescribed in paragraph 7, AR 614-162. Additional qualifications for enlisted personnel are prescribed in section IV, chapter 6, AR 614-200.

d. Applications will be submitted on DA Form 4187 for both officers and enlisted personnel (fig 3-22-1). Additional statements and information will be attached to DA Form 4187 as shown in figures 3-22-2, 3-22-3, and 3-22-4. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under

applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be according to applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

e. The following actions will be taken on special forces training and assignment (officer and enlisted personnel):

Table 3–38
Procedure 3-22 special forces training

Step: 1
Action required by: Individual
Description of actions: Inform immediate supervisor and Unit Commander of intention to volunteer for Special Forces training/assignment.

Step: 2
Action required by: 1SG
Description of actions: Arrange for administration of physical fitness test. Test will not be administered more than 30 days prior to date of application.

Step: 3
Action required by: Unit clerk
Description of actions: Schedule medical examination to include EKG as required in AR 40-501. Chapters 7 and 10, AR 40-501 apply. (SF 93 is not required). Waiver of age is required. If enlisted personnel are not airborne qualified, assist applicant to volunteer for airborne training (chap 6, AR 614-200). Upon receipt of required documentation, prepare DA Form 4187 (fig 3-22-1) and obtain individual's signature.

Step: 4
Action required by: Unit commander
Description of actions: Counsel individual and arrange for applicant to obtain necessary assistance at the Military Personnel Office. Forward DA Form 4187 to the MILPO after completion and signature.

Step: 5
Action required by: Personnel management specialist
Description of actions: Obtain MPRJ from Records Branch. Determine whether individual meets eligibility and selection criteria as indicated in the discussion section of this procedure (AR 614-162 for officers and AR 614-200 for enlisted personnel).

Step: 6
Action required by: Personnel management specialist
Description of actions: Assist qualified applicant in preparing statement (fig 3-22-2 for enlisted, fig 3-22-4 for officer personnel). Have individual sign statement and affix to DA Form 4187. Also attach request for waiver signed by individual when applicable. Attach request for language training, if applicant desires, in accordance with AR 611-6. Enlisted soldiers must request specific Special Forces MOS in which to be trained.

Step: 7
Action required by: Personnel management specialist
Description of actions: If officer applicant (other than Medical and Dental Corps officer) will have less than 1 year active duty remaining upon completion of Special Forces training, have individual complete request for additional active duty under the provisions of AR 135-215.

Step: 8
Action required by: Personnel management specialist
Description of actions: Prepare forwarding comment. Direct to appropriate authority. Forward through supervisor for signature of Military Personnel Officer.

Step: 9
Action required by: Personnel management supervisor
Description of actions: Review request to ensure individual meets prerequisites and that all required documents are attached and in order. Forward for signature.

Step: 10
Action required by: Personnel management specialist
Description of actions: Upon receipt of approved request, notify individual through unit commander; take additional action as required.

a. Initiate action to obtain a SECRET clearance for individual (AR 381-20 and AR 604-5) if necessary. Individual must possess at least an interim SECRET clearance before assignment to Special Forces duty.
b. Request assignment orders after individual has met physical requirements.
c. Enlisted personnel must meet time in service requirements specified in chapter 6, AR 614-200, before departure.

Step: 11
Action required by: Personnel management supervisor
Description of actions: Have the Military Personnel Officer sign DA Form 2446 and send to orders issuing agency. Send complete copy of

Table 3–38
Procedure 3-22 special forces training—Continued

approved request to the Personnel Records Specialist for file in MPRJ (action pending) to be forwarded to service school in accordance with AR 640-10. Since the MPRJ does not accompany service members attending school TDY and return to the same installation/station, ensure that the following documents are given to the soldier (to hand carry to the school) prior to departure for TDY:

a. Copy of request (including inclosures). Be sure official signatures are shown. Be sure, especially in cases likely to be questioned, that all applicable information is included which is needed to establish eligibility for the proposed schooling.

b. When required for the course (DA Pamphlet 351-4), ensure that copies 1 and 2, DA Form 3180, completed through Part IV, accompany the service member (chap 3, AR 50-5).

c. Copy of DA Form 2 and TDR cards produced from "INQY" SIDPERS transaction and a photocopy or machine-reproduced copy of DA Form 2-1.

d. DA Forms 3444 series.

Step: 12
Action required by: Personnel management supervisor
Description of actions: Upon receipt from higher headquarters of disapproved request, prepare comment returning request through Unit Commander to applicant, giving specific reasons for disapproval of application.

Step: 13
Action required by: Personnel records specialist
Description of actions: Enlisted personnel. Upon completion of training, take necessary action to identify member by award of SQI PMOS as prescribed in chapter 2, AR 600-200. Forward copies of orders to HQDA (DAPC-EPK-S), Alexandria, VA 22331.

Step: 14
Action required by: Personnel records specialist
Description of actions: Take necessary action to update DA Form 2, as required by procedure 2-17, DA Pamphlet 600-8-2.

3–39. Procedure 3-23 OJT

Procedure 3-23 covers processing of applications for on-the-job training (enlisted personnel).

a. Primary reference is AR 600-200.

b. Forms used are DA Forms 2, 87, 2446, 3339-R, 3340, 4187 and Optional form 41.

c. This procedure supplements AR 600-200. It prescribes guidance pertaining to processing applications for on-the-job (OJT) training for active Army permanent party enlisted personnel. OJT is defined as a training process whereby students or trainees acquire knowledge and skills through actual performance of duties under competent supervision in accordance with an approved planned program.

d. Practical experience is afforded in leadership, supervision and technical or tactical training, either in addition to or in place of formal academic training. Most OJT is given in CONUS units where equipment and authorized personnel are available to conduct the training desired; however, certain types of skills and technical knowledge are best acquired in laboratories, shops, service schools, or other types of organizations peculiarly suited to furnishing the kind of functional training desired.

e. OJT, which may or may not be MOS-producing, is given to qualify an individual in a different or redesignated primary MOS code, in a secondary MOS code, for award of SQI and/or ASI, in skills and knowledge additional to MOS-producing training, in skills and knowledge necessary for performance of different groups of tasks within a given MOS structure, in skills or knowledge pertaining to another MOS (cross-training), or in skills or knowledge pertaining to new equipment.

(1) Training is command responsibility and includes preparation of programs of instruction for training in all requirements of a particular MOS code or skill, maintenance of a record of training progress of each individual, giving a comprehensive test before awarding an MOS, and awarding an MOS code, SQI, or ASI only to qualified personnel.

(2) The importance of a comprehensive OJT program cannot be overemphasized because of the opportunity provided for motivation of individual personnel to attain their full potential as soldiers.

f. After consideration of unit requirements and MOS balances within the command, unit commanders select those best qualified to attend a particular course in accordance with established priorities for training.

(1) MOS reclassification, promotion, and reassignment restrictions, as well as course prerequisites and individual qualifications, must also be considered, with the level of training corresponding insofar as possible to the applicant's grade.

(2) Enlisted personnel are encouraged by HQDA to apply for waivers to course prerequisites in technical MOS-producing courses if they have demonstrated by outstanding performance of duty in prior service, by high mental capacity, or by formal education, the capability of completing the selected course of instruction.

(3) Selections must be approved by the appropriate command level, the training activity, and, in certain cases, by HQDA.

g. Reclassification into a new PMOS upon completion of OJT must be accomplished within the guidelines of AR 600-200 and AR 614-200.

(1) Exceptions can be made only for former officers and warrant officers reverting to an enlisted status whose training, experience, age, or physical condition warrant an exception; personnel retained on active duty under AR 635-40 who are physically unable to perform the duties required by the present MOS classification; and personnel of proven value to the service.

(2) Individuals in receipt of an Enlistment Bonus or Selective Reenlistment Bonus are precluded by chapter 2, AR 600-200, from being retrained during their current enlistment into a PMOS outside the career pattern for their bonus MOS or in a comparable MOS as designated by HQDA.

(3) The objective is to maintain balance between authorized and actual strengths of the military occupational specialties, consistent with the accomplishment of assigned missions.

h. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

i. The following actions will be taken on processing of applications for on-the-job training (enlisted personnel):

Table 3–39
Procedure 3-23 OJT

Step: 1
Action required by: Individual
Description of actions: Request information and guidance from unit training officer in applying OJT.

Step: 2
Action required by: Training officer
Description of actions: Counsel individual as to types of OJT available; how proposed OJT fits into the MOS career pattern of the individual concerned; if individual meets requirements with or without waiver; if there is a service obligation upon completion of the course. Refer individual to Unit Career Counselor if necessary for extension of enlistment and impact on eligibility for enlistment bonus. Have individual prepare DA Form 4187, Request for OJT (fig 3-23-1).

Step: 3
Action required by: Unit commander
Description of actions: Have unit clerk complete parts IV and V, DA Form 4187, sign, and forward to MILPO. If disapproval is recommended, state reasons. OJT may not be approved in lieu of formal school courses or training

Step: 4
Action required by: Unit commander
Description of actions: Arrange for soldier to receive assistance at MILPO if necessary.

Step: 5
Action required by: Personnel management specialist
Description of actions: Upon receipt of application for voluntary OJT, or request to initiate involuntary reassignment to OJT, for permanent party personnel, obtain MPRJ from Records Branch, determine if proposed OJT—

a. Meets criteria in AR 600-200, AR 611-201 and AR 635-40 when applicable, as to personnel utilization and MOS reclassification. Current DA circular 611 series apply.
b. Is programmed or unprogrammed.
c. Quota is available, if required.
d. Funds are available, if required.
e. Meets established priorities for training.

Step: 6
Action required by: Personnel management specialist
Description of actions: For application for OJT which meets above requirements, screen MPRJ of individual applicant relative to the following requirements.

a. Length of service remaining in current tour.
b. Security clearance, when applicable.
c. Date of last PCS, when applicable.
d. Enlistment commitment.
e. Selective reenlistment bonus or other type enlistment bonus.

Table 3–39
Procedure 3-23 OJT—Continued

f. proficiency pay status.

g.If individual qualifications meet the physical, mental, and special requirements for training and performance in MOS or skill for which he is being trained. Note if any deficiencies are correctable or subject to waiver.

Step: 7
Action required by: Personnel management specialist
Description of actions: Arrange for testing of applicant, if required, to determine if individual is qualified for OJT, for MOS reclassification when applicable, and capable of performing the duties required.

Step: 8
Action required by: Personnel management specialist
Description of actions: Upon receipt of test results, prepare an accompanying comment for signature of the Military Personnel Officer (fig 3-23-2).

Step: 9
Action required by: Personnel management specialist
Description of actions: For application requiring HQDA approval, and/or written request for quota, forward to the appropriate agency through command channels; otherwise, prepare comment as in figure 3-23-2. Prepare an application for each individual, to include attachments as required; requests for waiver; acknowledgement of service obligations; and any other statements pertinent to the individual's application.
Note. This application will be prepared for all applicants or selectees who can be given favorable consideration within current requirements and training directives.

Step: 10
Action required by: Personnel management specialist
Description of actions: Counsel individual as to service obligation, if any; requirement to meet length-of-service extension or reenlistment when applicable; transportation of household goods/dependents, when applicable, before signing statement.

Step: 11
Action required by: Personnel management specialist
Description of actions: For applicant or selectee who does not meet minimum prerequisites, or who cannot be given favorable consideration for other reasons, prepare reply (CMT 2 or new CMT 1) (as appropriate) to the unit commander for the signature of the Military Personnel Officer. Give reasons for disqualification or disapproval.

Step: 12
Action required by: Personnel management specialist
Description of actions: Set up suspense as required for replies. Send outgoing correspondence to Personnel Management Supervisor for review/signature.

Step: 13
Action required by: Personnel management supervisor
Description of actions: Review correspondence and applications for correctness of content and compliance with applicable directives. Ensure that all required documentation is included in order, and properly signed. Give to Military Personnel Officer for signature.

Step: 14
Action required by: Personnel management specialist
Description of actions: Upon receipt of application with final approval (or disapproval), notify unit commander. Take action to meet length of service requirements if necessary.

Step: 15
Action required by: Personnel management specialist
Description of actions: Prepare DA Form 2446. Include quota number and fund citation when applicable. Forward to Personnel Management Supervisor.

Step: 16
Action required by: Personnel management supervisor
Description of actions: Review DA Form 2446; be sure all prerequisites are met before orders are issued. Forward to MILPO for signature.

Step: 17
Action required by: Personnel management specialist
Description of actions: Return MPRJ to the Personnel Records Specialist with action-pending documents for file.

Step: 18

Table 3–39
Procedure 3-23 OJT—Continued

Action required by: Personnel management specialist
Description of actions: Attach working copy of DA Form 2446 to application and hold for orders. Upon receipt of orders, check to make sure orders are correct and contain required information.

Step: 19
Action required by: Personnel management specialist
Description of actions: For information and control purposes, annotate projected training on working copies of rosters as necessary.

Step: 20
Action required by: Training officer
Description of actions: Initiate a record of training to include area of instruction, number of hours of formal and practical training, results of periodic and final evaluations, and a comprehensive test for qualification in MOS and/or skill or functional training in which being trained.

Step: 21
Action required by: Training officer
Description of actions: Set up suspense for completion of DA Form 87 and presentation to trainee upon completion of training.

Step: 22
Action required by: Personnel management specialist
Description of actions: When submitting the next requisition for replacement personnel, take the following action:

a. Requisition replacement for authorized position being vacated by trainee (loss to the organization).
b. Cancel any previous requisition placed for position which trainee is scheduled to fill within the organization (gain to the organization).

Step: 23
Action required by: Personnel management specialist
Description of actions: Take action in accordance with AR 614-200 as follows: OJT trainees, who for any reason cannot complete training, cannot be recycled to another class, and become surplus to the organization or available for reassignment, are reported to the next higher headquarters or to HQDA according to instructions in (Procedure 3-4 of this pamphlet).

Step: 24
Action required by: Personnel records specialist
Description of actions: Upon receipt of orders and verification that individual has complied with orders, annotate Personnel Qualification Records. Set up suspense to make appropriate entries upon completion of training. Notify unit clerk to accomplish "OJT" SIDPERS transaction in accordance with procedure 2-17, DA pamphlet 600-8-1.

Step: 25
Action required by: Personnel management specialist
Description of actions: Verify with training unit that OJT is being satisfactorily completed and initiate DA Form 2446 to award appropriate MOS (PMOS, SMOS, or AMOS), SQI or ASI; redesignate current PMOS as SMOS or AMOS if appropriate. Have supervisor review, obtain Military Personnel Officer's signature, and forward to orders section to be published.

Step: 26
Action required by: Personnel management specialist
Description of actions: Upon completion of training and receipt of orders, post award of MOS, SQI, or ASI on current working copy of rosters to be used for control purposes. Accomplish "PMOS" SIDPERS transaction in accordance with procedure 2-58, DA Pamphlet 600-8-2.

Step: 27
Action required by: Personnel management specialist
Description of actions: Assemble copies of documents to be sent to the Personnel Records Specialist, attach OF 41 with instructions for posting items of information to Personnel Qualification Records in accordance with AR 640-2-1 and DA Pamphlet 600-8-2, and terminate suspense.

Step: 28
Action required by: Personnel management specialist
Description of actions: Prepare a statement to be attached to DA Forms 3339-R or DA Form 3340 when applicable that the training for which the form is to be executed has been satisfactorily completed. Coordinate with the Personnel Actions Specialist in accordance with procedure 4-3, this pamphlet.

Step: 29
Action required by: Personnel management specialist
Description of actions: File correspondence in accordance with AR 340-2, or AR 340-18-7 as appropriate. If individual goes PCS, be sure a complete copy of the application including waivers is included in the MPRJ (action pending), showing signatures of approving authority. This

Table 3–39
Procedure 3-23 OJT—Continued

is to preclude inquiries and subsequent delay in starting the course because of any questions concerning qualification for projected course attendance. (App, AR 640-10 applies.)

3–40. Procedure 3-25 retesting in Army personnel tests

Procedure 3-25 covers retesting in Army personnel tests.

a. Primary reference is AR 611-5.

b. Forms used are DA Forms 2, 2-1 and 4187.

c. This procedure supplements AR 611-5. It outlines retesting procedures for Army personnel tests. Retesting may be permitted when additional in-service education, job experience, and training are acquired, with the result that the original score is no longer believed to be representative of the individual's potential qualification for advancement, selection for more specialized training, duty assignment, or retention in the service. Retesting is authorized on some tests and prohibited on others. Retesting will be accomplished under the provisions of AR 611-5 and the Army regulations applicable to the specific test and personnel selection program. Regulations governing the use of each test are listed in DA Pamphlet 310-8. Retesting may also be permitted on any test, without time limitations, when extenuating circumstances have been determined by the retesting authority to have invalidated test results.

d. Unless otherwise stated in the applicable regulations, retests on Army personnel tests will not be administered until a minimum period of six months has passed since the last administration of the test.

(1) Different forms of tests will be used for each retesting if they exist, and are authorized for the specific personnel program for which retesting is being accomplished.

(2) Immediate commanders may authorize the first and second retests.

(3) Requests for authority to administer third and subsequent retest, as well as requests for exception to policy, will be forwarded through channels to USASSC-NCR (ATZI-NCO-OD), Alexandria, VA 22332-0400.

(4) Scores achieved as a result of any authorized retest will be recorded on the individual's Personnel Qualification Record and will be used in lieu of previously attained scores for all classification, selection, training, assignment, or retention purposes. Individuals will be informed of their test scores upon completion of retesting.

e. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be according to applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

f. The following actions will be taken for retesting in Army personnel tests:

Table 3–40
Procedure 3-25 retesting in Army personnel tests

Step: 1
Action required by: Individual
Description of actions: Request retesting, using DA Form 4187 (Fig 3-25-1) through unit commander.

Step: 2
Action required by: Unit commander
Description of actions: Interview applicant for the purpose of determning that a valid basis exists for a retest. (Ref AR 611-5 and DA Pam 310-8.) Refer applicant to education center for counseling.

Step: 3
Action required by: Unit clerk
Description of actions: Assist individual in completion of sections I and III, DA Form 4187, including signature and date.

Step: 4
Action required by: Unit clerk
Description of actions: Enter in section IV of the DA Form 4187 information showing the original score is no longer believed representative of the individual's potential qualifications for advancement, selection for more specialized training, duty assignment or retention in service. (Refer to fig 3-25-1.)

Step: 5
Action required by: Unit commander
Description of actions: Complete section V, DA Form 4187, and return the form to the unit clerk for distribution.

Step: 6

Table 3–40
Procedure 3-25 retesting in Army personnel tests —Continued

Action required by: Unit clerk
Description of actions: Forward the completed DA Form 4187 to the servicing MILPO for processing.

Step: 7
Action required by: Personnel management specialist
Description of actions: Obtain the MPRJ from Records Branch.

Step: 8
Action required by: Personnel management specialist
Description of actions: Screen the request and records against the retest criteria prescribed by AR 611-5.

Step: 9
Action required by: Personnel management specialist
Description of actions: If the individual does not meet retest criteria, prepare comment to unit citing reason(s) for disapproval.

Step: 10
Action required by: Personnel management specialist
Description of actions: If individual is eligible for—

a. First and second retests. Prepare comment to appropriate testing facility.
b. Third or subsequent retest. Request approval of higher headquarters by preparing a forwarding comment. Include information listed at figure 3-25-1.

Step: 11
Action required by: Personnel management specialist
Description of actions: Give case to Personnel Management Supervisor.

Step: 12
Action required by: Personnel Management supervisor
Description of actions: Maintain appropriate suspense controls to ensure that retest is administered. Copy of the DA Form 4187 will be used for this purpose.

Step: 13
Action required by: Personnel Management supervisor
Description of actions: Review action. Obtain signature of Personnel Management Officer and forward to the Post Education Office or designated test facility.

Step: 14
Action required by: Personnel Management supervisor
Description of actions: Return MPRJ to the Personnel Records Specialist.

Step: 15
Action required by: Personnel management supervisor
Description of actions: Upon receipt of test results, furnish information to unit commander for his use and to notify individual of the results. Furnish test scores for posting to records as required by AR 640-2-1.

Step: 16
Action required by: Personnel records specialist
Description of actions: Post entries on DA Form 2-1. Prepare SIDPERS input in accordance with procedures 2-2A and 2-39, DA Pamphlet 600-8-2.

Step: 17
Action required by: Personnel records specialist
Description of actions: File copy of correspondence relating to test scores (AR 340-2 or AR 340-18-7).

3–41. Procedure 3-26 DLAB testing

Procedure 3-26 covers testing with the defense language aptitude battery.

a. Primary reference is AR 611-6.

b. Forms used are DA Forms 2, 2-1, 4187, and Optional Form 41.

c. This procedure supplements AR 611-6. It prescribes guidance for processing the Defense Language Aptitude Battery (DLAB) for military personnel on active duty.

(1) The DLAB is designed to measure the ability of an individual to learn a foreign language.

(2) Personnel officers are responsible for ensuring that the DLAB has been administered to enlisted personnel who have attained a score of 100 or higher on the skilled technical (ST) aptitude area of the Armed Services Vocational Aptitude Battery (ASVAB).

(3) The DLAB will also be given to commissioned and warrant officers who are applying for language training.

(4) Commissioned officers in the grade of Captain or lower are required to be administered the DLAB and appropriate entries recorded on their Personnel Qualification Records.

d. DLAB will not be administered if an individual's Personnel Qualification Records indicate successful completion of a formal language course.

(1) Individuals who fail to attain the minimum qualifying score 89 on the DLAB may request retesting after a period of 6 months.

(2) If individual again fails to attain a qualifying score on the DLAB, a second retest will be considered on a case by case basis by USASSC-NCR (ATZI-NCO-OD), ALEX VA 22322-0400.

e. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be according to applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

f. The following actions will be taken for testing with the defense language aptitude battery:

Table 3–41
Procedure 3-26 DLAB testing

Step: 1
Action required by: Inprocessing clerk
Description of actions: Commissioned officers in the grade of Captain or lower. Annotate records checklist to indicate whether entry appears on DA Form 4037 (ORB).

Step: 2
Action required by: Inprocessing clerk
Description of actions: Individual must be referred to the Personnel Management Specialist for further processing if there are no entries in specified items of the ORB. MPRJ must accompany individual to the Personnel Management Specialist.

Step: 3
Action required by: Personnel management specialist
Description of actions: Advise individual that he will be notified when to report for DLAB testing.

Step: 4
Action required by: Personnel management specialist
Description of actions: Prepare request for testing to Test Control Officer (TCO).

Step: 5
Action required by: Personnel management specialist
Description of actions: Give request for testing and MPRJ to Personnel Management Supervisor.

Step: 6
Action required by: Personnel management supervisor
Description of actions: Maintain appropriate suspense controls to ensure that testing is administered. Copy of correspondence may be utilized for this purpose.

Step: 7
Action required by: Personnel management supervisor
Description of actions: Review case. Obtain signature and forward as appropriate.

Step: 8
Action required by: Personnel management supervisor
Description of actions: Return MPRJ to the Personnel Records Specialist.

Step: 9
Action required by: Personnel management specialist
Description of actions: Upon receipt of test results from test facility, advise the Personnel Records Specialist of test results. Utilize OF 41 for this purpose.

Step: 10
Action required by: Personnel records specialist
Description of actions: Upon receipt of DLAB test or retest results. Process a DLAB SIDPERS transaction (Proc 2-90 DA Pam 600-8-2).

Table 3–41
Procedure 3-26 DLAB testing—Continued

Step: 11
Action required by: Personnel records specialist
Description of actions: File copy of correspondence relating to test score (AR 340-2 or AR 340-18-7).

Step: 12
Action required by: Personnel management specialist
Description of actions: Enlisted personnel who apply for language training. Obtain individual's MPRJ from the Personnel Records Specialist. If DA Form 2-1 reflects individual has a ST score of less than 100 as a result of prior ASVAB testing, prepare requests for testing to the TCO. See Note 1.

Step: 13
Action required by: Personnel management specialist
Description of actions: Give complete case to Personnel Management Supervisor.

Step: 14
Action required by: Personnel management supervisor
Description of actions: Maintain appropriate suspense controls and ensure that ASVAB testing is administered. Copy of correspondence may be utilized for this purpose.

Step: 15
Action required by: Personnel management supervisor
Description of actions: Review case. Obtain signature and forward as appropriate. Return MPRJ to the Personnel Specialist.

Step: 16
Action required by: Personnel management specialist
Description of actions: Upon receipt of ASVAB test results and provided the individuals obtained an ST score of 100 or higher, prepare request for testing to the TCO to administer DLAB

Step: 17
Action required by: Personnel management specialist
Description of actions: Prepare OF 41 to the Personnel Records Specialist requesting that ASVAB test results be recorded on DA Form 2-1. Attach test results and DA Form 2-1 to OF 41.

Step: 18
Action required by: Personnel management specialist
Description of actions: Give complete case to Personnel Management Supervisor.

Step: 19
Action required by: Personnel management supervisor
Description of actions: Maintain appropriate suspense controls to ensure that DLAB testing is administered. Copy of correspondence may be utilized for this purpose.

Step: 20
Action required by: Personnel management supervisor
Description of actions: Review case. Obtain signature and forward as appropriate.

Step: 21
Action required by: Personnel management supervisor
Description of actions: Send OF 41 with enclosures to the Personnel Records Specialist.

Step: 22
Action required by: Personnel records specialist
Description of actions: Upon receipt of ASVAB retest results make appropriate entry in item 8, DA Form 2-1 and process an "AATC" SIDPERS transaction (Proc 2-2A DA Pam 600-8-2).

Step: 23
Action required by: Personnel records specialist
Description of actions: File copy of correspondence relating to ASVAB test scores (AR 340-2 or AR 340-18-7).

Step: 24
Action required by: Personnel management specialist
Description of actions: Upon receipt of DLAB results from test facility advise the Personnel Records Specialist of results. Utilize OF 41 for this purpose.

Step: 25

Table 3–41
Procedure 3-26 DLAB testing—Continued

Action required by: Personnel records specialist
Description of actions: Upon receipt of DLAB results, take the following actions:

a. Make appropriate entry in item 10, DA Form 2-1.
b. Process a "DLAB" SIDPERS transaction (Proc 2-90, DA Pam 600-8-2).
c. File copy of correspondence relating to Test Score (AR 340-2 or AR 340-18-7).

Step: 26
Action required by: Personnel management specialist
Description of actions: When DLAB is required for in-service programs (i.e., attache duty, language training, Special Forces training, etc.). Upon receipt of application for an in-service program requesting a minimum DLAB score, obtain individual's MPRJ from the Personnel Records Specialist.

Step: 27
Action required by: Personnel management specialist
Description of actions: Screen request and records against test criteria in AR 611-6. See Note 1.

Step: 28
Action required by: Personnel management specialist
Description of actions: a. If individual is eligible, (initial or first retest), prepare request for DLAB testing to the TCO.
b. Request for second retest will be prepared on DA Form 4187 and forwarded through channels to (USASSC-NCR (ATZI-NCO-OD). Comments will include essentially that information reflected in note 2.

Step: 29
Action required by: Personnel management specialist
Description of actions: If individual does not meet retest criteria or second retest is disapproved by USASSC-NCR (ATZI-NCO-OD), prepare endorsement to unit.

Step: 30
Action required by: Personnel management specialist
Description of actions: Give request for testing on DA Form 4187 and MPRJ to Personnel Management Supervisor.

Step: 31
Action required by: Personnel management supervisor
Description of actions: Maintain appropriate suspense controls, if applicable, to ensure that testing is administered. Copy of correspondence may be utilized for this purpose.

Step: 32
Action required by: Personnel management supervisor
Description of actions: Review case. Obtain signature and forward as appropriate. Return MPRJ to the Personnel Records Specialist.

Step: 33
Action required by: Personnel management specialist
Description of actions: Upon receipt of DLAB test results from test facility advise Records Specialist of test results. Utilize OF 41 for this purpose.

Step: 34
Action required by: Personnel management specialist
Description of actions: Complete processing of application in accordance with applicable procedures.

Step: 35
Action required by: Personnel records specialist

Table 3–41
Procedure 3-26 DLAB testing—Continued

Description of actions: Process under steps 25, above.

Notes:
1. Review following items of DA Form 2-1:
(a) Item 10—DLAB score.
(b) Item 12—Language proficiency.
(c) Item 17—Completion of a Defense Language Course.
2. The following will be provided in forwarding personnel action when approval is required by USASSC-NCR (AZTI-NCO-OD).
(a) Reason for administration of test.
(b) Recommendation for approval.
(c) Date and scores attained on each previous administration of test.
(d) Years of active military service.
(e) Highest level of civilian education.
(f) Summary of military education specialized training.
(g) Primary and secondary MOS.

Table 3–26–1
Guide for determining requirements for DLAB testing

Rule: 1
When an individual: Without prior enlisted service initially enters active duty in a commissioned status
And: arrives at first duty station subsequent to completion of branch course
Then: DLAB is required.

Rule: 2
When an individual: When prior enlisted service initially enters active commissioned service and arrives at first duty station subsequent to completion of branch course
And: DLAB has not been administered
Then: DLAB is required.

Rule: 3
When an individual: Indicates DLAB was previously administered
And: DA Form 2-1 does not reflect a language aptitude score
Then: DLAB is required.

Rule: 4
When an individual: Has a ST aptitude area score of 100 or higher on the ASVAB and is submitting an application for language training
And: DLAB has not been administered
Then: DLAB is required.

Rule: 5
When an individual: Has a St aptitude area score 100 or higher on the ASVAB and is submitting an application for language training
And: DA Form 2-1 does not reflect a language aptitude score but individual
Then: DLAB is required.

Rule: 6
When an individual: Is serving on active duty as a commissioned or warrant officer and is submitting an application for language training
And: DLAB has not been administered previously
Then: DLAB is required.

3–42. Procedure 3-27 language testing

Procedure 3-27 covers defense language proficiency testing.

a. Primary reference is AR 611-6.

b. Forms used are DA Forms 2, 2-1, 201, 330 (Language Proficiency Questionnaire) and Optional Form 41.

c. This procedure supplements AR 611-6. It is applicable to Defense Language Proficiency Testing for Active Army personnel and to members of the Army National Guard and Army Reserve who are on initial active duty for training (IADT) or active duty for training (ADT) for a period exceeding 180 days.

d. Defense Language Proficiency Tests (DLPT) are designed to measure the ability of an individual to understand written and spoken words (reading and listening proficiency only) in certain foreign languages.

(1) There are also Defense Language Reading Proficiency Tests (DLRPT) in some languages.

(2) These tests are administered to graduates of courses of instruction provided at Government expense and to any other individual who claims proficiency in a foreign language and volunteers for the Army Linguist Program.

(3) The tests are constantly being refined and modified to better accomplish their intended purpose. For this reason, it is important that the latest version and/or modification of the DLPT and DLRPT and its scoring key be used.

(4) Obsolete tests must be promptly destroyed. Revisions of and supplemental instructions to DLPT usually are announced in DA Circulars in the 611 series or in worldwide messages for Army Personnel Test Control Officers (TCO).

(5) To determine which form of DLPT or DLRPT is current, consult DA Pamphlet 310-8 and files of DA Circulars (current and expired) in the 611 series.

(6) Tables for determining linguist ratings from DLPT scores (using raw scores, DLPT-I; or converted scores, DLPT-II and certain other factors) are contained in AR 611-6 and the reverse side of the DA Form 330.

e. Military Personnel Officers are responsible for—

(1) Assuring initial evaluation as a linguist when—

(a) Officer personnel are attending basic branch courses or their first duty station when not attending a basic branch course.

(b) USMA and ROTC cadets upon completion of language training.

(c) Enlistees for options requiring a foreign language capability prior to enlistment.

(d) Enlisted personnel processing through the USARECSTA who claim proficiency in a foreign language.

(e) Graduates of Defense Language Institute, Foreign Language Center (DLIFLC) and Foreign Service Institute (FSI), excluding MOS 98G students.

(f) Individuals studying a foreign language at other military or civilian schools at Government expense.

(g) Individuals completing a nonresident defense language program.

(h) Individuals completing a self-improvement course (other than nonresident defense language program) supported by Army funds under the provisions of AR 621-5.

(i) Individuals not identified above who claim knowledge of a foreign language and desire to be tested.

(j) ARNGUS and USAR enlisted personnel on IADT in excess of 180 days will be identified and evaluated by the personnel testing activity servicing their station.

(2) Assuring proficiency reevaluation of individuals identified as linguists. Reevaluation will be accomplished every 2 years, as nearly as possible to their birthday anniversary.

(3) Determination of linguist proficiency ratings, completion of the DA Form 330, and distribution of the copies of the DA Form 330 in accordance with the following procedure. (Linguist proficiency ratings are determined by using raw or converted scores as reported by the TCO plus data from the MPRJ concerning source of language skills and history of linguist assignments of experience.)

f. Test control officers are responsible for—

(1) Administration of the latest version of the DLPT or DLRPT, scoring the answer sheet, and converting raw scores (for those which have conversion tables).

(2) Initiation of the DA Form 330 and its transmittal to the Military Personnel Officer for determination of linguist ratings, signature, and distribution.

g. Preparation of the DA Form 330.

(1) The TCO furnishes only the information for which he is responsible, i.e., name and identifying data for the linguist, language (and code) evaluated, raw or converted scores, manner and date of evaluation, and (in Remarks) the version of the test used (DLPT-I, DLPT-II, or other).

(2) The Military Personnel Officer provides the missing data pertaining to experience, country of birth, etc., and determines linguist ratings. When other than the individual's primary language is evaluated, or both primary and secondary languages are being reported, the form should be prominently marked in order to prevent data regarding primary language skills from being erased and superseded on the master tape by a secondary language evaluation or reevaluation.

(3) Optionally, the TCO may provide the information by OF 41 to the MILPO for preparation of the DA Form 330 in one action.

h. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be according to applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

i. The following actions will be taken for defense language proficiency testing:

Table 3–42
Procedure 3-27 language testing

Step: 1
Action required by: Inprocessing clerk
Description of actions: Screen MPRJ and DA Forms 2 and 2-1 for documents and other information concerning language training and language proficiency. Review DA Form 2; item 17, DA Form 2-1; DA Forms 330 and school transcripts (USMA) graduates and others who have taken language training in civilian institutions) in the MPRJ.

a. If the individual claims proficiency and has not been evaluated, prepare an OF 41 advising the Personnel Management Supervisor. Be sure to cite the correct Language Identification Code (LIC) from AR 611-6.

b. If the individual is (or should have been) identified as a linguist, but has not been evaluated or reevaluated within the past 2 years, prepare OF 41 advising the Personnel Management Supervisor. Service members who have received formal language training, 40 classroom hours or more, at Government expense (such as USMA graduates) must be identified as linguists and may not decline evaluation or biennial reevaluation until evaluated and rated as a "subproficient" linguist with a "0" (zero) level of proficiency.

c. If a member of the Army National Guard or Army Reserve, reporting to first duty station on a tour of active duty or ADT for a period exceeding 180 days, remove copies of DA Form 330 and make distribution of copies of 1 and 2. Replace copy 3 in MPRJ. See step 17, below.

Step: 2
Action required by: Inprocessing clerk
Description of actions: Advise individuals they will be notified as to when and where to report for testing.

Step: 3
Action required by: Inprocessing clerk
Description of actions: If the individual has been identified as a linguist, and has been evaluated or reevaluated within the preceding 2 years, establish a suspense for reevaluation on or about the second year nearest his birthday anniversary date. See step 20, below.

Step: 4
Action required by: Personnel management supervisor
Description of actions: Upon receipt of notification (as in steps 1a or b, above), arrange with the TCO to schedule individual for testing and evaluation.

Step: 5
Action required by: Personnel management supervisor
Description of actions: Maintain suspense controls to assure service member is scheduled for testing, is notified promptly when and where to report, and that the test results are received promptly from the TCO.

Step: 6
Action required by: Test control officer
Description of actions: Administer the current version of the DLPT or DLRPT and score the answer sheet. Convert raw scores when a conversion table (usually printed or pasted on reverse side of scoring key) applies. Forward scored DLPT-II or DLRPT answer sheets to DLIFLC (for research purposes) after scores are transcribed on DA Form 330. Destroy DLPT-I answer sheets after 30 days.

Step: 7
Action required by: Test control officer
Description of actions: Initiate the DA Form 330 or furnish information to MILPO for completion of DA Form 330. Furnish following data: Name and SSN, LIC, raw score or converted score (show which) in listening, reading, etc., date and manner of evaluation and version of test administered (i.e. DLPT-I, DLPT-II, or other).

Step: 8.
Action required by: Test control officer
Description of actions: Transmit DA Form 330 in triplicate with applicable items completed (or information as indicated above) by OF 41 to the Personnel Management Specialist for determination of linguist proficiency ratings and completion of DA Form 330.

Step: 9
Action required by: Personnel management specialist
Description of actions: Upon receipt of partially completed DA Form 330 from TCO (or information to complete the form), review Personnel Qualification Records and documents in MPRJ for information to be entered on DA Form 330. If necessary, interview individual to obtain complete, accurate, and up-to-date information pertaining to the following: country of birth, initial or, supplemental report, source of and experience in language skill, grade, and MOSC (enlisted or warrant officer personnel) or specialty classification (commissioned officers).

Step: 10
Action required by: Personnel management specialist
Description of actions: Obtain formulas for determining proficiency ratings applicable to the version of the test administered. See AR 611-6 and reverse side of DA Form 330. Determine linguist proficiency ratings and complete the DA Form 330. If a multilinguist, determine whether language evaluated is a primary or secondary skill. If secondary, mark the DA Form 330 in RED—"SECONDARY LANGUAGE."

Table 3–42
Procedure 3-27 language testing —Continued

Step: 11
Action required by: Personnel management specialist
Description of actions: Notify individual of linguist proficiency ratings.

Step: 12
Action required by: Personnel management specialist
Description of actions: Request orders be issued as applicable to award or withdraw the Special Qualification Identifier (SQI) " L" and the two-character LIC. For commissioned officers see section II, chapter 1, AR 611-101; for warrant officers, see AR 611-112; and for enlisted personnel, see chapter 2, AR 600-200, and chapter 5, AR 611-201. Best language skills should ordinarily be associated with PMOS, although an individual might properly be assigned to duty in SMOS utilizing the best language or vice versa.

Step: 13
Action required by: Personnel management specialist
Description of actions: Forward through Personnel Management Supervisor to Military Personnel Officer for signature. Request return of documents for distribution. Set up internal suspense for return of forms.

Step: 14
Action required by: Personnel management supervisor
Description of actions: Review DA Forms 330 for accuracy and completeness. Verify linguist ratings assigned and that orders are requested as necessary. Assure distribution is made promptly after forms are signed.

Step: 15
Action required by: Personnel management specialist
Description of actions: Upon receipt of signed DA Forms 330, date and make distribution as indicated in the following steps. Distribution must be accomplished within 30 days of date individual was tested.

Step: 16
Action required by: Personnel management specialist
Description of actions: Army National Guard and Army Reserve personnel on IADT and ADT for a period of 180 days or less or hot on active duty tour must send all copies by OF 41 to the Personnel Records Specialist with instructions to place intact in MPRJ until service member reports to first duty station on a tour of active duty or ADT exceeding 180 days.

Step: 17
Action required by: Personnel management specialist
Description of actions: All other personnel.

a. Send copy 3 (signed and dated) of DA Form 330 by OF 41 to the Personnel Records Specialist for appropriate action, i.e., SIDPERS input, entries on DA Form 2-1, and file in MPRJ.
b. Copies 1 and 2 to USASSC-NCR (ATZI-NCO-OD), Alexandria, VA 22332-0400.

Step: 18
Action required by: Personnel records specialist
Description of actions: Upon receipt of completed DA Form 330 (signed and dated copy 3), and applicable orders (step 12, above). Process SIDPERS transactions, as appropriate. Follow procedures 2-42, 2-42A, 2-58, and 2-79, DA Pamphlet 600-8-2. (Remember, the "L" designation, although properly awarded in orders, may not appropriately be recorded as part of the MOSC if another SQI has been awarded; likewise, the LIC. See para 2-33b, AR 600-200.)

Step: 19
Action required by: Personnel records specialist
Description of actions: Establish suspense for reevaluation (as in step 3, above), for all individuals who have been identified as linguists and have been evaluated or reevaluated within the preceding 2 years, on or about the second year nearest to their birthday anniversary date, except for the following:

a. Was initially evaluated and rated by oral interview and written and/or tape-recorded language proficiency test does not exist for that language.
b. Subproficient linguist with a "b" level of proficiency and whose proficiency has not increased since last evaluation or reevaluation.
c. Linguists with PMOS or SMOS of 98G or 96C currently performing duty in that MOS. For these individuals, prepare DA Form 330 for the language evaluated as part of the SQT, inserting entries as indicated below. (For proficiency in other languages, reevaluation will be conducted in the usual manner using DLPT.)
(1) Enter "NA" in place of scores,
(2) Enter arbitrary proficiency ratings of "3" for both listening and reading if the individual qualifies.
(3) Under "Remarks," insert: "(Ratings assigned in applicable LIC) as the result of qualification in (MOS 98G or MOS 96C) SQT on (date)."
(4) Have the forms signed, dated, and distributed as above.

Table 3–42
Procedure 3-27 language testing —Continued

Step: 20
Action required by: Personnel records specialist
Description of actions: File copy 3, DA Form 330 in MPRJ in accordance with AR 640-10. If earlier forms are in the MPRJ for the same language (identical LIC), remove and return the forms to the individual service member.

3–43. Procedure 3-28 special duty pay

Procedure 3-28 covers special duty assignment pay for enlisted personnel.

a. Primary reference is AR 600-200.

b. Forms used are DA Forms 2, 2-1, 201, 2446, 2496, 3508-R (Application for Remission or Cancellation of Indebtedness), 3686 (Military Leave and Earnings Statement), 3813 (SIDPERS Input and Control Data—Personnel/Organization Change), 4943-R, and DD Form 149.

c. This procedure supplements the primary references above. It prescribes guidance pertaining to award, retention, termination, and reinstatement of Special Duty Assignment Pay (SDAP). SDAP is authorized for award to soldiers who are qualified and serving in certain designated special duty assignments. The SDAP positions and monthly rates are listed in the "Announcement of special duty assignment pay/Selective Reenlistment Bonus/Enlistment Bonus/Comparable MOS for Bonus Recipients" (DA Circular 611 series). The objective is to encourage volunteers to qualify and serve in special duty assignments.

d. To qualify for award of SDAP, the soldier must be on active duty (other than ADT in USAR/NG status for less than 180 days) and receiving basic pay, be serving in pay grade E3 or above, have completed schooling/training requirements in accordance with chapter 5, AR 600-200, and be assigned and performing duties in an authorized special duty assignment position.

e. Initial award, changes in pay rates, termination, and reinstatement of SDAP must be confirmed by issuance of orders (Format 330, AR 310-10) citing paragraph 5-4, AR 600-200 as the authority. Annual issuance of confirmatory orders for continuance of SDAP is not required. Once termination orders are issued, it may not be revoked except as provided for in paragraph 5-4e, AR 600-200.

f. When a soldier fails to maintain the level of duty performance required, the commander or supervisor is responsible for requesting termination to the commander who has authority to issue orders. SDAP may be reinstated after completion of a probationary period of not less than 6 months if the commander or supervisor so recommends. SDAP may also be terminated if the soldier is in patient or convalescent leave status due to drug/alcohol abuse, not performing duties requiring qualification in SDA skills, or on terminal leave. See paragraph 5-3, AR 600-200, for details.

g. When a soldier is scheduled for a change in rate or termination of SDAP, written notification will be provided and will include effective date and confirmatory orders will be issued. If termination is for cause, written notification will also include the reason.

h. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be according to applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

i. The following actions will be taken on proficiency pay for enlisted personnel:

Table 3–43
Procedure 3-28 special duty pay

Step: 1
Action required by: Personnel management specialist
Description of actions: Maintain current records to identify designated SDA (PP) position and eligible personnel receiving SDA (PP). Personnel Information Roster, MOS inventories, or other SIDPERS/JUMPS rosters may be used.

Step: 2
Action required by: Personnel management specialist
Description of actions: Set up internal suspense for future action required. (Allow sufficient time to prepare written notification, request for orders, publishing of orders, and finance actions.) Suspense items may include initial award, increased rates, termination date, changes as annually announced in DA Circular 611 series, etc.

Step: 3
Action required by: Personnel management specialist
Description of actions: Prepare written notification (DA Form 2496) to the soldier through the unit commander informing them of the type of

Table 3–43
Procedure 3-28 special duty pay—Continued

action and effective date, that orders will be published confirming action, and other information which may be pertinent. Correspondence will be prepared in 4 copies with distribution as follows: 2 copies—servicing FAO, 1 copy—to individual, and 1 copy—retained as file copy.

Step: 4
Action required by: Personnel management specialist
Description of actions: Prepare DA Form 2446 using Format 330, AR 310-10.

Step: 5
Action required by: Personnel management specialist
Description of actions: Check notification correspondence and DA Form 2446 for accuracy and completeness and forward through supervisor for review and signature.

Step: 6
Action required by: Personnel management supervisor
Description of actions: Review correspondence and actions taken. Obtain signature of Personnel Management Officer on DA Form 2496 and send to unit commander. Forward DA Form 2446 to activity responsible for preparing orders.

Step: 7
Action required by: Personnel management specialist
Description of actions: Use comeback copy of DA Form 2446/orders to update suspense system and to verify that desired action has been accomplished.

Step: 8
Action required by: Unit commander BnPAC/1SG/PSNCO
Description of actions: Review notification correspondence and orders. Ensure soldier is assigned duties authorized SDAP and meets eligibility criteria. Ensure "POSN" SIDPERS transaction is submitted in accordance with procedure 2-19 DA Pam 600-8-1. Maintain up-to-date roster of SDAP recipients and rate at which paid. Ensure that the soldier is receiving pay in accordance with orders; if incorrect, notify Personnel Management Supervisor.

Step: 9
Action required by: Unit commander/1SG
Description of actions: Evaluate SDAP recipients on standards of performance and utilization in accordance with chapter 3 and 5, AR 600-200.

Step: 10
Action required by: Unit commander/1SG
Description of actions: Periodically counsel soldier on standard of performance, utilization, and changes to the SDAP program as they occur.

Step: 11
Action required by: Unit commander/1SG
Description of actions: When a soldier fails to maintain the minimum level of qualification required for satisfactory performance of duty, unit commander or supervisor will prepare a recommendation for termination of SDAP through the soldier to the approving commander. Correspondence will be in a letter form (original and 3 copies) and must contain detailed justification for the termination.

Step: 12
Action required by: Unit commander/1SG
Description of actions: Prepare a statement of acknowledgment for the soldier's signature (original and 3 copies). Statement will acknowledge that the soldier—

a. Has read the letter recommending termination of SDAP.
b. Understands the nature of actions.
c. Understands the effective date of termination is the date removed from the special duty assignment.
d. Has received a copy of basic letter.
e. Does or does not desire to submit statements on his behalf.

Step: 13
Action required by: Unit commander/1SG
Description of actions: Review, sign, and date basic letter and attach the statement of acknowledgment as an enclosure. Send to the soldier concerned with instructions to acknowledge receipt by signing statement (all copies) and return correspondence within 5 days. Ensure that soldier receives a copy of basic letter and enclosures. Distribution of letter and enclosures: 2 copies—to servicing FAO, 1 copy—to individual, 1 copy—retained as file copy. Ensure "POSN" SIDPERS transaction is submitted in accordance with procedure 2-19 DA Pam 600-8-1.

Step: 14

Table 3–43
Procedure 3-28 special duty pay—Continued

Action required by: Unit commander/1SG
Description of actions: Recommendation for reinstatement or denial of reinstatement in accordance with paragraph 5-4, AR 600-200, will be accomplished in the same manner as steps 11 through 13, above.

Step: 15
Action required by: Unit commander BnPAC/1SG/PSNCO
Description of actions: Ensure soldier has signed all copies of the statement of acknowledgment and any additional statements submitted by the soldier are enclosed to basic letter. Send to approving commander.

Step: 16
Action required by: Approving commander
Description of actions: Review recommendation; approve or deny action recommended; forward case to AG for disposition.

Step: 17
Action required by: Personnel management specialist
Description of actions: Review correspondence of accuracy and ensure statement of acknowledgment is attached and signed. Follow steps 3 through 5, above, to accomplish desired action.

Step: 18
Action required by: Personnel management specialist
Description of actions: Forward all paperwork through supervisor and appropriate MILPO sections for signature as follows:

a. DA Form 2446—Orders preparing activity.
b. Notification correspondence—Through unit commander to individual soldier.

Step: 19
Action required by: Personnel management supervisor
Description of actions: Review action taken for accuracy and compliance with current SDAP directives. Forward to Personnel Management Officer for signature.

Step: 20
Action required by: Personnel records supervisor
Description of actions: Upon receipt of orders, have DA Form 2 posted in accordance with AR 640-2-1. (See procedure 2-64, DA Pam 600-8-2.)

Step: 21
Action required by: Personnel records supervisor
Description of actions: When records are being prepared for out-processing of individual, be certain SDAP is terminated.

Step: 22
Action required by: Personnel records supervisor
Description of actions: When records are reviewed by SDAP recipients, verify SDA eligibility and rate of pay. Any discrepancies noted such as erroneous award, wrong SDAP rate, soldier becomes ineligible, etc., should be referred to the Personnel Management Supervisor for resolution.

Step: 23
Action required by: Individual
Description of actions: Keep informed of SDAP provisions. Verify orders to ensure validity. When in doubt, ask questions. Pay particular attention to effective dates, rate of pay, and note changes as they are announced. Compare DA Form 3686-1 (JUMPS Army Leave and Earnings Statement) with orders. If in error, inform unit commander and request corrective action be taken. Review DA Form 2 (Pro Pay/Code).

Step: 24
Action required by: Unit commander
Description of actions: Be knowledgeable of SDA requirements and to whom, when, and at what rate, SDAP is paid. (See step 8.) Be responsive to SDA requirements. If the soldier has a problem with SDAP, coordinate with Personnel Management Supervisor for corrective action. Keep the soldier informed of action you take. Keep the SDAP Program working by terminating payment of SDAP and/or reassignment out of SDA position, on substandard performers. (See steps 9 through 15.)

Step: 25
Action required by: Military personnel officer
Description of actions: Establish and maintain controls as required to ensure that the following actions are accomplished in accordance with applicable directives:

a. Notification correspondence is prepared and orders issued as required.

Table 3–43
Procedure 3-28 special duty pay—Continued

b. Necessary documents are transmitted to servicing FAO.

c. DA Forms 2 and 2-1 are accurately posted.

d. Incoming and outgoing personnel are screened for SDAP entitlement and action required for award/change/termination are expeditiously accomplished.

e. Maintain suspense system for future actions.

f. Ensure your office is receiving SDAP publication/changes under pinpoint distribution (DA Form 12) in accordance with AR 310-2 and DA Pamphlet 310-10.

3–44. Procedure 3-30 Advancement/ Promotion of Enlisted Personnel

Procedure 3-30 covers the advancement/ promotion of enlisted personnel to pay grades E-2 through E-9.

a. Primary reference: AR 600-200

b. Forms used: DA Forms 2475 (Personnel Data—SIDPERS), 2496, 3355, 3356 (Board Member Appraisal (Worksheet)), 3357 (Board Recommendation), and 4187 (Personnel Action).

c. This procedure supplements AR 600-200, chapter 7. This procedure prescribes guidance for processing actions pertaining to advancement of enlisted soldiers to pay grades E2 through E4 and for promotion to pay grades E5 through E9. Authority for advancement to pay grade E4 may be delegated to the lowest authorized level. Commanders are authorized to withhold advancement authority and to pool their subordinate commands' assigned strength at any desirable management level. If this system is used, the soldier's advancement must be approved by his/her unit commander. Procedure 3-26-1 provides procedures for advancement to pay grade E2, E3, and E4. Procedure 3-26-2 provides procedures for promotion to pay grade E5 and E6. Eligible personnel compete on a worldwide basis in their PMOS/CPMOS and qualitative standing based on standardized promotion scoring, without regard for local position vacancy. The qualitative standing is based on total point scores attained on the DA Form 3355 (Promotion Point Worksheet), as determined by local Personnel Files, commanders, evaluations, and local selection boards. These scores are reported to HQDA through SIDPERS. Promotion authorizations are announced as cutoff scores for promotion in the specialties where promotion capability exists. Soldiers are placed on the commanders' Recommended List for Promotion of Enlisted Personnel (AAC-C10) in order of merit by total point score. Soldiers who meet minimum eligibility requirements, who are in a promotable status, and who are recommended by the unit commander, must appear before a local selection board for attainment of local recommended list status. MILPO chiefs must ensure local procedures are established that will allow sufficient time for receipt and completion of DA Form 3355 by the MILPO, so the promotion authority can convene a promotion board NLT the 15th of the month. A soldier who is reassigned before being promoted retains his/her recommended list status and is integrated into the recommended list (AAC-C10) of the gaining command. Provided otherwise eligible, soldiers with valid recommended list status who meet an E5 or E6 promotion point cutoff score while in transit will be promoted by the gaining promotion authority upon verification of the soldier's recommended list status which is filed in the soldier's MPRJ as part of his/her promotion packet. Procedure 3-30-3 provides for promotion to pay grades E7, E8, and E9.

d. The parent organization commander is responsible for advancement/promotion, or recommendation for promotion of personnel stationed in isolated areas or of personnel on temporary duty. Commanders under whom attached personnel are serving should insure consideration for advancement/promotion of soldiers who are qualified. Commanders who deny recommendation for advancement/promotion for soldiers who meet eligibility criteria without waiver will counsel soldiers who are considered but not recommended. This will help to anticipate and preclude development of problems leading to denial of reenlistment, punitive action, or separation. Each soldier should be clearly informed of required Army standards; his/her own deficiencies in attitude and performance; comparison with others in the same pay grade; and improvements needed to meet Army standards for duty performance, promotions, and retention. Reenlistment is denied to soldiers not advanced/promoted or recommended for advancement/promotion at designated career points. Soldiers have a responsibility to put forth the maximum effort toward achieving a higher degree of leadership and responsibility to be fully qualified and to be capable of performing in the MOS in which promoted. Career progression patterns are published in AR 611-201.

e. Soldier can also improve chances for advancement/promotion by ensuring that their Personnel Qualification Records are correct and promptly updated in accordance with AR 640-2-1 when applicable changes occur. Soldiers should also ensure that copies of military correspondence subcourse and school completion certificates or civilian education transcripts, orders for awards and decorations, certificates of achievements, and letters of commendation or appreciation are placed in the MPRJ and the Official Military Personnel Files (OMPF) in accordance with AR 640-10.

f. A soldier may be removed from the recommended list by the promotion authority in accordance with AR 600-200, paragraph 7-29.

g. This procedure also provides guidance for the use of the SIDPERS-generated Enlisted Promotion Report (AAC-C01) and Recommended List for Promotion of Enlisted Personnel (AAC-C10). The AAC-C01 report provides a listing

of names to assist commanders in effecting the timely advancement of enlisted personnel to pay grades E2, E3, and E4 and recommending personnel for promotion to pay grades E5 and E6. A sample of the C01 report with explanation is at figure 3-30-1. The report is divided into five parts.

(1) Part 1—A listing of El, E2, and E3 personnel that are eligible for advancement during the projected month of the report.

(2) Part 2—A listing of El, E2, and E3 personnel who require a waiver of time in service (TIS) and time in grade (TIG) for advancement to pay grades E2, E3, and E4.

(3) Part 3—A listing of El, E2, and E3 personnel who are not eligible for advancement to pay grades E2, E3, and E4 because of unfavorable personnel action; unfavorable duty status, ineligible for reenlistment, blank DOR or BASD, previous action denying advancement submitted by the individual's unit commander, or not previously selected due to administrative error, oversight, or transit status.

(4) Part 4—A listing of personnel in grades E4 and E5 who are eligible for promotion to the next higher grade based on DA policy for time in service (TIS) and time in grade (TIG). Personnel appearing in this part are eligible except for reasons appearing in the remarks column. Specific guidance for promotion is contained in AR 600-200, chapter 7.

(5) Part 5—Promotion listing and cards for F&AO.

h. At requestor's discretion, the AAC-C01 report may be projected as much as 3 months from current month. Advancement/promotion considerations are based upon HQDA policy for time in service and time in grade requirements. MILPO chiefs must ensure that the SIB is provided the latest HQDA time in grade and time in service criteria for grades E2, E3, E4, E5, and E6 and percentages criteria. Waiver allocations for advancements are displayed at unit levels to aid advancement authorities in their use of waivers. These computations are valid only when the report is produced with a 1 month projection. Personnel selected for advancement listed in Part 1 will have SIDPERS "GRCH" transactions formatted by the SIDPERS system with future dates and stored in the SIDPERS data base for input into the SIDPERS system during the projected eligibility month.

i. The AAC-C10 report provides a listing of all soldiers in grades E4 and E5 who have been selected but not yet promoted to pay grades E5 and E6. Names are listed by grade and zone in ascending MOS and descending promotion point order. The AAC-C10 report will list all individuals on the SPF in grades E4 and E5 who have an entry in the Current Promotion Points (PTS) field. The list places the recommended soldiers into two zones based on BASD and a third zone if the BASD is blank. The primary and secondary zones will list those individuals meeting the time-in-service requirements in AR 600-200, chapter 7. Individuals whose time-in-service meets the requirements for transfer from the secondary to the primary zones will be displayed in both zone lists. They will continue to compete and have secondary list status during this interim period that they are on both zone lists. When eligible to compete in the primary zone, they will not be listed in the secondary zone. Personnel listed in the "X" zone group of the C10 have Current Promotion Points (PTS), but because of a blank BASD, it cannot be determined which zone they are to be listed in. A sample of the CIO report is at figure 3-30-5.

j. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

3–45. Procedure 3-30-1 Advancement to E2, E3, and E4

Procedure 3-30-1 covers the advancement to E2, E3, and E4

Table 3–45
Procedure 3-30-1 Advancement to E2, E3, and E4

Step: 1
Action required by: SIB
Description of actions: Produce C01 on the first cycle of the month.

Step: 2
Action required by: SIB
Description of actions: Forward the C01 to the Unit/BnPAC NLT 2 working days after the cycle date.

Step: 3
Action required by: Unit/BnPAC clerk
Description of actions: Screen the report for accuracy. Use AAC-C60, AAC-C95, AAC-C03, and DA Form 2475-2 to assist in verification process. Place authentication block of unit commander on the last page of Parts 1 and 5. Annotate the report with corrections. Compare it with your file copy of the previous month's annotated report to determine if necessary actions were taken and necessary corrections were made; if not, take necessary followup action.

Step: 4

Table 3–45
Procedure 3-30-1 Advancement to E2, E3, and E4—Continued

Action required by: Unit/BnPAC clerk
Description of actions: Screen part 3 C01 for blank data. Coordinate with MILPO Records Branch to obtain missing data. Annotate the report with data received from Records Branch.

Step: 5
Action required by: Personnel records specialist
Description of actions: Upon notification of blank data on the C01, take the following actions:

a. Determine correct data and inform unit/PAC clerk.
b. Submit "BSD" and "DOR" SIDPERS transactions, as appropriate, in accordance with DA Pamphlet 600-8-2 procedures 2-19 and 2-27.

Step: 6
Action required by: Unit/BnPAC clerk
Description of actions: Review computation of waiver promotion data for each unit according to AR 600-200, chapter 7. Prepare a DF stating that unit commanders may use up to the number of waiver advancements indicated in the DF.

Step: 7
Action required by: Unit/BnPAC clerk
Description of actions: Have DF signed if applicable. Forward two copies of C01 and DF to unit commander. Retain one copy of C01 for suspense.

Step: 8
Action required by: Unit/BnPAC clerk
Description of actions: Retain Part 5 cards of the C01 for further actions.

Step: 9
Action required by: Unit commander
Description of actions: Prior to approving personnel for advancement to pay grades E2, E3, or E4, ensure that personnel being considered meet the advancement criteria prescribed in AR 600-200, chapter 7. Seek the assistance of the PSNCO/BnPAC representative to assist in this action. No waiver can be granted for members in a nonpromotable status AR 600-200, para 7-6. Ensure C01 appropriate forms (steps 10-15) are completed and returned to BnPAC or unit clerk as appropriate NLT 2 working days after receipt.

Step: 10
Action required by: Unit commander
Description of actions: Review Part 1 of the C01 to determine if any listed soldier should not be advanced. For any soldier denied advancement, circle the "NO" next to his/her name and prepare a DA Form 4187 (fig 3-30-2) to deny advancement. Attach the DA Form 4187 with the C01 report. No action is required to advance those selected soldiers listed in Part 1.

Step: 11
Action required by: Unit commander
Description of actions: Review Part 2 of the C01 and cover DF from BnPAC/PSNCO if applicable. Determine which soldiers are to be advanced within the waiver allocations stated on the cover DF or C01. For those soldiers who are to be advanced with waiver, prepare a DA Form 4187 (Figure 3-30-3) using sample 1 of figure 3-30-4. Enclose the DA Form 4187 with the C01 report.

Step: 12
Action required by: Unit commander
Description of actions: Screen both Parts 1 and 2 of the C01 and determine if any soldier whose advancement is to be denied, will be in an intransit status on his/her eligibility date. To deny this advancement, complete a DA Form 4187 (fig 3-30-2), and add the statement "SM will be in an intransit status on his/her eligibility date."

Step: 13
Action required by: Unit commander
Description of actions: Review Part 3 of the C01 report. Personnel listed in Part 3 may be advanced once reason for denying advancement no longer exists and providing other advancement criteria are met. To advance these individuals listed in Part 3 take the following actions:

a. If the reason is "flagging action" and the suspension of favorable personnel actions was lifted, take the following actions:
(1) If DA Form 268 (Report for Suspension of Favorable Personnel Actions) was previously submitted, annotate the report accordingly including date of DA Form 268.
(2) If DA Form 268 was not submitted, prepare DA Form 268 in accordance with procedure 9-19. Annotate the report accordingly. Attach DA Form 268 to the C01 report.
(3) Prepare a DA Form 4187 (fig 3-30-3) using sample 2 of figure 3-30-4. Attach the DA Form 4187 with the C01 report.
b. If the reason is "duty status" and the unfavorable duty status has changed to a favorable duty status, take the following actions:
(1) If DA Form 4187 for duty status change was previously submitted, annotate the report accordingly including date of DA Form 4187.
(2) If DA Form 4187 was not submitted, prepare DA Form 4187 in accordance with procedure 9-1. Annotate the report accordingly. Attach DA Form 4187 to the C01 report.

Table 3–45
Procedure 3-30-1 Advancement to E2, E3, and E4—Continued

(3) Prepare a DA Form 4187 (fig 3-30-3) using sample 3 of figure 3-30-4. Attach the DA Form 4187 with the C01 report.

c. If the reason is "reenlistment code" and the ineligibility for reenlistment was lifted, take the following actions:

(1) Obtain the soldier's DA Form 1315 Reenlistment Data and enter the appropriate reenlistment eligibility code on the DA Form 1315 in accordance with procedure 9-12. Annotate the report accordingly.

(2) Prepare a DA Form 4187 (fig 3-30-3) using sample 4 of figure 3-30-4. Attach the DA Form 4187 with the C01 report.

d. If the reason is "promotion bar," and the bar is lifted, take the following actions:

(1) Annotate the report accordingly.

(2) Prepare a DA Form 4187 (fig 3-30-3) using sample 5 of figure 3-30-4. Attach the DA Form 4187 with the C01 report.

e. If the reason is "blank BASD/DOR" and the BASD/DOR annotated on the report by the Unit/BnPAC clerk reflects that the soldier is eligible for advancement, prepare a DA Form 4187 (fig 3-30-3), using sample 6 of figure 3-30-4. Attach the DA Form 4187 with the C01 report.

f. If the reason is "not previously selected" and the soldier is eligible for advancement, prepare a DA Form 4187 (fig 3-30-3) using sample 7 of figure 3-30-3. Attach the DA Form 4187 with the C01 report.

Note: The date of rank may be earlier than the effective date if the commander determines that the solder was not advanced on time due to administrative error or oversight. IF the commander determines the solder was not advanced on time, he/she will enter the correct earlier DOR on the DA Form 4187 with a brief statement in additional instructions explaining why the advancement was late. This information is necessary in preparing an application DD Form 149 (Application for Correction of Military or Naval Record Under the Provisions of Title 10, U.S. Code, Section 1552) to the Army Board for Correction of Military Records (ABCMR) actions. (See ar 15-185.)

Step: 14
Action required by: Unit commander
Description of actions: If a soldier is advanced to grade E4 or below with a retroactive DOR, advise him/her of the right to apply to the Army Board for Correction of Military Records (ABCMR). (See AR 15-185.)

Step: 15
Action required by: Unit commander
Description of actions: Review Part 5 of the C01 report against Part 1. For personnel denied advancement in Part 1, line through their names and initial the line outs.

Step: 16
Action required by: Unit commander
Description of actions: Retain the last copy of the C01 report to use Part 4 for your E5 and E6 recommendations in accordance with procedure 3-30-2

Step: 17
Action required by: Unit commander
Description of actions: Sign Parts 1 and 5 of the C01. Forward C01, DA Forms 4187 and DA Forms 268 (Report for Suspension of Favorable Personnel Actions) to BnPAC or unit clerk as appropriate.

Step: 18
Action required by: Unit/BnPAC clerk
Description of actions: Review the completed C01 for correctness ensuring that DA Forms 4187 are present, for the following actions:

a. Individuals denied advancement.
b. Individuals denied advancement who will be in an intransit status on eligibility date.
c. Individuals selected for advancement with waiver from Part 2.

Note: Ensure that the number of utilized advancements do not exceed waiver authorizations.

d. Individuals now qualified and selected for advancement from Part 3.

Step: 19
Action required by: Unit/BnPAC clerk
Description of actions: Screen Part 3 of the C01 for the following annotations made by the unit commander:

a. DA Form 268 previously submitted.
b. DA Form 4187 for duty status change previously submitted.
c. Change in reenlistment eligibility code.

Step: 20
Action required by: Unit/BnPAC clerk
Description of actions: Submit "PBAR" SIDPERS transactions on these individuals not selected for advancement and to remove the promotion block from previously not selected soldiers, who are now being advanced in accordance with DA Pamphlet 600-8-1, procedure 2-18.1. Annotate soldier's DA Form 2475-2. (See procedure 9-11.)

Step: 21

Table 3–45
Procedure 3-30-1 Advancement to E2, E3, and E4—Continued

Action required by: Unit/BnPAC clerk
Description of actions: Submit "FLAG" SIDPERS transactions in accordance with DA Pamphlet 600-8-1 procedure 2-11.2 if appropriate and comply with procedure 9-19, this pamphlet.

Step: 22
Action required by: Unit/BnPAC clerk
Description of actions: Submit appropriate SIDPERS transactions in accordance with procedures in DA Pamphlet 600-8-1, chapter 2, to change unfavorable duty status if appropriate and comply with procedure 9-1, this pamphlet.

Step: 23
Action required by: Unit/BnPAC clerk
Description of actions: Submit "ERUP" SIDPERS transactions in accordance with DA Pamphlet 600-8-1 procedure 2-11, if appropriate and comply with procedure 9-12, this pamphlet.

Step: 24
Action required by: Unit/BnPAC clerk
Description of actions: Submit "GRCH" SIDPERS transactions in accordance with DA Pamphlet 600-8-1 procedure 2-12 for those soldiers advanced from Parts 2 and 3 of the C01. Annotate soldier's DA Form 2475-2 (see procedure 9-11, this pamphlet).

Step: 25
Action required by: Unit/BnPAC clerk
Description of actions: For soldiers being advanced from Parts 2 and 3 of the C01 with a future effective date, take action to suspend the SIDPERS "GRCH" transaction until the effective date, since SIDPERS will not process a "GRCH" transaction with a future effective date to E2, E3, or E4.

Step: 26
Action required by: Unit/BnPAC clerk
Description of actions: Screen Part 5 of the C01 and cards and withdraw cards for soldiers who were denied advancement by their unit commander. Destroy the withdrawn cards.

Step: 27
Action required by: Unit/BnPAC clerk
Description of actions: Forward two copies of the annotated Part 5 and DA Forms 4187 to the servicing FAO by unit transmittal letter. (FAOs not under the JACS system must also be sent the Part 5 cards. FAOs operating under JACS may still require the Part 5 cards.)

Step: 28
Action required by: Unit/BnPAC clerk
Description of actions: Forward one copy of the annotated Part 5 and DA Forms 4187 to the MILPO Records Branch.

Step: 29
Action required by: Unit/BnPAC clerk
Description of actions: Retain one copy of all documents and a copy of the C01 for unit file.

Step: 30
Action required by: Personnel records specialist
Description of actions: Upon receipt of Part 5 and DA Form 4187, take the following actions:

a. Make appropriate entries in item 18 of DA Form 2-1 (AR 640-2-1). Destroy part 5 upon posting of DA Form 2-1.
b. File DA Forms 4187 in MPRJ in accordance with AR 640-10.

Step: 31
Action required by: Unit/BnPAC clerk.
Description of actions: Prepare certificates of promotion in accordance with AR 600-200 paragraph 7-67, for soldiers advanced to E4.

Step: 32
Action required by: Unit commander
Description of actions: Hold ceremony in accordance with AR 600-200, paragraph 7-66.

3–46. Procedure 3-30-2

Procedure 3-30-2 covers the promotion of enlisted personnel to E5/E6.

Table 3–46
Procedure 3-30-2

Step: 1
Action required by: Unit commander
Description of actions: Use Part 4 of the C01 to assist in identifying soldiers eligible for promotion to E5 or E6. Prior to recommending soldiers for promotion to pay grade E5 or E6, ensure that personnel being considered meet the promotion criteria prescribed in AR 600-200, chapter 7. Seek the assistance of the PSNCO/BnPAC representative to assist in promotable status.

Step: 2
Action required by: Unit commander
Description of actions: Review Part 4 of the C01 for remarks that would place the soldier in a nonpromotable status to ensure the reasons are still valid.

a. If the remarks in "flagging action" and the suspension of favorable personnel actions were lifted, take the following actions:
(1) If DA Form 268 was previously submitted, annotate the report accordingly including date of DA Form 268.
(2) If DA Form 268 was not submitted prepare DA Form 268 in accordance with procedure 9-19 and annotate the report accordingly. Attach DA Form 268 to Part 4 of the C01.
b. If the remark is "duty status" and the unfavorable duty status has changed to a favorable duty status, take the following actions:
(1) If DA Form 4187 for duty status change was previously submitted, annotate the report accordingly including date of DA Form 4187.
(2) If DA Form 4187 was not submitted, prepare DA Form 4187 in accordance with procedure 9-1 and annotate the report accordingly. Attach DA Form 4187 to Part 4 of the C01.
c. If the reason is "reenlistment code" and the ineligibility for reenlistment was lifted, obtain the soldier's DA Form 1315 and enter the appropriate reenlistment eligibility code on the DA Form 1315 in accordance with procedure 9-12. Annotate the report accordingly.

Step: 3
Action required by: Unit commander
Description of actions: Review personal data displayed on Part 4 of the C01 with the promotion eligibility requirements as follows:

a. PMOS. Individual must have been awarded or be fully qualified for award of the MOS in which promotion is to be made. Recommendation for promotion in an MOS constitutes affirmation that the individual is qualified in the promotion MOS.
b. Education. Education requirements are not waiverable and soldiers must meet the Provisions of AR 600-200, paragraph 7-15.
c. Clearance. Soldiers must possess the appropriate security clearance or have a favorable security investigation required for the MOS in which promoted. Waiver not granted.
d. Physical qualification. Must be physically qualified to perform duties of the MOS and grade to which promoted as outlined by AR 611-201.

Step: 4
Action required by: Unit commander
Description of actions: Complete Part 1, DA Form 3355, for those soldiers recommended for promotion. An entry, in each item is mandatory. Exception: the commander will enter at the end of paragraph 1 c (Part 1, DA Form 3355) "see item 9, DA Form 2-1 " if the latest weapon qualifications score is not available. This exception is primarily for units without weapon training. Advise individuals who were recommended. Ensure that personnel eligible for promotion but not recommended understand why such action was taken and what can be done to correct deficiencies.

Step: 5
Action required by: Unit commander
Description of actions: Forward Part 4 of the C01, DA Forms 4187 DA Forms 268 and DA Forms 3355 to BnPAC or unit clerk as appropriate NLT 3 working days after receipt.

Step: 6
Action required by: Unit/BnPAC clerk
Description of actions: Upon receipt of part 4 of the C01, take the following actions:

a. Withdraw DA Form 3355 and forward to BnPAC Supervisor/ PSNCO.
b. Screen Part 4 of the C01 for the following annotations made by the unit commander.
(1) DA Form 268 previously submitted.
(2) DA Form 4187 for duty status change previously submitted.
(3) Change in reenlistment eligibility code.
c. Withdraw DA Forms 4187 and DA Forms 268.

Step: 7
Action required by: Unit/BnPAC clerk
Description of actions: Submit "FLAG" SIDPERS transactions in accordance with DA Pamphlet 600-8-1 procedure 2-11.2 if appropriate, and comply with procedure 9-19, this pamphlet.

Table 3–46
Procedure 3-30-2 —Continued

Step: 8
Action required by: Unit/BnPAC clerk
Description of actions: Submit appropriate SIDPERS transactions in accordance with procedures in DA Pamphlet 600-8—1 chapter 2 to change unfavorable duty status if appropriate and comply with procedure 9-1, this pamphlet.

Step: 9
Action required by: Unit/BnPAC clerk
Description of actions: Submit "ERUP" SIDPERS transactions in accordance with DA Pamphlet 600-8-1 procedure 2-11 if appropriate, and comply with procedure 9-12, this pamphlet.

Step: 10
Action required by: Unit/BnPAC clerk
Description of actions: File copy of Part 4 of the C01 in unit file.

Step: 11
Action required by: BnPAC: clerk
Description of actions: Review recommendation for accuracy and completeness and forward to promotion authority for approval or disapproval.

Step: 12
Action required by: Promotion authority
Description of actions: Complete Part 1, DA Form 3355, by entering signature block and signature and checking approval or disapproval. (See AR 600-200, para 7-16.)

a. If the recommendation is approved it will be sent to the supporting MILPO for action in accordance with AR 600-200, paragraph 7-17, and MILPO suspense instructions.
b. If recommendation, including waiver, is disapproved, it will be returned through channels to the recommending official for action in accordance with AR 600-200, paragraph 7-16c(2).
Note: The soldier must be counseled and the counseling statement at the end of DA Form 3355 completed.

Step: 13
Action required by: Promotion authority
Description of actions: Appoint a promotion board. (See AR 600-200, para 7-19.)

Step: 14
Action required by: Personnel management specialist
Description of actions: Upon receipt of a recommendation for promotion (DA Form 3355):

a. Obtain MPRJ from Records Branch.
b. Ensure that personnel meet the requirements for promotion as prescribed in AR 600-200, chapter 7, section III.
c. Complete the DA Form 3355 (Promotion Point Worksheet) for signature of the designated responsible official.

Step: 15
Action required by: Personnel management supervisor
Description of actions: Review for accuracy. Obtain signature of the designated responsible official on DA Form 3355. Forward DA Form 3355 to the BnPAC/PSNCO for review and signature by the recommended soldier.

Step: 16
Action required by: PSNCO/BnPAC
Description of actions: Review DA Form 3355 with soldier to determine accuracy and completeness. Obtain soldier's signature on worksheet.
Note: Documents to support award of any additional points will be forwarded to the MILPO with the completed DA Form 3355 after completion of board action.

Step: 17
Action required by: Promotion authority
Description of actions: Convene a promotion board and, after the board adjourns, review the report of board proceedings and either personally approve or disapprove the report within 3 working days. (See AR 600-200, para 7-19 and 7-20.) Complete DA Form 3355 for each soldier by entering the date board proceedings were approved, signature block, and signature. Ensure boards are convened NLT 15th of each month.

Step: 18
Action required by: Board recorder

Table 3–46
Procedure 3-30-2 —Continued

Description of actions: Forward completed DA Form 3355 to reach the MILPO by the 4th working day following the adjournment of the promotion board.
Note: The original report of promotion board proceedings, DA Forms 3356 and 3357, are retained in functional files of promotion authority for 2 years, in documents to support points added during preboard review are forwarded with completed DA Form 3355.

Step: 19
Action required by: Personnel management specialist
Description of actions: a. Review DA Forms 3355 for accuracy and completeness.
b. Return inaccurate or incomplete DA Forms 3355 to BnPAC/PSNCO for corrections or completion.
c. Submit "PRMS" SIDPERS transaction in accordance with DA Pamphlet 600-8-2, procedure 2-67.
d. In the event an individual becomes ineligible for promotion because of bar to reenlistment, QMP action, etc., remove name from promotion list if required by AR 600-200, chapter 7. In these cases, remove promotion list from the individual's MPRJ (DA Form 201) and delete "PRMS" transaction in accordance with DA Pamphlet 600-8-2 procedure 2-67.
e. Annotate a copy of AAC-C10 with newly recommended personnel.
f. Forward DA Forms 3355 to Records Branch for filing in the MPRJ (AR 640-10).

Step: 20
Action required by: Personnel records specialist
Description of actions: Upon receipt of DA Form 3355, take the following actions:

a. Update SIDPERS data base and DA Form 2-1 in accordance with procedures in AR 640-2-1 and DA Pamphlet 600-8-2, chapter 2, as applicable.
b. File documents in MPRJ in accordance with AR 640-10.

Step: 21
Action required by: Personnel management specialist
Description of actions: a. Upon receipt of the MILPERCEN letter announcing the promotion cutoff scores, check against the Recommended List for Promotion of Enlisted Personnel (AAC-C10) to identify soldiers who can be promoted. Ensure that newly assigned personnel on the recommended list of another command are integrated into the current recommended list. (See step 22 below.)
b. Check with unit commanders, screen MPRJ of each soldier, and review AAC-C95 report to ensure promotable status before preparing promotion orders. (AR 600-31 and AR 600-200 (para 7-6) apply.)

Step: 22
Action required by: Personnel management specialist
Description of actions: Accomplish the following actions for personnel in a reassignment status who are on a recommended list or who meet promotion point cutoff scores announced by HQDA for promotion to E5 or E6.

a. If otherwise eligible, soldiers on the recommended list who meet an E5 or E6 promotion point cutoff score while in transit will be promoted by the gaining promotion authority. The soldier's recommended list status must be verified. This is shown on the losing command's most current recommended list (C10) which is filed in the soldier's MPRJ as part of his/her promotion packet (AR 600-200, para 7-27, and DA Pamphlet 600-8-10, procedure 5-1).
b. Newly assigned soldiers who are on a recommended list from a previous command will be added to the current recommended list of the gaining command.
c. See AR 600-200, chapter 7, section VIII, for promotion of Critically I11 and Form or Temporary Disability Retired List Personnel.

Step: 23
Action required by: Personnel management specialist
Description of actions: Ensure soldiers are in a promotable status and all service obligations have been satisfied. Prepare orders in accordance with AR 310-10 and AR 600-200, paragraph 7-5. Take follow-up action to ensure orders are correct and properly distributed. Submit SIDPERS "GRCH" transaction in accordance with DA Pamphlet 600-8-2, procedure 2-37. Include MOS changes if applicable. Orders published with a late effective date will contain instructions on how to apply to ABCMR for correction (AR 15-185)

Step: 24
Action required by: Personnel management specialist
Description of actions: Prepare certificates of promotion in accordance with AR 600-200, paragraph 7-67, unless delegated by GCM authority.

Step: 25
Action required by: Personnel management specialist

Table 3–46
Procedure 3-30-2 —Continued

Description of actions: Take necessary action to remove soldier from promotion standing list when AR 600-200, paragraph 7-29 or 7-30, applies.

Step: 26
Action required by: Promotion authority
Description of actions: Determine it the soldier will incur a service remaining obligation as the result of promotion and that the soldiers understand they must remain on active duty for the required period of time if they accept the promotion (AR 600-200, para 7-33). Take follow-up action as required under AR 601-280 for soldiers who accept a promotion and are required to extend their enlistment or want to reenlist or decline the promotion to avoid the service remaining obligation. Promotion orders will not be published until the soldier meets the service remaining obligation. Have promotion certificates prepared if authority was delegated by GCM authority.

Step: 27
Action required by: Promotion authority
Description of actions: Be sure the soldier receives copies of the promotion order promotion certificate and that the unit holds a ceremony in accordance with AR 600-200, paragraph 7-66.

Step: 28
Action required by: Personnel management specialist
Description of actions: When required, take reassignment action in accordance with AR 600-200, paragraph 3-4. Soldier should be utilized in position appropriate to MOS and grade.

Step: 29
Action required by: Personnel records specialist
Description of actions: Upon receipt of promotion order, take the following actions:

a. Update item 18, DA Form 2-1, in accordance with AR 640-2-1.
b. File order in MPRJ in accordance with AR 640-10.

Step: 30
Action required by: SIB
Description of actions: a. Schedule the (AAC-C10) Recommended List for Promotion of Enlisted Personnel during the first SIDPERS cycle of the month. See AR 600-200, paragraph 7-22, for time in service required for primary and secondary zone. (See fig 3-30-5.)
b. Forward all copies to Personnel Management Branch.

Step: 31
Action required by: Personnel management specialist
Description of actions: Screen C10 for blank data. Coordinate with Records Branch to obtain missing data. Annotate the report with data received from Records Branch.

Step: 32
Action required by: Personnel records specialist
Description of actions: Upon notification of blank data on the C10 take, the following actions:

a. Determine correct data and inform Personnel Management Specialist.
b. Submit “BSD” and “ETS” SIDPERS transactions, as appropriate in accordance with DA Pamphlet 600-8-2 procedures 2-19 and 2-32.

Step: 33
Action required by: Personnel management specialist
Description of actions: a. Annotate the correct zone of consideration for those personnel who appear in zone X.
b. Make distribution of AAC-C10: Original and copy retained in Personnel Management Branch. Promotion authority for file in accordance with AR 600-200, paragraph 7-22. Promotion authority for local use.
c. Maintain a master copy of the C10 which is annotated daily to show additions (arrivals holding list status or newly recommended. personnel), deletions (PCS, removed from recommended list status, or promoted or reduced), or other changes in personnel data affecting the C10. Indicate reason for change.
d. Furnish copy of the page of the C10 that contains the soldier’s name to the Records Branch for filing in the MPRJ for soldiers being reassigned. Annotate C10 accordingly.
e. Upon receipt of new C10 from the SIB, screen new C10 against annotated master C10. Take necessary action to resolve discrepancies.

Step: 34
Action required by: Personnel records specialist

Table 3–46
Procedure 3-30-2 —Continued

Description of actions: Upon receipt of copy of C10 for soldier being reassigned, file in promotion packet in accordance with AR 600-200, paragraph 7-27.

Step: 35
Action required by: Promotion authority
Description of actions: a. Review C10 for accuracy. Ensure all recommended soldiers are listed on the report. Report all discrepancies to the MILPO for corrective action.
b. File in accordance with AR 600-200, paragraph 7-22.

Step: 36
Action required by: Personnel management specialist
Description of actions: Recomputation of Promotion Points

a. Identify soldiers who require recomputation.
b. Request MPRJ from Records Branch.
c. Notify commanders of soldiers requiring recomputation for completion of Part 1, DA Form 3356. Establish a suspense for the receipt of all DA Forms 3355 at the MILPO.
d. Notify supported units of dates/times and locations recomputation will be completed.
Note: 1. Soldiers recommended for E5 will have their promotion points recomputed annually during the month of February using the records as constituted as of 31 January.
2. Soldiers recommended for E6 will have their promotion points recomputed annually during the month of May using the records as constituted as of 30 April.
3. Recomputed scores will be submitted to the SIDPERS data base not later than the last SIDPERS cycle of the recomputation month.

Step: 37
Action required by: Unit commander
Description of actions: Complete Part I, DA Form 3355, on all soldiers requiring recomputation, and forward DA Form 3355 to the MILPO in accordance with local suspense. Commanders will ensure that all soldiers who hold recommended list status as of the end of the month preceding recomputation have their scores recomputed. Commanders will also ensure that all soldiers verify their recomputed scores.
Note: Documents to support award of any additional points will be forwarded to the MILPO with the completed DA Form 3355.

Step: 38
Action required by: Personnel management specialist
Description of actions: a. Recompute promotion points in accordance with HQDA instructions.
b. Have soldier review for accuracy and completeness of points shown on DA Form 3355. Soldier will verify points by signing DA Form 3355.
Note: If the soldier is not available to sign the DA Form 3355 by 25th day of the recomputation month, the Personnel Management Officer will verify the score.
c. Upon completion of the recomputation process, submit the “PRMS” SIDPERS transaction in accordance with DA Pamphlet 600-8-2, procedure 2-67. Ensure the recomputation score is submitted through SIDPERS NLT the first SIDPERS cycle after the end of the recomputation month.
d. Upon receipt of the next month’s AAC-C10, ensure that all “PRMS” SIDPERS transactions are processed. Use DA Form 3813 and the Personnel Transaction Register by Originator (AAC-P11) to verify data on the AAC-C10.
e. Submit “PRMS” SIDPERS transaction, if necessary.
f. Forward DA Form 3355 to the Records Branch for filing in the MPRJ (AR 640-10).

Step: 39
Action required by: Personnel records specialist
Description of actions: Upon receipt of DA Form 3355 take the following actions:

a. Update SIDPERS data base and DA Form 2-1 in accordance with procedures in DA Pamphlet 600-8-2 chapter 2, and AR 640-2-1 as applicable based upon documents provided by soldier during recompute.
b. File documents in MPRJ in accordance with AR 640-10.

3–47. Procedure 3-30-3 Senior enlisted promotions (E7-E9)

Procedure 3-30-3 covers senior enlisted promotions (E7-E9)

Table 3–47
Procedure 3-30-3 Senior enlisted promotions (E7-E9)

Step: 1
Action required by: Personnel management specialist
Description of actions: a. Upon receipt of Zone of Consideration message from HQDA, identify personnel in the zone and comply with additional instructions.
b. Request SIB produce AAC-C87 Report (DA Form 2) for personnel in the zone of consideration. Provide the pay grade and DOR criteria to the SIB.
c. Notify units of personnel in the Zone of Consideration.
d. Notify HQDA (USAEREC) of ineligibles and soldiers not listed in HQDA's listing of eligibles in accordance with zone announcement. Use AAC-C60 and C95 to assist in identifying ineligibles.
e. Publicize the Zones of Consideration by all available media.
f. Retain a copy of all allied actions and annotate additions and deletions.
g. With the assistance of in/out processing/ personnel records specialists/units/PAC, continue to monitor arrivals/departures and soldiers who become eligible/ineligible for promotion consideration. Notify HQDA as appropriate.

Step: 2
Action required by: SIB
Description of actions: Generate an AAC-C87 (DA Form 2) for each soldier being considered for selection to E7, E8, and E9.

Step: 3
Action required by: Personnel records specialist
Description of actions: Upon receipt of DA Forms 2, verify that all forms are complete and accurate. Schedule soldier for records review. Forward records to selection board in accordance with HQDA instructions.

Step: 4
Action required by: Unit/PAC
Description of actions: Notify soldiers that they are in the Zone of Consideration for Promotion

Step: 5
Action required by: Personnel management specialist
Description of actions: a. Upon receipt of the HQDA Selection List, compare the selection list against the listing of eligibles to ensure that all soldiers were considered.
b. Notify HQDA MILPERCEN of any eligible soldier who was not considered for promotion and of any soldier who is ineligible.

Step: 6
Action required by: Personnel management specialist
Description of actions: Upon notification from unit that suspension of favorable personnel action has been initiated on a soldier on the HQDA selection list, take the following action:

a. Check the soldier's promotion sequence number against the HQDA message announcing promotions for the next month.
b. If the soldier is projected to be promoted within the next 60 days, send an electrical message to HQDA (DAPC-MSP-E). Include the following personal data in the message:
(1) Name, SSN, Current Pay Grade, and Unit of Assignment.
(2) Promotion grade, MOS, and sequence number.
c. If the soldier is not projected to be promoted in the next 60 days, no action is required.

Step: 7
Action required by: Personnel management specialist
Description of actions: Upon receipt of final suspension of favorable personnel action (DA Form 268) for a soldier on the HQDA Selection List, take the following actions:

a. Verify the DA Form 268 includes the correct promotion sequence number.
b. Forward the DA Form 268 to HQDA (DAPC-MSP-E), 200 Stovall Street, Alexandria, VA 22332-0400.

Step: 8
Action required by: Personnel management specialist
Description of actions: a. Upon receipt of MILPERCEN Orders, reproduce and make distribution to:
(1) Individual through PSNCO
(2) MPRJ
(3) OMPF (see table 1-1, AR 310-10)
b. Prepare certificate of promotion in accordance with AR 600-200, paragraph 7-67. Forward certificates to unit commander through

Table 3–47
Procedure 3-30-3 Senior enlisted promotions (E7-E9) —Continued

PSNCO.

Step: 9
Action required by: Unit commander
Description of actions: Hold ceremony in accordance with AR 600-200, paragraph 7-66.

Step: 10
Action required by: Personnel records specialist
Description of actions: Upon receipt of promotion order, take the following actions:

a. Make appropriate entries in item 18 of DA Form 2-1 (AR 640-2-1).
b. File order in MPRJ in accordance with AR 640-10.

3–48. Procedure 3-31 Presidential support nomination

Procedure 3-31 covers nomination for assignment to presidential support activities (enlisted personnel).

a. Primary reference is AR 614-200.

b. Forms used are DA Forms 2, 2-1, 2496, DD Forms 398, 398-2, 1879, and FD Form 258.

c. This procedure supplements AR 614-200. It prescribes guidance for initiation of requests for personnel security investigation of personnel nominated for assignment to Presidential support activities. Assignment of personnel selected for Presidential support duties is accomplished by MILPERCEN.

d. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be according to applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

e. The following actions will be taken for nomination for assignment to presidential support activities (enlisted personnel):

Table 3–48
Procedure 3-31 Presidential support nomination

Step: 1
Action required by: Personnel management specialist
Description of actions: Upon receipt of nomination of individual to the Presidential support activities, inform the BnPAC/PSNCO.

Step: 2
Action required by: BnPAC/PSNCO
Description of actions: Inform the individual's unit commander of the nomination.

Step: 3
Action required by: Personnel management specialist
Description of actions: a. Prepare request in three copies to the Provost Marshal and local intelligence officer for review of their files. (See fig 3-31-1.)
b. Prepare request in three copies for Health Records review by a medical officer who must be a United States citizen. (See fig 3-31-2.)
c. Request MPRJ from Records Branch.

Step: 4
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 5
Action required by: Personnel management officer
Description of actions: a. Review and sign documents.
b. Review individual's MPRJ for any adverse information. (Appendix G, AR 614-200.) If any adverse information is found, make note of it. (See fig 3-31-4.)

Step: 6
Action required by: Personnel management specialist

Table 3–48
Procedure 3-31 Presidential support nomination—Continued

Description of actions: a. Make required distribution of request for files and records review and set up suspense control for receipt of reply.

b. Withdraw any notes made by the Personnel Management Officer during records review. Hold these notes pending completion of further actions.

c. Return MPRJ to Records Branch.

d. Upon receipt of files and records reviews, prepare request (3 copies) for further action to BnPAC/PSNCO. (See fig 3-31-3.) Attach results of Provost Marshal and local intelligence reviews. Hold Medical Officer's review pending receipt of further actions.

Step: 7
Action required by: BnPAC/PSNCO
Description of actions: In coordination with unit commander and unit intelligence officer, complete required actions.

Step: 8
Action required by: Personnel management specialist
Description of actions: a. Review the documents for completeness and accuracy.

b. Assemble the following documents for forwarding:

(1) DD Form 1879—Original and two copies. (See fig 3-31-5.)
(2) DD Form 398—Original and four copies.
(3) DD Form 398-2—Original and three copies of each.
(4) FD Form 258—Original.
(5) Statement from unit commander—Original.
(6) DA Form 2496 from Medical Officer—Original.
(7) Attach all documents to DD Form 1879.

c. Assemble one copy of all remaining documents for office file. Use File No. 714-02, AR 340-2, as appropriate.

d. Address envelope and forward correspondence through supervisor to—
Personnel Investigations Control Center
Defense Investigative Service
P.O. Box 454
Baltimore, MD 21203

Step: 9
Action required by: Personnel management supervisor
Description of actions: Review documentation to ensure all required tasks are accomplished.

3–49. Procedure 3-32 married Army couples program

Procedure 3-32 covers reassignment of married Army couples.

a. Primary references are AR 614-100 and AR 614-200

b. Form used is DA Form 4187.

c. This procedure supplements the primary references listed above.

d. Whenever possible, and consistent with the needs of the Army, married Army couples will be assigned to locations where they can establish a common household. It is the responsibility of both members to fulfill their fair share of family separations; therefore, neither spouse will be excused from any assignment for which eligible, including assignments involving stabilized or oversea tours.

e. This procedure pertains to Army members married to other Army members on active duty. Army personnel who are married to members of other U.S. military forces are not covered by the Married Army Couple Reassignment Program. They may submit an ordinary request for reassignment to a specific location on DA Form 4187 (Personnel Action), indicating the reason for the request. The individual must complete at least 12 months at the present duty station and be able to complete at least 12 months at the new duty station.

f. If either member of a married Army couple elects a reenlistment option that results in a permanent change of station, the member must inform the reenlistment NCO that a joint assignment is desired. Coordination should be made with the spouse's assignment branch before the member reenlists.

g. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be according to applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

3–50. Procedure 3-32 married Army couples assignment

Procedure 3-32 covers automatic consideration for married Army couples assignment.

a. To enable assignment managers to identify both members of a married Army couple, data fields have been developed on the enlisted and officer master files that permit pairing of Army personnel married to other Army personnel by social security number (SSN) and military personnel class (MPC), i.e., officer, warrant officer, or enlisted. This enables the assignment managers to provide adequate consideration of the married Army couple's desire for a married Army couples assignment early in the reassignment cycle. Before an assignment is processed on a service member, the reassignment of the Army spouse will also be considered.

b. Married Army couples need only volunteer for the above program in accordance with this procedure on a one time basis. They will be automatically considered for joint domicile in all future reassignments. In those cases where married Army couples assignment cannot be accomplished, the second member will not be automatically considered for assignment to the same long or short tour area. The second member may submit an individual request for assignment to the same oversea area or a different oversea area to enable both members to rotate to CONUS at about the same time (see procedure 3-14, this pamphlet).

c. AIT graduates are encouraged to volunteer for the above program, but it will not influence their first permanent assignment. They must also apply for a married Army couples assignment prior to graduation in accordance with paragraph 3-23c, AR 614-200. This is a two fold-action for training MILPO—

(1) Process the DA Form 4187 manual request, and

(2) Enroll the trainee and spouse in the Married Army Couples in accordance with procedure 2-93, DA Pam 600-8-2.

d. Married Army couples may request to be added or deleted from this program by following this procedure and stating their desire. Reassignment instructions for members of this program will reflect whether the joint domicile was approved or disapproved.

e. The following actions will be taken on automatic consideration for married Army couples assignment:

Table 3–50
Procedure 3-32 married Army couples assignment

Step: 1
Action required by: Individual
Description of actions: Inform immediate supervisor and unit commander of intentions to volunteer for automatic consideration for joint domicile in all future reassignments.

Step: 2
Action required by: Unit Cdr/lSG/BnPAC/PSNCO
Description of actions: a. Confirm that member is legally married to another Army member.

b. Advise the member of the following:

(1) Only one member of a married Army couple will submit the DA Form 4187 (figure 3-32-1), but both members must sign under the statement in the remarks section.

(2) Submission means that if one member is nominated for reassignment, the other member desires to be automatically considered for married Army couples assignment in all future reassignments.

(3) If HQDA considers but cannot establish a joint domicile, the first member will comply with reassignment instructions. The second member may submit an individual request for reassignment to the same oversea area or a different oversea area to enable both members to rotate to CONUS at about the same time (see procedure 3-14, this pamphlet).

(4) Either member can request to be deleted from the program by submitting the form at figure 3-28-1, indicating that deletion from the program is desired.

(5) Applications will be effective upon receipt at HQDA and will not change current assignment instructions.

Step: 3
Action required by: Unit/BnPAC
Description of actions: If a member is eligible to apply, assist the member in preparing request for automatic consideration for married Army couples assignment. The DA Form 4187 (fig 3-32-1) will contain the following information:

(a) Name, rank, specialty code (SC)/PMOS (and branch if officer) and SSN.

(b) Desired action, i.e., enter in the Other block, "Married Army Couple Data."

(c) In Remarks, enter Request we be considered for married Army couples assignment in all future reassignments. Both members will sign under this statement. If necessary, the member will send the application to the spouse for signature and return. Then add spouse's name, rank and SSN. For all officers, add control branch. For AMEDD officers, add PSSI.

Step: 4
Action required by: 1SG/BnPac/PSNCO
Description of actions: Review application to ensure document is complete.

Table 3–50
Procedure 3-32 married Army couples assignment—Continued

Step: 5
Action required by: Unit Cdr
Description of actions: Complete Section V, DA Form 4187, indicating verification of data and recommending approval or disapproval. If recommending disapproval, give reason(s).

Step: 6
Action required by: BnPAC/PSNCO
Description of actions: Forward DA Form 4187 by Comment 2 through command channels, as appropriate, to servicing MILPO.

Step: 7
Action required by: Personnel records specialist
Description of actions: a. Verify that member is married to another Army member.
b. Check item 13, Section I, DA Form 2 for marital status of enlisted member. For officers check Section IV of the ORB. Make appropriate changes as necessary in accordance with Procedure 2-48, DA Pamphlet 600-8-2.
c. Submit 'SPDR SIDPERS transaction in accordance with Procedure 2-48, DA Pamphlet 600-8-2.
d. Review VA Form 29-8286, SGLI and DD Form 93 and take corrective action if required.

Step: 8
Action required by: Personnel Records Specialist
Description of actions: Return copy of application BnPAC/PSNCO via Optional Form 41 with annotation that data has been entered into the system.

Step: 9
Action required by: BnPAC/PSNCO
Description of actions: Forward copy of application together with OF 41 to unit for soldier notification.

Step: 10
Action required by: Personnel management supervisor
Description of actions: Review application for accuracy and completeness. Forward correspondence to Personnel Management Officer for signature and return.

Step: 11
Action required by: Personnel management officer
Description of actions: Review action and sign comment.

Step: 12
Action required by: Personnel management specialist
Description of actions: a. Make distribution of request as follows:
(1) Original and one copy—HQDA.
(2) One copy—office file in accordance with AR 340-2 or AR 340-18-7.
b. Return MPRJ to the Personnel Records Specialist and Record Update/Change, if applicable (see para c, step 7).

Step: 13
Action required by: Personnel records specialist
Description of actions: If any Records Update/Changes were noted by the Personnel Management Specialist (step 7), make appropriate entries and submit necessary SIDPERS transaction (see procedure 2-48, DA PAM 600-8-2, for marital status code transaction (applicable to both officer and enlisted personnel). This enrolls member in the married Army Couples Program.

3–51. Procedure 3-33 Military Intelligence Program

Procedure 3-33 covers personnel selection and classification interview guide for military intelligence applicants.

a. Primary references are AR 601-210, AR 614-103, 614-200, and 140-192.

b. Forms used are DA Forms 2 and 2-1, 873, 1811, 2446, 2496, 2784-R, 3180, 3286-3, 3881, 4037, 4187, DD Form 4 series, DD forms 398, 398-2, 1610, 1879, 1966, 2221, FD 258, SF 88, SF 93, and IA Form 92.

c. This procedure supplements the primary references, above. It prescribes detailed guidance on required actions to be accomplished involving the processing of applications for entry into Military Intelligence (MI). It consists of the six sub-procedures listed below:

(1) 1—Applying for Active Duty Enlisted Military Intelligence Service (MOS 97B) While Already on Active Duty

(2) 2A—Entering USAR (Not on Active Duty) Military Intelligence Service (MOS 97B) With Prior Service (Active or Not Active)

(3) 2B—Entering USAR (not on Active Duty) Military Intelligence Service (MOS 97B) While Already in the USAR (Not on Active Duty)

(4) 3A—Applications from Officers Already on Active Duty (Application Processing Guide for Entry Into the Military Intelligence Branch and/or the Designation of OPMS Specialties 35, 36, or 37 or Warrant Officer MOS 961A, 962A, 964A, 971A, 973A, 982A, 983A, 984A, 985A, 986A, or 988A) (To be published.)

(5) 3B—USAR Officers Not on Active Duty Applying for Active Duty in Military Intelligence Branch, OPMS Specialty 35, 36, or 37 or one of the Warrant Officer MOS (To be published.)

(6) 3C—Precommissioned Applicants for Military Intelligence (To be published.)

d. Enlisted applicants for MI consist of three phases of procedure: Phase I—Orientation; Phase II—Interview; and Phase III—Preparation of the Statement of Interview (fig 3-33-5). The applicant processing checklist (fig 3-33-3) will be used to plan the processing actions and may be locally reproduced for enlisted applicants.

e. The acceptance or rejection of an applicant is largely dependent upon the detailed and accurate recording of the interviewer's finding and the evaluation of the applicant.

f. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served.

3–52. Procedure 3-33-1 AD application while on AD

The following actions will be taken on applying for active duty enlisted military intelligence service (MOS 97B) while already on active duty.

Table 3–52
Procedure 3-33-1 AD application while on AD

Step: 1
Action required by: Individual
Description of actions: Inform immediate supervisor and Unit Commander of intention to volunteer for MI service.

Step: 2
Action required by: Unit Cdr/1SG/BnPAC/PSNCO
Description of actions: Assist soldier in preparing DA Form 4187 requesting MI training (fig 3-33-1). Privacy Act statement (fig 3-33-7) will be furnished soldier prior to having individual complete DA Form 4187. (See procedure 9-1, this pamphlet.)
Note: DA Form 4187, with supporting documents from steps 4 and 5, should be sent to the MILPO within 2 weeks.

Step: 3
Action required by: PSNCO
Description of actions: a. Arrange an appointment with the S-2/G-2 or security manager for completion of DD Form 398 and FD Form 258.
b. Arrange an appointment with the photographic facility.
Note: Inform soldier that photograph is to be full length in Class "A" uniform.

Step: 4
Action required by: S-2/G-2 or security manager
Description of actions: Advise all applicants they must undergo an SBI. Current information on security forms and number of required copies to initiate the investigation are contained in AR 604-5.

a. Complete 6 copies of DD Form 398. One copy will be original front and back.
b. Complete 2 copies of FD Form 258. Ensure all personal history and physical characteristics blocks are completed and both individual and person taking fingerprints sign in the appropriate signature blocks.
c. Complete items 8-19 of DD Form 1879. (See fig 3-33-2.)

Step: 5
Action required by: Photographic facility
Description of actions: Prepare full length photograph of individual in Class "A" uniform.

Step: 6
Action required by: PSNCO
Description of actions: Upon completion of steps 4 and 5, arrange an appointment with the MILPO. Have soldier handcarry DA Form 4187 with supporting documents to the MILPO.

Step: 7

Table 3–52
Procedure 3-33-1 AD application while on AD—Continued

Action required by: Personnel management specialist
Description of actions: a. Obtain MPRJ from Records Branch.
b. Verify that soldier meets eligibility criteria and prerequisites contained in section II, chapter 7, AR 614-200, DA Pamphlet 351-4, and the MOS requirements in AR 611-201.
c. Ensure that DD Form 398, FD Form 258, DD Form 1879, and photograph are attached.
d. Prepare forwarding comment to local supporting MI office. Reproduce and attach 1 copy of the soldier's DA Forms 2 and 2-1 to the request.

Step: 8
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure tasks are accomplished.

Step: 9
Action required by: Personnel management officer
Description of actions: Review and sign documents.

Step: 10
Action required by: Records specialist
Description of actions: File copy of request for MI training as action pending document in MPRJ.

Step: 11
Action required by: Personnel management specialist
Description of actions: a. Arrange for an interview by an experienced CI Agent.
b. On day of interview, have soldier obtain MPRJ for review by CI Agent.
c. Have soldier take DA Form 4187 with enclosures to the interview.

Step: 12
Action required by: CI agent
Description of actions: a. Plan the interview by utilizing the checklist outlined in fig 3-33-3.
b. Orient the soldier on the general mission and functions of US Army counterintelligence units, to include the duties and functions of a CI Agent. Utilize AR 611-201 and section II, chapter 7, AR 614-200. Explain the nature and requirements for training, DA Pamphlet 351-4, AR 601-210 and AR 601-280. Answer all the questions on career opportunities within classification limitation.
c. During the processing, afford soldier the opportunity to withdraw his application. Inform the soldier to contact you at any time if he decides not to accept the obligation to serve in MI.
d. Advise the soldier of any waivers that may be required and that such waivers are generally approved only in exceptional circumstances. The soldier should be instructed to obtain any necessary assistance from his MILPO in preparing the request and justification for waiver. In the event that the soldier fails to meet any nonwaivable requirements, he will be tactfully informed that his application cannot be accepted and the interview will be terminated in a courteous manner. The agency or unit requesting the interview will be expeditiously informed of the status of the soldier's processing.
e. Review soldier's DA Form 4187, with enclosures. Based on information extracted from DD Form 398, complete DD Form 398-2. This form is also required for spouse and all foreign born parents, sisters, brothers, and children (over 18 years of age)(who reside or have resided in CONUS.
f. Advise the soldier that all applicants accepted for training at the US Army Intelligence School are subject to a continuing assessment by the school's staff and faculty concerning the individual student's objectivity, tact, discretion, judgment, appearance, demeanor, personal standards, conduct, maturity, and motivation.
g. Advise the soldier that subsequent to successful completion of the prescribed course of instruction and award of MOS, all agent personnel must undergo a probationary period for one year or until 21 years of age, whichever is longer, during which a continuing evaluation is conducted. Continued subsequent retention is also dependent on satisfactory performance of duty, a continuing record free from indiscretions, and continued eligibility with regard to MOS prerequisites.
h. Prepare Orientation Statement in duplicate. (See fig 3-33-4.)
i. Give the soldier a Privacy Act Statement prior to solicitation of any personal information. (See fig 3-33-7.)
j. Obtain a signed Contingency Statement (fig 3-33-6) from the soldier in duplicate; one copy for soldier, the second to be sent to HQDA with Statement of Interview (fig 3-33-5).
k. Ensure the preparation of the soldier's composition within a controlled environment (i.e., in the presence of the CI Agent or other office personnel) and review them prior to conducting the interview.
l. Conduct the interview (AR 604-5 also has guidelines) so that it provides the opportunity to closely observe and evaluate the soldier, especially to elicit certain information from the soldier. Exploit the following areas fully:
(1) Family background of soldier.
(2) Personal or marital problems which may limit worldwide utilization in intelligence duties.
(3) Linguistic ability and how acquired.
(4) Items 11, 14,18,19, and 21, DD Form 398. Fully develop items answered in affirmative. In the event items 17 and 19 are answered in affirmative, the provisions of AR 604-10 apply.

Table 3–52
Procedure 3-33-1 AD application while on AD—Continued

(5) Financial responsibility.
(6) Association with the opposite sex.
(7) Course of study, technical training, or other skills or hobbies which enhance the soldier's potential for intelligence duties.
(8) Knowledge and interest in political and world affairs.
(9) ROTC experience to include responsible positions held and reasons for leaving.
(10) Soldier's reasons and basic motivation for applying for intelligence duties and the training desired (specific course).
(11) Whether he possesses a valid driver's license.
(12) Any other subject deemed essential by the interviewer to properly evaluate the soldier and to complete the statement of interview.

m. Conduct interview in such manner as to provide a basis for properly estimating personality traits prescribed in paragraphs (1) and (2), below, and appraising the soldier in order to determine other qualifications set forth in paragraphs (3), (4), and (5), below:

(1) Motivation and reasons for applying for MOS 97B, poise, mental alertness, sincerity, ability to think quickly, ability of oral expression, personality, and maturity.
(2) The qualities and attitudes listed below are desirable and particularly sought by MI:
(a) Neatness (clean shaven, shoes polished, brass polished, clothing clean and pressed, hair combed and neat and clean fingernails).
(b) Posture (erect shoulder, back, etc.).
(c) Stature and physique (as outlined in AR 40-501 with special exception as to minimum requirements).
(d) Physiognomy (unscarred, unmarked, no outstanding characteristics to the extent the soldier could be readily identified or cause him to stand out in a crowd).
(e) Demeanor (straightforward, looks directly at the interviewer when speaking, calm, poised, at ease, self-confident, courteous, respectful, pleasing (not servile), animated, interested, voice quality (well modulated), no unpleasant qualities or unusual characteristics which may cause easy identification or undue notice to the extent that it would be detrimental to the soldier's MI duties).
(3) Educational requirements.
(a) Attended accredited schools or received proper tutoring or self-instruction comparable to formal education requirements.
(b) Received passing grades in most subjects, especially in English, history, and political science courses.
(c) Worked toward definite goal.
(d) Intends to use his education to further career.
(e) Expresses intention of completing or improving his education.
(f) Has retained a fair amount of what he learned in school.
(g) Has ability to write correctly, using good grammar and spelling.
(h) Speaks English correctly.
(4) Development.
(a) Current events (well informed on current events, interested in national affairs, possesses ability to reason and form conclusions relative to world affairs).
(b) Personal (has common sense, is quick to grasp a situation and quick to change his thoughts to new trends or changes in situation under discussions).
(5) Moral. (Has definite ideas of right and wrong in personal and public life; has religious or moral ideals; has sense of personal responsibility; has religious and racial tolerance).

n. An advisement of the soldier's rights concerning self-incriminating statements under Article 31, UCMJ, or the 5th Amendment to the constitution, as appropriate, will not be administered at the beginning of the interview. If at any time during the course of the interview, the soldier furnishes information which is self-incriminating, the interviewer will immediately stop the interview and administer a rights warning. The interviewer will then proceed with the interview only if the soldier voluntarily waives his rights by executing DA Form 3881 (see AR 190-30). Interviews will not be conducted under oath unless a rights warning has been administered and the applicant has waived his rights.

o. At no time will the individual be informed of the interviewer's recommendations nor will any promise be made concerning acceptance of the applicant or future assignments.

p. Close the interview by checking to see if the soldier has any further questions; if none, advise the soldier that his application will be forwarded to HQDA for final determination. Instruct the soldier to return his MPRJ to the Records Custodian.

q. Prepare a statement of interview in duplicate (triplicate if copy required to be forwarded through MI channels), annotated "FOR OFFICIAL USE ONLY" unless defense information is included, then the minimum protection afforded will be "CONFIDENTIAL". (See fig 3-33-5.) Formulate your recommendation based on all information developed during the processing cycle to include the soldier's composition. One copy will be forwarded to HQDA while the other will be retained for a period of one year. (The third copy, if required, will be forwarded through MI channels as appropriate, using letter of transmittal (see fig 3-33-8.))

r. Inform the soldier's commander of the completion of the interview; the fact that the soldier's acceptance/nonacceptance is subject to a higher level determination.

s. Forward the original statement of interview and DA Form 4187, with enclosures, by certified mail to HQDA (DAPC-EPL-M), Alexandria, VA 22331-0400, within 10 days of the interview.

Step: 13

Action required by: Personnel management specialist

Description of actions: Upon receipt of HQDA response, take the following actions as required:

a. Notify the soldier through BnPAC/PSNCO of acceptance or nonacceptance for MI training.

b. If soldier is accepted, take the following actions as required:

(1) If soldier does not meet length-of-service criteria, initiate action for discharge and reenlistment, or extension of current term of enlistment, in accordance with chapter 3, AR 601-280. Action must be completed prior to issuance of orders.

Table 3–52
Procedure 3-33-1 AD application while on AD—Continued

(2) Proceed with procedure 3-1, DA Pamphlet 600-8-10.

Step: 14
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 15
Action required by: Personnel management officer
Description of actions: Review and sign documents.

Step: 16
Action required by: Personnel management specialist
Description of actions: Make distribution of documents.

Notes:
For withdrawal from the MI program, see AR 614-200 and procedure 3-46, this pamphlet.

3–53. Procedure 3-33-2A USAR application with prior service

The following actions will be taken for entering USAR (not on active duty) military intelligence service (MOS 97B) with prior service (active or not active):

Table 3–53
Procedure 3-33-2A USAR application with prior service

Step: 1
Action required by: Individual
Description of actions: Inform your local recruiting station of your interest in the MI career within USAR. Individual should provide the following documents if available:

a. DD 214 (original or authorized copy).
b. DA Form 1811 (providing break in service is less than one year for portion pertaining to mental status and only six months for medical status).

Step: 2
Action required by: Recruiter
Description of actions: a. Review with individual AR 140-192, AR 601-210, AR 611-201, and DA Pamphlet 351-4, if interest is in being a commissioned officer; or warrant officer, review AR 135-100, AR 140-192, AR 611-101, AR 611-112 and DA Pamphlet 351-4.
b. Ensure that individual is still interested in an MI career with USAR and meets 2 year requirement. If soldier desires duty with Active Army, see procedure 3-33-1.
c. Proceed with chap 3, AR 601-210 and complete DD Form 1966.
(1) Verify prior service (DD Form 214). If applicant does not have his DD Form 214, request verification of prior service.
(2) Provide applicant a copy of the Privacy Act Statement (fig 3-33-7) and complete DD Form 1966.
(3) Ensure that individual is eligible to reenter the Army in accordance with chap 3, AR 601-210.

Step: 3
Action required by: Recruiting Station Commander
Description of actions: Review applicant packet for completeness before forwarding to MEPS.

Step: 4
Action required by: MEPS
Description of actions: Complete actions required in chap 3, AR 601-210.

(1) Orient applicant on processing at MEPS.
(2) If applicant can provide a valid DA Form 1811, the following will apply to required test as specified in chap 3, AR 601-210.
(a) Mental test (DOD Form 1304.12K) will not have to be taken provided there is no more than one year break in service.
(b) Medical examination (SF 88 and SF 93) will not have to be taken provided there is no more than 6 months break in service.
(3) If applicant cannot provide a valid DA Form 1811 or does not meet the criteria of paragraph (2), above, administer the above tests and forward the results to the Guidance Counselor.

Step: 5
Action required by: Guidance Counselor

Table 3–53
Procedure 3-33-2A USAR application with prior service —Continued

Description of actions: a. Complete actions required in chap 3, AR 601-210.

b. Review with individual results of mental and medical tests and ensure that individual meet prerequisites in AR 140-192, AR 601-210, AR 611-201, and DA Pamphlet 351-4. Counsel applicants who failed to meet specific qualifications, and advise of other available options.

c. Make the following determinations which will decide follow up actions:

(1) Is there a field office of INSCOM, or other appropriate active MI unit? Are TDY funds and transportation for the interview of the applicant by an active Army CO Special Agent available?

Note: If not, the interview by the CI Agent will become the responsibility of the unit commander (see step 8) provided applicant meets other criteria.

(2) Was individual previously awarded MOS 97B?

(3) Is individual in a continuous military status (includes active or reserve component)?

(4) Have more than 12 months passed since his release from service?

(5) If less than 12 months since his release from service, has there been any significant change, (i.e., marriage to a foreign national, arrests, mental instability)?

d. If individual holds MOS 97B/C and is in a continuous military status, verify award of MOS, that clearance is valid, and proceed with assignment process; another interview by a Special Agent is not required.

e. All remaining cases will be referred to the security interviewer for further processing.

Step: 6

Action required by: Security Interviewer

Description of actions: Conduct screening interview utilizing DAPC-EPMD Form 169 and 604 series DA circulars as guides. Determine which of the following (para a and b) individual qualifies for follow up actions.

a. Individual held MOS 97B/C and is applying within 12 months of separation from service. If any significant change since separation (i.e., marriage to foreign national, arrests, mental instability) go to paragraph b, below, interview for acceptance or nonacceptance, and advise Guidance Counselor (step 7) of final decision.

b. Individual held MOS 97B/C and is applying with more than 12 months since separation from service or has never held MOS.

(1) If applicant is qualified, and Cl Agent is available for interview, assist in the preparation of DD Forms 398 (original and 5 copies), 398-2(set), 1879(set), and 2221(1), and FD Form 258 (2 copies) or IAW AR 604-5 as revised; also ask individual to furnish full length photographs in Class A uniform and civilian attire. (2) If applicant is qualified and Cl Agent is not available for interview, refer applicant to Guidance Counselor with final decision.

Note. If MOS 97B or C was held previously, another interview by a Special Agent is not required unless significant changes were noted in paragraph a above. Also completion of forms in (1) avove will be taken care of by individual's unit commander

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Step: 7

Action required by: Guidance Counselor

Description of actions: a. Counsel applicants who fail to meet specific qualifications, and advise of other available options.

b. If applicant is found acceptable by the Security Interviewer and the interview by the Active Army Cl Agent is to be taken care of by individual's unit commander, go to paragraph d, below; otherwise continue with paragraph c, below.

c. If applicant is found acceptable by the Security Interviewer, make arrangements with the nearest field office of INSCOM, or other appropriate active Army MI unit, for an interview of the applicant by a Special Agent.

Note: Travel of the applicant to the interview site may be required.

d. When all preliminary processing has been completed, obtain school quota through "REQUEST" as required. Authority to enlist the applicant must be obtained from enlisting officer.

e. Ensure appropriate parts of DD Form 1966 are completed for applicant in accordance with AR 601-210.

f. Complete DA Form 3286 and DD Form 4 series.

g. A copy of the enlistment orders or DD Form 4 will be forwarded directly from issuing agency to CDR FORSCOM.

Step: 8

Action required by: Unit Cdr

Description of actions: a. Upon arrival of individual, review records.

b. Determine whether required interview by Cl Agent has been arranged and forms completed. If not, arrange for the interview and assist individual in preparing forms and statements in step 6, above.

Step: 9

Action required by: MI special agent

Description of actions: a. Check telephonically with MILPERCEN, ATTN: DAPC-EPL-M (AV 221-9363/4) to determine if applicant has been previously rejected if processed for MOS 97B/C while on active duty during the last 5 years.

b. Ensure that unit commander did, in fact, recommend applicant for MOS 97B/C; do this telephonically, by personal contact, or by review of available documents.

c. Prepare for and accomplish interview and preparation of documentation as prescribed in step 12 (a through i), procedure 3-33-1.

d. Obtain a signed Contingency Statement (fig 3-33-6) from the applicant in duplicate; one copy for the applicant, the second to be sent to

Table 3–53
Procedure 3-33-2A USAR application with prior service —Continued

Cdr, RCPAC, ATTN: AGUZ-OPD-MI, with Statement of Interview (fig 3-33-5).

e. Continue as prescribed in step 12 (k through o), procedure 3-33-1.

f. If information develops during the interview that appears to disqualify assignment to a controlled MOS position or raises a question of suitability for initial assignment to an MI unit, finish the interview but terminate processing and return entire file to the unit commander for a decision regarding retention in the unit, withdrawal of application, continuation or processing per unit commander's endorsement, or other appropriate disposition.

g. Close the interview by asking if the applicant has any further questions; if none, advise the applicant that the application documents will be forwarded to RCPAC for acceptance determination prior to initiation of a Special Background Investigation (SBI).

h. Prepare a Statement of Interview (SOI) in duplicate (triplicate it copy required to be forwarded through INSCON channels), annotated "FOR OFFICIAL USE ONLY" unless classified defense information is included, then, the minimum protection afforded will be "CONFIDENTIAL" (see fig 3-33-5). Formulate your recommendation based on all information developed during the processing cycle to include the applicant's compositions.

(1) Retain one copy of the Statement of Interview in your files for 1 year.

(2) Within 10 days after the interview, if processing was not altered by Step 7, submit the original SOI and all other documents pertinent to the application to the commander of the INSCOM, field office or the active Ml unit commander, as appropriate, for his or her critique and endorsement to Cdr, RCPAC, ATTN: AGUZ-OPD-Ml, 9700 Page Blvd., St Louis, MO 63132.

Note: If waiver had been obtained in accordance with Step 7c, above, the SOI and all documentation will be submitted to the commander of the interviewing MI-USAR Special Agent for review and submission to RCPAC

(3) If not already accomplished, inform the applicant of the completion of the interview and the fact that the applicant's acceptance/nonacceptance for MOS 97B/C is subject to a higher level determination.

Step: 10

Action required by: Unit commander

Description of actions: If information developed by Step 9f appears to disqualify the applicant, make a decision regarding suitability for continued assignment in the unit or withdrawal of application, then return to Special Agent for continuation of processing for MOS 97B/C per unit commander's endorsement or other appropriate disposition.

Step: 11

Action required by: Cdr, RCPAC

Description of actions: Provide suitability/acceptance determination.

a. Review the application in the light of all pertinent regulations.

b. Review all available records at RCPAC, including GSA (TAG) files.

c. After review of records, criteria, and application packet, appraise the applicant's qualification, aptitude, and potential as a Special Agent.

d. Notify applicant's unit commander of acceptance for MOS 97B/C training, contingent upon favorable completion of an SBI; or include rationale for nonacceptance.

e. Forward a copy of your acceptance/nonacceptance letter with the entire application packet including all security forms required by step 6b(1) to Cdr FORSCOM, ATTN: AFIN-CSP.

Step: 12

Action required by: CDR FORSCOM

Description of actions: Forward appropriate forms to DIS or CCF for SBI and/or final security determination.

Step: 13

Action required by: CCF

Description of actions: Adjudicate completed SBI and provide final security determination to Cdr, FORSCOM, ATTN: AFIN-CSP.

Step: 14

Action required by: Cdr. FORSCOM

Description of actions: a. Upon receipt of favorable adjudication from CCF, notify unit commander and CONUSA commander of approved assignment in a controlled MOS.

b. If an unfavorable adjudication is received from CCF, notify unit commander and CONUSA commander so that other appropriate action can be taken.

c. If applicant is not assigned to a specific USAR unit, forward a copy of FORSCOM letter to RCPAC, ATTN: AGUZ-OPD-Ml.

3–54. Procedure 3-33-2B USAR application non-prior service

The following actions will be taken for entering USAR (not on active duty) military intelligence service (MOS 97B) while already in the USAR (not on active duty):

Table 3–54
Procedure 3-33-2B USAR application non-prior service

Step: 1
Action required by: Individual
Description of actions: Inform unit commander of intention to volunteer for MI.

Step: 2
Action required by: Unit Cdr Description of actions:

a. Verify that soldier meets criteria of AR 140-192, AR 611-201, or 614-103 and DA Pamphlet 351-4.
b. Assist soldier in preparing DA Form 4187 (fig 3-33-1). Privacy Act Statement (fig 3-33-7) will be furnished prior to completing DA Form 4187. (See procedure 9-1, this pamphlet.)
c. Prepare and attach the following enclosures:
(1) DD Form 1879. (SET)
(2) DD Form 398. (orig and 5 copies)
(3) DD Form 398-2.
(4) DD Form 2221.
(5) FD Form 258.
(6) Photographs. (Full length Class A Uniform or Civilian Attire)
(7) Any waivers.
d. Make arrangements with the nearest field office of INSCOM or other appropriate active or USAR MI unit, for an interview of the applicant by a CI Agent. TDY funds and transportation to the interview site may be required.
Note: If the interview by an active duty Special Agent is not feasible within 90 days, a waiver may be requested from Cdr, RCPAC, ATTN: AGUZ-OPD-MI (AV 693-7824 or toll free (1-800-325-4988) to allow the interview by a reserve Special Agent, not of the same unit as applicant, if possible. Justification to RCPAC must not be arbitrary; it must be valid and exceptional, including reason for waiver, data concerning experience (active and/or reserve), maturity, objectivity, and current assignment of a proposed reserve MI-USAR CI Special Agent.

Step: 3
Action required by: MI special agent
Description of actions: Follow the same procedures detailed in Step 9, procedure 3-33-2A.

Step: 4
Action required by: Unit Cdr
Description of actions: If information developed in Step 9f, procedure 3-33-2A, appears to disqualify the applicant, make a decision regarding continued assignment in the unit, withdrawal of application, return to Special Agent for continuation of processing for MOS 97B/C per unit commander's endorsement, or other appropriate disposition.

Step: 5
Action required by: Cdr RCPAC
Description of actions: Follow same procedure as in Step 11, procedure 3-33-2A.

Step: 6
Action required by: Cdr FORSCOM.
Description of actions: Follow same procedure as in Step 12, procedure 3-33-2A.

Step: 7
Action required by: CCF
Description of actions: Follow same procedure as in Step 13, procedure 3-33-2A.

Step: 8
Action required by: Cdr, FORSCOM
Description of actions: Follow same procedure as in Step 14, procedure 3-33-2A.

3–55. Procedure 3-33-3A officers on AD

To be published with revision of AR 614-103.

3–56. Procedure 3-33-3B officers not on AD

To be published with revision of AR 614-103.

3–57. Procedure 3-33-3C precommission application

To be published with revision of AR 614-103.

3–58. Procedure 3-34 drill Sgt program

Procedure 3-34 covers the drill sergeant program.

a. Primary reference is AR 614-200.

b. Forms used are DA Forms 2, 2-1, 2446, 2635, and 4187.

c. This procedure supplements AR 614-200. It prescribes guidance for application, selection, and assignment of enlisted personnel into the Drill Sergeant Program.

(1) Procedures are generally applicable to personnel in the Infantry, Armor, Field Artillery, Air Defense Artillery, and Engineer career management fields; however, individuals from other career fields are eligible for consideration for selection and assignment into the program.

(2) CG, MILPERCEN, exercises centralized control over the assignment, classification, and reclassification of all enlisted soldiers assigned to the program

(3) All selected individuals not SQI "X" qualified are required to attend the drill sergeant school.

(4) Personnel who fail to complete the school will be reported to HQDA (DAPC-EPK-ID) for reassignment instructions.

d. Involuntarily selected individuals must be prepared to successfully complete the physical test in accordance with AR 600-9 shortly after arrival at the duty station.

(1) Individuals in the drill sergeant program will normally serve only one tour, stabilized for a period of 24 months from date of graduation from the school; however, a 1 year extension of stabilization period may be authorized.

(2) Members of the program may be removed for various reasons as indicated in AR 614-200.

(3) Drill sergeants are authorized special duty assignment (proficiency pay) in accordance with chapter 5, AR 600-200.

e. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding or other appropriate method.

f. The following actions will be taken for the drill sergeant program.

Table 3–58
Procedure 3-34 drill Sgt program

Step: 1
Action required by: Personnel management officer
Description of actions: Notify unit commander of individuals who have been selected by their respective career branch for assignment into the Drill Sergeant Program and have commander verify eligibility in accordance with section II, chapter 8, AR 614-200.

Step: 2
Action required by: Personnel Management Officer
Description of actions: Have individual's MPRJ and DA Forms 2 and 2-1 screened against eligibility requirements prescribed in section II, chapter 8, AR 614-200, pending receipt of reassignment instructions through normal channels.

Step: 3
Action required by: Personnel management officer
Description of actions: If individual is not qualified, HQDA (DAPC-EPK-ID) will be notified immediately and reassignment action held in abeyance pending further instructions.

Step: 4
Action required by: Unit commander
Description of actions: Individuals indicating a desire to volunteer for the Drill Sergeant Program will be counseled and assisted in preparing DA Form 4187 with supporting documentation as indicated in table 3-34-1.

Step: 5
Action required by: Personnel management specialist
Description of actions: Upon receipt of application, obtain individual's MPRJ from personnel records branch. Screen records and request against eligibility prerequisites. If individual meets criteria, complete application and attach required enclosures as indicated in table 3-34-1. Give correspondence and records to supervisor.

Step: 6
Action required by: Personnel management supervisor
Description of actions: Review application. If individual meets qualifications, forward application to personnel management officer for signature. Have suspense set up for reply and place a copy in MPRJ (action pending document). Return MPRJ to the Personnel Record branch and forward application through command channels to HQDA (DAPC-EPK-ID), Alexandria, VA 22331-0400. (See table 3-34-1.)

Step: 7

Table 3–58
Procedure 3-34 drill Sgt program—Continued

Action required by: Personnel management specialist
Description of actions: Upon notification from HQDA of acceptance of individual, either involuntarily or voluntarily, to the program, notify unit commander.

Step: 8
Action required by: Personnel management specialist
Description of actions: Prepare DA Form 2446 based on assignment instructions received from MILPERCEN. Give correspondence to Personnel Management Supervisor.

Step: 9
Action required by: Personnel management specialist
Description of actions: Inform all individuals involuntarily selected for the program to be prepared to successfully complete the physical fitness test shortly after arrival at duty station. (AR 600-9 applies.)

Step: 10
Action required by: Personnel records supervisor
Description of actions: Ensure that upon entry into the Drill Sergeant Program, a duplicate copy of DA Forms 2 and 2-1 is forwarded to HQDA (DAPC-EPK-ID) if soldier is not centrally managed (see table 1-1, AR 614-200).

Step: 11
Action required by: Personnel management specialist
Description of actions: Volunteers who do not meet the criteria or who are not accepted for the program by HQDA, will be informed by return comment through the unit commander specifying reasons for nonselection.

Step: 12
Action required by: Personnel management supervisor
Description of actions: Have personnel management officer sign DA Form 2446. Send complete copy of approved request to the Personnel Records Specialist for filing in the MPRJ.

Step: 13
Action required by: Personnel records specialist
Description of actions: File approved copy of application and withdraw action pending copy of DA Form 4187. Forward to Drill Sergeant School (AR 640-10).

Step: 14
Action required by: Personnel records specialist
Description of actions: Upon completion of Drill Sergeant School, take necessary action to identify member by award of SQI "X" to his/her PMOS code as prescribed in chapter 5, AR 611-201. Take action as follows:

a. Forward copy of orders to HQDA (DAPC-EPK-ID), Alexandria, VA 22331-0400.
b. Update DA Form 2, in accordance with procedure 2-58, DA Pamphlet 600-8-2.

Table 3–34–1
Guide for processing applications for drill sergeant duty

Rule: 1
If the individual: Is eligible (paragraph 8-17, AR 614-200 and desires to apply for entry to the Drill Sergeant Program
Then the individual will: Submit an application on DA Form 4187 (citing AR 614-200 as authority), indicate 3 Army training centers (in order of preference where he/she wishes to be assigned), and submit application between 8-11 months prior to DEROS (if he/she is assigned oversea)
And the unit commander will ensure that the application is properly completed: And include a statement in his/her forwarding CMT that the prerequisites prescribed by paragraph 8-17, AR 614-200, have been met, that the applicant has demonstrated leadership ability during his present assignment, and is recommended for Drill Sergeant duties; furnish statement from the medical officer that applicant does not have a record of emotional instability.
And forward application through command channels to: HQDA (DAPC-EPK-ID), Alexandria, VA 22331-0400 for approval/disapproval

Rule: 2
If the individual: Possesses SQI "X" and wants to reenter the Drill Sergeant Program (except individuals previously removed under the provisions of paragraph 8-21, AR 614-200)
Then the individual will: Submit an application on DA Form 4187 (citing AR 614-200 as authority), indicate 3 Army training centers (in order of preference where he/she wishes to be assigned), and submit application between 8-11 months prior to DEROS (if he/she is assigned oversea)
And the unit commander will ensure that the application is properly completed: And forward application with recommendation to the

Table 3–34–1
Guide for processing applications for drill sergeant duty—Continued

commander having custody of the applicant's Personnel Qualification Records who will also furnish his recommendation
Note: Submission of DA Form 2635 by itself is not acceptable.

And forward application through command channels to: HQDA (DAPC-EPK-I), Alexandria, VA 22331-0400, for all Army training centers, for approval/disproval.

3–59. Procedure 3-35 NCOLP

Procedure 3-35 covers noncommissioned officer logistics program (NCOLP).

a. Primary reference is AR 614-200.

b. Forms used are DA Forms 2, 2-1, 145, 1058, 2446, 2635, and 4187.

c. This procedure supplements AR 614-200. It prescribes guidance pertaining to the submission and processing of nominations/applications of enlisted personnel for the Noncommissioned Officer Logistics Program (NCOLP) to meet worldwide logistics requirements. The NCOLP requirements are normally met by nominations of NCO who possess the highest personal qualities and professional abilities as required by AR 611-201. For the specific MOS included in the program, see paragraph 7-17 and table 7-2, AR 614-200.

d. Applications are screened by a DA selection board. All applicants/nominees are notified of acceptance or nonacceptance for the program. Nominees must voluntarily agree to assignment under the program. Career development of members is accomplished through increasingly important assignments and attendance at the NCOLP course of instruction conducted at the US Army Quartermaster School.

e. Enlisted personnel, including members of the National Guard and the United States Army Reserve, may submit applications under the applicable paragraph in AR 614-200, through channels as indicated in table 3-35-1, this procedure.

f. Commanders may also submit nominations in accordance with table 3-35-1. Applicants/nominees must be in pay grade E6 or higher and be fully qualified at skill level 3 or higher in authorized PMOS (or DMOS for USAR personnel). See guidance to commanders in chapter 2, AR 600-200.

(1) These criteria may not be waived. Soldiers in receipt of assignment instructions may submit applications, but will comply with the assignment instructions unless otherwise directed. Request for waiver of other prerequisites may be submitted for consideration by HQDA when individual is otherwise qualified.

(2) Soldiers selected for acceptance into NCOLP must continue to meet the standards of the program. Service members who fail to meet the minimum requirements will not be considered for reentry.

(3) Any commander having under his jurisdiction an NCOLP member who fails to meet the standards or requirements of the program will submit through channels recommendation for release, with appropriate justification included, to HQDA. The individual service member may also voluntarily request release from the program.

g. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

h. The following actions will be taken for the noncommissioned officer logistics program (NCOLP):

Table 3–59
Procedure 3-35 NCOLP

Step: 1
Action required by: Unit commander/SGM/CSM
Description of actions: Encourage qualified applicants to volunteer for NCOLP. Nominate NCO possessing the applicable prerequisites in accordance with chapter 7, AR 614-200.

Step: 2
Action required by: Unit/BnPAC clerk
Description of actions: Upon application/nomination of the soldier for entry into NCOLP, provide information to the service member concerning the program. In the orientation include a discussion of training requirements and normal assignments as outlined in AR 614-200. A requirement of the program is that service member voluntarily agree to assignments under NCOLP prior to submission of application or nomination.

Step: 3
Action required by: Unit/BnPAC clerk
Description of actions: Prepare correspondence as follows:

Table 3–59
Procedure 3-35 NCOLP—Continued

a. Volunteer. Assist service member to prepare application on DA Form 4187. Include statement that individual voluntarily agrees to assignments under the program in accordance with the requirements in chapter 7, AR 614-200.

b. Nomination. Prepare DA Form 4187 to indicate service member is nominated for entry into the NCOLP. Attach statement signed by individual of voluntary agreement to assignments under the program in accordance with the requirements in chapter 7, AR 614-200.

c. When applicable, prepare request for waiver in accordance with instructions of unit commander.

d. Check security clearance. If individual does not currently have a security clearance of SECRET or higher, check status of security investigation; if not previously requested, initiate request for SECRET security clearance.

e. Letters of commendation may be attached if relevant to the soldier's performance in leadership positions or in logistics related functions.

Step: 4
Action required by: Unit/BnPAC clerk
Description of actions: Prepare correspondence for the signature of the unit commander. Retain copy for suspense purposes and forward signed application or nomination to the MILPO.

Step: 5
Action required by: Personnel management specialist
Description of actions: Upon receipt of application/nomination for NCOLP, obtain MPRJ and updated copy of DA Forms 2 and 2-1 from Personnel Records Branch. Review records to see if soldier meets criteria (or is eligible with waiver). Take appropriate action as follows:

a. If service member is ineligible for acceptance into NCOLP, prepare comment to unit commander (or in case of application, to service member through unit commander). Specify reason for return of application or nomination.

a. If service member meets eligibility requirements (with or without waiver), prepare forwarding comment. See table 3-35-1 for address and for required enclosures to application or nomination. Legible reproduced copies of DA Forms 2, 2-1 may be used.

Step: 6
Action required by: Personnel management specialist
Description of actions: Give correspondence and records to supervisor for review. Set up office suspense for completion of action as appropriate.

Step: 7
Action required by: Personnel management supervisor
Description of actions: Review correspondence for accuracy and completeness. If individual meets criteria in AR 614-200, check to be sure required enclosures are attached (table 3-35-1). Forward correspondence to Personnel management officer for signature and return MPRJ to the Personnel Records Branch.

Step: 8
Action required by: Personnel management specialist
Description of actions: Dispose of file copy of correspondence as follows:

a. Until action is completed, forward signed comeback copy of correspondence (include copy of waiver when applicable) to the Personnel Records Specialist for file in MPRJ.

a. Upon completion of action in the case, have file copy withdrawn from MPRJ and follow provisions of AR 340-2 or AR 340-18-7 for filing and disposition.

c. Destroy suspense file copy when it has served its purpose.

Step: 9
Action required by: Personnel management specialist
Description of actions: Upon receipt of notification from HQDA that service member has been accepted into NCOLP, notify service member's unit commander. Prepare appropriate comment to correspondence. If service member is not accepted, return application or nomination to unit commander, or through unit commander to service member, as appropriate. If known, give reasons for nonacceptance.

Step: 10
Action required by: Personnel management specialist
Description of actions: Initiate DA Form 2446 to award SQI "K" to service member in accordance with chapter 2, AR 600-200 and AR 611-201. DA Form 2, see Proc 2-58 DA Pam 600-8-2.

Step: 11
Action required by: Personnel management specialist
Description of actions: Determine if service member is to be reassigned to an NCOLP authorized position. If possible, reassign soldier within the command. Take the following actions:

a. Notify unit commander of proposed assignment action.

a. Request orders if soldier is to be assigned locally.

Table 3–59
Procedure 3-35 NCOLP—Continued

c. If soldier is not being assigned locally, await HQDA assignment instructions.

Step: 12
Action required by: Personnel management supervisor
Description of actions: Notify the Personnel Records Supervisor to take the following actions:

a. Withdraw action pending copy of application/nomination from the MPRJ. (See step 8 above.)
a. Update records to show award of SQI "K" (AR 640-2-1). See step 10 above.
c. File requests for orders as action pending documents until copies of orders are received.

Step: 13
Action required by: Personnel records specialist
Description of actions: Submit "PMOS" SIDPERS transaction in accordance with Procedure 2-58, DA Pam 600-8-2.

Step: 14
Action required by: Unit/BnPAC/MILPO
Description of actions: Upon acceptance of service member into NCOLP and upon receipt of membership certificate from HQDA, arrange appropriate ceremony for presentation of certificate to service member.

Step: 15
Action required by: Personnel management supervisor
Description of actions: Upon removal from the NCOLP (for any reason), request orders to withdraw SQI "K" and take appropriate action to update records. When possible, reassign soldier within the command to a position which is not included in the NCOLP; otherwise, await assignment instructions from HQDA.

Step: 16
Action required by: Personnel records specialist
Description of actions: Upon receipt of orders to withdraw SQI "K". Submit "PMOS" SIDPERS transaction in accordance with Procedure 2-58, DA Pam 600-8-2.

Table 3–35–1
Guide for processing applications for the noncommissioned officer logistics program

Rule: 1
If the individual: Is eligible (paragraph 7-17 and 1-18, AR 614-200) and desires to apply for entry to the Noncommissioned Officer Logistics Program
Then the individual will: (1) submit an application on DA Form 4187 (citing AR 614-200 as authority);
(2) submit application between 8-11 months prior to DEROS (if he is assigned oversea);
(3) completion and attach DA Form 2635.Sumbit application 7 to 10 months prior to termination stabilization if the applicant is assigned in CONUS and not occupying an NCOPL position

And the unit commander will ensure that the application is properly completed: And include a statement in his forwarding CMT that the prerequisites prescribed by paragraph 7-17 and 7-18, AR 614-200, have been met; attach as inclosures any letters of appreciation/ commendation attesting to the applicant's background and qualifications; obtain a duplicate copy of the applicant's DA Forms 2 and 2-1 from MILPO 9 for ARNG applicants, omit DA Form 2 if not available); if applicant is in receipt of assignment instructions for a non-NCOPL position, include a statement that applicant "understands that if accepted in NCOLP, he should not expect any current assignment instructions to be changed to accommodate an NCOLP requirement." (For USAR applicants, include DA Form 145 or DA Form 1058.)
And forward application through command channels to: HQDA(DAPAC-EPM-L), Alexandria, VA 22331-0400, for approval/disapproval.

Rule: 2
If the individual: Is a member of the ARNG
Then the individual will: (1) submit an application on DA Form 4187 (citing AR 614-200 as authority);
(2) submit application between 8-11 months prior to DEROS (if he is assigned oversea);
(3) completion and attach DA Form 2635.Sumbit application 7 to 10 months prior to termination stabilization if the applicant is assigned in CONUS and not occupying an NCOPL position

And the unit commander will ensure that the application is properly completed: And include a statement in his forwarding CMT that the prerequisites prescribed by paragraph 7-17 , AR 614-200, have been met; attach as inclosures any letters of appreciation/commendation attesting to the applicant's background and qualifications; obtain a duplicate copy of the applicant's DA Forms 2 and 2-1 from MILPO 9 for ARNG applicants, omit DA Form 2 if not available); if applicant is in receipt of assignment instructions for a non-NCOPL position, include a statement that applicant "understands that if accepted in NCOLP, he should not expect any current assignment instructions to be changed to accommodate an NCOLP requirement." (For USAR applicants, include DA Form 145 or DA Form 1058.)

Table 3–35–1
Guide for processing applications for the noncommissioned officer logistics program—Continued

And forward application through command channels to: THRU: HQDA(NGB-ARP-E), Washington, DC 20310, TO: HQDA(DAPC-EPM-L) Alexandria, VA 22331-0400

Rule: 3

If the individual: Is a member of the USAR

Then the individual will: (1) submit an application on DA Form 4187 (citing AR 614-200 as authority);

(2) submit application between 8-11 months prior to DEROS (if he is assigned oversea);

(3) completion and attach DA Form 2635.Sumbit application 7 to 10 months prior to termination stabilization if the applicant is assigned in CONUS and not occupying an NCOPL position

And the unit commander will ensure that the application is properly completed: And include a statement in his forwarding CMT that the prerequisites prescribed by paragraph 7-17 , AR 614-200, have been met; attach as inclosures any letters of appreciation/commendation attesting to the applicant's background and qualifications; obtain a duplicate copy of the applicant's DA Forms 2 and 2-1 from MILPO 9 for ARNG applicants, omit DA Form 2 if not available); if applicant is in receipt of assignment instructions for a non-NCOPL position, include a statement that applicant "understands that if accepted in NCOLP, he should not expect any current assignment instructions to be changed to accommodate an NCOLP requirement." (For USAR applicants, include DA Form 145 or DA Form 1058.)

And forward application through command channels to: Commander USARCPAC ATTN: AGUZ-OPMD-E 9700 Page Boulevard St. Louis, MO 63132-5200 (Include MPRJ.)

3–60. Procedure 3-36 branch clearances

Procedure 3-36 covers the request for MILPERCEN approval of assignment actions (branch clearances).

a. Primary reference is AR 614-200.

b. Forms used are DA Forms 2, 2-1, 2496, and DD Form 173.

c. This procedure supplements AR 614-200. It provides the Military Personnel Office (MILPO) with a standard method of requesting MILPERCEN approval of an assignment action on branch clearances.

(1) AR 614-200 prescribes when commanders must obtain approval prior to reassigning certain soldiers within their command. Commanders will ensure that approval is obtained prior to reassignment (paragraph 1-9, AR 614-200).

(2) Commanders with authority to direct permanent change of station (PCS) reassignments will carefully evaluate the necessity of such action. Use of this authority will be only if operational requirements cannot be satisfied through reassignment of individuals at the same installation, or by assignment of incoming replacement personnel.

(3) Any movement which constitutes a second or subsequent PCS in one fiscal year is prohibited except as authorized in AR 614-6.

(4) Branch clearance requests can be initiated by the unit commander to the MILPO or by MILPO to installation commander or major command (in accordance with installation/major command policy) to HQDA.

d. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

e. The following actions will be taken on request for MILPERCEN approval of assignment actions (branch clearances):

Table 3–60
Procedure 3-36 branch clearances

Step: 1

Action required by: Unit Cdr

Description of actions: Upon completion of the Unit Manning Report (UMR), procedure 9-16, screen the report for operational requirements that cannot be satisfied through reassignment of soldiers within the unit or by assignment of incoming replacement personnel.

Step: 2

Action required by: Unit Cdr

Description of actions: Decide whether a request for branch clearance is required.

Note: Branch clearances are required for the following:

a. To request approval to reassign a soldier (para1-9, AR 614-200).

b. Before reassigning/changing the duties of any E9 or promotable E8 (para 5-24, AR 614-200).

c. To utilize soldiers who are not certified members of the Enlisted Club Management Career Program in OOJ duty positions, only under emergency or unusual circumstances (para 7-51, AR 614-200).

d. To stabilize a soldier in a First Sergeant position immediately following completion of a stabilized tour in other duty positions located at

Table 3–60
Procedure 3-36 branch clearances —Continued

the same station as the First Sergeant position (para 8-67, AR 614-200).

Step: 3
Action required by: Unit Cdr/1SG/BnPAC/ PSNCO
Description of actions: Provide unit/BnPAC clerk with information needed to request branch clearance (see fig 3-36-1).

Step: 4
Action required by: Unit/BnPAC Clerk
Description of actions: Prepare DA Form 2496 (see fig 3-36-1) for submission through channels to MILPO. Give DA Form 2496 to the 1SG or BnPAC PSNCO.

Step: 5
Action required by: 1SG/BnPAC/PSNCO
Description of actions: Obtain signature of unit commander or BnPAC supervisor. Forward through command channels as appropriate to servicing MILPO.

Step: 6
Action required by: Personnel management specialist
Description of actions: Request MPRJ from the Personnel Records Branch for the following:

a. Upon receipt of DA Form 2496 requesting branch clearance.
b. Upon completion of the UMR (procedure 9-16) by Personnel Management Supervisor. Identity of operational requirements that cannot be satisfied through reassignment of soldiers at the same installation or by assignment of incoming replacement personnel.
Note: Branch clearances are required for the following:
(1) To request approval to reassign a soldier (para 1-9, AR 614-200).
(2) Before reassigning/changing the duties of any E9 or promotable E8 (para 5-24, AR 614-200).
(3) To utilize soldiers who are not certified members of the Enlisted Club Management Career Program in OOJ duty positions, only under emergency or unusual circumstances (para 7-51, AR 614-200).
(4) To stabilize a soldier in a First Sergeant position immediately following completion of a stabilized tour in other duty positions located at the same station as the First Sergeant position (para 8-67, AR 614-200).

Step: 7
Action required by: Personnel management specialist
Description of actions: Determine if soldier meets the following criteria:

a. The reassignment will not cause a second PCS within the same fiscal year (AR 614-6).
Note: If a commander relieves a soldier from duty and the relief requires a PCS move, the commander must submit a request to MILPERCEN for authority to reassign the soldier and provide justification therefore (para 1-9, AR 614-200, and AR 614-6).
b. Soldier will be able to complete 12 months at the new station from the effective date of assignment (Check ETS, DEROS, as applicable). Approval of the reassignment does not guarantee any period of stabilization unless stipulated in the approval or authorized for First Sergeant positions (AR 614-5).
c. Ensure that other assignment instructions have not been received.

Step: 8
Action required by: Personnel management specialist
Description of actions: Prepare DD Form 173 (fig 3-36-2) or letter containing the same data elements to installation commander or major command (in accordance with installation/major command policy).

Step: 9
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished, if appropriate.

Step: 10
Action required by: Personnel management officer
Description of actions: Review and sign documents if appropriate.

Step: 11
Action required by: Personnel management specialist
Description of actions: Distribute copies as appropriate and return MPRJ to records branch.

Step: 12
Action required by: Personnel management specialist

Table 3–60
Procedure 3-36 branch clearances —Continued

Description of actions: Set up suspense file.

Step: 13
Action required by: Personnel management specialist
Description of actions: If assignment instructions or orders are received or if the soldier is alerted for another unrelated assignment while this action is pending, notify the appropriate career branch (table 1-1, AR 614-200) by message and provide the date branch clearance was submitted.

Step: 14
Action required by: Installation Cdr/MACOM
Description of actions: Review request for branch clearance.

a. If recommending approval, prepare DD Form 173 (figure 3-36-2) or letter containing the same data elements to appropriate career branch (table 1-1, AR 614-200).
b. If recommending disapproval, return to MILPO stating reasons.

Step: 15
Action required by: Personnel management specialist
Description of actions: a. If disapproval is received from installation commander of MACOM, notify unit commander and soldier of action and reason for disapproval.
b. Upon receipt of reply from HQDA, pull copy from suspense file.
(1) If disapproved, notify unit commander and soldier of action and reason for disapproval.
(2) If approved, proceed with procedure 3-1, DA Pamphlet 600-8-10.

3–61. Procedure 3-37 sole surviving son/daughter

This covers sole surviving son or daughter status.

a. Primary references are AR 614-100, 614-200.

b. Forms used are DA Forms 2-1, 2446, 2496, 4037, and 4187.

c. This procedure supplements AR 614-100 and AR 614-200. It prescribes guidance for the administrative processing of applications for sole surviving son or daughter status initiated by service members or their immediate family members (parents or guardian). This procedure is applicable to all military personnel on active duty (except officers in the Regular Army), including personnel of the Army National Guard and the Army Reserve while serving on Federal active duty, other than active duty for training.

d. Upon his request or the request of his immediate family, the sole surviving son or daughter of a family which has suffered the loss of the father or mother (or one or more sons or daughters) in the military service will not be required to undergo the hazards of combat duty or be subjected to hostile fire.

e. A sole surviving son or daughter is defined as the only remaining son or daughter in a family where, because of hazards incurred in the line of duty (AR 600-10) incident to service in the Armed Forces of the United States (Army, Navy, Air Force, Marine Corps, and Coast Guard), the father or mother (or one or more sons or daughters)—

(1) Was killed in action or died in the line of duty as a result of wounds, accident, or disease.

(2) Is captured or in missing-in-action status.

(3) Is permanently 100 percent physically or mentally disabled as determined by the Veterans Administration or one of the military services, and is hospitalized on a continuing basis, and is not gainfully employed because of such disability.

f. Neither the acquisition nor retention of sole surviving son or daughter status is dependent upon the existence of any other living family member.

g. Applications submitted by the service member will be forwarded to the commander exercising general courts-martial (GCM) jurisdiction, who will authorize the assignment limitation when satisfactory evidence has been presented and it can be established that the service member is the sole surviving son or daughter. When installations are without GCM authority, commanders in the grade of rank of colonel and above are delegated the authority.

h. Members of the immediate family may submit requests on behalf of the service member direct to HQDA (DAPC-EPA-S), Alexandria, VA 22331-0400, for enlisted personnel; HQDA (DAPC-OP—appropriate career division), Alexandria, VA 22332-0400, for OPMD managed officers; CDR USAMEDPERSA (SGPE—appropriate career activities office), Washington, DC 20324-2000, for AMEDD officers; HQDA (DAJA-PT), Washington, DC 20310-2000, for JAG officers; and HQDA (DACHPEA), Washington, DC 20310-2000, for Chaplains. Requests will include substantiating evidence and identification of all personnel involved. HQDA will direct the appropriate assignment limitation upon determination that evidence submitted warrants action. The service member concerned may waive his entitlement to the

assignment limitation, whether entitlement was based on his own application or the request of members of his immediate family.

i. A service member who has previously waived sole surviving son or daughter status may request reinstatement of that status at any time. Initially, request for reinstatement may be submitted verbally but must be confirmed in writing. Requests for reinstatement will be approved by commanders with GCM authority.

j. Major commanders are responsible for taking immediate action to remove service members who are applying for sole surviving son or daughter status from the hostile fire area or to a "safe haven" within the combat zone until the GCM authority has had an opportunity to review the case and make a decision.

(1) Service members in receipt of assignment orders or instructions to a combat zone or hostile fire area will be held at the home station pending the GCM's review. Upon favorable consideration by the GCM, requests for reassignment instructions, if appropriate, will be forwarded to HQDA by the most expeditious means available.

(2) Sole surviving sons or daughters will not be assigned to—

(a) Designated combat and hostile fire areas.

(b) Duties requiring travel within the limits of the hostile fire zone.

(3) Exceptions to the sole surviving son or daughters assignment, policy may be made only when the sole surviving son or daughter is assigned to a command where combat conditions exist, but is not physically located in the established geographical limits of the hostile fire zone.

k. Enlisted personnel who become sole surviving sons or daughters following their enlistment or induction may request discharge under the provisions of AR 635-200, except when the soldier qualifies as a sole surviving son or daughter on the basis of a captured or missing-in-action status of the father, mother, sister, or brother. If a soldier obtains sole surviving son or daughter status as a result of a captured or missing-in-action status of a father, mother, sister, or brother, assignment limitations as outlined above apply.

l. Paragraph 2-14, AR 600-200, prohibits classification of enlisted sole surviving sons or daughters in combat MOS unless entitlement to the assignment limitation is waived.

m. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

3–62. Procedure 3-37A initiated by service member

The following actions will be taken for sole surviving son or daughter status (initiated by the service member):

Table 3–62
Procedure 3-37A initiated by service member

Step: 1
Action required by: Individual
Description of actions: Inform immediate supervisor and Unit Commander of intention to apply for sole surviving son or daughter status and initiate DA Form 4187 (see fig 37-1).

Step: 2
Action required by: Unit Cdr/1SG/BnPAC/ PSNCO
Description of actions: a. Counsel service member concerning policies contained in AR 614-100, for officer; or chapter 3, section IV, AR 614-200, for enlisted.

b. Verify if service member meets eligibility criteria as outlined in AR 614-100 for officers; chapter 3, section IV, AR 614-200, for enlisted.

(1) If verification of the status of family members is needed, forward a request by electrically transmitted message, indicating name, grade of rank, social security number (SSN), and branch of the Armed Forces, where applicable, to the proper address, as shown in table 3-37-1.

(a) Maintain copy of message in suspense file.

(b) Upon receipt of answer, attach both suspense copy and answer as enclosures to DA Form 4187.

(2) If service member does not meet eligibility criteria, give pertinent reasons for disapproval.

c. Forward completed DA Form 4187 with inclosures to MILPO.

d. Furnish the service member a copy of the DA Form 4187.

e. If the service member is in receipt of assignment orders or instructions to a combat zone or hostile fire area, hold the service member at home station pending resolution of his case by GCM authority. Immediately remove the service member from designated combat and hostile fire areas, and/or duties requiring travel within the limits of the hostile fire zone.

Note: The service member may be assigned to a command where combat conditions exist but where the service member is not physically located in the established geographical limits of the hostile fire zone.

f. If necessary, submit deferment for service member in receipt of assignment orders or instructions pending resolution of case by GCM authority.

Step: 3

Table 3–62
Procedure 3-37A initiated by service member—Continued

Action required by: Personnel management specialist

Description of actions: a. Obtain MPRJ from the Personnel Records Branch. Also obtain DA Form 4037 if applicant is an officer.

b. Review documents for correctness and completeness and adherence to the regulation (AR 614-100 for officers; AR 614-200 for enlisted).

c. Ensure all copies are signed and dated by the soldier.

d. Prepare appropriate forwarding comment to GCM authority.

e. If appropriate, submit deferment on service member in receipt of assignment orders or instructions to a combat zone or hostile fire area pending resolution of his case by GCM authority.

f. Prepare DA Form 2446 reassigning service member from units which are engaged in active combat or are alerted for assignment to the combat area.

g. Maintain suspense copy of all documents.

h. Forward DA Form 4187, with enclosures, through supervisor to Personnel Management Officer.

Step: 4

Action required by: Personnel management supervisor

Description of actions: Review documents to ensure required tasks are accomplished, if appropriate.

Step: 5

Action required by: Personnel management officer

Description of actions: Review and sign documents. Be sure enclosures are signed and dated.

Step: 6

Action required by: Personnel management specialist

Description of actions: Make distribution of documents. Return MPRJ to Personnel Records Branch.

Step: 7

Action required by: Personnel records specialist

Description of actions: File documents in the action pending portion of the MPRJ (AR 640-10). Disposition will be in accordance with AR 340-2 or AR 340-18-7.

Step: 8

Action required by: GCM Auth/Instl/Div Cdr/Cdr in grade of COL or above

Description of actions: a. Approve/disapprove.

b. State reasons for disapproval.

c. Return to MILPO.

Step: 9

Action required by: Personnel management specialist

Description of actions: Upon receipt of a directive providing for restricted assignment of service member as a sole surviving son or daughter—

a. Alert service member through his BnPAC/PSNCO/1SG/Unit Commander utilizing the most efficient and quickest means available, of his status and pending reassignment action (if any).

b. If appropriate, request reassignment instructions from HQDA.

Step: 10

Action required by: Personnel management supervisor

Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

Step: 11

Action required by: Personnel records specialist

Description of actions: a. File documents in the action pending portion of the MPRJ (AR 640-10). Disposition will be in accordance with AR 340-2 or AR 340-18-7.

b. Make following entry in item 4, DA Form 2-1 (AR 640-2-1): “Do not assign combat area (AR 614-100 or AR 614-200).”

c. Submit AEA SIDPERS Transaction in accordance with procedure 2-6, DA Pam 600-8-2. (See procedure 5-3.)

Step: 12

Action required by: Personnel records supervisor

Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

3–63. Procedure 3-37B Initiated by family

The following actions will be taken for sole surviving son or daughter status (initiated by the service member's immediate family):

Table 3–63
Procedure 3-37B Initiated by family

Step: 1
Action required by: Personnel management specialist
Description of actions: Upon direction by HQDA—

a. Obtain MPRJ from the Personnel Records Branch.
b. Verify if service member meets eligibility criteria as outlined in AR 614-100 for officers; AR 614-200 for enlisted.
(1) If service member does not meet requirements, obtain information through BnPAC/PSNCO to determine if any change in family status has occurred which would make him/her eligible for sole surviving son or daughter status.
(2) If service member meets requirements, prepare a DA Form 2496 for the signature of the Personnel Management Officer (fig 3-37-2) with the HQDA instructions attached as enclosure, and send to the service member's commander requesting an interview to determine whether or not the service member wants to waive his/her parent's (or guardian's) request.
(3) Maintain copy of DA Form 2496 in suspense file.
c. Return MPRJ to the Personnel Records Branch.

Step: 2
Action required by: BnPAC/PSNCO
Description of actions: When directed—

a. Have service member interviewed by 1SG/Unit Commander to determine if any change in status of immediate family has occurred that would make service member eligible for sole surviving son/daughter status (AR 614-100 or AR 614-200).
b. Inform Personnel Management Specialist.

Step: 3
Action required by: Unit Cdr/1SG/BnPAC/PSNCO
Description of actions: a. Counsel service member concerning AR 614-200, for enlisted.
b. If soldier meets eligibility requirements—
(1) Determine if he/she wants to waive his/her parent's (or guardian's) request.
(2) Have service member execute statement (comment 2 to the DA Form 2496), in duplicate, (see fig 3-37-3) if he/she desires a waiver; or
(3) Have service member complete DA Form 4187, in the format of figure 3-37-1, if he/she wishes sole surviving son/daughter status.
(4) Ensure all copies are signed and dated by the service member.
c. Return DA Form 2496 with appropriate comment and all enclosures to MILPO.

Step: 4
Action required by: Personnel management specialist
Description of actions: Upon receipt of DA Form 2496 with statement or DA Form 4187—

a. Obtain MPRJ from Records Branch.
b. Prepare appropriate forwarding comment to HQDA.
c. Destroy suspense copy.

Step: 5
Action required by: Personnel management specialist
Description of actions: If BnPAC/PSNCO has determined that service member has become eligible due to a recent family status change, and—

a. If verification is needed—
(1) Forward a request by electrically transmitted message, indicating name, grade of rank, SSN, and branch of the Armed Forces, where applicable, to the proper address, as shown in table 3-37-1, to obtain verification of the status of other family members who are or were service members.
(2) Maintain copy of message in suspense file.
(3) Upon receipt of answer, attach with suspense copy of message of DA Form 2496 as enclosure and send to commander in accordance with step 1, above.
b. If verification is not needed, send DA Form 2496 to commander in accordance with step 1, above.

Step: 6

Table 3–63
Procedure 3-37B Initiated by family —Continued

Action required by: Personnel management specialist
Description of actions: If BnPAC/PSNCO has determined that service member is not eligible and/or no status change has occurred, prepare appropriate forwarding comment to HQDA.

Step: 7
Action required by: Personnel management specialist
Description of actions: Forward documents with enclosures through supervisor to the Personnel Management Officer.

Step: 8
Action required by: Personnel management supervisor
Description of actions: Review completed documents for accuracy.

Step: 9
Action required by: Personnel Management Officer
Description of actions: Review and sign documents. Be sure enclosures are signed and dated.

Step: 10
Action required by: Personnel management specialist
Description of actions: a. Make distribution of documents.
b. Return MPRJ to the Personnel Records Branch.

Step: 11
Action required by: Personnel records specialist
Description of actions: File documents in the action pending portion of the MPRJ (AR 640-10). (Disposition in accordance with AR 340-2 or AR 340-18-7.)

Step: 12
Action required by: Personnel management specialist
Description of actions: Upon receipt of a directive providing for restricted assignment of service member as a sole surviving son/daughter—

a. Immediately prepare DA Form 2446 reassigning service member from units which are engaged in active combat or are alerted for assignment to the combat area.
b. Alert service member, utilizing the most efficient and quickest means available, of his status and pending reassignment action, through the BnPAC/PSNCO and Unit Commander/1SG.

Step: 13
Action required by: Personnel management supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 14
Action required by: Personnel records specialist
Description of actions: a. File documents in the action pending portion of the MPRJ (AR 640-10). (Disposition in accordance with AR 340-2 or AR 340-18-7.)
b. Make following entries in item 4, DA Form 2-1 (AR 640-2-1): “Do not assign combat area (AR 614-100 or AR 614-200).”
c. Submit AEA SIDPERS transaction in accordance with procedure 2-6, DA Pamphlet 600-8-2.

Step: 15
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Table 3–37–1
Guide for locating military personnel records of family members

Rule: 1a
If other family members are or were serving with the: Army
And if the service status of the family member is: Officer personnel on active duty.
Then, military records to verify his status are located at: HQDA(DAPC-OP-appropriate career branch), Alexandria, VA 22332-0400

Rule: 1b

Table 3–37–1
Guide for locating military personnel records of family members—Continued

If other family members are or were serving with the: Army
And if the service status of the family member is: Enlisted personnel on active duty (including members of Reserve components).
Then, military records to verify his status are located at: US Army Enlisted Records Center, Fort Benjamin Harrison, IN 46249-5301

Rule: 1c
If other family members are or were serving with the: Army
And if the service status of the family member is: Officer personnel completely separated subsequent to 30 Jun 1917 or enlisted members completely separated subsequent to 31 October 1912.
Then, military records to verify his status are located at: National Personnel Records Center, GSA (Military Personnel Records), 9700 Page Boulevard, St. Louis, MO 63132-5200.

Rule: 1d
If other family members are or were serving with the: Army
And if the service status of the family member is: Retired officer and enlisted personnel. Officers in Reserve status not on active or Army enlisted reservists not on active duty; or a member of Army National Guard who performed active duty.
Then, military records to verify his status are located at: US Army Reserve Components Personnel an Administration Center, 9700 Page Boulevard, St. Louis, MO 63132-5200.

Rule: 2a
If other family members are or were serving with the: Air Force
And if the service status of the family member is: Officer personnel on extended active duty and in a retired (pay) status.
Then, military records to verify his status are located at: Air Force Military Personnel Center (Air Force Section) Randolph AFB, TX 78148-6001.

Rule: 2b
If other family members are or were serving with the: Air Force
And if the service status of the family member is: Enlisted personnel on extended active duty and in a retired (pay) status.
Then, military records to verify his status are located at: Air Force Military Personnel Center (Air Force Section) Randolph AFB, TX 78148-6001.

Rule: 2c
If other family members are or were serving with the: Air Force
And if the service status of the family member is: Officer and enlisted personnel completely separated.
Then, military records to verify his status are located at: National Personnel Records Center, GSA (Military Personnel Records), 9700 Page Boulevard, St. Louis, MO 63132-5200.

Rule: 3a
If other family members are or were serving with the: Navy
And if the service status of the family member is: Officer and enlisted personnel on active duty. Officer personnel separated or retired less than 1 year. Enlisted personnel separated or retired less 4 months.
Then, military records to verify his status are located at: Bureau of Navy Personnel, Records Branch, Washington, DC 20370-5036.

Rule: 3b
If other family members are or were serving with the: Navy
And if the service status of the family member is: Officer personnel 1 year after being separated or retired. Enlisted personnel completely separated or retired 4 months or more since separation or retirement.
Then, military records to verify his status are located at: National Personnel Records Center, GSA (Military Personnel Records), 9700 Page Boulevard, St. Louis, MO 63132-5200.

Rule: 4a
If other family members are or were serving with the: Marine Corps
And if the service status of the family member is: Officer and enlisted personnel on active duty. Officer and enlisted personnel completely separated-less than 4 months since complete separation.
Then, military records to verify his status are located at: Commandant of the Marine Corps, Headquarters, US Marine Corps, Washington, DC 20380-0001.

Rule: 4b
If other family members are or were serving with the: Marine Corps
And if the service status of the family member is: Retired officers and enlisted personnel. Officers and enlisted personnel completed-less than 4 months since completed separation
Then, military records to verify his status are located at: National Personnel Records Center, GSA (Military Personnel Records), 9700 Page Boulevard, St. Louis, MO 63132-5200.

Rule: 5a

Table 3–37–1
Guide for locating military personnel records of family members—Continued

If other family members are or were serving with the: Coast Guard
And if the service status of the family member is: Officer and enlisted personnel on active duty. Officer personnel separated less than 3 months or before 1 January 1929. Enlisted personnel separated less than 6 months.
Then, military records to verify his status are located at: Commandant, US Coast Guard, (G-PE3) Washington, DC 20593.

Rule: 5b
If other family members are or were serving with the: Coast Guard
And if the service status of the family member is: Retired officer and enlisted personnel. Officer personnel completely separated, after 31 December 1928, except those separated less than 3 months. Enlisted personnel completely separated, except those separated less 6 months.
Then, military records to verify his status are located at: National Personnel Records Center, GSA (Military Personnel Records), 9700 Page Boulevard, St. Louis, MO 63132-5200.

Notes:
As used herein, the term "separate" includes deceased personnel.

3–64. Procedure 3-38 Army bands program

Procedure 3-38 covers army bands career program (ABCP).

a. Primary references are AR 220-90 and 614-200.

b. Forms used are DA Forms 2, 2-1, 1633-R, 2446, and 4187

c. This procedure supplements AR 220-90 and AR 614-200. It prescribes guidance pertaining to the submission and processing of applications of personnel for membership in the Army Bands Career Program (ABCP). All enlisted personnel who possess, or are awarded an MOS in the 02 series are automatically included in the ABCP without further action on their part.

(1) Soldiers may submit applications for the ABCP through channels to division or installation commanders who will transmit applications recommended for approval through HQDA (DAAG-MSB), Washington, DC 20310-2000, to HQDA (DAPC-EPM-A), Alexandria, VA 22331-0400. All applicants will be notified of acceptance or nonacceptance in the program.

(2) Soldiers must meet the prerequisites indicated in section VI, chapter 7, AR 614-200. Waivers must be approved by HQDA (DAAG-MSB). Commanders are urged to encourage personnel with musical talent to audition and apply for the program. Career development of members will be accomplished through assignments and training in accordance with the soldier's demonstrated performance.

d. Formal school training is conducted at the School of Music, Naval Amphibious Base (Little Creek), Norfolk, VA. Soldiers selected for initial training and subsequent membership in the program will be assigned to the School of Music on a PCS basis and will receive ultimate assignment instructions prior to graduation from the course.

e. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

f. The following actions will be taken for the Army bands career program (ABCP).

Table 3–64
Procedure 3-38 Army bands program

Step: 1
Action required by: Individual
Description of actions: Inform immediate supervisor and Unit Commander of intention to volunteer for the ABCP.

Step: 2
Action required by: Unit Cdr/1SG/BnPAC/PSNCO
Description of actions: Interview soldier to determine validity of request. Use ABCP Criteria (para 3-64) as a guide to assist.

a. If soldier appears to be qualified, arrange for an interview and audition by the active duty Bandmaster of the nearest installation. Expenditure of Government funds for travel or per them for purposes of audition is not authorized. Provide soldier DA Form 1633-R to record results of audition. (See fig 3-38-1.)

b. If soldier is not eligible or not qualified, inform the soldier of the reason(s). If the request is not valid due to unfavorable information (para 1-4a, AR 600-37) refer soldier to paragraph 2-6, AR 600-37.

Table 3–64
Procedure 3-38 Army bands program—Continued

Step: 3
Action required by: Individual
Description of actions: Report to Bandmaster for audition.

Step: 4
Action required by: Bandmaster
Description of actions: a. Conduct interview and audition. Brief soldier concerning requirements of paragraph 7-40, AR 614-200.
b. Record audition on DA Form 1633-R in triplicate.
c. If soldier successfully completes the audition and is acceptable for entry into the ABCP, provide soldier with a letter of recommendation. Address the letter through HQDA (DAAG-MSB), Washington, DC 20310-2000, to HQDA (DAPC-EPM-A), Alexandria, VA 22331-0400.
d. If soldier is not acceptable, give reasons.

Step: 5
Action required by: Unit/BnPAC clerk
Description of actions: a. If favorably recommended by the Bandmaster, assist soldier in preparing DA Form 4187 requesting assignment to the ABCP. Provide copy of Privacy Act Statement, prior to having the soldier complete the DA Form 4187. (See fig 3-38-2 and procedure 9-1, this pamphlet.)
b. Attach original copy of DA Form 1633-R and the letter of recommendation from the Bandmaster to the DA Form 4187. A copy of these documents will be mailed to HQDA (DAAG-MSB), WASH DC 20310-2000. A third copy will be maintained in unit files.

Step: 6
Action required by: 1SG/BnPAC/PSNCO
Description of actions: Review paperwork for completeness and adequacy of justification. Be sure all factors bearing on the case are complete with required signatures. Forward to unit commander for his review and recommendations.

Step: 7
Action required by: Unit Cdr
Description of actions: Review request. Inform 1SG/BnPAC/PSNCO of your recommendation. If recommending disapproval, give reasons.

Step: 8
Action required by: 1SG/BnPAC/PSNCO
Description of actions: Have forwarding comment prepared and obtain signature of unit commander or BnPAC supervisor. Forward request through command channels as appropriate to servicing MILPO.

Step: 9
Action required by: Personnel management specialist
Description of actions: a. Obtain soldier's MPRJ from the Personnel Records Specialist.
b. Verify that soldier meets the eligibility criteria and prerequisites contained in section VI, chapter 7, AR 614-200; DA Pamphlet 351-4; and the MOS requirements in AR 611-201.
c. If soldier does not meet the criteria prepare a return comment to the soldier's unit commander stating reasons for disapproval.
d. If soldier does meet the criteria, prepare continuing comment addressed through HQDA(DAAG-MSB), WASH DC 20310-22000 to HQDA (DAPC-EMP-A), Alexandria, VA 22331-0400. Ensure that the copies of DA Form 1633-R and the letter of recommendation from the Bandmaster are attached as enclosures to the DA Form 4187. Add copies of soldier's DA Forms 2 and 2-1.
e. Give correspondence and records to supervisor.

Step: 10
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 11
Action required by: Personnel management officer
Description of actions: Review and sign documents as appropriate.

Step: 12
Action required by: Personnel management specialist
Description of actions: a. Make distribution of DA Form 4187 with inclosures. (See procedure 9-1, this pamphlet.)
b. Retain one copy for suspense file.
c. Return MPRJ to the Personnel Records Branch with a copy of application.

Step: 13
Action required by: Personnel records specialist

Table 3–64
Procedure 3-38 Army bands program—Continued

Description of actions: a. File documents in MPRJ in accordance with AR 640-10.
b. File copy of soldier's DA Form 4187 with inclosures in the action pending portion of the MPRJ.

Step: 14
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

Step: 15
Action required by: Personnel management specialist
Description of actions: a. Upon notification of acceptance/nonacceptance into the ABCP by HQDA, notify unit commander.
b. Pull copy from suspense file.
c. If the soldier is not accepted into ABCP, prepare comment returning the application through the unit commander to the soldier specifying reasons for disapproval.
d. If soldier is accepted into ABCP, obtain soldier's MPRJ from the Personnel Records Specialist.
e. Determine the following actions from HQDA notification of acceptance:
(1) Has soldier been scheduled for formal training? (See procedure 3-10. this pamphlet.)
(2) Are reclassification orders required? If so, prepare DA Form 2446 awarding or withdrawing PMOS, SMOS, AMOS, as appropriate. (See chap 2, AR 600-200; AR 611-201; and AR 310-10.)
(3) Are reassignment orders required? (See procedure 3-1, DA Pam 600-8-10, and AR 310-10.)
(4) If soldier does not meet length-of-service criteria, initiate action for discharge with reenlistment or extension of current term of enlistment in accordance with chapter 3, AR 601-280. Action must be completed prior to departure for training.

Step: 16
Action required by: Personnel management supervisor
Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

Step: 17
Action required by: Personnel management officer
Description of actions: Review and sign documents as required.

Step: 18
Action required by: Personnel management specialist
Description of actions: a. Make distribution of documents.
b. Return MPRJ to the Personnel Records Branch with copy of any new documents required for file in the MPRJ.

Step: 19
Action required by: Individual
Description of actions: For voluntary or involuntary withdrawal from the ABCP, see paragraph 7-45, AR 614-200 and procedure 3-46, this pamphlet.

3–65. Army bands career program criteria

a. Enlisted personnel applying for the Army bands career program must meet the following criteria:
(1) Be qualified for award of PMOS in the 02 series.
(2) Not be receiving an enlistment/reenlistment bonus on current enlistment.
(3) Not be alerted for or on orders to an oversea assignment.
(4) Not be under suspension of favorable personnel actions (AR 600-31).
(5) Not be a former member of the ABCP who was involuntarily removed from the program for cause or for failure to maintain a required level of proficiency.
b. In addition a soldier must have—
(1) A background in instrumental performance.
(2) An ability to read musical notation fluently in the clef(s) appropriate to the instrument.
(3) A working knowledge of major and minor scales and their related arpeggios, intervals, fundamentals of general musical notation, musical terminology, and key signatures most commonly encountered in band literature for the specific instrument.

3–66. Procedure 3-39 club management program

Procedure 3-39 covers enlisted club management career program.

a. Primary references are AR 230-60, 611-201, and 614-200.

b. Forms used are DA Forms 2, 2-1, 2446, 2467, 2635, 4187, 5235-R, DD Form 4 series, DD Forms 398-2 (Department of Defense Personnel Security Questionnaire (National Agency Check)), 1610, and 1879.

c. This procedure supplements AR 230-60, AR 611-201, AR 614-200 and DA Pamphlet 351-4. It prescribes guidance for the administrative processing of applications from enlisted personnel who volunteer for or request release from the Enlisted Club Management Career Program and for commanders in the chain of command who recommend involuntary removal of an individual from the program. This procedure is applicable to Active Army enlisted personnel in grade E5 or above, serving on second or subsequent enlistment, and members of the US Army Reserve serving on Federal Active Duty, other than Active Duty for Training. Personnel volunteering for the Enlisted Club Management Career Program must meet the selection criteria and prerequisites shown in section VII, chapter 7, AR 614-200; and the MOS requirements prescribed by AR 611-201.

d. The Commander, MILPERCEN, exercises centralized control over the acceptance, selection for training, classification/ reclassification, assignment, retention, and career management of all soldiers in the Enlisted Club Management Career Program. Club and Community Activities Management Directorate (CCAMD) acts as advisor and assistant to the Commander, MILPERCEN in matters relating to the procurement and retention of soldiers in the program. Authority for award of, and reclassification from, MOS OOJ is retained by the Commander, MILPERCEN. Soldiers who request voluntary release from the program may apply for reentry at a later date if eligibility criteria contained in chapter 7, AR 614-200, and the MOS requirements prescribed by AR 611-201 have been met.

e. Involuntary release from the Enlisted Club Management Career Program may be recommended by any commander in the chain of command or initiated by the CCAMD, or the Commander, MILPERCEN.

f. Request for award/or redesignation of MOS OOJ as secondary or additional MOS will be approved only when service member has possessed MOSC OOJ as PMOS and then only by Commander, MILPERCEN.

g. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-20 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

3–67. Procedure 3-39-1 application

The following actions will be taken for the enlisted club management career program—application.

Table 3–67
Procedure 3-39-1 application

Step: 1
Action required by: Individual
Description of actions: Inform immediate supervisor and Unit Commander of intention to volunteer for Enlisted Club Management Career Program.

Step: 2
Action required by: Unit Cdr/lSG/BnPAC/PSNCO
Description of actions: a. Verify if the soldier meets eligibility criteria and prerequisites as indicated in section VIII, chapter 7, AR 614-200; and the MOS requirements prescribed by AR 611-201 (see figs 3-39-1 and 3-39-2).
b. If the soldier meets these requirements, arrange for an interview by an Installation/Area Club Manager.
c. Have the soldier obtain MPRJ for review by Installation/Area Club Manager.

Step: 3
Action required by: Installation/area club manager
Description of actions: Take the following actions:

a. Prior to interview, contact applicant's unit commander to determine if applicant has&mdash
(1) Demonstrated skills or potential to undertake supervisory functions in the areas of food and beverage management, entertainment programs, and retail food and beverage sales.
(2) A history of personal integrity and leadership conducive to occupying a position of trust and confidence.
(3) No record of unfavorable background or other derogatory information or evidence which reflects unfavorably on the soldier's character, integrity, trustworthiness and reliability.
b. Conduct the interview using figure 3-39-1. See figure 3-39-2 for waivers.
c. Assist the soldier in preparing Club Management Career Program volunteer statement (DA Form 5235-R) located in the back of volume. Have the soldier sign statement and furnish the individual a copy.
d. Upon completion of interview, prepare summary of results and recommendation for or against acceptance into the program by letter (fig 3-39-6).

Table 3–67
Procedure 3-39-1 application—Continued

e. Forward the original copy of document in paragraphs c and d, above, to the soldier's unit commander.

Step: 4
Action required by: Individual
Description of actions: Return MPRJ to the Personnel Records Branch.

Step: 5
Action required by: Unit Cdr/1SG/BnPAC PSNCO
Description of actions: a. Assist the soldier in preparing request for entry into the Enlisted Club Management Career Program (fig 3-39-5).

b. Have the soldier complete DA Form 2635 in accordance with procedure 6-3, this pamphlet.

c. If needed, have the applicant execute statement as required by paragraph 2-6, AR 600-37, for those recommendations against acceptance which are based on unfavorable or derogatory information. (See fig 3-39-3.)

d. If the soldier desires to waive an enlistment commitment in order to attend the Club Management Course, soldier must sign a statement, in duplicate, as in figure 3-10-2, procedure 3-10.

Note: Statement will be filed in the permanent section of the MPRJ (for junior enlisted personnel) attached to the DD Form 4. Waviver of enlistment commitment statements for senior enlisted personnel will be filed in the OMPF only. If the soldier has an enlistment commitment for a specific unit, station, command, or geographic area, contact HQDA(DAPC-EPT-1), Alexandria, VA 22331-0400 (AUTOVON 221-8489 or 221-8490) before taking any action. Waiver of enlistment commitment does not constitute authority to change the training MOS without prior approval of HQ MILPERCEN

e. Ensure that soldier possesses or can acquire required security clearance (AR 604-5) prior to attendance at school. Take action to initiate or update security investigation (ENTNAC or higher) within 5 years preceding date of application.

f. If applicant is in CONUS and is entitled to travel and shipment of household goods under the provisions of Joint Travel Regulation, have applicant read statement as shown in figure 3-10-4, procedure 3-10, this pamphlet and take appropriate action.

g. Include statement by unit commander pertaining to applicant's background, training, experience, and/or education which is considered qualifying for acceptance of the soldier into the program and for subsequent Army-wide assignment in MOS OOJ.

h. If required, include unit commander's recommendation for or against any required and authorized waiver of prerequisites for selection.

i. Forward DA Form 4187, with inclosures, to MILPO after completion and signature. Following inclosures are mandatory: Installation /Area Club Manager Letter of Recommendation, Volunteer Statement, Enlisted Preference Statement. Other forms will be submitted when appropriate. Furnish the soldier a copy of DA Form 4187.

Step: 6
Action required by: BnPAC/PSNCO
Description of actions: Forward DA Forms 4187 with inclosures by CMT 2, through command channels as appropriate, to servicing MILPO. (See fig 3-39-4.)

Step: 7
Action required by: Personnel management specialist
Description of actions: a. Obtain MPRJ from the Personnel Records Specialist.

b. Verify that the soldier meets eligibility criteria and prerequisites contained in section VII, chapter 7, AR 614-200; and the MOS requirements prescribed by AR 611-201.

c. Prepare forwarding comment to HQDA (DAPC-OPA-C), Alexandria, VA 22332-0400. Be sure a copy of volunteer statement, letter of recommendation, preference statement, and all allied papers such as statement of acknowledgement of unfavorable information, waivers (signed copy), etc., are included. Reproduce and attach one copy of soldier's updated DA Forms 2 and 2-1 (to reflect service member's current height and weight) to the request.

(1) Applications submitted by soldiers serving in oversea areas in Europe and the Pacific (except Hawaii) will be forwarded by the major oversea commander through the appropriate club management regional field officer (EUROPE: Chief, European Regional Office, Club and Community Activities Management Directorate, TAGO, APO NY 09090), (PACIFIC: Chief, Far East Regional Office, Club and Community Activities Management Directorate, TAGO, APO SF 96301) to MILPERCEN.

(2) Applications submitted by soldiers serving in oversea areas other than above will be forwarded by the major oversea commander directly to MILPERCEN.

Step: 8
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 9
Action required by: Personnel management officer
Description of actions: Review and sign documents. Be sure requests for waiver(s), if any, including copies, are signed.

Step: 10

Table 3–67
Procedure 3-39-1 application—Continued

Action required by: Personnel management specialist

Description of actions: a. Make distribution of request for entry into the Enlisted Club Management Career Program. (See procedure 9-1, this pamphlet.)

b. Retain a copy for suspense files. Return MPRJ to the Personnel Records Branch with a copy of the DA Form 4187 and all pertinent enclosures.

Step: 11

Action required by: Personnel records specialist

Description of actions: File copy of the DA Form 4187 with all pertinent enclosures as action pending document in MPRJ.

Step: 12

Action required by: Personnel management specialist

Description of actions: Upon receipt of HQDA response, take following actions as required:

a. Notify the soldier through BNPAC/PSNCO of acceptance or nonacceptance for entry into the Enlisted Club Management Career Program.

b. Pull copy from suspense file. If the soldier is accepted, take the following actions as required:

(1) If the soldier does not meet length-of-service criteria, initiate action for discharge and immediate reenlistment or extension of current term of enlistment in accordance with chapter 3, AR 601-280. Action must be completed prior to departure for training.

(2) Prepare DD Form 1610, as appropriate, to attend club management training.

(3) Soldier requires ENTNAC or higher, completed, or updated within 5 years. If the soldier will be attending training in a TDY status, enter the following personnel security investigation data in Item 16, DD Form 1610:

(a) Type of investigation,

(b) Authority, and

(c) Date completed.

(4) It the soldier will be attending school in a TDY status, ensure the following documents accompany him:

(a) Copy of the Enlisted Club Management Career Program volunteer statement.

(b) Copy of letter of acceptability for club management training.

(c) Copy of DA Form 2 and TDR Cards produced from “INQY” SIDPERS transaction and a photocopy of DA Form 2-1.

(d) Health Records (DA Form 3444 series).

(e) DA Form 2467.

(f) DD Form 398-2 or 1879, if appropriate.

(5) Arrange for service member’s release from present unit of assignment for OJT within the Club Management System. The installation club manager is required to evaluate service member’s progress during OJT period, and attest to his/her successful completion of training. (The installation club manager should use the applicant in a true OJT role for learning experience). If the soldier does not perform satisfactorily, the installation club manager should recommend to HQDA (DAPC-OPA-C) that the applicant be deleted from assignment to the club management course. If the soldier does not perform satisfactorily, the Installation Club Manager should recommend to HQDA (DAPC-OPA-C), that the applicant be deleted immediately to preclude further processing and attendance at the club management course.

Step: 13

Action required by: Personnel management supervisor

Description of actions: Review documents to ensure required tasks are accomplished.

Step: 14

Action required by: Personnel management officer

Description of actions: Review and sign documents.

Step: 15

Action required by: Personnel management specialist

Description of actions: Make distribution of documents.

Step: 16

Action required by: Unit clerk/1Sg/BnPAC/PSNCO

Description of actions: Upon return of the soldier from school, take the following actions:

a. If the soldier successfully completed the course, forward a copy of Certificate of Training to the MILPO.

b. If the soldier did not complete the course, forward a copy of the noncompletion letter to the Personnel Records Specialist.

Step: 17

Action required by: Personnel management specialist

Description of actions: Upon receipt of Certificate of Training, prepare orders reassigning the soldier in accordance with HQDA-issued assignment instructions. (See procedure 3-1, DA Pam 600-8-10).

Table 3–67
Procedure 3-39-1 application—Continued

Step: 18
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 19
Action required by: Personnel management officer/military personnel officer
Description of actions: Review and sign documents.

Step: 20
Action required by: Personnel management specialist
Description of actions: Make required distribution of documents. Forward Certificate of Training to the Personnel Records Branch.

Step: 21
Action required by: Personnel records specialist
Description of actions: a. Upon receipt of copy of Certificate of Training and other orders as applicable, complete the following actions:
(1) Make appropriate entries in item 17, DA Form 2-1 (AR 640-2-1).
(2) File documents in accordance with AR 640-10.
b. Upon receipt of noncompletion letter, make appropriate entry in item 4, DA Form 2-1 (AR 640-2-1). Return copy of letter to individual through BnPAC/PSNCO.

Step: 22
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

Step: 23
Action required by: Personnel management specialist
Description of actions: Assign service member as a Club Manager (OOJ).

Step: 24
Action required by: Personnel Management Specialist
Description of actions: Upon notification of acceptance for Enlisted Club Management Program by HQDA, prepare DA Form 2446 awarding or withdrawing PMOS, SMOS, AMOS, as appropriate. (See chapter 2, AR 600-200, and AR 611-201.)

Step: 25
Action required by: Personnel records specialist
Description of actions: Upon receipt of reclassification orders to PMOS OOJ, take the following actions:

a. Submit PMOS and SMOS SIDPERS transactions to update DA Form 2 (AR 640-2-1), as appropriate. (See procedures 2-58, and 2-79, DA Pam 600-8-2).
b. File documents in accordance with AR 640-10.

3–68. Procedure 3-39-2 reclassification.

The following actions will be taken for the enlisted club management career program—release reclassification.

Table 3–68
Procedure 3-39-2 reclassification.

Step: 1
Action required by: Individual
Description of actions: Voluntary release. Inform immediate supervisor and Unit Commander of intention to request Voluntary release and reclassification from the Enlisted Club Management Career Program. Service member will provide valid reasons for requesting release; identify 3 MOS in which he/she qualifies and prefers to be reclassified, if release is approved; and any additional information deemed appropriate to support the request. Prepare request on DA Form 4187 with above data and submit through command channels to HQDA (DAPC-OPA-C), Alexandria, VA 22332-0400 for final action.

Step: 2
Action required by: Installation/area club manager
Description of actions: Interview service member to ascertain reasons for request and recommend for or against release from the Enlisted Club Management Career Program. Furnish any additional information having significant bearing on the request to include present duties assigned.

Table 3–68
Procedure 3-39-2 reclassification. —Continued

Step: 3
Action required by: Unit Cdr/1SG/BnPAC/PSNCO
Description of actions: Ensure that—

a. 3 MOS are shortage or balanced MOS as listed in DA Circular 611 series and are MOS in which service member qualifies for reclassification.
b. Installation/Area Club Manager's recommendation is included.
c. Assistance is provided in preparing DA Form 4187. At Commander's discretion, retain service member in club duties or direct other utilization pending final action.

Step: 4
Action required by: Personnel management specialist
Description of actions: a. Obtain MPRJ from Personnel Records Branch for review and verification that minimum requirements are met for requested MOS (AR 611-201). Prepare forwarding comment to HQDA (DAPC-OPA-C), Alexandria, VA 22332-0400. Reproduce and attach one copy of service member's updated DA Forms 2 and 2-1 to the request.
b. Applications submitted by soldiers serving in oversea areas in Europe and the Pacific (except Hawaii) will be forwarded by the major oversea commander through the appropriate club management regional/field office (EUROPE: Chief, European Regional Office, Club and Community Activities Management Directorate, TAGO, APO New York 09090; (PACIFIC: Chief, Far East Regional Office, Club and Community Activities Management Directorate, TAGO, APO San Francisco 96301) to MILPERCEN.
c. Applications submitted by soldiers serving in oversea areas other than above will be forwarded by the major oversea commander directly to MILPERCEN.

Step: 5
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 6
Action required by: Personnel management officer/military personnel officer
Description of actions: Review and sign documents.

Step: 7
Action required by: Personnel management specialist
Description of actions: a. Make distribution of request for release/reclassification from the Enlisted Club Management Career Program. (See procedure 9-1, this pamphlet).
b. Retain a copy for suspense file. Return MPRJ to the Personnel Records Specialist with a copy of request for release/reclassification and all pertinent enclosures.

Step: 8
Action required by: Personnel records specialist
Description of actions: File a copy of the DA Form 4187 with enclosure as action pending document in MPRJ.

Step: 9
Action required by: Personnel management officer
Description of actions: Upon receipt of finalized action, notify the soldier of action taken through the BnPAC/PSNCO.

Step: 10
Action required by: Personnel Management Specialist
Description of actions: Upon notification of approved voluntary release from the Enlisted Club Management Program by HQDA, take the following actions:

a. Obtain MPRJ from Personnel Records Branch.
b. Prepare DA Form 2446 awarding or withdrawing MPOS/SMOS/AMOS, as appropriate. (See chapter 2, AR 600-200, and AR 611-201.)
c. If reassignment instructions are received from HQDA, process IAW procedure 3-1, DA Pam 600-8-10.
d. Prepare DA Form 2446 reassigning the soldier, as appropriate.

Step: 11
Action required by: Personnel Management Supervisor
Description of actions: Review completed document for accuracy.

Step: 12
Action required by: Personnel Management Officer

Table 3–68
Procedure 3-39-2 reclassification. —Continued

Description of actions: Review and sign documents.

Step: 13
Action required by: Personnel Management Specialist
Description of actions: a. Make distribution of documents.
b. Return MPRJ to the Personnel Records Branch.

Step: 14
Action required by: Personnel Records Specialist
Description of actions: Upon receipt of reclassification orders, take the following actions:

a. Submit "PMOS and SMOS" SIDPERS transactions, as appropriate. (See procedure 2-58 and 2-79, DA Pam 600-8-2.)
b. File documents in accordance with AR 640-10.

Step: 15
Action required by: Commander/installation club manager
Description of actions: b. Involuntary release. Anyone in the chain of command may request involuntary release of a club manager from the Enlisted Club Management Career Program, providing sufficient cause can be proved. Commander/Installation Club Manager will counsel soldier on proposed action that will be taken, and will comply with the provisions of AR 600-37. DA Form 4187 will be initiated to accomplish the involuntary release of a club manager.

Step: 16
Action required by: Installation commander
Description of actions: Identify 3 MOS in which soldier is qualified for reclassification. Furnish any additional information deemed appropriate to support the request. Ensure Installation/Area Club Manager has counseled soldier and included his recommendation. Give soldier an opportunity to list 3 MOS in which he is qualified and desires reclassification and include a statement from the soldier indicating his consent or objection to reclassification. At commander's discretion, retain soldier in club duties or direct other utilization pending final action by MILPERCEN.

Step: 17
Action required by: BnPAC/PSNCO
Description of actions: Review the DA Form 4187 for accuracy and to ensure that appropriate statements are attached.

Step: 18
Action required by: Personnel management specialist
Description of actions: a. Obtain MPRJ from Personnel Records Branch for review. Reproduce and attach one copy of service member's updated DA Forms 2 and 2-1 to the DA Form 4187.
b. DA Form 4187 submitted by Commanders/Installation Club Managers serving in oversea areas in Europe and the Pacific (except Hawaii) will be forwarded by the major oversea commander through the appropriate club management field office (EUROPE: Chief, European Regional Office, Club and Community Activities Management Directorate, TAGO, APO New York 09090) (PACIFIC: Chief, Far East Regional Office, Club and Community Activities Management Directorate, TAGO, APO San Francisco 96301) to MILPERCEN.
c. DA Forms 4187 submitted by Commanders/Installation Club Managers serving in oversea areas, other than above, will be forwarded by the major oversea commander directly to MILPERCEN.

Step: 19
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 20
Action required by: Personnel management officer
Description of actions: Review and sign documents.

Step: 21
Action required by: Personnel management specialist
Description of actions: a. Make disposition of the DA Form 4187 with enclosure in accordance with procedure 9-1, this pamphlet.
b. Retain a copy for suspense file. Return MPRJ to the Personnel Records Branch with a copy of the DA Form 4187 and all pertinent enclosures.

Step: 22
Action required by: Personnel records specialist
Description of actions: File a copy of the DA Form 4187 with enclosures as an action pending document in MPRJ.

Table 3–68
Procedure 3-39-2 reclassification. —Continued

Step: 23
Action required by: Personnel Management Officer
Description of actions: Upon receipt of HQDA response, notify the soldier of action taken through the BnPAC/PSNCO,

Step: 24
Action required by: Personnel Management Specialist
Description of actions: Upon notification of approved involuntary release from the Enlisted Club Management Program by HQDA, take the following actions:

a. Obtain MPRJ from Personnel Records Branch.
b. Prepare DA Form 2446 awarding or withdrawing PMOS/SMOS/AMOS, as appropriate. (See chapter 2, AR 600-200, and AR 611-200.)
c. If reassignment instructions are received from HQDA, process in accordance with procedure 3-1, DA Pam 600-8-10.
d. Prepare DA Form 2446 reassigning the soldier, as appropriate.

Step: 25
Action required by: Personnel Management Supervisor
Description of actions: Review completed document for accuracy.

Step: 26
Action required by: Personnel Management Officer
Description of actions: Review and sign documents.

Step: 27
Action required by: Personnel Management Specialist
Description of actions: a. Make distribution of documents.
b. Return MPRJ to the Personnel Records Branch.

Step: 28
Action required by: Personnel Records Specialist
Description of actions: Upon receipt of reclassification orders, take the following actions:

a. Submit "PMOS and SMOS" SIDPERS transactions, as appropriate. (See procedure 2-58 and 2-79, DA Pamphlet 600-8-2.)
b. Make appropriate entry in item 4, DA Form 2-1, (AR 640-2-1).
c. File documents in accordance with AR 640-10.

3–69. Procedure 3-40 Instructors at service schools

Procedure 3-40 covers assignment as instructors at uniformed service schools. (Enlisted Personnel).

a. Primary reference is AR 614-200.

b. Forms used are DA Forms 2, 2-1, 2446, and 4187.

c. This procedure supplements AR 614-200. It provides guidance for submission of requests of active Army enlisted personnel for assignment to duty as instructors at Army service schools, joint schools, and interservice schools. Personnel must be in pay grade of E6 or above. It also applies to members of ARNG and USAR serving on Federal active duty other than active duty for training (ADT). Qualified personnel may apply at any time. Applications will be forwarded through channels to HQDA (DAPC-EP—appropriate career branch), Alexandria, VA 22331-0400, by commanders unless the applicant is considered not qualified. Criteria for selection for assignment of enlisted personnel as instructors at uniformed service schools are set forth in section III, chapter 8, AR 614-200.

d. Personnel selected for assignment as instructors at uniformed service schools must meet the selection criteria outlined in AR 614-200, paragraph 8-27.

e. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be burning, shredding, or other appropriate method.

f. The following actions will be taken for assignment as instructors at uniformed service schools:

Table 3–69
Procedure 3-40 Instructors at service schools

Step: 1
Action required by: Individual
Description of actions: Inform immediate supervisor and unit commander of intention to volunteer as instructor at a uniformed service school.

Step: 2
Action required by: Unit Cdr/lSG/BnPAC/PSNCO
Description of actions: Interview soldier to determine validity of request. Use paragraph 3-71 as a guide to assist.

a. If request appears to be qualified, go to next step.
b. If soldier is not qualified due to eligibility, inform the soldier of the reasons. If the request is not valid due to unfavorable information (para 1-4a, AR 600-37) refer the soldier to paragraph 2-6, AR 600-37.

Step: 3
Action required by: Unit/BnPAC clerk
Description of actions: a. Assist soldier in preparing DA Form 4187 (fig 3-40-1). Provide copy of Privacy Act Statement, prior to having the soldier complete DA Form 4187 (see procedure 9-1, this pamphlet).
b. If a waiver of qualification is required (para 3-159 and AR 614-200), attach to DA Form 4187. Ensure that appropriate justification to support the request for waiver and signatures are included.

Step: 4
Action required by: 1SG/BnPAC/PSNCO
Description of actions: Review request for completeness and adequacy of justification. Be sure all factors bearing on the case are complete with required signatures. Forward to unit commander for his review and recommendation.

Step: 5
Action required by: Unit Cdr
Description of actions: Review request and make recommendation for approval or disapproval. If recommending disapproval, state reasons in section IV, DA Form 4187. Affix signature in appropriate block and forward through command channels to the servicing MILPO.

Step: 6
Action required by: Personnel management specialist
Description of actions: a. Obtain soldier's MPRJ from the Personnel Records Branch.
b. Verify that soldier meets the eligibility and selection criteria in section III, chapter 8, AR 614-200, and AR 611-201.
(1) If soldier does not meet the criteria prepare a return comment to the soldier's unit commander stating reasons for disapproval.
(2) If soldier does meet the criteria, prepare continuing comment addressed to HQDA (DAPC-EP—appropriate career branch), Alexandria, VA 22331-0400. (See table 1-1, AR 614-200.) Add copy of soldier's DA Forms 2 and 2-1 as inclosures. Give correspondence and records to supervisor.

Step: 7
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished, if appropriate.

Step: 8
Action required by: Personnel management officer
Description of actions: Review and sign documents, if appropriate.

Step: 9
Action required by: Personnel management specialist
Description of actions: a. Make distribution of application. (See procedure 9-1, this pamphlet.)
b. Retain one copy for suspense file.
c. Return MPRJ to the Personnel Records Branch with a copy of the DA Form 4187.

Step: 10
Action required by: Personnel records specialist
Description of actions: File copy of the DA Form 4187 with attachments in action pending section of the soldier's MPRJ.

Step: 11
Action required by: Personnel records supervisor

Table 3–69
Procedure 3-40 Instructors at service schools—Continued

Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

Step: 12
Action required by: Personnel management specialist
Description of actions: a. If the soldier is alerted for another unrelated assignment while this action is pending, notify appropriate career branch immediately by telephone or by message. (See table 1-1, AR 614-200.)
b. Upon notification of acceptance/nonacceptance of soldier for instructor duty by HQDA, notify unit commander.
c. Pull copy from suspense file.
d. If the soldier is not accepted by HQDA, prepare comment returning the application through the unit commander to the soldier specifying reasons for disapproval.
e. If the soldier is accepted, obtain his MPRJ from the Personnel Records Branch.
f. Determine the following actions from HQDA notification of acceptance:
(1) Does soldier require on-the-job training (OJT)? (See procedure 3-23, this pamphlet.)
(2) Are reclassification orders required? Prepare DA Form 2446 awarding or withdrawing PMOS, SMOS, or AMOS, as appropriate. (See chapter 2, AR 600-200, and AR 611-201.)
(3) Are reassignment orders required? (See procedure 3-1, DA Pam 600-8-10.)
(4) Has soldier been scheduled for formal training? (See procedure 3-10, this pamphlet.)

Step: 13
Action required by: Personnel management supervisor
Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

Step: 14
Action required by: Personnel management officer
Description of actions: Review and sign documents, if appropriate.

Step: 15
Action required by: Personnel management specialist
Description of actions: a. Make distribution of documents.
b. Return MPRJ to the Personnel Records Branch with copy of any new documents.

Step: 16
Action required by: Personnel records specialist
Description of actions: a. Upon receipt of reclassification orders and/or certificate of training, take the following actions:
(1) Make appropriate entries in items 4, and 17, DA Form 2-1 (see AR 640-2-1).
(2) Submit "PMOS or SMOS" SIDPERS transactions, as appropriate. (See procedures 2-58, and 2-79, DA Pam 600-8-2.)
(3) File documents in MPRJ in accordance with AR 640-10.
(4) Upon receipt of noncompletion letter, make appropriate entry in item 4, DA Form 2-1 (AR 640-2-1). Return copy of letter to soldier through unit commander/1SG/BnPAC/PSNCO. Voluntary withdrawal or involuntary removal as instructor at uniformed service school. See AR 614-200 and procedure 3-46, this pamphlet.

3–70. Criteria for assignment as instructor at uniformed service schools

Enlisted personnel applying for assignment as instructor at a uniformed service school must be serving in the grade of E6 or above. They must also meet the following additional criteria:

a. Be at least a high school graduate or equivalent as determined by GED test.

b. Have excellent character, good moral background, and emotional stability.

c. Possess mature judgment and initiative.

d. Have served at least 3 years of active Federal service in any branch of the Armed Forces.

e. Have at least two years service remaining; if not, applicant must extend his enlistment or reenlist (chap 2, AR 601-280).

f. Have a security clearance consistent with that required to attend the school course in which applicant desires to be an instructor.

g. Have no speech impediment.

h. Display good military bearing.

i. Be fully qualified in the MOS in which instructor duty is desired and have at least 1 year of experience in that MOS.

j. Have a demonstrated ability to be an instructor.

Note. Attach waiver for grade or education to DA Form 4187. Ensure the complete justification to support the request for waiver and signatures are included. HQDA will coordinate request for waiver with the commandant of the service school.

3–71. Procedure 3-41 special assignments

Procedure 3-41 covers assignment to international and overseas joint headquarters, US military missions, military assistance advisory groups (MAAG), joint US military advisory groups (JUSMAG), and similar activities.

a. Primary reference is AR 614-200.

b. Forms used are DA Forms 2, 2-1, 2250, and 2446.

c. This procedure supplements AR 614-200. It provides a uniform way of processing applications or nominations for special assignments as established in section IV, chapter 8, AR 614-200. A continual requirement exists for highly qualified personnel assigned to the activities listed by country in table 3-41-1, this pamphlet. Waivers will be considered in exceptional cases and then only for criteria identified by an asterisk (*) in table 3-41-2, this pamphlet.

(1) Soldiers who do not meet the selection criteria, except for those factors which may be waived, will not be permitted to volunteer nor will they be nominated. Soldiers attending AIT may volunteer provided assignment instructions have not been received.

(2) When there are an insufficient number of volunteers to meet requirements, installation and major commanders within CONUS will be requested to furnish nominations of qualified soldiers to MILPERCEN.

(3) Soldiers who volunteer and are found to be qualified will be considered as immediately available for assignment.

(4) Commanders will ensure that the soldier's dependents meet the qualifications established in table 3-41-2, this pamphlet.

(5) Applications will be forwarded directly from the MILPO to HQDA (DAPC-EP—appropriate career branch), Alexandria, VA 22331-0400.

d. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be burning, shredding, or other appropriate method.

e. The following actions will be taken for assignment to international and overseas joint headquarters, US military missions, military assistance advisory groups (MAAG), joint US military advisory groups (JUSMAG), and similar activities.

Table 3–71
Procedure 3-41 special assignments

Step: 1
Action required by: Individual
Description of actions: Inform immediate supervisor and unit commander of intention to volunteer for a special assignment.

Step: 2
Action required by: Unit Cdr/1SG/BnPAC/PSNCO
Description of actions: Interview soldier to determine validity of request. Use the criteria in table 3-41-2 as a guide.

a. If the soldier and his/her dependents appear qualified, go to the next step.

b. If the soldier and his/her dependents appear to be not qualified due to eligibility, inform the soldier of the reasons. If the request is not valid due to unfavorable information (para 1-4a, AR 600-37) refer the soldier to paragraph 2-6, AR 600-37.

Step: 3
Action required by: Unit/BnPAC clerk
Description of actions: Assist soldier in preparing DA Form 2250. (See para 3-87 and fig 3-41-1.)

Step: 4
Action required by: 1SG/BnPAC/PSNCO
Description of actions: Review request for completeness and adequacy of justification. Be sure all factors bearing on the case are complete with required signatures. Forward to unit commander for his/her review and recommendation.

Step: 5
Action required by: Unit commander
Description of actions: Review request and make recommendation for approval or disapproval. If recommending disapproval, state reasons on reverse side of the DA Form 2250. Affix signature in appropriate block and forward application through command channels to the servicing MILPO.

Step: 6

Table 3–71
Procedure 3-41 special assignments—Continued

Action required by: Personnel management specialist
Description of actions: a. Obtain soldier's MPRJ from the Personnel Records Branch.
b. Verify data completed on DA Form 2250.
c. Verify that soldier meets the eligibility and selection criteria in section IV, chapter 8, AR 614-200.
(1) If soldier does not meet the criteria prepare a return comment to the soldier's unit commander stating reasons for disapproval.
(2) If soldier does meet the criteria, complete the address of DA Form 2250 to HQDA (DAPC-EP—appropriate career branch), Alexandria, VA 22331-0400 (see table 1-1, AR 614-200). Prepare the comments (i.e., block 26) for signature of Personnel Management Officer. If a waiver is required, enter the appropriate paragraph number of the requirement to be waived. (See instructions in para 3-71.)

Step: 7
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished, if appropriate.

Step: 8
Action required by: Personnel management officer
Description of actions: Review and sign documents, if appropriate.

Step: 9
Action required by: Personnel management specialist
Description of actions: a. Make distribution of application.
b. Retain one copy for suspense files.
c. Return MPRJ to the Personnel Records Branch with a copy of the DA Form 2250 and its attachments.

Step: 10
Action required by: Personnel records specialist
Description of actions: File copy of the DA Form 2250 with attachments in action pending section of the soldier's MPRJ.

Step: 11
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

Step: 12
Action required by: Personnel management specialist
Description of actions: a. If the soldier is alerted for another unrelated assignment while this action is pending, notify appropriate career branch immediately by telephone or by message (see table 1-1, AR 614-200).
b. Upon notification of acceptance/nonacceptance of soldier for special assignment by HQDA, notify unit commander through BnPAC/PSNCO.
c. Pull copy from suspense file.
d. If the soldier is not accepted, prepare comment returning the application through the unit commander to the soldier specifying reasons for disapproval.
e. If soldier is accepted for special assignment, obtain his MPRJ from the Personnel Records Branch.
f. Determine the following actions from HQDA notification of acceptance:
(1) Are reassignment orders required? (See procedure 3-1, DA Pam 600-8-10.)
(2) Has soldier been scheduled for formal training? (See procedure 3-10, this pamphlet.)

Step: 13
Action required by: Personnel management supervisor
Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

3–72. Instructions for preparing DA Form 2250 (fig. 3-41-1)

a. Item 1. Self-explanatory.

b. Item 2. Enter primary MOS. If soldier is performing duty in other than primary MOS, enter duty MOS immediately below PMOS, with total months served in DMOS; e.g., 75C20-6.

c. Item 3. Enter present grade title and proficiency pay designator, if any.

d. Items 4 and 5. Self-explanatory.

e. Items 6 and 7. Self-explanatory. All applicants must get immediate proof of citizenship for later use in applying for passport in accordance with AR 600-290.

f. Item 8. Enter GT/ST score as shown on DA Form 2-1. Language item will reflect the most recent DLAB test score for those soldiers requiring language training. CL item will reflect CL score (as shown on DA Form 2-1) in first block and words-per-minute typing ability in second block. If the soldier has stenographic qualifications, CL item will reflect words-per-minute dictation in the third block.

g. Item 9. Enter number of special and general courts-martial and number of days lost in current and last enlistment; e.g., 0/0, 1/20, if applicable.

h. Item 10. Enter security investigation status from DA Form 2 and basis therefor. If a security check is pending, the type and date of request will be entered; e.g., NAC 15 Jul 79/BI 5 Aug 79.

i. Item 11. Enter as recorded on DA Form 2.

j. Item 12. Enter as recorded on DA Form 2.

k. Item 13. Enter as recorded in item 4, DA Form 2-1. Personnel with physical limitations are not acceptable for assignment to isolated areas, but may be considered for assignment to an area where adequate medical facilities exist. For soldiers who apply from AIT, the following entry will be made in red pencil: "In AIT—graduation date."

l. Item 14. Enter current language proficiency as recorded on DA Form 2. If the soldier is fluent in more than two languages (other than English), only the two best qualified languages will be entered. If language training was received at the Defense Language Institute, an asterisk will be placed immediately after the language.

m. Item 15. Enter as recorded on DA Form 2.

n. Item 16. Enter only the last completed foreign service tour as recorded on DA Form 2. For oversea applicants, enter expected date of rotation in red pencil under "through."

o. Item 17. Enter data for primary MOS as recorded on DA Form 2. When soldier has additional MOS, enter only data for the additional MOS in which best qualified.

p. Item 18. Enter only highest level of civilian education attained as recorded on DA Form 2.

q. Item 19. Dependent Data—Name of spouse; date of birth; place of birth; education; if other than native born, enter date of naturalization, or if not naturalized, enter "No"; children—enter age and sex only; e.g., 8—M, 5—F. Also indicate whether spouse/family members will accompany soldier overseas.

r. Item 20. Applicant or nominee—Identification photo 1 by 15/16-inches, will be securely glued to form. ID card photo (AR 606-5) will be used where available facilities only.

s. Item 21. Photo of spouse.

t. Item 22. Indicates preferences for areas in numerical sequence.

u. Item 23. Applicant or nominee will be counseled only if applicable.

v. Item 24. Will be completed and signed only by nominee.

w. Item 25. Before signing, the unit commander will ensure that the soldier and spouse/family members meet the eligibility qualifications, that the form is factually and correctly prepared, and that all provisions of the referenced section have been complied with. This procedure will be followed whether the soldier is a volunteer or a nominee.

x. Item 26. Entries will be completed by the MILPO. Reverse side of form will be used to request waiver as authorized in paragraph 8-38. Cogent reasons for recommending disapproval of application will be given on reverse of form. Additional sheet may be attached if required.

y. Self-explanatory.

z. Entries made in the passport and visa certificate block will include the age, relationship, and sex of family members, other than spouse and children, and the applicant's signature.

3–73. Procedure 3-42 assignment to organizations/agencies

Procedure 3-42 covers assignment to certain organizations and agencies (enlisted personnel).

a. Primary reference is AR 614-200.

b. Forms used are DA Forms 2, 2-1, 4187, FD Form 258, DD Forms 398, and 398-2.

c. This procedure supplements AR 614-200. It prescribes guidance for the administrative processing of applications submitted by soldiers who desire assignment to one of the organizations listed in section V, chapter 8, AR 614-200. Soldiers must meet the specific qualification criteria as shown in table 8-4, AR 614-200, for that organization/agency.

d. Some of the organization/agencies listed in paragraph 8-46, AR 614-200, require that security investigation forms be initiated at the losing command. These forms will be prepared in the quantity indicated and forwarded to the appropriate address shown in section V, chapter 8, AR 614-200, after it is determined that the soldier meets the selection criteria.

e. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with the applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

f. The following actions will be taken for assignment to certain organizations and agencies (enlisted personnel).

Table 3–73
Procedure 3-42 assignment to organizations/agencies

Step: 1
Action required by: Individual
Description of actions: Inform immediate supervisor and unit commander of intention to volunteer for assignment to a certain organization or agency.

Step: 2
Action required by: Unit Cdr/1SG/BnPAC/PSNCO
Description of actions: Interview soldier to determine validity of request. Use table 8-4, AR 614-200, as a guide.

a. If soldier appears to be qualified to go to next step.
b. If soldier is not qualified due to eligibility, inform the soldier of the reasons. If the request is not valid due to unfavorable information (para 1-4a, AR 600-37) refer the soldier to paragraph 2-6, AR 600-37.

Step: 3
Action required by: Unit/BnPAC clerk
Description of actions: a. Assist soldier in preparing DA Form 4187. (See fig 3-42-1.)
b. Ensure that DA Form 4187 contains statement of soldier's enlistment/reenlistment bonus designator for the current term of service. If none, so state.

Step: 4
Action required by: 1SG/BnPAC/PSNCO
Description of actions: Review request for completeness and adequacy of justification. Be sure all factors bearing on the case are complete with required signatures. Forward to unit commander for his review and recommendations.

Step: 5
Action required by: Unit Cdr
Description of actions: Review request. Inform 1SG/BnPAC/PSNCO of your recommendation. If recommending disapproval, give reasons.

Step: 6
Action required by: 1SG/BnPAC PSNCO
Description of actions: a. Have forwarding Comment 2 prepared and obtain signature of unit commander or BnPAC supervisor. Forward request through command channels as appropriate to servicing MILPO.
b. Arrange an appointment with the S-2/G-2 or security manager for completion of security investigation forms listed in section V, chapter 8, AR 614-200, if required.

Step: 7
Action required by: Personnel management specialist
Description of actions: a. Obtain soldier's MPRJ from the Personnel Records Branch.
b. Verify that soldier meets the eligibility and selection criteria in section V, chapter 8, AR 614-200.
(1) If soldier does not meet the criteria prepare a return comment to the soldier's commander stating reasons for disapproval.
(2) If soldier does meet the criteria prepare a continuing comment addressed to HQDA (DAPC-EP—appropriate career branch), Alexandria, VA 22331-0400 (see table 1-1, AR 614-200). Add copy of soldier's DA Forms 2 and 2-1.
c. Give correspondence and records to supervisor.

Step: 8
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished, if appropriate.

Step: 9
Action required by: Personnel management officer
Description of actions: Review and sign documents, if appropriate.

Step: 10
Action required by: Personnel management specialist
Description of actions: a. Make distribution of application. (See procedure 9-1, this pamphlet.)
b. Retain one copy for suspense file.
c. Return MRPJ to the Personnel Records Branch with a copy of application.

Step: 11
Action required by: Personnel records specialist

Table 3–73
Procedure 3-42 assignment to organizations/agencies—Continued

Description of actions: a. File document in MPRJ in accordance with AR 640-10.
b. File copy of individual's DA Form 4187 with attachments in action pending section of the MPRJ.

Step: 12
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

Step: 13
Action required by: Personnel management specialist
Description of actions: a. If the soldier is alerted for another unrelated assignment while this action is pending, notify appropriate career branch immediately by telephone or by message (see table 1-1, AR 614-200).
b. Upon notification of acceptance/nonacceptance of soldier by MILPERCEN, notify unit commander through BnPAC/ PSNCO.
c. Pull copy from suspense file.
d. If the soldier is not accepted, prepare comment returning the application through the unit commander to the individual.
e. If soldier is accepted for assignment to a certain organization or agency, obtain soldier's MPRJ from the Personnel Records Branch.
f. Determine the following actions from HQDA notification of acceptance:
(1) Are reassignment orders required? (See procedure 3-1, DA Pam 600-8-10.
(2) Has soldier been scheduled for formal training? (See procedure 3-10, this pamphlet.)

Step: 14
Action required by: Personnel management supervisor
Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

3–74. Procedure 3-43 assignment to MEPS

Procedure 3-43 covers assignment to military entrance processing stations (MEPS) (enlisted personnel only).

a. Primary references are AR 601-270 and 614-200.

b. Forms used are DA Forms 1, 2-1, 2446, and 4187.

c. This procedure supplements AR 601-270 and AR 614-200.

d. A continual requirement exists for highly qualified soldiers for assignment to MEPS. This procedure establishes a uniform method of processing applications for assignment to a MEPS. Applications will be forwarded directly to HQDA (DAPC—appropriate career management branch) by the applicant's servicing MILPO.

e. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding or other appropriate method.

f. The following actions will be taken for assignment to military entrance processing stations (MEPS).

Table 3–74
Procedure 3-43 assignment to MEPS

Step: 1
Action required by: Individual
Description of actions: Inform immediate supervisor and unit commander of intention to volunteer for assignment to a MEPS.

Step: 2
Action required by: Unit Cdr/1SG/BnPAC/ PSNCO
Description of actions: Interview soldier to determine validity of request. Use paragraph 3-90 as a guide to assist.

a. If soldier appears to be qualified, go to next step.
b. If soldier is not qualified due to eligibility, inform the soldier of the reason. If the request is not valid due to unfavorable information (para 1-4a, AR 600-37) refer the soldier to paragraph 2-6, AR 600-37.

Step: 3
Action required by: Unit/BnPAC clerk
Description of actions: Assist soldier in preparing DA Form 4187. (See fig 3-43-1.)

Table 3–74
Procedure 3-43 assignment to MEPS —Continued

Step: 4
Action required by: 1SG/BnPAC/PSNCO
Description of actions: Review request for completeness and adequacy of justification. Be sure all factors bearing on the case are complete with required signatures. Forward to unit commander for his/her review and recommendations.

Step: 5
Action required by: Unit commander
Description of actions: Review request and make recommendation for approval or disapproval. If recommending disapproval, state reasons in section IV, DA Form 4187. Affix signature in appropriate block and forward through command channels to the servicing MILPO.

Step: 6
Action required by: Personnel management specialist
Description of actions: a. Obtain soldier's MPRJ from the Personnel Records Branch.
b. Verify that soldier meets the eligibility and selection criteria in section VII, chapter 8, AR 614-200.
c. Ensure that reassignment will not cause second PCS within same fiscal year (AR 614-6) and that he/she will be able to complete at least 12 months at the new station.
d. If soldier does not meet the criteria, prepare a return comment to the soldier's unit commander stating reasons for disapproval.
e. If soldier does meet the criteria, prepare, forwarding comment addressed to HQDA (DAPC—appropriate career branch), Alexandria, VA 22331-0400 (see table 1-1, AR 614-200). Add a copy of soldier's DA Forms 2 and 2-1. Give correspondence and records to supervisor.

Step: 7
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished, if appropriate.

Step: 8
Action required by: Personnel management officer
Description of actions: Review and sign documents, if appropriate.

Step: 9
Action required by: Personnel management specialist
Description of actions: a. Make distribution of application. (See procedure 9-1, this pamphlet.)
b. Retain one copy for suspense file.
c. Return MPRJ to the Personnel Records Branch with a copy of the DA Form 4187.

Step: 10
Action required by: Personnel records specialist
Description of actions: File copy of the DA Form 4187 with attachments in action pending section of the MPRJ.

Step: 11
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

Step: 12
Action required by: Personnel management specialist
Description of actions: a. If the soldier is alerted for another unrelated assignment while this action is pending, notify appropriate career branch immediately by telephone or by message (see table 1-1, AR 614-200).
b. Upon notification of acceptance/nonacceptance of soldier for assignment to MEPS by HQDA, notify unit commander.
c. Pull copy from suspense file.
d. If the soldier is not accepted by HQDA, prepare comment returning the application through the unit commander to the soldier specifying reasons for disapproval.
e. If the soldier is accepted, obtain his/her DA Forms 2 and 2-1 and MPRJ from the Personnel Records Branch.
f. Determine the following actions from HQDA notification of acceptance:
(1) Are reassignment orders required? (See procedure 3-1, DA Pam 600-8-10.)
(2) Has soldier been scheduled for formal training? (See procedure 3-10, this pamphlet.)

Step: 13
Action required by: Personnel management supervisor
Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

3–75. MEPS assignment eligibility criteria

Enlisted personnel applying for MEPS assignment must be serving in grade E5 or higher. They must also meet the following additional criteria:

a. Possess good military bearing.

b. Be a high school graduate or GED equivalent.

c. Have at least 1 year remaining on date of assignment or must extend or reenlist to meet this requirement (chap 3, AR 601-280).

d. Have excellent character and moral background.

e. Have no current record of excessive indebtedness or a history of recurring indebtedness.

f. Have no record of conviction by court-martial or time lost during current enlistment and no record of non-judicial punishment under UCMJ within the last 3 years.

g. Have no record of civil convictions than those which are normally waived to permit the soldier to enlist or reenlist.

h. Be financially able to maintain their families in communities where Government support facilities (such as hospitals, exchanges, and commissaries) may not be available.

3–76. Procedure 3-45 personnel specialty program

Procedure 3-45 covers Personnel Specialty Career Program (PSCP) (Enlisted Personnel).

a. Primary reference is AR 614-200.

b. Forms used are DA Forms 2, 2-1, DD Form 1610, DA Forms 2446, 2635, and 4187.

c. This procedure supplements AR 614-200. It prescribes guidance pertaining to the submission and processing of applications of enlisted personnel for the Personnel Specialty Career Program (PSCP).

d. The Commander, MILPERCEN, is responsible for the operation and supervision of the PSCP within the broad policy guidance of the DCSPER. This includes procurement, training, assignment, career development, management, and progression. Goals of the PSCP are attained by procurement of personnel who possess the highest personal qualities and professional abilities within selected MOS containing primary duties in the personnel management and administrative fields.

e. Individuals applying for entry into the PSCP who have prior experience or other qualifications for award of one or more MOS in the program may submit applications through channels to HQDA (DAPC-EPM-A), Alexandria, VA 22331-0400. Individuals applying for entry into the PSCP who require training in one of the MOS in the program may submit applications for that training through channels to HQDA (DAPC-EPT-S), Alexandria, VA 22331-0400. Upon successful completion of the MOS producing course, the individual will be awarded the appropriate MOS and entered into the PSCP. All applicants will be notified of acceptance or nonacceptance for the program. To meet requirements of the program, applicants must meet the prerequisites indicated in para 3-162 and section V, chapter 7, AR 614-200.

f. Any commander having under his jurisdiction a PSCP member who in his opinion fails to meet the standards of the program, will send through channels appropriate data and recommendations to HQDA (DAPC-EPM-A), Alexandria, VA 22331-0400, for removal action. Career development of members will be accomplished through assignment to progressively more demanding duty assignment and comprehensive training courses according to their demonstrated ability and potential for advancement.

g. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

h. The following actions will be taken for the personnel specialty career program (PSCP) (enlisted personnel):

Table 3–76
Procedure 3-45 personnel specialty program

Step: 1
Action required by: Individual
Description of actions: Inform immediate supervisor and unit commander of intention to volunteer for the PSCP.

Step: 2
Action required by: Unit cdr/1SG/BnPAC/PSNCO
Description of actions: Interview soldier to determine validity of request. Use paragraph 3-162 as a guide to assist.

a. If request is valid, determine whether soldier is qualified for immediate entry into the program or will require application for MOS training prior to acceptance.

Table 3–76
Procedure 3-45 personnel specialty program—Continued

b. If soldier is not qualified, inform him/her of the reasons.

Step: 3
Action required by: Unit/BnPAC clerk
Description of actions: Assist soldier in preparing DA Form 4187. Have the soldier complete DA Form 4187 (fig 3-45-1).

a. If soldier currently holds required PMOS and is applying for entry into PSCP, refer to this procedure.
b. If soldier is qualified for immediate entry or reentry into PSCP, see procedure 3-46, this pamphlet.
Note: If soldier is applying for reentry into PSCP, documentation concerning circumstances of release/removal and justification for reetry will be required.
c. If soldier will require MOS training prior to acceptance into PSCP, see procedure 3-10, this pamphlet.
d. The following will be included in or attached to the DA Form 4187, as appropriate:
(1) Statement of soldier's enlistment/reenlistment bonus designator for the current term of service. If none, so state.
(2) Justification that is apparent and sufficient for award of MOS without further training.
(3) Other documentation to show technical training or experience related to the MOS for which applying.
(4) Assist soldier in preparing DA Form 2635. (See procedure 6-3, this pamphlet.)
(5) Include any requests for waiver.

Step: 4
Action required by: 1SG/BnPAC PSNCO
Description of actions: Review request for completeness and adequacy of justification. Be sure all factors bearing on the case are complete with required signatures. Forward to unit commander for his/her review and recommendations.

Step: 5
Action required by: Unit cdr
Description of actions: Review request. Inform 1SG/BnPAC/PSNCO of your recommendation. If recommending disapproval, give reasons.

Step: 6
Action required by: 1SG/BnPAC PSNCO
Description of actions: Have forwarding Comment 2 prepared and obtain signature of unit commander or BnPAC supervisor. Forward request through command channels as appropriate to servicing MILPO.

Step: 7
Action required by: Personnel management specialist
Description of actions: a. Obtain soldier's MPRJ from Personnel Records Branch.
b. Verify that soldier meets the eligibility and selection criteria in section V, chapter 7, AR 614-200, and AR 611-201.
(1) If soldier does not meet the criteria prepare a return comment to the soldier's unit commander stating reasons for disapproval.
(2) If soldier does meet the criteria prepare continuing comment addressed to HQDA (DAPC-EPM-A), Alexandria, VA 22331. Add the following as additional enclosures:
(a) Copy of soldier's DA Forms 2 and 2-1.
(b) Copy of soldier's ISR giving results of MOS/SQT testing in the MOS for which applying (if applicable).
(c) If soldier is applying for reentry into PSCP, ensure that documentation concerning circumstances of release/removal and justification for reentry are attached.
c. Give correspondence and records to supervisor.

Step: 8
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished, if appropriate.

Step: 9
Action required by: Personnel management officer
Description of actions: Review and sign documents, if appropriate.

Step: 10
Action required by: Personnel management specialist
Description of actions: a. Make distribution of application. (See procedure 9-1, this pamphlet.)
b. Retain one copy for suspense files.
c. Return MPRJ to the Personnel Records Specialist with a copy of application.

Step: 11
Action required by: Personnel records specialist

Table 3–76
Procedure 3-45 personnel specialty program—Continued

Description of actions: a. File documents in MPRJ in accordance with AR 640-10.
b. File copy of individual's DA Form 4187 with attachments in action pending section of the MPRJ.

Step: 12
Action required by: Personnel records supervisor.
Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

Step: 13
Action required by: Personnel management specialist
Description of actions: a. Upon notification of acceptance of soldier into the PSCP by HQDA, notify unit commander.
b. Pull copy from suspense file.
c. If the soldier is not accepted into the PSCP by HQDA, prepare comment returning the application through the unit commander to the soldier specifying reasons for disapproval.
d. Obtain soldier's MPRJ from the Personnel Records Branch.
e. Determine the following actions from HQDA (DAPC-EPM-A) notification of acceptance:
(1) Does soldier require on the job training (OJT)? (See procedure 3-23, this pamphlet.)
(2) Are reclassification orders required? Prepare DA Form 2446 awarding or withdrawing PMOS, SMOS, AMOS, as appropriate. (See chap 2, AR 600-200, and AR 611-201.)
(3) Are reassignment orders required? (See DA Pam 600-8-10.)
(4) Has soldier been scheduled for formal training? (See procedure 3-10, this pamphlet.)

Step: 14
Action required by: Personnel management supervisor
Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

Step: 15
Action required by: Personnel management officer
Description of actions: Review and sign documents, if appropriate.

Step: 16
Action required by: Personnel management specialist.
Description of actions: a. Make distribution of documents.
b. Return MPRJ to the Personnel Records Branch with copy of any new documents.

Step: 17
Action required by: Personnel records specialist
Description of actions: Upon receipt of reclassification orders, and/or certificate of training, take the following actions:

(a) Make appropriate entries in items 4, and 17, DA Form 2-1 (see AR 640-2-1).
(b) Submit PMOS and SMOS SIDPERS transactions, as appropriate. (See procedures 2-58 and 2-79, DA Pam 600-8-2.)
(c) File documents in MPRJ in accordance with AR 640-10.
(d) Upon receipt of noncompletion letter, make appropriate entry in item 4, DA Form 2-1 (AR 640-2-1). Return copy of letter to soldier through unit commander/1SG/BnPAC/PSNCO.

Step: 18
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to assure tasks are accomplished in accordance with applicable directives. Voluntary Withdrawal or Involuntary Removal From PSCP See paragraph 7-36, AR 614-200 and procedures 3-46, this pamphlet.

3–77. Personnel specialty career program (PSCP) criteria

Enlisted personnel applying for the PSCP program must meet the following qualifications:

a. A soldier possesses or will be awarded PMOS:
(1) 75B—Personnel administration specialist
(2) 75C—Personnel management specialist
(3) 75D—Personnel records specialist
(4) 75E—Personnel actions specialist

(5) 75F—Personnel information specialist/management specialist

(6) 75Z—Personnel senior sergeant

b. Physical profile: 323222.

c. Minimum score of 100 in CL (aptitude area).

d. Minimum of nine months active duty remaining upon completion of school, if applicable.

e. Type at least 20 words per minute (qualification to be determined by an Army service school or local commander).

f. Favorably completed ENTNAC or higher level of security investigation. Have no derogatory information in Provost Marshal, Intelligence, MPRJ, or medical files which precludes award of a SECRET Clearance.

3–78. Procedure 3-46 reclassification

Procedure 3-46 covers reclassification of enlisted personnel.

a. Primary reference: AR 600-200.

b. Forms used: DA Forms 2, 2-1, 2446, 3349, and 4187. DD Form 1610.

c. This procedure supplements AR 600-200. It provides guidance for the reclassification of enlisted personnel on active duty or active duty for training in excess of 90 days. The CG, MILPERCEN is the reclassification authority for all centrally managed soldiers (E6 and above); except medical reclassification for those E6, E7, and E8 not on promotion lists; three character career progression MOS (CPMOS) in those instances where action is not within the definition of normal career progression as specified in AR 611-201; and all soldiers in the Spaced Imbalanced MOS (SIMOS) Program listed in chapter 9, AR 614-200, and as directed by HQDA. Reclassification authorities specified in AR 600-200, chapter 2, are authorized to approved decentralized reclassification actions.

d. Guidance in determining the conditions under which reclassification actions may be taken is provided within the general policies prescribed in chapter 2, AR 600-200.

(1) The objective is to achieve a balanced force within each MOS and grade and between each MOS and grade in accordance with the needs of the Army.

(2) Classification of enlisted personnel is a command responsibility. Commanders at all levels will encourage voluntary retraining and reclassification of soldiers from overage MOS and grade within and between MOS, grade to shortage MOS and grades within and between MOS, grade within the constraints outlined in chapter 2, AR 600-200.

(3) Soldiers should be retrained and reclassified, as a first priority, within CMF, provided they are qualified in shortage MOS in the same CMF as their primary MOS.

e. Reclassification boards (for mandatory reclassification and when requested by the soldier or required by regulation) will be appointed as indicated in section IX, chapter 2, AR 600-200, and will be conducted formally.

(1) Soldiers appearing before the board may be accompanied and represented by a commissioned officer, warrant officer, or noncommissioned officer of his choice with that individual's consent.

(2) The board will determine its recommendation in closed session after all essential facts have been presented.

(3) If reclassification is deemed appropriate, the board will recommend a minimum of three MOS with a "Y" in the "IN" column in DA Circular 611 series for which the soldier can be trained locally to qualify for award of the recommended MOS. A report of findings and recommendations will be endorsed to the appointing authority by the President of the Board. Reclassification and redesignation of PMOS is mandatory upon withdrawal of MOS as indicated in section VII, chapter 2, AR 600-200.

(a) Steps 1-28 pertain to voluntary reclassification.

(b) Steps 29-57 pertain to involuntary reclassification.

(c) Steps 58-75 pertain to withdrawal from career development programs and assignments to certain organizations requiring reclassification.

f. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in according to AR 340-17 and AR 340-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with the applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

g. The following action will be taken for reclassification of enlisted personnel.

Table 3–78
Procedure 3-46 reclassification

Step: 1
Action required by: Individual
Description of actions: Voluntary reclassification. Inform immediate supervisor and unit commander of intention to volunteer for reclassification.

Step: 2

Table 3–78
Procedure 3-46 reclassification—Continued

Action required by: Unit cdr/1SG/BnPAC/PSNCO

Description of actions: a. Verify if soldier meets eligibility criteria of—

(1) Chapter 2, AR 600-200.

(2) Chapter 9, AR 614-200, Management of Enlisted Space Imbalance MOS Program.

(3) The MOS requirements and cumulative qualifications in AR 611-201.

(4) Any requirements for security clearance, security investigations, or Personnel Reliability Program (PRP) qualifications.

b. If the request for reclassification is into an MOS or change of an MOS that has its own career development program or assignment to specific type organizations or activities and duty positions, i.e., Attach, follow those procedures identified in AR 614-200 or the governing Army regulation and this pamphlet.

c. If schooling is required, see procedure 3-10, this pamphlet.

d. If OJT is required, see procedure 3-23, this pamphlet.

e. Ensure that assignment instructions have not been received and that soldier has not completed a PCS in the last fiscal year. If instructions have been received, inform soldier of disapproval in accordance with paragraph 2-31h, AR 600-200.

Step: 3

Action required by: Unit/BnPAC clerk

Description of actions: Assist soldier in preparing request as follows:

a. Request for reclassification will be submitted on DA Form 4187 (fig 3-46-1) in sufficient copies (in accordance with local policy) with one copy each to the MILPO and HQDA (when request must be forwarded to HQDA).

b. Have soldier sign DA Form 4187 and forward to supervisor.

Step: 4

Action required by: 1SG/BnPAC/PSNCO

Description of actions: Review request for completeness and adequacy of justification. Forward to unit commander for his review and recommendation.

Step: 5

Action required by: Unit cdr

Description of actions: Review request. Inform 1SG/BnPAC/PSNCO of your recommendation. If disapproval, give reason(s).

Step: 6

Action required by: 1SG/BnPAC/PSNCO

Description of actions: Upon receipt of unit commander's recommendation, take the following actions:

a. It being disapproved, have comment prepared to return request to soldier.

b. If recommendation is to recommend approval, have comment prepared to forward request through command channels as appropriate to MILPO.

c. Obtain signature of unit commander or BnPAC supervisor and dispatch as appropriate.

Step: 7

Action required by: Personnel management specialist

Description of actions: Upon receipt of DA Form 4187, take the following actions:

a. Obtain MPRJ from Personnel Records Branch.

b. Verify that soldier meets eligibility criteria and prerequisites contained in step 2, above. Check to ensure that required security clearance/investigation request is further processed.

c. If soldier does not meet eligibility criteria, inform supervisor.

d. Determine whether soldier currently holds or is requesting a centrally managed MOS, a controlled MOS, a SIMOS, or a noncentrally managed MOS. Inform supervisor which is applicable.

e. All reclassification actions will include a TSAM printout IAW DA Pam 601-5-13.

f. Consult Personnel Management Supervisor and Personnel Management Officer for recommendation.

Step: 8

Action required by: Personnel management supervisor/Personnel management officer

Description of actions: Take the following action:

a. If reclassification involves centrally managed MOS, controlled MOS or SIMOS—

(1) Review documents to ensure required tasks are accomplished.

(2) Recommend approval or disapproval, as appropriate. If recommendation is for disapproval, state reason(s).

b. If reclassification involves a noncentrally managed MOS—

(1) Review documents to ensure required tasks are accomplished.

Table 3–78
Procedure 3-46 reclassification—Continued

(2) Determine approval or disapproval in accordance with chapter 2, AR 600-200, and DA Circular 611 series.

Step: 9
Action required by: Personnel management specialist
Description of actions: Upon receipt of the Personnel Management Officer's response, take the following actions:

a. If request is being disapproved, prepare comment stating reason(s) for disapproval. Forward request through channels as appropriate to the soldier.

b. If request involves a centrally managed MOS, a controlled MOS, or a SIMOS, and recommendation is for approval, take the following actions:

(1) If your MILPO is the personnel requisitioning activity (app B, AR 614-200) for the soldier's unit, prepare forwarding comment to HQDA (DAPC-EPZ-PA), Alexandria, VA 22331-0400. Attach a copy of the soldier's DA Form 2-1 to the request.

(2) If your MILPO is not the personnel requisitioning activity for the soldier's unit, prepare comment to forward request through channels as appropriate to the personnel requisitioning activity. Attach a copy of the soldier's DA Form 2-1 to the request.

c. If reclassification involves noncentrally managed MOS and request is approved, take the following actions:

(1) Obtain a Reclassification Control Number (RCN) from HQDA. (See para 3-95 for instructions to obtain RCN.)

(2) Prepare DA Form 2446 awarding or withdrawing PMOS, SMOS, and AMOS as appropriate. Ensure SQI, ASI and/or language code as appropriate are included. See chapter 2, AR 600-200, and AR 611-201. Ensure that RCN is included in the orders. Ensure that one copy of the reclassification order is sent to HQDA (DAPC-EP—as appropriate gaining career branch) and one copy to HQDA-EP—appropriate losing career branch) as shown in table 1-1, AR 614-200 and required by table 1-1, AR 310-10.

(3) Prepare DA Form 2446 if reassigning the individual.

(4) Award appropriate CPMOS. (See procedure 3-21, this pamphlet.)

(5) Prepare DA Form 2446 to terminate incentive or special pay, if appropriate.

Step: 10
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished, if appropriate.

Step: 11
Action required by: Personnel management officer
Description of actions: Review and sign documents, if appropriate.

Step: 12
Action required by: Personnel management specialist
Description of actions: a. Make distribution of request for reclassification and DA Form 2446, if appropriate.

b. Retain copy of the action for suspense file if forwarding to HQDA.

c. Return MPRJ to Personnel Records Branch with a copy of the DA Form 4187 requesting reclassification.

Step: 13
Action required by: Personnel records specialist
Description of actions: Upon receipt of order(s) or reclassification request, take the following actions:

a. Make appropriate entries in items 4, DA Form 2-1 (AR 640-2-1).

b. Submit "PMOS", "PRMS," or "SMOS" SIDPERS transactions, as appropriate. (See procedures 2-42, 2-58, 2-67, and 2-79, DA Pam 600-8-2.)

c. File documents in MPRJ in accordance with AR 640-10.

d. If documents are being forwarded to HQDA, file copy of DA Form 4187 requesting reclassification in action pending section of the MPRJ.

Step: 14
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

Step: 15
Action required by: Personnel requisitioning activity
Description of actions: Upon receipt of DA Form 4187 from servicing MILPO (step 9b(2)), evaluate the request and either disapprove the request or recommend approval. The following instructions apply:

a. If request is being disapproved, have comment prepared stating reason(s) for disapproval. Forward request through channels as appropriate to servicing MILPO.

Table 3–78
Procedure 3-46 reclassification—Continued

b. If recommending approval, have comment prepared forwarding request to HQDA (DAPC-EPA-D), Alexandria, VA 22331-0400.

Step: 16
Action required by: Personnel management specialist
Description of actions: Upon receipt of HQDA response, take the following actions as required:

a. Pull copy from suspense file.
b. Notify the soldier through BnPAC/PSNCO of approval or disapproval of reclassification.
c. If reclassification is approved and training is required, take the following actions:
(1) Obtain MPRJ from Personnel Records Branch.
(2) If soldier does not meet length-of-service criteria, inform the appropriate Reenlistment Officer. Follow up on reenlistment or extension action with the Reenlistment Officer and Personnel Records Branch. Action must be completed prior to departure for training.
(3) Prepare DA Form 2446 or DD Form 1610 to attend training, as appropriate. See AR 614-200 for appropriate status, i.e., TDY or PCS with TDY en route. If individual will be attending training in a TDY status, include security clearance in item 8 and the following personnel security investigation data in item 16, DD Form 1610, if applicable: (a) Type of investigation, (b) Authority, and (c) Date completed. Also 2 copies of DA Form 3180, if training requires screening under AR 50-5 or AR 50-6. Ensure that soldier has copy of DA Forms 2 and 2-1, and Health and Dental records and TDR cards to carry with him/her if TDY.
d. If reclassification is approved and training is not required, take the following actions:
(1) Obtain MPRJ from Personnel Records Branch.
(2) Prepare DA Form 2446 awarding or withdrawing PMOS, SMOS, and AMOS as appropriate. Ensure SQI, ASI and/or language code as appropriate are included. See chapter 2, AR 600-200 and AR 611-201. See step, 9c(2), above, for distribution of reclassification orders to HQDA.
(3) Prepare DA Form 2446 reassigning the soldier, if appropriate.
(4) Prepare DA Form 2446 to terminate incentive or special pay, if appropriate.

Step: 17
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 18
Action required by: Personnel management officer
Description of actions: Review and sign documents.

Step: 19
Action required by: Personnel management specialist
Description of actions: Make distribution of documents.

Step: 20
Action required by: 1SG/BnPAC/PSNCO
Description of actions: Individuals attending schools in TDY status. Upon return of the soldier from school, take the following actions:

a. If the soldier successfully completed the course, forward the following documents to the Personnel Management Officer:
(1) Copy of Certificate of Training.
(2) Copy of reclassification orders, if issued by the service school.
b. If the soldier did not complete course, forward a copy of the noncompletion letter to the MILPO (Personnel Records Branch).

Step: 21
Action required by: Unit/BnPAC clerk
Description of actions: Submit “POSN” SIDPERS transaction, if appropriate. (See procedure 2-19, DA Pamphlet 600-8-1.)

Step: 22
Action required by: Personnel management specialist
Description of actions: Upon receipt of Certificate of Training and reclassification order, take the following actions:

a. Prepare DA Form 2446 if reassigning the soldier.
b. Prepare DA Form 2446 awarding or withdrawing SMOS and/or AMOS if not issued by the service school. Ensure SQI, ASI and/or language code as appropriate are included. See chapter 2, AR 600-200 and AR 611-201. See step 9c(2), above, for distribution of reclassification orders to HQDA.
c. Award appropriate CPMOS. (See procedures 3-21, this pamphlet.)
d. Prepare DA Form 2446 to terminate incentive or special pay, if appropriate.

Step: 23

Table 3–78
Procedure 3-46 reclassification—Continued

Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 24
Action required by: Personnel management officer
Description of actions: Review and sign documents.

Step: 25
Action required by: Personnel management specialist
Description of actions: Make required distribution of documents. Forward Certification of Training and reclassification order to Personnel Records Branch.

Step: 26
Action required by: Personnel records specialist
Description of actions: a. Upon receipt of Certificate of Training, reclassification order, and other orders as applicable, complete the following actions:
(1) Make appropriate entries in items 4 and 17, DA Form 2-1 (AR 640-2-1).
(2) Submit "IPAY," "LANG," "PMOS," "PRMS," "SMOS," and "SPAY" SIDPERS transactions, as appropriate. (See procedures 2-41, 2-42, 2-58, 2-67, 2-79, and 2-80, DA Pam 600-8-2.)
(3) File documents in MPRJ in accordance with AR 640-10.
b. Upon receipt of noncompletion letter, make appropriate entry in item 4, DA Form 2-1 (AR 640-2-1). Return copy of letter to soldier through BnPAC/PSNCO.

Step: 27
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives. Individuals attending school in PCS, status

Step: 28
Action required by: Service school MILPO
Description of actions: a. Issue orders awarding or withdrawing PMOS, SMOS, and/or AMOS as appropriate. Ensure SQI, ASI and/or language code as appropriate are included. See chapter 2, AR 600-200 and AR 611-201. See step 9c(2), above, for distribution of reclassification orders to HQDA.
b. Make entries in items 4, and 17, DA Form 2-1, as applicable (AR 640-2-1).
c. Award appropriate CPMOS. (See procedure 3-21, this pamphlet.)
d. Submit "IPAY," "PMOS," "SMOS," and "PRMS", as appropriate. (See procedures 2-42, 2-58, 2-67, and 2-79, DA Pamphlet 600-8-2.)
e. File documents in MPRJ in accordance with AR 640-10. Involuntary reclassification
Note: Involuntary reclassification can be initiated by the unit commander or the MIPO or be directed by HQDA. HQDA and the MILPO will monitor—
a. The strengths of MOS within the grade groups (DA Circular 611 series).
b. The verification of soldier's MOS through the use of Skill Qualification Test (SQT) (para 2-32, AR 600-200). The unit commander can initiate directed reclassification for a variety of reasons pertaining to soldier's performance of duty. See table 3-46-1.
a. The strengths of MOS within the grade groups (DA Circular 611 series).
b. The verification of soldier's MOS through the use of Skill Qualification Test (SQT) (para 2-32, AR 600-200). The unit commander can initiate directed reclassification for a variety of reasons pertaining to soldier's performance of duty. See table 3-46-1.

Step: 29
Action required by: Personnel management specialist
Description of actions: HQDA directed reclassification

a. Upon receipt of HQDA directed reclassification, obtain MPRJ from Personnel Records Branch.
b. Verify that soldier meets eligibility criteria as necessary.
c. Ensure that other assignment instructions have not been received and that soldier has not completed a PCS in the last fiscal year.
d. Prepare DA Form 2496 notifying the soldier of reclassification (fig 3-46-2).
e. Forward to supervisor identifying any discrepancies.
MILP0 initiated involuntary reclassification.
a. Identify those MOS by grade groups that have a "Y" in the entry column of appendix A, DA Circular 611 series.
b. Compare overstrengths with C19 Report, Enlisted Skills Inventory and Projection by MOS (procedure 3-8).
c. If MOS by grade is also overstrength on the C19 Report, take the following actions:
(1) Review the C07 Report, Unit Manning Report (UMR) (see procedure 9-16), or
(2) Request a SIRCUS report from the SIB containing data elements as necessary to identify soldiers upon whom the MILPO should initiate reclassification action.
(3) Obtain MPRJ from Personnel Records Branch.

Table 3–78
Procedure 3-46 reclassification—Continued

(4) Review the records and ensure that selected soldiers meet the criteria for reclassification (AR 600-200).
(5) Prepare notification (fig 3-46-2) for each soldier.

Step: 30
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished as appropriate.

Step: 31
Action required by: Personnel management officer
Description of actions: Review and sign documents as appropriate.

Step: 32
Action required by: Personnel management specialist
Description of actions: a. Make distribution.
b. Retain copy of action(s) for suspense file.
c. Return MPRJ to Personnel Records Branch with copy of reclassification action.

Step: 33
Action required by: Personnel records specialist
Description of actions: File documents in action pending section of the MPRJ.

Step: 34
Action required by: Unit cdr
Description of actions: a. Upon your recommendation, that of the MILPO, or HQDA directed that a soldier should be involuntarily reclassified in accordance with chapter 2, AR 600-200, Chapter 9, AR 614-200, and DA Circular 611 series, advise soldier of pending reclassification.
b. Take the following actions:
(1) If your recommendation, have request for reclassification (see fig 3-46-3) prepared for your signature. Include your justification for reclassification and recommend a new PMOS. (See DA Cir 611 series.) Include recommendation of whether a reclassification board is required, and copy of DID Form 3349 (Physical Profile Board Proceedings Medical Condition Physical Profile Record), if applicable.
Note: If request contains unfavorable information (para 1-4, AR 600-37) refer the request to the soldier for review in accordance with paragraph 2-6, AR 600-37.
(a) Obtain the following statements from soldier and attach to the DA Form 4187:
1. Statement listing three MOS for which soldier meets eligibility criteria (AR 611-201) and desires to be reclassified into. (MOS must have a “Y” in the entry column of app A, DA Cir 611 series.)
2. Soldier does/does not desire reclassification board.
3. Soldier does/does not consent to the involuntary reclassification action.
(b) If soldier does not consent to this involuntary reclassification action, statements of rebuttal should be included and signed by the soldier, followed by rebuttal statements from the unit commander. Furnish copy to the soldier.
(2) If initiated by the MILPO, return notification of reclassification to the MILPO with recommendations. If disapproval is recommended, include complete justification. If approval is recommended, include statements in b (1)(a) and (b), above. Furnish a copy to the soldier.
(3) If HQDA directed, return notification of reclassification to the MILPO with recommendations. If approved, include statements b (1)(a) 3 above. Furnish copy to the soldier.
c. Forward DA Form 4187 with inclosures to MILPO after completion and signature. Ensure that the soldier is given a copy of the correspondence.

Step: 35
Action required by: Personnel management specialist
Description of actions: Reclassification initiated by the unit commander

a. Obtain the following documents from Personnel Records Branch:
(1) Soldier’s MPRJ.
(2) Record of previous classification or reclassification actions (if reclassification board is recommended).
b. Pull copy from suspense file.
c. Verify that soldier meets criteria for reclassification in accordance with chapter 2, AR 600-200, and qualifications outlined in AR 611-201.
d. If soldier does not meet eligibility criteria, inform supervisor.
e. Determine whether soldier currently holds or is being recommended for a centrally managed MOS, a controlled MOS, or a noncentrally managed MOS. Inform supervisor of which is applicable.
f. Consult Personnel Management Supervisor and Personnel Management Officer for recommendations.

Step: 36

Table 3–78
Procedure 3-46 reclassification—Continued

Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 37
Action required by: Personnel management officer
Description of actions: a. Review documents to be sure that reclassification action requested is in accordance with DA policy.

b. Determine whether reclassification board action is necessary under section VII, chapter 2, AR 600-200. If reclassification board is required, go to subparagraph f, below. If reclassification board is not required, continue to the next subparagraph.

c. Determine recommendation for approval/disapproval, as appropriate, in accordance with chapter 2, AR 600-200 and DA Circular 611 series.

d. If disapproved or recommending disapproval, give reason(s).

e. If reclassification is for other than centrally managed MOS and is approved—

(1) Determine new PMOS.

(2) Determine if soldier can be reassigned locally or should be reported surplus in accordance with section VII, chapter 2, AR 614-200. (See Procedure 3-4).

f. Upon determination that soldier has requested an appearance before a reclassification board, or that a reclassification board is necessary or mandatory for reclassification, initiate action to appoint a reclassification board as required in paragraph 2-31f, AR 600-200, and assist reclassification board as appropriate.

Note: Reclassification boards are mandatory and require that soldier immediately appear before the board when—

(1) Soldier will be subjected to a loss of proficiency pay as a result of reclassification.

(2) Soldier is serving on an enlistment or reenlistment for which he has received an Enlistment Bonus, a Selective Reenlistment Bonus, or enlisted under the Stripes for Skills Program.

g. Upon completion of the reclassification board action, give documents to the Personnel Management Specialist with guidance so that appropriate correspondence can be prepared.

Step: 38
Action required by: Personnel management specialist
Description of actions: Upon receipt of Personnel Management Officer's response, take the following actions:

a. If request was initiated by unit commander and is being disapproved, prepare comment stating reason(s) for disapproval. Forward request through channels as appropriate to the unit commander.

b. If reclassification involves a centrally managed MOS, a controlled MOS or a SIMOS and recommendation is for approval, take the following actions:

(1) If your MILPO is the personnel requisitioning activity (app B, AR 614-200) for the soldier's unit, prepare forwarding comment to HQDA (DAPC-EPA-D), Alexandria, VA 22331-0400. Attach a copy of the soldier's DA Form 2-1 to the request/action. When appropriate, attach a copy of the reclassification board's minutes and other supporting documents.

(2) If your MILPO is not the personnel requisitioning activity for the soldier's unit, prepare comment to forward request/action through channels as appropriate to the personnel requisitioning activity. Attach a copy of the soldier's DA Form 2-1 to the request/action. When appropriate, attach a copy of the reclassification board's minutes and other supporting documents.

c. If reclassification is for noncentrally managed MOS and request is approved, take the following actions:

(1) Obtain a Reclassification Control Number (RCN) from HQDA. (See para 3-78 instructions to obtain RCN.)

(2) Prepare DA Form 2446 awarding or withdrawing PMOS, SMOS and AMOS as appropriate. Ensure SQI, ASI and/or language code as appropriate are included. See chapter 2, AR 600-200 and AR 611-201. See step 9c(2), above, for distribution of reclassification orders to HQDA.

(3) Prepare DA Form 2446 if reassigning the soldier.

(4) Report soldier surplus in accordance with section VII, chapter 2, AR 614-200 if applicable. (See procedure 3-4, this pamphlet.)

(5) Award appropriate CPMOS. (See procedure 3-21, this pamphlet.)

(6) If OJT is required, see procedure 3-23, this pamphlet.

(7) Prepare DA Form 2446 to terminate incentive or special pay if appropriate.

Step: 39
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 40
Action required by: Personnel management officer
Description of actions: Review and sign correspondence.

Step: 41
Action required by: Personnel management specialist
Description of actions: Prescription of action:

a. Make distribution of request for reclassification and DA Form 2446, if appropriate.

Table 3–78
Procedure 3-46 reclassification—Continued

b. Retain copy of action for suspense file if forwarding to HQDA.
c. Return MPRJ to Personnel Records Branch with a copy of the DA Form 4187 and its inclosures.

Step: 42
Action required by: Personnel records specialist
Description of actions: Upon receipt of order(s) or reclassification request, take the following actions:

a. Make appropriate entries in item 4 DA Form 2-1 (AR 640-2-1).
b. Submit "IPAY," "PMOS," "PRMS," and "SMOS" SIDPERS transactions, as appropriate. (See procedures 2-42, 2-58, 2-67 and 2-79, DA Pam 600-8-2.)
c. File documents in MPRJ in accordance with AR 640-10.
d. If request is being forwarded to HQDA, file copy of DA Form 4187 with all inclosures in the action pending section of the MPRJ.

Step: 43
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

Step: 44
Action required by: Personnel requisitioning activity
Description of actions: Upon receipt of DA Form 4187 from servicing MILPO (step 38b(3)), evaluate the request and either disapprove the request or recommend approval. The following instructions apply:

a. If request is being disapproved, have comment prepared stating reason(s) for disapproval. Forward request through channels as appropriate to servicing MILPO.
b. If recommending approval, have comment prepared forwarding request to HQDA (DAPC-EPA-D), Alexandria, VA 22331-0400.

Step: 45
Action required by: Personnel management specialist
Description of actions: Upon receipt of HQDA response, take the following actions as required:

a. Pull copy from the suspense file.
b. Notify the soldier through BnPAC/PSNCO of approval/disapproval of reclassification.
c. If reclassification is approved and training is required, take the following actions:
(1) Obtain MPRJ from Personnel Records Branch.
(2) If individual does not meet length-of-service criteria, inform the appropriate reenlistment officer. Follow up on the reenlistment or extension action with the Reenlistment Officer and Personnel Records Branch, as appropriate. Action must be completed prior to departure for training.
(3) Prepare DA Form 2446 or DD Form 1610 to attend training, as appropriate. See AR 614-200 for appropriate status; i.e., TDY, PCS with TDY en route. If individual will be attending training in a TDY status, include security clearance in item 8 and the following personnel security investigation data in item 16, DD Form 1610, if applicable:
(a) Type of investigation,
(b) Authority, and
(c) Date completed. Ensure that soldier has copy of DA Forms 2 and 2-1, TDR Cards, Health and Dental Records to carry with him if TDY. Also 2 copies of DA Form 3180, if training requires screening under AR 50-5 and AR 50-6.
d. If reclassification is approved and training is not required, take the following actions:
(1) Obtain MPRJ from Personnel Records Branch.
(2) Prepare DA Form 2446 awarding or withdrawing PMOS, SMOS, and AMOS, as appropriate. Ensure SQI, ASI and/or language code, as appropriate, are included. See chapter 2, AR 600-200 and AR 611-201. See step 9c(2), above, for distribution of reclassification orders to HQDA.
(3) Prepare DA Form 2446 reassigning the soldier, if appropriate.
(4) Prepare DA Form 2446 to terminate incentive or special pay, if appropriate.

Step: 46
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 47
Action required by: Personnel management officer
Description of actions: Review and sign documents.

Step: 48

Table 3–78
Procedure 3-46 reclassification—Continued

Action required by: Personnel management specialist
Description of actions: Make distribution of documents.

Step: 49
Action required by: 1SG/BnPAC/PSNCO
Description of actions: Individuals attending school in TDY status. Upon return of the individual from the school, take the following actions:

a. If the individual successfully completed the course, forward the following documents to the Personnel Management Officer:
(1) Copy of Certificate of Training.
(2) Copy of reclassification orders.
b. If the individual did not complete the course, forward a copy of the noncompletion letter to the MILPO.

Step: 50
Action required by: Unit/BnPAC clerk
Description of actions: Submit "POSN" SIDPERS transaction, if appropriate. (See procedure 2-19, DA Pam 600-8-1.)

Step: 51
Action required by: Personnel management specialist
Description of actions: Upon receipt of Certificate of Training and reclassification order, take the following actions:

a. Prepare DA Form 2446 reassigning the individual, as appropriate.
b. Prepare DA Form 2446 awarding or withdrawing PMOS, SMOS, and/or AMOS, as appropriate. Ensure SQI, ASI and/or language code, as appropriate, are included. See chapter 2, AR 600-200, and AR 611-201. See step 9c(2), above, for distribution of reclassification orders to HQDA.
c. Award appropriate CPMOS. (See procedure 3-21, this pamphlet.
d. Prepare DA Form 2446 to terminate incentive or special pay, as appropriate.

Step: 52
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 53
Action required by: Personnel management officer
Description of actions: Review and sign documents.

Step: 54
Action required by: Personnel management specialist
Description of actions: Make required distribution of documents. Forward Certificate of Training and reclassification orders to Personnel Records Branch.

Step: 55
Action required by: Personnel records specialist
Description of actions: a. Upon receipt of Certificate of Training, reclassification orders, and other orders as applicable, complete the following actions:
(1) Make appropriate entries in items 4, and 17, DA Form 2-1 (AR 640-2-1).
(2) Submit "IPAY," "LANG," "PMOS," "PRMS," "SMOS," and "SPAY" SIDPERS transactions, as appropriate. (See procedures 2-41, 2-42, 2-58, 2-67, 2-79 and 2-80, DA Pam 600-8-2.)
(3) File documents in MPRJ in accordance with AR 640-10.
b. Upon receipt of noncompletion letter, make appropriate entry in item 4, DA Form 2-1 (AR 640-2-1). Return copy of letter to individual through BnPAC/PSNCO.

Step: 56
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives. Individuals attending school in PCS status

Step: 57
Action required by: Service school MILPO
Description of actions: Individuals attending school in PCS status

a. Issue orders awarding or withdrawing PMOS, SMOS, and/or AMOS, as appropriate. Ensure SQI, ASI and/or language codes are included. See chapter 2, AR 600-200, and AR 611-201. See step 9c(2), above, for distribution of reclassification orders to HQDA.
b. Make appropriate entries in items 4, and 17, DA Form 2-1, as applicable (AR 640-2-1).

Table 3–78
Procedure 3-46 reclassification—Continued

c. Award appropriate CPMOS. (See procedure 3-21, this pamphlet.)

d. Submit "IPAY," "LANG," "PMOS," "PRMS," "SMOS," and "SPAY" SIDPERS transactions, as appropriate. (See procedures 2-42, 2-58, 2-67, and 2-79, DA Pamphlet 600-8-2.)

e. File documents in MPRJ in accordance with AR 640-10. Withdrawal from career development programs or assignment to specific type organizations, activities, and duty positions requiring reclassification of MOS.

Note: This section is for soldiers voluntarily withdrawing and also for those situations where unit commanders recommend that soldiers should be involuntarily withdrawn from their career development program or assignment to specific type organizations, activities, and duty positions.

Step: 58
Action required by: Individual
Description of actions: Inform immediate supervisor and unit commander of intention to withdraw.

Step: 59
Action required by: Unit Cdr/1SG/BnPAC/PSNCO
Description of actions: Interview soldier to determine reason(s) for withdrawal.

Step: 60
Action required by: Unit/BnPAC clerk
Description of actions: Assist soldier in preparing request as follows:

a. Request will be submitted on DA Form 4187 (see fig 3-46-4), in sufficient copies (in accordance with local policy).

b. Have soldier sign DA Form 4187 and forward to supervisor.

Step: 61
Action required by: Unit Cdr/1SG/BnPAC/PSNCO
Description of actions: a. When unit commander recommends a soldier should be involuntarily removed from a career development program or be reassigned from a specific type organization, activities, and duty position which would require reclassification of MOS, prepare DA Form 4187 for signature of unit commander. Inform soldier of action.

b. If soldier volunteers for withdrawal, review for completeness and forward to unit commander for his action.

c. Forward DA Form 4187 to MILPO after completion and signature. Furnish the soldier a copy.

Step: 62
Action required by: Personnel management specialist
Description of actions: Upon receipt of DA Form 4187, take the following actions:

a. Obtain MPRJ from Personnel Records Branch.

b. Forward personnel records and DA Form 4187 to supervisor.

Step: 63
Action required by: Personnel management supervisor/personnel management officer
Description of actions: Take the following actions:

a. If soldier is noncentrally managed—

(1) Determine new PMOS in accordance with chapter 2, AR 600-200.

(2) Determine if soldier can be reassigned locally or should be reported surplus in accordance with section VII, chapter 2, AR 614-200.

b. If soldier is centrally managed, make recommendation for new PMOS.

Step: 64
Action required by: Personnel management specialist
Description of actions: Upon receipt of the Personnel Management Officer's response take the following actions:

a. If soldier is noncentrally managed, request RCN from HQDA. (See para 3-78 for instruction to obtain RCN.)

(1) Prepare DA Form 2446 awarding or withdrawing PMOS, SMOS, and/or AMOS, as appropriate. Ensure SQI, ASI and/or language code, as appropriate, are included. See chapter 2, AR 600-200, and AR 611-201. Ensure that RCN is included in the orders.

(2) Prepare DA Form 2446 if reassigning the soldier.

(3) Report soldier surplus in accordance with section VII, chapter 2, AR 614-200, if applicable. (See procedure 3-4, this pamphlet.)

(4) Award appropriate CPMOS. (See procedure 3-21, this pamphlet.)

(5) Prepare DA Form 2446 to terminate incentive or special pay as appropriate.

b. If soldier is centrally managed, prepare forwarding comment to HQDA (DAPC-EPA-D), Alexandria, VA 22331-0400. Include

Table 3–78
Procedure 3-46 reclassification—Continued

recommended PMOS and attach a copy the soldier's DA Form 2-1 to the request.

Step: 65
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 66
Action required by: Personnel management officer
Description of actions: Review and sign documents.

Step: 67
Action required by: Personnel management specialist
Description of actions: a. Make required distribution of documents.
b. Retain copy of action for suspense.
c. Return MPRJ to Personnel Records Branch with a copy of DA Form 4187 with enclosures.

Step: 68
Action required by: Personnel records specialist
Description of actions: Upon receipt of order(s), take the following actions:

a. Make appropriate entries in item 4 of DA Form 2-1 (AR 640-2-1).
b. Submit "IPAY," "LANG," "PMOS," "PRMS," "SMOS" and "SPAY" SIDPERS transactions, as appropriate. (See procedures 2-41, 2-42, 2-58, 2-67, 2-79, and 2-80, DA Pam 600-8-2.)
c. File documents in MPRJ in accordance with AR 640-10.
d. If request is being forwarded to HQDA, file copy of DA Form 4187 with inclosures in action pending section of the MPRJ.

Step: 69
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

Step: 70
Action required by: Personnel management specialist
Description of actions: Upon receipt of HQDA response, take the following actions:

a. Pull copy from suspense file.
b. Notify the soldier through BnPAC/PSNCO of HQDA action.
c. Obtain MPRJ from Personnel Records Branch.
d. Prepare DA Form 2446 awarding or withdrawing PMOS, SMOS, and/or AMOS, as appropriate. See chapter 2, AR 600-200, and AR 611-201. Ensure the RCN is included in the orders.
e. Award appropriate CPMOS. (See procedure 3-21, this pamphlet.)
f. Prepare DA Form 2446 to terminate incentive or special pay, if appropriate.
g. In coordination with supervisor, determine if soldier can be reassigned locally or is to be reported surplus in accordance with section VII, chapter 2, AR 614-200.
(1) If soldier is to be reassigned, prepare DA Form 2446.
(2) If soldier is to be reported surplus, prepare report. (See procedure 3-4, this pamphlet.)
Note: If HQDA has provided assignment instructions, comply with the assignment instructions and procedure 3-1, DA Pamphlet 600-8-10.

Step: 71
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 72
Action required by: Personnel management officer
Description of actions: Review and sign documents.

Step: 73
Action required by: Personnel management specialist
Description of actions: a. Make required distribution of documents.
b. Return MPRJ to Personnel Records Branch.

Table 3–78
Procedure 3-46 reclassification—Continued

Step: 74
Action required by: Personnel records specialist
Description of actions: Follow instructions in step 68, above.

Step: 75
Action required by: Personnel records supervisor
Description of actions: Follow instructions in step 69, above.

3–79. Instructions for obtaining a RCN

a. Reclassification control numbers will be obtained via RETAIN. All activities will use RETAIN to obtain RCN or will phone AUTOVON 221-0699 or commercial (202) 325-0699 when RETAIN is not available, or telephonically.

b. The following data elements must be provided in the sequence listed, at the time the control number is telephonically requested. (Sequence of data input for RETAIN is provided in the RETAIN Users Manual, DA Pamphlet 601-5-13):

(1) Name (Last, First, MI).
(2) Type soldier (first termer or careerist).
(3) SSN.
(4) Current pay grade.
(5) Date of rank.
(6) Race.
(7) Sex.
(8) Basic active service date (BASD) (Day-Mo-Yr).
(9) Current ETS (Day-Mo-Yr).
(10) Date last reenlisted.
(11) Highest civilian education level completed.
(12) Current PMOS, date awarded.
(13) New PMOS requested.
(14) Effective date award of new PMOS (Day-Mo-Yr).
(15) Command code of applicant.
(16) Installation (post, camp, station, etc.) of applicant.
(17) Security clearance.
(18) Current permanent physical profile serial, code, date, and assignment limitations.
(19) Verification of any special qualifications for award of the new PMOS.
(20) Whether or not serving on a period of service for which an enlistment, or selective reenlistment, bonus was received, or if serving on an initial enlistment period under the Stripes for Skills Program.
(21) Reason and authority for which the reclassification was initiated and inclusive dates of bonus commitment period. (Cite para number and prescribing directive.)
(22) Aptitude area score(s) for requested MOS.

Table 3–46–1
Matrix of reclassification actions

Condition: Commander determines soldier should be removed from MOS for one of the following reasons:

a. Erroneously awarded MOS.
b. Disciplinary actions taken under UCMJ, if such action adversely affects the soldier's eligibility to perform duty in the MOS.
c. Loss of qualifications which makes the soldier incapable of satisfactorily performing in the MOS.
d. Lack of security clearance required to perform duties normally associated with MOS. Prior to any section taken because there is no security clearance, the provisions of chapter 2, AR 600-37, will be complied with.
e. Appointment to or reduction from a pay grade which is not commensurate with, or authorized for, previously held MOS.
f. Direction of HQDA.
g Upon completion of any training or retraining action permitted by current DA policy to MACOM concerning surplus and shortage MOS.
h. Disqualification from the PRP for solders involved in nuclear surety activities under AR 50-5, and if PRP is one of the qualification requirements for the award of the MOS under AR 611-201.
i. Upon promotion in an MOS other than PMOS.

Reference: a. Chapter 2, AR 600-200.
b. Table 1-1, AR 614-200.

Table 3–46–1
Matrix of reclassification actions—Continued

c. DA Circular 611 series.
d. AR 611-201.
e. DA Pamphlet 351-4.

Action to be taken: a. Inform soldier of action to be taken.
b. Soldier should decide whether a Reclassification Board is/is not desired, except in cases where a Reclassification Board is mandatory.
c. Determine if action requires HQDA approval (centrally managed MOS) or whether local headquarters can accomplish action.
d. Determine new MOS(s).

Condition: Soldier volunteers for reclassification.
Reference: a. Chapter 2, AR 600-200.
b. DA Circular 611 series.
c. AR 611-201.
d. DA Pamphlet 351-4.
e. Procedure 3-10, this pamphlet.
f. Table 1-1, AR 614-200.

Action to be taken: a. Determine eligibility (ref a through d); if training is required by reference d, see reference e.
(1) If eligible, prepare DA Form 4187.
(2) If ineligible, inform soldier of reason.
b. Determine if action requires HQDA approval (centrally managed MOS) or can be accomplished by local headquarters (reference f)

3–80. Procedure 3-47 prior Korean tour extension

Procedure 3-47 covers extension of Korean tour prior to CONUS departure.

a. Primary reference is AR 614-30.

b. Forms used are DA Forms 2 and 2-1, and DA Form 4187.

c. This procedure supplements AR 614-30. It provides guidance for processing voluntary extension of foreign service tours, prior to departure from current assignment.

d. Service members with assignment instructions to Korea for an "all others" tour, or who are assigned to a dependent restricted tour, may voluntarily extend prior to departure from current assignment any amount of months up to 24 months total time in country. However, for those who are assigned to a dependent restricted Korean tour, this action will cancel HAAP assignment consideration.

e. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

f. The following actions will be taken for extension of Korean tour prior to CONUS departure.

Table 3–80
Procedure 3-47 prior Korean tour extension

Step: 1
Action required by: BNPAC/PSNCO
Description of actions: If individual has received his/her Reassignment Notification DF (fig 3-1-2, DA Pam 600-8-10), and is on orders to Korea for an "all others" tour, advise him/her of option to voluntarily extend his/her Korean tour for up to 24 months total time in country.

Step: 2
Action required by: Individual
Description of actions: If decision is made to request extension, notify your BNPAC/PSNCO.

Step: 3
Action required by: Unit/BNPAC clerk
Description of actions: Assist the individual in preparing request as follows:

a. Prepare a DA Form 4187 requesting extension of the Korean tour (see figure 3-47-1).
b. Have the individual sign the DA Form 4187 and forward to the BNPAC/PSNCO.

Step: 4

Table 3–80
Procedure 3-47 prior Korean tour extension —Continued

Action required by: BNPAC/PSNCO
Description of actions: Review the DA Form 4187 for completeness. Forward to the unit commander for review and recommendation.

Step: 5
Action required by: Unit Cdr
Description of actions: Review the DA Form 4187. Inform the BNPAC/PSNCO of your recommendation.

Step: 6
Action required by: BNPAC/PSNCO
Description of actions: Have forwarding comment prepared and obtain the signature of the unit commander or BNPAC Supervisor, as appropriate, Forward the request through channels to the MILPO.

Step: 7
Action required by: Personnel management specialist
Description of actions: Upon receipt of the DA Form 4187 take the following actions:

a. Obtain the individual's MPRJ, from the Personnel Records Branch to verify data contained in the request.
b. Verify that individual meets eligibility criteria contained in AR 614-30 for extension. (table 9-2)

Step: 8
Action required by: Personnel management supervisor
Description of actions: Review DA Form 4187 for completeness. Forward to the Personnel Management Officer for review.

Step: 9
Action required by: Personnel management officer
Description of actions: a. Review DA Form 4187.
b. Return a copy of the request to the Personnel Management Specialist for filing in the individual's reassignment file.
c. Forward the original copy of the request to the appropriate career branch at MILPERCEN.
d. Return MPRJ to Personnel Records Branch.

Step: 10
Action required by: Personnel management specialist
Description of actions: Upon receipt of completed action from HQDA—

If application was approved, ensure special instructions on orders:
(1) Indicate approved tour length.
(2) Do not include a HAAP assignment.
(3) Return application through the BNPAC/PSNCO/Unit Commander to the individual.

3–81. Procedure 3-48 Technical Escort Training Programs

Procedure 3-48 covers Technical Escort (TE) Training and Assignment (Enlisted Personnel)

a. Primary reference is AR 614-200.

b. Forms used are DA Forms 2A, 2-1, and 4187.

c. This procedure supplements AR 614-200. Active duty enlisted soldiers are eligible for TE training if they possess the following MOSs:

(1) MOS 54E (Chemical Operations Specialist)

(2) MOS 55B (Ammunition Specialist)

(3) MOS 55D (EOD Specialist)

d. TE duties require close association with or possibly exposure to toxic chemicals and other hazardous materials during operations and training.

e. An enlisted applicant must be in grade E2 through E7 and possess an MOS listed in c above and volunteer for TE training. The following soldiers are not eligible to apply for TE training:

(1) Assigned to a unit alerted or under orders for oversea movement.

(2) Alerted or under orders for oversea movement, or alerted or under orders for assignment to units alerted for oversea movement.

(3) Under court-martial proceedings, investigation which may result in trial by court-martial, or suspension of favorable personnel actions (AR 600-31).

(4) Who have been previously rejected for or relieved from TE training or duty because of punitive action,

cancellation of security clearance, academic failure, or personal request for relief from TE duties. Disqualification will be recorded in item 4 of DA Form 2-1.

(5) Who are serving overseas. However, soldiers may apply during the period when they have between 10 months and 5 months oversea service remaining until DEROS.

f. Soldiers who volunteer for TE training must meet the training selection standards and prerequisites in DA Pam 351-4 and the MOS requirements in AR 611-201. Personnel will apply for TE training by submitting a DA Form 4187 citing AR 614-200 chapter 7, section VIII, as authority.

g. A qualified TE officer must interview volunteers for TE training before they submit their applications. Figure 3-48-1 will be used as a guide for the interview. The following will be explained:

(1) Nature and requirements of the training.

(2) Disqualification for failure to meet requirements.

(3) Assignments to TE duties according to current policies and directive when they complete the prescribed training.

h. Initial training for entry into TE training will be as prescribed in AR 614-200, chapter 7.

i. Relief from TE training or assignment will be as prescribed in AR 614-200, chapter 7.

j. Put in standard military records paragraph.

k. The following action will be taken for Technical Escort (TE) training and assignment (enlisted personnel).

Table 3–81
Procedure 3-48 Technical Escort Training Programs

Step: 1
Action required by: Individual
Description of actions: Inform immediate supervisor and Unit Commander of intention to volunteer for TE training.

Step: 2
Action required by: Unit Commander/1SG/BnPAC/PSNCO
Description of actions: a. Verify if individual meets eligibility criteria and prerequisites as indicated in DA Pamphlet 351-4, chapter 7, section VIII, AR 614-200, and the MOS requirements in AR 611-201.

b. If individual meets these requirements, arrange for an interview by a TE officer.

c. Have individual obtain MPRJ for review by TE officer.

d. Request that health clinic review health and dental records according to AR 50-5.

Step: 3
Action required by: TE interview officer
Description of actions: Take the following actions:

a. Interview individual and explain the nature and requirements of the training and that failure to meet training requirements will result in permanent disqualification for TE service. Inform the individual that, upon successful completion of the prescribed TE training, assignment will be to TE duties in accordance with current policies and directives. (Use fig 3-48-1 as a guide for interview.)

b. Assist individual in preparing TE volunteer statement (fig 3-48-2). Have individual sign statement and furnish the individual a copy. Forward the original copy to the MILPO for file in individual's MPRJ and furnish a copy to the individual's unit.

Step: 4
Action required by: Individual
Description of actions: Return DA Form 2 and 2-1, MPRJ, Health and Dental Records to their custodian. (See step 2c, above.)

Step: 5
Action required by: Unit commander/1SG/BnPAC/PSNCO
Description of actions: a. Assist individual in preparing DA Form 4187 (fig 3-48-4). Privacy Act Statement will be furnished the individual prior to having the individual complete DA Form 4187.

b. Attach copy of volunteer statement (fig 3-48-2) and letter of acceptability (fig 3-48-3) to request.

c. Forward DA Form 4187, with inclosures, to MILPO after completion and signature.

Step: 6
Action required by: Personnel management specialist
Description of actions: a. Obtain MPRJ from the Personnel Records Branch.

b. Verify that individual meets eligibility criteria and prerequisites contained in AR 614-200, DA Pamphlet 351-4, and the MOS requirements in AR 611-201.

c. Upon receipt of final approval attach the soldier to the installation TE detachment for on-the-job training. Attachment will be effective 90 days prior to the date the soldier is to report for Phase I training. When agreed volunteer is assigned, the soldier may be attached earlier than 90 days prior to the reporting date. If approved application is received less than 90 days prior to reporting date, the soldier will be attached as soon as possible. No PCS will be involved and the attachment must be without expenditure of Government travel funds.

Note: The period of stabilization of soldiers assigned to stabilized positions will be terminated by the servicing MILPO upon receipt of the final

Table 3–81
Procedure 3-48 Technical Escort Training Programs—Continued

approval of the application from MILPERCEN.

d. Prepare forwarding comment to HQDA (DAPC-EPT-F), Alexandria, VA 22331-0400. Be sure copy of volunteer statement and letter of acceptability are attached to the request. Reproduce and attach one copy of individual's DA Forms 2 and 2-1 to the request.

Step: 7
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 8
Action required by: Personnel management officer
Description of actions: Review and sign documents.

Step: 9
Action required by: Personnel management specialist
Description of actions: a. Make distribution of request for TE training.

b. Return MPRJ to the Personnel Records Branch with a copy of request for TE training.

Step: 10
Action required by: Personnel records specialist
Description of actions: File copy of request for TE training as action pending document in MPRJ.

Step: 11
Action required by: Personnel management specialist
Description of actions: Upon receipt of HQDA response, take the following actions as required:

a. Notify the individual through BnPAC/PSNCO of acceptance or nonacceptance for TE training.

b. If individual is not accepted, prepare DA Form 2446 terminating attachment to TE Detachment if appropriate.

c. If individual is accepted, take the following actions as required:

(1) If individual does not meet length of service criteria, initiate action for discharge/reenlistment or extension of current term of enlistment in accordance with AR 601-280, chapter e. Action must be completed prior to departure for training.

(2) Prepare DA Form 2466 or DD Form 1610 to attend TE training, as appropriate. See AR 614-200 for appropriate status: i.e., TDY PCS with TDY en route or TDPFO.

(3) Individual requires access to SECRET information. If individual will be attending training in a TDY status, enter security clearance in Item 8 and the following personnel security investigation data in Item 16, DD Form 1610:

(a) Type of investigation.

(b) Authority.

(c) Date completed.

(4) Individual must be screened in accordance with AR 50-5 prior to reporting to school. (See procedure 9-21.)

(5) If individual is programmed to attend the 55D30 course, a request for background investigation (BI) must be initiated prior to reporting to school.

(6) Individuals with binocular visual acuity less than 20/40 who require bifocal correction are required to have protective mask inserts in their possession when reporting to school.

(7) If individual will be attending in a TDY status, ensure the following documents accompany the individual:

(a) Copies 1 and 2, DA Form 3180, completed through Part IV.

(b) Copy of TE volunteer statement.

(c) Copy of letter of acceptability for TE training.

(d) Copy of DA Form 2 and TDR cards produced from "INQY" SIDPERS transaction, and a photocopy or machine-reproduced copy of DA Form 2-1.

(e) Alphabetical and Terminal Digit File for Treatment Record (DA Form 3444 series).

Step: 12
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 13
Action required by: Personnel management officer
Description of actions: Review and sign documents.

Step: 14
Action required by: Personnel management specialist
Description of actions: Make distribution of documents.

Table 3–81
Procedure 3-48 Technical Escort Training Programs—Continued

Step: 15
Action required by: Outprocessing clerk
Description of actions: If individual is attending school in a PCS or TDPFO status, ensure the following documents are filed in individual's MPRJ:

a. Copies 1 and 2, DA Form 3180, completed through part IV.
b. DA Form 873 (certificate of clearance and/or Security Determination).
c. DD Form 1879 requesting a BI if individual is programmed to attend the 55D30 course.
d. Copy of TE volunteer statement.
e. Copy of letter of acceptability for TE training.

Step: 16
Action required by: Outprocessing supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 17
Action required by: 1SG/BnPAC/PSNCO
Description of actions: Individuals attending school in TDY status. Upon return of the individual from school, take the following actions:

a. If the individual successfully completed the course, forward the following documents to the Personnel Management Officer:
(1) Copy of Certificate of Training.
(2) Copy of reclassification orders to MOSD 54E, 55B, or 55D.
b. If the individual did not complete the course, forward a copy of the noncompletion letter to the MILPO (Personnel Records Specialist).

Step: 18
Action required by: Personnel management specialist
Description of actions: Upon receipt of Certificate of Training and reclassification order, take the following actions:

a. Prepare DA Form 2446 reassigning the individual to the installation TE unit.
b. Prepare DA Form 2446 awarding, designating, redesignating, or withdrawing DMOS and/or AMOS as appropriate. (See AR 600-200, chap 2, and AR 611-201.)
c. Award appropriate CPMOS. (See procedure 3-19.)

Step: 19
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 20
Action required by: Personnel management supervisor
Description of actions: Review and sign documents.

Step: 21
Action required by: Personnel management specialist.
Description of actions: Make required distribution of documents. Forward Certificate of Training and reclassification order to the Personnel Records Specialist.

Step: 22
Action required by: Personnel records specialist
Description of actions: a. Upon receipt of Certificate of Training, reclassification order, and other orders, as applicable, complete the following action:
(1) Make appropriate entries in item 17, DA Form 2-1 (AR 640-2-1).
(2) Submit SIDPERS transactions to update DA Form 2. (See DA Pam 600-8-2, procedures 2-58 and 2-79.)
(3) File documents in MPRJ in accordance with AR 640-10.
b. Upon receipt of noncompletion letter, make appropriate entry in item 4, DA Form 2-1 (AR 640-2-1). Return copy of letter to individual through BnPAC/PSNCO.

Step: 23
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Table 3–81
Procedure 3-48 Technical Escort Training Programs—Continued

Step: 24
Action required by: Service school MILPO
Description of actions: Individuals attending school in PCS or TDPFO status

a. Issue orders awarding, designating, redesignating, or withdrawing SMOS and/or AMOS as appropriate. (See AR 600-200, chap 2, and AR 611-201.)
b. Make appropriate entries in items 4 and 17, DA Form 2-1, as applicable (AR 640-2-1).
c. Submit SIDPERS transactions to update DA Form 2 (See DA Pam 600-8-2, procedures 2-58 and 2-79.)
d. File documents in MPRJ in accordance with AR 640-10.
e. Award appropriate CPMOS. (See procedure 3-19, this pamphlet).

Step: 25
Action required by: Individual
Description of actions: Withdrawal from the TE program. Inform immediate supervisor and Unit Commander of intention to withdraw from the TE program.

Step: 26
Action required by: Unit Cdr/1SG/BnPAC/ PSNCO
Description of actions: a. Assist individual in preparing DA Form 4187 (fig 3-48-4). Privacy Act Statement will be furnished prior to having individual complete DA Form 4187.
b. Forward DA Form 4187 to MILPO after completion and signature. Furnish the individual's copy.

Step: 27
Action required by: Personnel management specialist
Description of actions: a. Obtain MPRJ from the Personnel Records Specialist.
b. Forward MPRJ and DA Form 4187 to supervisor.

Step: 28
Action required by: Personnel management supervisor/personnel management officer
Description of actions: Take the following actions:

a. If individual is in pay grade E5 or below—
(1) Make recommendation for new PMOS and prepare forwarding comments to HQDA (DAPEC-EPM-L), Alexandria, VA 22331-0400. Include recommended PMOS.
(2) Determine if individual can be reassigned locally or should be reported surplus in accordance with AR 614-200, chapter 2, section VII, (See procedure 3-4, this pamphlet.)
b. If individual is in pay grade E6 or above, make recommendation for new PMOS.

Step: 29
Action required by: Personnel management specialist
Description of actions: Take the following actions:

a. If individual is in pay grade E5 or below—
(1) Prepare DA Form 2446 awarding, designating, redesignating or withdrawing PMOS, SMOS, and AMOS as appropriate. (See AR 600-200, chap 2, and AR 611-201).
(2) Prepare DA Form 2446 reassigning the individual as appropriate.
(3) Report individual surplus in accordance with AR 614-200 chapter 2, section VII, if applicable. (See procedure 3-4, this pamphlet.)
(4) Award appropriate CPMOS. (See procedure 3-21, this pamphlet.)
b. If individual is in pay grade E6 or above, prepare forwarding comment to HQDA (DAPC-EPM-L), Alexandria, VA 22331-0400. Include recommended PMOS

Step: 30
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 31
Action required by: Personnel management officer
Description of actions: Review and sign documents.

Step: 32
Action required by: Personnel management specialist

Table 3–81
Procedure 3-48 Technical Escort Training Programs—Continued

Description of actions: a. Make required distribution of documents.
b. Return DA Forms 2 and 2-1 and MPRJ to the Personnel Records Specialist.

Step: 33
Action required by: Personnel records specialist
Description of actions: Upon receipt of reclassification order, take the following actions:

a. Make appropriate entries in items 4 and 6, DA Form 2-1 (AR 640-2-1).
Note: Enter in item 4 only if individual withdrew from TE Program to avoid TE duties, assignments or instructor duty (AR 614-200).
b. Submit SIDPERS transaction to update as appropriate. (See DA Pam 600-8-2, procedures 2-58 and 2-79.)
c. File documents in MPRJ in accordance with AR 640-10.

Step: 34
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 35
Action required by: Personnel management specialist
Description of actions: Upon receipt of HQDA response for E6 and above, take the following actions.

a. Obtain MPRJ from the Personnel Records Specialist.
b. Prepare DA Form 2446 awarding, designating, redesignating, or withdrawing PMOS, SMOS, and AMOS as appropriate. (See AR 600-200, chap 2, and AR 611-201.)
c. Award appropriate CPMOS. (See procedure 3-21, this pamphlet).
d. In coordination with supervisor, determine if individual can be reassigned locally or is to be reported surplus in accordance with AR 614-200, chapter 2.
Note: If HQDA provided assignment instructions, comply with assignment instructions.
(1) If individual is to be reassigned, prepare DA Form 2446 reassigning the individual.
(2) If individual is to be reported surplus, prepare report. (See procedure 3-4, this pamphlet).
e. Notify the individual through BnPAC/PSNCO of actions being taken.

Step: 36
Action required by: Personnel management supervisor
Description of actions: Review documents to ensure required tasks are accomplished.

Step: 37
Action required by: Personnel management officer
Description of actions: Review and sign documents

Step: 38
Action required by: Personnel management specialist
Description of actions: a. Make required distribution of documents.
b. Return MPRJ to the Personnel Records Specialist.

Step: 39
Action required by: Personnel records specialist
Description of actions: Same as step 32.

Step: 40
Action required by: Personnel records supervisor
Description of actions: Same as step 33.

Chapter 4
Personnel Actions

Section I
General

4–1. Personnel actions
Personnel actions, in a military personnel office, refer to an action involving the military service of an Army member, exclusive of personnel management and finance matters.

4–2. Functional areas
The personnel actions functional area includes a wide variety of tasks. These tasks differ enough from the usual responsibilities of the other personnel office functional areas to justify their consolidation under the personnel actions element. Accordingly, much of the work of the personnel actions element must be coordinated with the other elements of the personnel office. It is reasonable to assume that an action should be processed by the personnel actions functional area if it applies to a service member, it affects his military service, and it does not pertain to personnel management and finance matters.

4–3. Frequently encountered personnel actions
This chapter discusses the more frequently encountered personnel actions. Procedures have been included to assist personnel specialists at all command levels to accomplish required actions. Proper suspense controls should be established through the use of the 31 day suspense file system to ensure timely personnel actions and positive control on personnel actions procedures.

Section II
Procedures

4–4. Procedures 4-1 RA appointment
Procedure 4-1 covers appointment of Commissioned and Warrant Officers in the Regular Army.

a. Primary references are AR 601-100 and DA Circular 601 series.

b. Forms used are DA Forms 61, 71, 483, 3955, and 4187, SF 88, 93, DD Form 398.

c. This procedure supplements the primary references above. It prescribes guidance for the administrative processing of applications and appointments in the Regular Army of commissioned and warrant officers who hold appointments in the US Army Reserve (USAR), Army National Guard (ARGNUS), or Army of the United States (AUS), and who are in an active duty status, and of enlisted personnel in active duty status who are qualified and recommended by the unit commander for direct appointment in the Regular Army.

d. These procurement programs, which are highly competitive, provide for selection of the best qualified and most outstanding individuals who have demonstrated their capabilities in an active capacity. Procurement of commissioned officers is governed primarily by year group.

e. Qualitative and quantitative management controls are maintained by HQDA to ensure that the statutory strength ceiling is not exceeded. Regular Army commissioned and warrant officers serve a probationary period of 3 years, beginning with acceptance of the appointment. The active service obligation incurred upon acceptance of the appointment is 3 years, except for graduates of the service academies which is 5 years and the ROTC Scholarship program which is 4 years.

f. All applicants must meet the general eligibility requirements in AR 601-100 and must be citizens of the United States. Age requirements are statutory and may not be waived.

g. Individuals on active duty may submit applications for appointment in the Regular Army under the provisions of chapter 2 or chapter 6, AR 601-100. Applications for Appointment (DA Form 61) are submitted to the immediate unit commander for his recommendation. Applications may be submitted by former officers, nonobligated personnel, college graduates, and technical specialists not on active duty as prescribed in chapter 2.

(1) It is essential that all applications with required allied papers (see tables 4-1 and 4-2) be promptly submitted to HQDA in time to meet the deadline established by the annual circular which announces the convening date of the Regular Army Selection Board. The HQDA Selection Board meets semiannually to consider applications for RA appointment of commissioned officers in all branches except the special branches (Chaplains, AMEDD, and JAGC).

(2) Applications for appointment in the special branches may be submitted at any time for evaluation on a periodic basis by the appropriate board.

(3) Applications for appointment as warrant officers in the Regular Army will be considered semiannually by HQDA.

(4) Applications received too late to be considered by the current board are held at HQDA for consideration by the

next scheduled board providing that applications meet the requirements established for the next board. Those applications which do not meet the requirements of the next board will be returned without action.

(5) Tentative notification of selection for appointment in the Regular Army will be made by individual letter from HQDA. Nonselectees will also be notified by individual letter from HQDA.

h. Upon acceptance of a commissioned appointment in the Regular Army, any Reserve commission or warrant appointment in the United States Army Reserve or in the Army National Guard of the United States or any Regular Army warrant officer appointment is automatically vacated. Reserve warrant officer appointment is automatically vacated upon acceptance of appointment as a warrant officer in the Regular Army. However, a Reserve commission may be retained under AR 600-39. Any temporary (AUS) grade equal to or higher than the permanent grade is retained by the officer.

i. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

j. The following actions will be taken for appointment of commissioned and warrant officers in the Regular Army:

Table 4–4
Procedures 4-1 RA appointment

Step: 1
Action required by: Individual
Description of actions: Prepare DA Form 4187 (see procedure 9-1, this pamphlet) and request an appointment with the unit commander.

Step: 2
Action required by: Unit/BnPAC clerk
Description of actions: Make the appointment with the unit commander for the individual.

Step: 3
Action required by: Unit commander
Description of actions: Counsel prospective applicant who believes he/she meets the eligibility for Regular Army appointment.

Step: 4
Action required by: Unit commander
Description of actions: Inform those individuals who do not meet the eligibility requirements for Regular Army appointment. Give pertinent reason(s), i.e., citizenship, age, medical qualifications, etc.

Step: 5
Action required by: Unit/BnPAC clerk
Description of actions: Upon notification from the unit commander that the individual meets the general eligibility requirements for Regular Army appointment, make appointment with the Personnel Actions Specialist at the servicing MILPO for the purpose of assisting the individual in the preparation of DA Form 61 and allied papers.

Step: 6
Action required by: Personnel actions specialist
Description of actions: Verify eligibility of individual to apply under the appropriate section of chapters 2 & 6, AR 601-100.

Step: 7
Action required by: Personnel actions specialist
Description of actions: If eligible, assist applicant in the preparation of DA Form 61 and required statements. For commissioned officer RA appointments see table 4-1 for documents and statements required to process an appointment in the Regular Army and the number of copies required to accompany DA Form 61. For Warrant Officer's RA appointment, use table 4-2.

Step: 8
Action required by: Personnel actions specialist
Description of actions: Advise applicant to obtain all documents necessary for submission of his/her application and provide assistance as necessary. Each applicant must possess the educational requirements stated in paragraph 1-2l, chapter 1, AR 601-100, under which applying.

Step: 9
Action required by: Personnel actions specialist
Description of actions: Upon completion of DA Form 61, obtain signature of applicant. Attach appropriate inclosures and have individual handcarry to unit commander.

Step: 10
Action required by: Unit commander

Table 4–4
Procedures 4-1 RA appointment—Continued

Description of actions: Review application and attachments. Complete section V, DA Form 4187, and list attachments as inclosures in section IV. Include in section IV comments concerning the applicant's character, soldierly qualities, performance of duty, and why individual is considered to be outstanding. Use a continuation page if necessary.

Step: 11
Action required by: Unit commander
Description of actions: Forward completed application and attachments to the servicing MILPO.

Step: 12
Action required by: Personnel actions supervisor
Description of actions: Review application for administrative accuracy and completeness. Recheck eligibility of individual.

Step: 13
Action required by: Personnel actions supervisor
Description of actions: Ensure that the forwarding indorsement to the major commander includes a statement to the effect that a National Agency Check has been initiated or completed for the applicant. (See para 1-22, AR 601-100, for wording of appropriate statement.)

Step: 14
Action required by: MILPO of installation commander
Description of actions: Include in forwarding endorsement a recommendation, with reason if disapproval is recommended, and comments of the applicant's manner of duty performance and qualifications.

Step: 15
Action required by: MILPO of installation commander
Description of actions: Determine whether an OER is required in accordance with paragraph 2-25, AR 601-100, and paragraph 5-16, AR 623-105. Submit OER through regular channels; do not attach to the application.

Step: 16
Action required by: Unit commander
Description of actions: Upon notification that an applicant has been selected for appointment, he/she will immediately be required to undergo a Type "A" or "B" medical examination as prescribed in chapter 2, AR 40-501, unless such an examination has been accomplished within the 6 months immediately preceding the announcement of selection.

Step: 17
Action required by: Unit commander
Description of actions: An applicant who has failed to be selected (except for sections III and IV, chapter 2, AR 601-100) may reapply not earlier than 1 year from the convening date of the Regular Army Selection Board which nonselected him, provided all eligibility requirements are met at time of latest application. Waiver of the 1 year waiting period may be granted by HQDA. (See para 1-31, AR 601-100.)

Step: 18
Action required by: Individual
Description of actions: Upon notification of selection, pending final action by HQDA, any change in status or change of address will be reported through channels to HQDA (DAPC-OPP-P), Alexandria, VA 22332-0400.

Step: 19
Action required by: Personnel actions specialist
Description of actions: Upon acceptance of appointment of enlisted personnel on active duty in a commissioned or warrant officer status, Upon acceptance of appointment of enlisted personnel on active duty in a commissioned or warrant officer status, process individual for separation in accordance with DA Pam 600-8-11.

Step: 20
Action required by: Personnel records specialist
Description of actions: If individual was appointed from enlisted status, process individual in accordance with procedure 6-1, DA Pam 600-8-10.

Step: 21
Action required by: Personnel records specialist
Description of actions: Forward two copies of appointment orders to the servicing FAO in order to change member's service component on the JUMPS—Army Master File. (See para 8-7, chap 8, this pamphlet.)

Step: 22
Action required by: Personnel records specialist
Description of actions: Prepare or update current MPRJ in accordance with requirements in AR 640-10. Forward documents to HQDA for processing and file in the OMPF.

4–5. Documents required to process an application for Regular Army appointments

a. The documents listed in tables 4-1 and 4-2 are required to process an application for appointment in the Regular Army. The number of copies of each document to accompany the application for forwarding to HQDA (DAPC-OPP-P) is listed in the columns under each section number.

(1) Additional copies for intermediate channels should be kept to a minimum.

(2) Reference the testing material and forward only the forms shown in parentheses after the title of the test package.

b. See DA Pamphlet 310-8 for ordering the component parts of each test package.

(1) Requisition the forms through publication channels.

(2) Paragraph references cited in tables 4-1 and 4-2 are contained in AR 601-100.

4–6. Procedure 4-2 extension of AD officers

Procedure 4-2 covers extension of officer period of active duty service.

a. Primary reference is AR 135-215.

b. Form used is DA Form 2496.

c. This procedure supplements AR 135-215. It prescribes guidance concerning the submission of applications to extend periods of active service for officers. This procedure applies to all officers of the Reserve components serving on active duty, including those on active duty as United States Property and Fiscal Officers, those on duty with the Selective Service System, and those on duty with other departments. Officers serving in an obligated status who desire to remain on active duty will submit an application in time to arrive at HQDA at least 90 days before the scheduled date of release from active duty, unless precluded by extenuating circumstances.

d. Applications will not contain stipulations, provisions, qualifications or combinations of other type personnel actions. Officers' applications for extension on active duty will be in the formats shown in figure 4-2-2 through 4-2-6, as appropriate.

(1) Each application will be personally indorsed with the recommendation of the commanding officer of the brigade, battalion of similar size organizations. It will contain the following:

(a) A recommendation for approval or disapproval. If disapproval is recommended, include the justification.

(b) A report of any recent misconduct of the officer concerned that has not been reported to HQDA.

(c) A statement of whether or not the officer meets Army weight standards. The statement should be worded as follows: "This officer (does) (does not) meet the weight control standards as established by AR 600-9. On (date), his or her height was . . . inches and he or she weighed . . . pounds. Body fat content was ... percent." (Body fat content needed only if officer does not meet standards established by AR 600-9.)

(2) Commanders of division, post, or comparable level of command having general courts-martial authority will forward applications directly to HQDA as provided in AR 135-215.

(3) The military personnel officer will render all possible assistance to the individual in the preparation of applications prescribed by AR 135-215.

e. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

f. The following actions will be taken for extension of officer period of active duty service:

Table 4–6
Procedure 4-2 extension of AD officers

Step: 1
Action required by: Personnel actions specialist
Description of actions: Upon receipt of notification from the Personnel Records Specialist of an officer whose term of obligation is due to expire in 120 days, prepare a DA Form 2496 (fig 4-2-1) in duplicate for the signature of the Personnel Actions Officer. Establish a suspense date so that officer's reply will arrive at HQDA not later than 90 days prior to scheduled date of release from active duty.

Step: 2
Action required by: Personnel actions specialist
Description of actions: Give DA Form 2496 to Personnel Actions Supervisor.

Step: 3
Action required by: Personnel actions supervisor
Description of actions: Review and obtain signature of the Personnel Actions Officer.

Table 4–6
Procedure 4-2 extension of AD officers—Continued

Step: 4
Action required by: Personnel actions supervisor
Description of actions: Send original DA Form 2496 to officer concerned.

Step: 5
Action required by: Personnel actions supervisor
Description of actions: Provide assistance to officer if requested.

Step: 6
Action required by: Personnel actions supervisor
Description of actions: Remove DA Form 2496 from suspense file and destroy. Give application to officer and advise him/her to submit it through appropriate channels.

Step: 7
Action required by: Personnel actions supervisor
Description of actions: Upon receipt of indorsed application for extension, review for accuracy and completeness.

Step: 8
Action required by: Personnel actions supervisor
Description of actions: Obtain forwarding comment and prepare for signature, of appropriate commander.

Step: 9
Action required by: Personnel actions supervisor
Description of actions: Give to the Personnel Actions Officer for review and dispatch.

Step: 10
Action required by: Personnel actions supervisor
Description of actions: Establish necessary controls pending reply from HQDA.

Step: 11
Action required by: Personnel records specialist
Description of actions: Upon receipt of HQDA approval of application for extension, remove file copy of application and indorsement from suspense file and annotate “Action completed (date)”.

Step: 12
Action required by: Personnel record’s specialist
Description of actions: Submit “COMP” SIDPERS transaction in accordance with procedure 2-21, DA Pamphlet 600-8-2.

4–7. Procedure 4-5 processing of member unable to rejoin OS unit

Procedure 4-5 covers special clearance processing of service members unable to rejoin their overseas unit.

a. Primary references are AR 37-104-3, 40-3, 40-66, 614-100, 614-200, 635-100, 635-200, and 640-10.

b. Forms used are DD Forms 93, DA 137, 201, 209, 3078, 3444 series, 3645, 3716, 3807, and 3808.

c. This procedure supplements the primary references, above. Often circumstances arise when a service member on leave in CONUS from an oversea command is precluded from returning to the command because of a variety of circumstances, usually beyond the control of the member. The most common situations occur when individuals on ordinary or emergency leave request attachment to a CONUS installation for the purpose of applying for reassignment or separation because of the presence of extreme family problems or, an individual is medically evacuated from an oversea command with little or no advance notice. Pregnant service members on leave in CONUS from an oversea command cannot request attachment to a CONUS station. In these cases, the losing command is required to perform certain administrative functions within limited timeframes to preclude the member suffering adverse morale or financial hardship. Problems frequently occur in the shipment of household goods, baggage, official records, and personal effects from the oversea command.

d. The problem is long-standing, partly because there is a lack of clear arid simple procedures arid assignment of responsibilities for assuring that official records, personal property and effects of the member are gathered, inventoried and shipped, and the member “cleared” expeditiously. Additional problems can surface when the spouse/family members are present in the command or when an unaccompanied member resides at all off-post address where the normal chain of unit clearance procedures through the post/installation may not apply. This guidance clarifies the duties and responsibilities of specific agencies in the losing and gaining commands.

e. MILPO will give priority attention to these special cases, will work closely with unit, BnPAC, community, and installation officials to ensure expeditious transfer of records and property, and will provide personal assistance to the

spouse/family members when applicable. If the spouse/family members are present in the command, the commander, Unit/BnPAC will designate a commissioned, warrant, or noncommissioned officer who will provide assistance and arrange for their transportation and shipment of household goods. Departure and arrival times of the spouse/family members will be provided the service member and the commander on a priority basis.

f. It must be emphasized that, while other agencies provide assistance and technical advice, primary responsibility for clearance of the individual, safeguarding and providing for the timely shipment of personal property, providing assistance to the spouse/family members (if present), and for timely processing of personal records, rests primarily with the commander of the unit to which the individual is assigned.

g. Commanders at all echelons will ensure all appropriate and timely response to these requirements. The steps prescribed by this procedure are applicable to the total range of situations which could confront a member in this category; however, minor deviations are required when—

(1) Processing a member who has been medically evacuated from the oversea command to a medical treatment facility (MTF) in CONUS. (See steps 19 through 21.)

(2) Processing a member who dies while on leave in CONUS or one who is hospitalized and cannot return to tile oversea command. (See steps 22 through 31.)

h. This procedure requires priority electrical messages throughout. If MINIMIZE is in effect, messages will be dispatched by mail.

i. When an addressee is MAJOR OVERSEA COMMAND//AG// in message formats (fig 4-5-1 through 4-5-18) and soldier is assigned to one of the following commands, address message as appropriate—

(1) USAREUR: CDR 1ST PERSCOM SCHWETZINGEN GE//AEUPE-PSSD-CCD//, with USAREUR unit of attachment and USAREUR direct support MILPO (if known) as information addresses.

(2) KOREA: CDR 8TH PERSCOM (PROV) SEOUL KS//EAPC-PAA//.

j. Military personnel records and documents containing information of personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

k. The following actions will taken for special clearance processing of service members unable to rejoin their overseas unit.

Table 4–7
Procedure 4-5 processing of member unable to rejoin OS unit

Step: 1

Action required by: CONUS installation MILPO

Description of actions: When a member on leave from an oversea command requests attachment for the purpose of applying for reassignment/separation, take the following actions:

a. Provide necessary assistance to member in submission of application. Paragraph 6-21, AR 614-100, or paragraph 3-7, AR 614-200, apply for reassignment; and section IV, chapter 3, AR 635-100, or chapter 6, AR 635-200, apply for discharge.

b. Issue orders attaching the member pending final action on soldier's application.

c. Dispatch a priority electrical message to the oversea commander, informing him of the attachment, within 24 hours of the attachment. (See sample at fig 4-5-1.)

(1) If member is being attached pending reassignment, furnish HQDA (DAPC-OP—appropriate career branch) for officers, or HQDA (DAPC-EPA-C) for enlisted personnel, an information copy of the message.

(2) If member is on emergency leave, furnish the appropriate US Army Personnel Assistance Point (PAP) an information copy of the message. If appropriate, state that port call was cancelled and provide the following flight data: Flight number, date, time, and APOE.

d. If member is on emergency leave, ascertain if a port call was received for return to oversea command. If member has a port call, take appropriate action to cancel the port call.

e. Submit DA Form 3807 TDR Card Format (officer) FID "N" or DA Form 3808 TDR Card Format (enlisted) FID "N". See procedure 6-1, DA Pamphlet 600-8-10, and Procedure 2-92, DA Pamphlet 600-8-2. Enter duty status as "ATCH."

f. Have attached unit submit SIDPERS transaction "OSTR." (See procedure 2-18, DA Pam 600-8-1.)

Note 1. Attachment of member on leave from or en route to another CONUS installation is not authorized without prior approval of the member's commander. In these cases, the coordination will be between the commanders concerned.

Note 2. Attachment of a member en route to an oversea area is not authorized under this procedure. Provisions of paragrapg 6-1, AR 614-30, and paragraph 3-7, AR 614-200, apply.

Step: 2

Action required by: CONUS installation MILPO

Description of actions: A complete application must be processed and forwarded to HQDA or to separation approval authority, as appropriate, during the 30-day period immediately following attachment. At the discretion of the attaching commander, the member may be given more time to obtain necessary documentation when applying for separation. Forward application as follows:

a. For reassignment—directly to HQDA (DAPC-OP—appropriate career branch), Alexandria, VA 22332-0400, for officers, or HQDA

Table 4–7
Procedure 4-5 processing of member unable to rejoin OS unit —Continued

(DAPC-EPA-C) Alexandria, VA 22331-0400, for enlisted personnel. Include a copy of DA Form 209.

b. For separation—to the appropriate approval authority. (See para 3-28, AR 635-100; or para 1-21, AR 635-200.)

Step: 3

Action required by: Parent unit cdr/1SG/BnPAC/PSNCO

Description of actions: Acknowledge receipt of attachment message by priority electrical message to the attached commander within 24 hours of receipt of the message. (See fig 4-5-2.)

a. Include in the message a statement whether or not action is pending under AR 600-31. If yes, provide synopsis of action and termination date.

b. Provide an information copy of your message to all information addressees included in the attachment message.

c. For personnel reassignment from USAREUR in absentia, the Commander, 1st PERSCOM, will function as the central activity through which MILPERCEN and CONUS installations can request reassignment action for soldiers who are in CONUS and must be reassigned in absentia.

(1) 1st PERSCOM will—

(a) Consolidate cases weekly by USAREUR MACOM and dispatch tasking messages to MACOM on Thursday.

(b) Establish suspense for closing all cases at 21 days from date of dispatch to MACOM.

(c) Provide feedback to CONUS installation via DA Form 209 upon receipt of message request.

(2) The unit commander will appoint an individual in grade E5 or above to clear the soldier.

(3) The direct support MILPO will—

(a) Issue orders.

(b) Receive records and clearance papers from unit.

(c) Forward orders and MPRJ by certified mail to gaining unit/installation.

Step: 4

Action required by: Parent unit cdr/1SG/BnPAC/PSNCO

Description of actions: Provide the servicing MILPO and Finance Office a copy of the attachment message by Unit Transmittal Letter (UTL). (See sec II, chap 8, this pamphlet.)

Step: 5

Action required by: Parent unit cdr/1SG/BnPAC/PSNCO

Description of actions: Submit appropriate "DYST" SIDPERS transaction, (See procedure 2-10, DA Pam 600-8-1.)

Note: A complete audit trail of duty status changes is required to ensure individual is charged with all period of leave.

Step: 6

Action required by: CONUS installation MILPO

Description of actions: If member has not submitted an application at the end of the 30th day of attachment period, soldier will be released from attached status and directed to return to parent unit. (See step 2 for exception.) At the discretion of the attaching commander soldier may be granted a 5-day leave subsequent to the period of attachment en route to the parent unit. Procedure 9-4, this pamphlet applies. Take the following actions:

a. Issue orders terminating the soldier's attachment.

b. Dispatch a priority electrical message to the oversea commander within 24 hours of the termination of the attachment. (Sample at fig 4-5-3.)

(1) If soldier was attached pending reassignment, furnish HQDA (DAPC-OP—appropriate career branch), for officers, or HQDA (DAPC-EPA-C), for enlisted personnel, an information copy of the message.

(2) If member was on emergency leave, furnish the appropriate PAP an information copy of the message.

c. If member was on emergency leave, assist soldier in obtaining a port call for return to oversea command.

d. Submit SIDPERS transactions "RATH" and "OSTR." (See procedures 2-18 and 2-20, DA Pam 600-8-1.)

Step: 7

Action required by: CONUS installation MILPO

Description of actions: If the soldier has applied for reassignment and an acknowledgement (DA Form 209) has not been received from HQDA by the 14th day of attachment or a reply has not been received from HQDA by the 30th day of attachment, dispatch a priority electrical message to HQDA requesting status of application. The soldier's parent unit will be an information addressee on the message. (Sample at fig 4-5-4.)

Step: 8

Action required by: CONUS installation MILPO

Description of actions: Upon receipt of disapproved application for reassignment/separation, member will be released from attached status and directed to return to parent unit. At the discretion of the attaching commander, member may be granted a 5-day leave subsequent to the period of attachment enroute to the parent unit. Procedure 9-4, this pamphlet, applies. Take the following actions:

Table 4–7
Procedure 4-5 processing of member unable to rejoin OS unit —Continued

a. Issue orders terminating the member's attachment.
b. Dispatch a priority electrical message to the oversea commander within 24 hours of the termination of the attachment. (Sample at fig 4-5-3.)
(1) If member was attached pending reassignment, furnish HQDA (DAPC-OP—appropriate career branch) for officers, or HQDA (DAPC-EPA-C) for enlisted personnel, an information copy of the message.
(2) If member was on emergency leave, furnish the appropriate PAP an information copy of the message.
c. If member was on emergency leave, assist member in obtaining a port call for return to oversea command.
d. Submit SIDPERS transactions "RATH" and "OSTR." (See procedures 2-18 and 2-20, DA Pam 600-8-1.) If member applied for reassignment and indicated that the application be considered for a hardship separation if disapproved, take appropriate action to process application for hardship separation. Inform the member's parent unit of this action by electrical message. (Sample at fig 4-5-5.)

Step: 9
Action required by: Parent unit cdr/1SG/BnPAC/PSNCO
Description of actions: Acknowledge receipt of release from attachment message by priority electrical message to the attached commander within 24 hours of receipt of the message. (Sample at fig 4-5-6.) Provide an information copy of your message to all information addressees included in the release from attachment message.

Step: 10
Action required by: Parent unit cdr/1SG/BnPAC/PSNCO
Description of actions: Provide the servicing MILPO and Finance Office a copy of the attachment message by UTL. (See sec II, chap 8, this pamphlet.)

Step: 11
Action required by: Parent unit cdr/1SG/BnPAC/PSNCO
Description of actions: Submit appropriate "DYST" SIDPERS transaction. (See procedure 2-10, DA Pam 600-8-1.)

Step: 12
Action required by: CONUS installation MILPO
Description of actions: Upon receipt of approved reassignment, take the following actions:

a. Inform member of approved reassignment and period of stabilization. (Sample at fig 4-5-7.)
b. Advise member of responsibility to inform commander and MLPO of any changes in personal problems for which reassignment was approved.
c. Advise member that during period of stabilization, arrangements must be made that will enable the member to accept future worldwide assignments. Should these arrangements prove impossible to accomplish, the member should consider applying for a hardship discharge because reassignments will not be granted for these or similar circumstances in the future.
d. Provide member with a copy of the approved reassignment.
e. Member will remain attached pending receipt of reassignment orders from the oversea command.
f. Designate a sponsor, if appropriate. (See AR 612-10.)
g. Establish a suspense to monitor and ensure timely receipt of records.
h. If reassignment orders and records, or message that records were mailed, are not received within 21 days after receipt of approval from HQDA, dispatch a priority electrical message to the member's parent unit losing MILPO as identified in DAPC-EPA-C message approving reassignment, and CDR MILPERCEN, ATTN: DAPC-EPA-C, requesting status. (Sample at figure 4-5-8.)
i. Further tracer action should be directed telephonically to DAPC-EPA-C, autovon 221-0948/8366.
j. Advise soldier to contact local SJA for assistance in executing a power of attorney, if necessary, to authorize shipment of personal property.

Step: 13
Action required by: CONUS installation MILPO
Description of actions: Upon approval of hardship separation, take the following actions:

a. Inform member of approved hardship separation.
b. Provide member a copy of the approved correspondence.
c. Dispatch a priority electrical message to the oversea commander, and servicing MILPO/RPC if known, within 24 hours of the approval of hardship separation requesting reassignment orders and service records and allied papers (SRAP). (See sample at fig. 4-5-10.)
d. Member will remain attached pending receipt of reassignment orders from the oversea command.
e. Preprocess member for separation. (See DA Pam 600-8-11, and AR 635-10.)
f. Establish a suspense to monitor and ensure timely receipt of records.
g. If reassignment orders and records, or message that records have been mailed, are not received within 21 days after dispatch of approved hardship separation message to oversea commander, dispatch a priority electrical message to the member's parent unit and MILPO/RPC requesting status with info to CDR, MILPERCEN, ATTN: DAPC-EPA-AS. (See sample at fig. 4-5-8).
h. If no response is received within 7 additional working days, send a second tracer message to the major oversea command, ATTN:

Table 4–7
Procedure 4-5 processing of member unable to rejoin OS unit —Continued

Adjutant General, with info to member's unit/MILPO/RPC and CDR, MILPERCEN, ATTN: DAPC-EPA-AS. (See sample at fig 4-5-9.)

i. It personnel records are not received within 7 days from message in h above, the member will be separated using temporary records, provided he understands that adjustments to final pay and entitlements may be made at a later time, and he agrees to separation under those circumstances. Another message will be sent to same addresses as in h above including the information that the member has or has not been separated using temporary records. Prepare orders reassigning member to STP. Distribution will include parent unit, parent MILPO/RPC and MACOM.

j. Advise member to contact local SJA for assistance in executing a power of attorney if necessary to authorize shipment of personal property.

Step: 14

Action required by: Parent unit cdr/1SG/ BnPAC/PSNCO

Description of actions: Upon receipt of approved compassionate reassignment, take the following actions:

a. Immediately notify servicing MILPO and Finance Officer of reassignment. Provide the servicing MILPO and Finance Office a copy of the reassignment message by UTL. (See sec II, chap 8, this pamphlet.)

b. Designate an individual who will be responsible for "clearing" the reassignee.

c. Inventory and safeguard personal property.

d. Notify spouse/family members, if present in the command, and designate an individual who will provide assistance pending their departure. This individual will obtain a limited power of attorney when required and will arrange with local Transportation Officer for the inventory and crating/packing of household goods and other personal property (POV, baggage, etc.) and expeditious shipment. Ensure that actions are completed in a timely manner and that appropriate departure/arrival information concerning family travel is provided the spouse/family members, current installation commander, and the soldier if appropriate.

e. Account for and turn over to the FAO for safekeeping personal funds, if appropriate.

f. Assemble all pertinent records and forward to the MILPO for necessary disposition.

Step: 15

Action required by: Parent unit cdr/1SG/BnPAC/PSNCO

Description of actions: Upon receipt of approved hardship separation, take the following actions:

a. Acknowledge receipt of approved hardship separation message to the attached commander within 24 hours of receipt of the message. (Sample at fig 4-5-11.) Provide an information copy of your message to all information addressees included in the approved hardship separation message.

b. Sample as step 14, above.

Step: 16

Action required by: Losing MILPO

Description of actions: Upon notice that a member has been reassigned or has an approved hardship separation, establish an appropriate suspense to ensure that unit/BnPAC clears the member in a timely manner, and—

a. Issue necessary orders, as appropriate.

b. Obtain all personnel records. (See procedure 5-1, DA Pam 600-8-10.) Inventory, audit, consolidate and forward all records to the gaining MILPO no later than 5 workdays following receipt of initial notification. Whether difficulty is encountered in clearing the individual or not, forward without delay the MPRJ, the PFR, and Health Records.

c. If spouse/family members are present, coordinate with the individual designated to assist them on a continuing basis until their departure. (See step 14d, above.)

d. When SRAP are mailed, dispatch a priority electrical message advising the commander of the date mailed and certified mail number. Provide an information copy of your message to all information addressees included in reassignment or approved hardship separation message as appropriate. (Sample in fig 4-5-12.)

Step: 17

Action required by: CONUS installation MILPO

Description of actions: Upon receipt of reassignment orders and records take the following actions:

a. Issue orders terminating attachment.

b. Process soldier as appropriate. (See procedure 6-1, DA Pam 600-8-10.) If member is being separated, also see AR 635-10. Conduct a timely, complete audit/verification, with the individual present, for the purpose of updating record entries. Deficiencies will be promptly identified and corrected in accordance with applicable directives. Submit appropriate SIDPERS transactions. (See DA Pam 600-8-1 and DA Pam 600-8-2.)

Step: 18

Action required by: Gaining cdr/1SG/BnPAC/PSNCO

Description of actions: If the member experiences problems in obtaining personal property, take the following actions:

Table 4–7
Procedure 4-5 processing of member unable to rejoin OS unit —Continued

a. Coordinate with the installation Transportation Officer to ensure that necessary tracer action is taken to obtain personal effects, household goods, and' baggage from the oversea, command.
b. Assist the member in obtaining necessary documentation to verify/validate entitlement, when applicable.
c. If personal property/effects are not received in a timely manner and in good condition, coordinate with the local Transportation Officer for the purpose of initiating necessary corrective action, both at the current and the former installations.
d. Provide required administrative assistance to the member in preparing and submitting necessary documentation to support processing.

Step: 19
Action required by: Losing unit cdr/1SG
Description of actions: Member identified for medical evacuation to CONUS. Upon notification by MTF of the impending evacuation of a member to CONUS, ensure that all of the individual's personnel records are transferred from the MILPO to the Chief, Patient Administration, MTF. This will assure that the individual and his records will depart for CONUS together. Member medically evacuated to CONUS. In those cases involving the emergency medical evacuation of a member when there is insufficient time to collect all of the personnel records prior to the individual's departure to CONUS, take the following actions:

a. Immediately notify the servicing MILPO and Finance Office.
b. Notify spouse/family members, if present in the command, and arrange to assist them on a continuing basis until their departure. (See step 14d, above.)
c. Inventory and secure personal property.
d. Account for personal funds and transfer to FAO for safekeeping.
e. Designate an individual responsible for "clearing" the evacuated soldier.

Step: 20
Action required by: Losing MILPO
Description of actions: Upon notice that a member has been medically evacuated to CONUS establish an appropriate suspense to ensure the unit/BnPAC clears the soldier in a timely manner and—

a. Issue necessary orders, as appropriate.
b. Obtain all personnel records. (See procedure 5-1, DA Pam 600-8-10.) Inventory, audit, consolidate and forward all records to the gaining CONUS MTF no later than 5 working days following receipt of initial notification. If difficulty is encountered in clearing the individual, forward without delay the MPRJ, the PFR, and Health Records.
c. If spouse/family members are present, coordinate with the individual designated to assist them (see step 14d, above) to ensure that actions are completed in a timely manner.
d. When SRAP are mailed, dispatch a priority electrical message advising the CONUS MTF of date mailed and certified mail number. Provide an information copy of your message to Health Services Command. (Sample at fig 4-5-13.)

Step: 21
Action required by: CONUS MTF
Description of actions: If records, or message that records have been mailed, are not received within 14 days following arrival of the patient—

a. Dispatch priority electrical message to the major oversea command, ATTN: Adjutant General, requesting assistance. Provide an information copy of your message to Health Services Command. (Sample at fig 4-5-14.)
b. If no response is received within 7 additional working days, send a second tracer message. (See fig 4-5-15.)

Step: 22
Action required by: CONUS installation MILPO
Description of actions: Member on leave in CONUS dies. Upon notification of the death of a member on leave in CONUS, take the following actions:

a. Assume administrative jurisdiction, prepare and submit required casualty reports as prescribed in AR 600-10. Information copy of initial casualty report will be provided the commander at the member's parent unit.
b. Appoint a Survivor Assistance Officer, if necessary, and monitor performance until completion of all actions. (See AR 600-10 and procedure 4-9, this pamphlet.)

Step: 23
Action required by: Parent unit cdr/1SG/BnPAC/PSNCO
Description of actions: Upon receipt of notification of the death of a member of the unit while on leave in CONUS, take the following actions:

a. Notify spouse/family members, if present in the command.
b. Provide all available casualty information to the servicing MILPO. (See procedure 4-9, this pamphlet).

Table 4–7
Procedure 4-5 processing of member unable to rejoin OS unit —Continued

c. Designate a Survivor Assistance Officer to assist spouse/family members, if applicable. (See AR 600-10.)
d. Process personal effects in accordance with AR 638-1.
e. Coordinate with the local Transportation Officer and Survivor Assistance Officer to arrange for the movement of personal property and travel of spouse/family members, if applicable.
f. Assemble all pertinent records and forward to the MILPO for necessary disposition.

Step: 24
Action required by: Losing MILPO
Description of actions: Upon notice that a member has died while on leave in CONUS, take the following actions:

a. Submit supplemental casualty report providing personal data not available to the reporting commander. Supplemental report will be submitted to the original addressee and the reporting commander who submitted the initial casualty report. (See AR 600-10 and procedure 4-9, this pamphlet.)
b. Establish an appropriate suspense to ensure the unit/BnPAC clears the member in a timely manner.
c. If spouse/family members are present, coordinate with the individual designated to assist them (see step 23c, above) to ensure that actions are completed in a timely manner.
d. Obtain all personnel records and make disposition of them as prescribed in AR 640-10. (See procedure 4-9, this pamphlet.)

Step: 25
Action required by: CONUS installation cdr
Description of actions: Member on leave is hospitalized in CONUS. If a service member on leave in CONUS from an oversea command is subsequently hospitalized, the nearest Army hospital commander will be notified. The hospital commander will assume administrative control and will take the following actions: (see para 4-7, AR 630-5 and chap 5, AR 40-3.)

a. Notify the oversea commander by priority electrical message.
b. Furnish “periodic” progress reports to the parent unit commander and the spouse/family members in accordance with AR 600-10.
c. Upon completion of the period of hospitalization, if return of the member to the oversea command is medically contraindicated, request disposition instructions in accordance with chapter 5, AR 40-3, AR 614-100, and AR 614-200.
d. Upon receipt of instructions, take appropriate action as directed by HQDA.

Step: 26
Action required by: Parent unit cdr/1SG/BnPAC/PSNCO
Description of actions: Upon receipt of notification that a member on leave in CONUS is hospitalized, take the following actions:

a. Appoint a Survivor Assistance Officer if necessary in accordance with AR 600-10.
b. Submit appropriate “DYST” SIDPERS transaction. (See procedure 2-10, DA Pam 600-6-1, and procedure 9-4, this pamphlet.)
c. Notify spouse/family members, if present in the command, and arrange to assist them pending return of sponsor.
d. Inventory and secure personal property.

Step: 27
Action required by: Parent unit cdr/1SG/BnPAC/PSNCO
Description of actions: Upon receipt of instructions that the member will not return to the command, take the following actions:

a. Immediately notify the servicing MILPO and Finance Office.
b. Notify the spouse/family members, if present in the command, and arrange to assist them on a continuing basis until their departure. (See step 14d, above.)
c. Account for and turn over to the FAO for safekeeping personal funds, if appropriate.
d. Designate an individual who will be responsible for “clearing” the soldier.
e. Assemble all pertinent records and forward to the MILPO for necessary disposition.

Step: 28
Action required by: Losing MILPO
Description of actions: Upon notice that a member will not return to the command, take the following actions:

a. Issue necessary orders, as appropriate.
b. Establish an appropriate suspense to ensure the unit/BnPAC clears the soldier in a timely manner.
c. Obtain all personnel records. (See procedure 5-1, DA Pam 600-8-10.) Inventory, audit, consolidate, and forward all records to the gaining CONUS MILPO or MTF as appropriate no later than 5 workdays following receipt of initial notification. Whether difficulty is encountered in clearing the individual or not, forward without delay the MPRJ, the PRF, and Health Records, unless previously forwarded through medical channels.
d. If the spouse/family members are present, coordinate with the Survivor Assistance Officer, or the individual designated to assist them (step 14d above), to ensure that actions are completed in a timely manner.

Table 4–7
Procedure 4-5 processing of member unable to rejoin OS unit —Continued

e. When SRAP are mailed, dispatch a priority electrical message advising the CONUS MILPO or MTF, as appropriate, of the date mailed and certified mail number. (See sample at fig 4-5-16.)

Step: 29
Action required by: CONUS installation MILPO/MTF
Description of actions: If records, or message that records were mailed, are not received within 21 days following notification to the parent unit that the member will not be returning to the command—

a. Dispatch a priority electrical message to the major oversea commander, ATTN: Adjutant General, requesting assistance. (See sample at fig 4-5-17.)
b. If no response is received within 7 additional working days send a tracer message. See Sample at fig 4-5-18.)
c. Advise member to contact local SJA for assistance in executing a power of attorney if necessary to authorize shipment of personal property.

Step: 30
Action required by: CONUS installation MILPO/MTF
Description of actions: Process member as appropriate for assignment (obtained in step 25d). (See procedure 6-1, DA Pam 600-8-10.)

a. Conduct a timely, complete audit/verification, with the individual present, for the purpose of updating record entries. Deficiencies will be promptly identified and corrected in accordance with applicable directives.
b. Submit appropriate SUPERS transactions. (See DA Pam 600-8-1 and DA Pam 600-8-2.)

Step: 31
Action required by: Gaining cdr/ISG/BnPAC/PSNCO or MTF
Description of actions: Same as step 18.

4–8. Procedure 4-6 aviation WO training

Procedure 4-6 covers Aviation Warrant Officer Training.

a. Primary reference is AR 611-85.

b. Forms used are DA Forms 2, 2-1, 4989-R, 6256, Optional Form 41, DD Form 398-2.

c. This procedure supplements AR 611-85. This procedure provides guidance for service members who desire to, apply for Aviation Warrant Officer training.

d. Enlisted personnel who meet the eligibility and selection criteria as prescribed in AR 135-100 and AR 611-85 may volunteer for training as Aviation Warrant Officers. An application must be submitted to the Unit Commander. The personnel officer will assist the applicant in preparing and submitting the application in the manner prescribed by AR 611-85.

e. The application will be processed in an expeditious manner and HQDA will be notified promptly of the date of application. Gaining and losing personnel officers will notify HQDA when enlisted applicants are reassigned to or from another major command.

f. An applicant may withdraw the application, once submitted, by forwarding a request through channels to HQDA.

g. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

h. The following actions will be taken for aviation warrant officer training:

Table 4–8
Procedure 4-6 aviation WO training

Step: 1
Action required by: Unit Commander
Description of actions: Interview and counsel applicant. Ensure that service member is aware of the course requirements and possesses the determination and motivation necessary to successfully complete the course of instruction.

Step: 2
Action required by: Unit Commander

Table 4–8
Procedure 4-6 aviation WO training—Continued

Description of actions: Arrange for applicant to obtain assistance at the MILPO in preparing DA Form 4989-R and supporting documents.

Step: 3
Action required by: Personnel actions specialist
Description of actions: Obtain MPRJ. Determine whether individual meets the eligibility and selection criteria specified in AR 611-85 and AR 135-100. Assist qualified applicant in preparing DA Form 4989-R and supporting documents. Furnish individual copy of DA Pam 95-1.

Step: 4
Action required by: Individual
Description of actions: Review, sign, and submit completed DA Form 4989-R and required documents to Unit Commander.

Step: 5
Action required by: Unit/BnPAC Clerk
Description of actions: Prepare forwarding endorsement for signature of Unit Commander as prescribed by AR 611-85.

Step: 6
Action required by: Unit commander
Description of actions: Review DA Form 4989-R to ensure all pertinent information has been included. Sign indorsement and forward through channels to MILPO.

Step: 7
Action required by: Personnel actions specialist
Description of actions: Obtain MPRJ. Review DA Form 4989-R and supporting documents. Arrange for applicant to be given the Flight Aptitude Selection Test (FAST).

Step: 8
Action required by: Personnel actions specialist
Description of actions: Upon receipt of two copies of DA Form 6256 from control scoring facility, prepare OF 41 advising Personnel Records Specialist to record scores in item 10, DA Form 2-1. Attach a copy of DA Form 6256 to the application.

Step: 9
Action required by: Personnel actions specialist
Description of actions: If scores received are disqualifying, return application to service member without further action. Give reason for disqualification. (Retest of FAST is authorized.)

Step: 10
Action required by: Personnel actions specialist
Description of actions: If the applicant attains a passing score on the FAST (AR 611-85), notify individual.

Step: 11
Action required by: Personnel actions specialist
Description of actions: If applicant has not had a National Agency Check (NAC), initiate a DD Form 398-2. Enter address of the major command (MACOM) in the remarks column and indicate that the completed NAC should be sent to that address. Furnish copy of DD Form 398-2 to the Personnel Records Specialist for file in the action pending section of the MPRJ.

Step: 12
Action required by: Personnel actions specialist
Description of actions: Arrange for the applicant to take a “Class 1 ” medical examination (AR 40-501). Results of this examination are forwarded direct to HQ, Army Aeromedical Center, ATTN: ATZQ-AAMC-AA-ER, Ft Rucker, AL 36362-5000. (See fig 4-6-1.) If applicant fails to meet prescribed medical standards and request for waiver is not approved, application will be disapproved and returned to the individual with reasons for disapproval. Upon correction of physical defect, reapplication is authorized.

Step: 13
Action required by: Personnel actions specialist
Description of actions: Arrange for applicant to be interviewed by a field grade aviator or an aviation CW3/4. (Purpose of this interview and the format for the aviator’s statement are in AR 611-85.)

Step: 14
Action required by: Personnel actions specialist
Description of actions: Prepare an indorsement for the MILPO’s signature. This indorsement will indicate that the applicant is qualified and eligible for aviation warrant officer training. Enclosures to the DA Form 4989-R will include—

a. One copy of DA Form 6256.
b. One copy of DD Form 398-2, if applicable.
c. One copy of DA Forms 2 and 2-1.
d. Statement of Army aviator who interviewed applicant.

Table 4–8
Procedure 4-6 aviation WO training—Continued

e. One copy of SF 88, SF 93, SF 520 and allied medical papers.
f. Other pertinent personnel data which can be available for use in making an appraisal.

Step: 15
Action required by: Personnel actions specialist
Description of actions: Give case to Personnel actions Supervisor.

Step: 16
Action required by: Personnel actions supervisor
Description of actions: Review application, indorsement, and allied documents for correctness.

Step: 17
Action required by: Personnel Actions Off
Description of actions: Review, sign, and forward to HQDA (DAPC-OPW-P), Alexandria, VA 22332.

4–9. Procedure 4-7 accelerated payment of SRB

Procedure 4-7 covers request for accelerated payment of selective reenlistment bonus (hardship or compassionate).

a. Primary reference is AR 600-200.

b. Forms used are DA Forms 4187, 4474-R.

c. This procedure supplements AR 600-200. It prescribes guidance pertaining to the submission and processing of applications by enlisted personnel for accelerated and advance payment of Selective Reenlistment Bonus (SRB) for soldiers receiving their bonus in annual installments. Under the provisions of chapter 8, AR 600-200, service members may apply through channels to HQDA (DAPC-PLP) for accelerated of advance payments of their SRB providing they have a severe financial hardship or for compelling compassionate reasons.

d. Accelerated payment of SRB installments will be approved only for the number of installments necessary to alleviate the immediate hardship. This is normally one or two payments. Remaining installments will be paid annually on the reenlistment anniversary date. Three types of payments for financial hardship or compassionate reasons are allowed.

(1) Accelerated payment of the last installment of the anniversary payments. Example: Service member reenlisted in September 1975 for 6 years and received the first installment. In January 1976, two accelerated payments were requested. Review of the case indicated that the severity of the hardship warranted approval. Therefore, the two anniversary payments due to the service member in September 1979 and September 1980 were accelerated. The next regular installment was paid in September 1976, thereby, preserving the payment schedule.

(2) Advance payment of the next scheduled regular installment. Example: Service member reenlisted in September 1975 and received the first installment. In June 1976, one accelerated payment was requested. Review of the case indicated that the hardship was not severe and did not warrant an accelerated payment in addition to the regular payment that the service member would receive in September 1976. However, an advance payment was approved and paid in July 1976, in place of the regular payment due in September 1976.

(3) One advance and one accelerated payment. If it is determined that the hardship so warrants, service member may be paid one advance installment (of the next scheduled regular installment) and one accelerated payment (the last installment of the anniversary payments). Example: Service member reenlisted in September 1975 for 6 years and received the first regular installment. In July 1976, two accelerated payments were requested. Review of the case indicated that the hardship could best be alleviated by one advance and one accelerated payment. The regular installment due in September 1976 was advanced and one anniversary payment due in September 1980 was accelerated.

e. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a person nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

f. The following actions will be taken concerning request for accelerated payment of selective reenlistment bonus (hardship or compassionate).

Table 4–9
Procedure 4-7 accelerated payment of SRB

Step: 1
Action required by: Unit Cdr/1SG/BnPAC
Description of actions: Upon request by individual for accelerated or advance payment SRB based on hardship or compassionate problems, determine nature and urgency of the problem. Provide as much assistance as possible to the service member through interview and advice.

Step: 2
Action required by: Unit Cdr/1SG/BnPAC
Description of actions: If individual's case appears to meet criteria in chapter 8, AR 600-200, assist the individual in preparing DA Forms 4187 and 4474-R. Submit forms as in figures 4-7-1 and 4-7-2, attaching statements or documents as required to support the circumstances on which the request is based.

Step: 3
Action required by: Unit Cdr/BnPAC OIC
Description of actions: Prior to forwarding application to MILPO, the Unit Commander/BnPAC OIC will accomplish the following in accordance with paragraph 8-20, AR 600-200:

a. For hardship cases, review and verify bills and statements to substantiate entries contained in item 12, DA Form 4474-R. Forward all bills and statements with request.
b. For compassionate cases, ensure that all written statements from lawyers, doctors, psychiatrists, chaplains, ministers, Red Cross, or any other independent social service agency, which fully substantiate the financial need, are enclosed as part of the request.
c. Recommend approval or disapproval, giving reasons.
d. Forward to MILPO for appropriate action.

Step: 4
Action required by: Personnel actions specialist
Description of actions: Upon receipt of application, verify name, SSN, and personal data on DA Form 4187 against personnel records.

Step: 5
Action required by: Personnel actions specialist
Description of actions: Verify that Section A, DA Form 4474-R, is completed and signed by the service member. Forward form to servicing FAO for completion and signature of Finance Officer in Section B. Ensure that all enclosures are attached. Submit application with individual's records to supervisor.

Step: 6
Action required by: Personnel actions supervisor
Description of actions: Review application and enclosures for accuracy, appropriateness, and adequacy of action taken. Prepare forwarding comment for the Military Personnel Officer—

a. If recommending approval, forward to HQDA (DAPC-PLP), Alexandria, VA 22332-0400. Request specific reply date if necessary to relieve an immediate hardship. Set up office suspense for reply from HQDA.
b. If disapproved, explain reasons in forwarding comment which will be returned through the Unit Commander/BnPAC OIC to the individual. Forward to the Military Personnel Actions Officer for signature.

Step: 7
Action required by: Personnel actions supervisor/MILPO
Description of actions: If case requires immediate accelerated payment because of an extreme hardship such as death of spouse or parent, injury, or other compassionate reason, time permitting, major commanders may submit request by priority message to CDRMILPERCEN ALEX VA//DAPC-PLP// or contact MILPERCEN by telephone via AUTOVON 221-9770/8420 (Commercial 202-325-9770/8420).

Step: 8
Action required by: Personnel actions specialist
Description of actions: Upon receipt of comeback of correspondence with date of dispatch, indicating original was signed, forward for file in MPRJ as action pending document.

Step: 9
Action required by: Personnel actions specialist
Description of actions: Upon receipt of reply from HQDA, take the following actions:

a. It approved, arrange schedule for accelerated or advance installment payment with servicing FAO. Forward original of approved DA Forms 4187 and 4474-R to FAO to substantiate payments.
b. If disapproved, ensure that reasons are included as part of the return comment to Unit Commander/BnPAC OIC and the service member.

Table 4–9
Procedure 4-7 accelerated payment of SRB—Continued

c. Prepare forwarding comment for signature of the Military Personnel Officer.
d. Ensure that there are sufficient copies for distribution and that copy is forwarded to the Personnel Records Specialist for file in MPRJ.

Step: 10
Action required by: Personnel records specialist
Description of actions: Remove suspense copy from MPRJ and file copy of finalized application.

4–10. Procedure 4-9 casualty reporting

Procedure 4-9 covers casualty reporting.

a. Primary reference is AR 600-10.

b. Forms used are DD Form 1300, DA Form 2475-2, and 4187.

c. This procedure supplements AR 600-10. It prescribes guidance concerning the reporting of casualties from unit through military personnel office level.

d. Casualty reporting is a command function at all levels. An efficient casualty reporting system provides a prompt, continual flow of accurate casualty information to HQDA and the next of kin, thereby enhancing the morale of the individual soldier and his family.

e. Commanders at all levels will indoctrinate personnel on the importance of casualty reporting and require continual casualty training and simulated casualty reporting during field exercises. All individuals concerned with the preparation of a casualty report will ensure that all information is correct and verified by the reporting commander. Special care will be exercised to verify the spelling of the name and the accuracy of the Social Security Number (SSN).

f. The following categories of casualties will be reported through channels to HQDA in accordance with AR 600-10:

(1) Deaths.
(2) Missing persons.
(3) Very seriously ill, seriously ill, and special categories of patients outside CONUS.
(4) Individuals injured or wounded, regardless of severity, as a result of hostile action.
(5) Individuals returned to military control from one of the categories of missing persons.
(6) All persons subject to special interest who are wounded, injured, or ill, regardless of degree of severity.
(7) Casualties resulting from civil disturbance.

g. Command level responsibilities for reporting various types of casualties to HQDA (DAPC-PEC) are set forth in AR 600-10 which specifies type of information to be submitted and provides appropriate sample formats.

h. Each command will establish internal instructions for the special handling of all casualty messages, from preparation to submission into the military communications system. Specific time limitations established by AR 600-10 for casualty reporting will be strictly enforced.

i. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

j. The following actions will be taken for casualty reporting

Table 4–10
Procedure 4-9 casualty reporting

Step: 1
Action required by: Unit/BnPAC clerk
Description of actions: Obtain all available information concerning circumstances surrounding a casualty as quickly as possible and submit to unit commander. Immediately verify the spelling of the name and SSN of the casualty.

Step: 2
Action required by: Unit clerk
Description of actions: Comply with appropriate procedure in DA Pamphlet 600-4-1, applicable to type of casualty being reported (either Duty Status Change or Strength Change). If strength transaction (loss) is involved, ensure that "OSTR" transaction (procedure 2-18, DA Pam 600-8-1) is prepared. Also submit DA Form 4187 in accordance with procedure 9-1, this pamphlet.

Step: 3
Action required by: Unit commander

Table 4–10
Procedure 4-9 casualty reporting —Continued

Description of actions: Review and authenticate documentation to ensure completeness and accuracy prior to submission to the MILPO.

Step: 4
Action required by: Unit commander
Description of actions: As appropriate, prepare a letter of sympathy or condolence to the "next of kin." Forward through the Military Personnel Officer for review and release as required in AR 600-10. Figures 7-1, 7-2, and 7-3, chapter 7, AR 600-10, show sample formats of letters.

Step: 5
Action required by: Personnel actions specialist
Description of actions: Upon receipt of casualty information from a supported unit—

a. Obtain MPRJ. Immediately notify the servicing finance officer (FAO). Be sure unit submits DA Form 4187.
b. Verify personnel data received against that contained in individual's personnel records. Notify FAO of any discrepancies.
c. Check report against any master casualty file and any other available information, as appropriate to verify the correct status of the individual.
d. Prepare initial report and supplemental reports as appropriate. (See chap 3, AR 600-10.)

Step: 6
Action required by: Personnel actions specialist
Description of actions: Give casualty report and all backup documentation to Personnel Actions Supervisor.

Step: 7
Action required by: Personnel actions supervisor
Description of actions: Review documentation for completeness and accuracy; determine whether case should be processed as "special interest" as prescribed in chapter 4, AR 600-10.

Step: 8
Action required by: Personnel actions supervisor
Description of actions: Give report to Military Personnel Actions Officer. Be sure sympathy/condolence letter is not released until notification of next of kin has been verified.

Step: 9
Action required by: Military personnel Actions officer
Description of actions: Review, authenticate, and forward as prescribed by AR 600-10. Be sure sympathy/condolence letter is appropriate to the circumstances, signed and released in accordance with AR 600-10.

Step: 10
Action required by: Personnel records specialist
Description of actions: Process the MPRJ as prescribed by chapter 2, AR 640-10.

Step: 11
Action required by: Personnel records specialist
Description of actions: In reviewing the cyclic Personnel Transaction Register by Unit (PTRU), if a DA Change Notification "RG" is indicated, refer to procedure 4-2, DA Pamphlet 600-8-2; instruct unit to comply with step 2, above.

4–11. Procedure 4-10 OCS applications

Procedure 4-10 covers Officer Candidate School applications.

a. Primary reference is AR 351-5.

b. Forms used are DA Forms 2, 2-1, 61, 71, 136, 483, 705, 2446, 2475-2, 4037, 4187, 4322-R, 5339-R, 6283, 6285, SF 88, 93, DD Forms 785, 1610.

c. This procedure supplements AR 351-5. It provides guidance for processing applications for Officer Candidate School (OCS) attendance. The OCS Program is maintained to prepare selected individuals as commissioned officers in the Army Reserve with concurrent active duty as second lieutenants in the Army and to serve as a basis for expansion or mobilization in accordance with the needs of the service. This procedure is concerned primarily with applications submitted by members of the Active Army.

d. Any eligible warrant officer or enlisted member on active duty in the US Army may apply for attendance at Army OCS under the provisions of AR 351-5. Such applicants must have completed AIT and meet all eligibility requirements of AR 351-5.

e. Individuals assigned to oversea commands may apply for OCS; however, the normal oversea tour must be completed as prescribed in AR 614-30. Any individual who is or has been a conscientious objector is required to

furnish an affidavit expressing abandonment of such beliefs and principles so far as they pertain to willingness to bear arms and a willingness to give full and unqualified service to the United States. When appropriate, the individual must have demonstrated a change of views by subsequent military service. Affidavit will accompany the DA Form 61.

f. Persons who may not apply follow in (1) through (11) below.

(1) Persons whose selection would clearly not be consistent with the interests of national security, as explained in AR 604-15.

(2) Individuals who have been separated from any of the Armed Forces of the United States under any of the conditions set forth in table 4-2, AR 601-210.

(3) Individuals who are, or have been, commissioned officers in any component of the Armed Forces. However, former officers whose only commissioned service was performed as a participant in one of the Armed Forces early commissioning programs for students in the health professions may apply.

(4) Individuals who have been alerted for oversea movement.

(5) Personnel who would have more than 10 years of active Federal service at the time of commissioning.

(6) Individuals under suspension of favorable personnel actions in national security cases and other investigations or proceedings. AR 600-31 applies.

(7) Persons who have been adjudged juvenile offenders or who have a record of convictions by any type of military or civil court (excluding minor traffic violations involving a fine or forfeiture of $1000 or less) unless application is accompanied by a request for a waiver in accordance with paragraph 3-4h, AR 351-5.

(8) Individuals attending or on orders to Defense Language Institute/Foreign Language Center (DLIFLC) in a student status.

(9) They are warrant officer flight training candidates or warrant officers attending a rotary wing aviator course. They are not eligible to attend OCS until they have completed a 1-year utilization course.

(10) They are Physician Assistant (PA) warrant officers attending Phase II, PA training. They are not eligible to attend OCS until they have completed 2 years of utilization.

(11) They are enrolled in AIT and are alerted for or on orders to a COHORT unit.

g. Eligibility requirements for applicants follow in (1) through (11) below.

(1) An applicant must be at least 18 years of age but not more thin 30 years of age at the time of enrollment in OCS.

(2) Must be a citizens of the United States.

(3) Except for a recipient of the Medal of Honor or the Distinguished Service Cross, an applicant must present certification from an appropriate school official or education counselor of an accredited college that he/she has completed 60 semester hours of college study. In questionable cases, a certificate from an installation education advisor will suffice.

(4) Achieve a GT score of 110 or higher if tested on or before 31 December 1975 or on or after 1 October 1980. Due to the scoring formula used, applicants tested from 1 January 1976 through 30 September 1980, who have not taken a retest, must achieve a GT score of 115 or higher. (See AR 611-5, paragraph 3-9, for retesting policy on the Armed Services Vocational Aptitude Battery (ASVAB).) All applicants also must score 90 or higher on the Officer Selection Battery (OSB), Subtest 2.

(5) Pass the Army Physical Readiness Test and meet height and weight standards in AR 600-9. (See paragraph 3-5b and c.)

(6) Have a favorable National Agency Check (NAC) or entrance NAC (ENTNAC).

(7) Achieve a score of 80 or higher on the English Comprehension Level Test (ECLT) if the applicant's primary language is other than English.

(8) Be of good moral character.

(9) Have not been previously disenrolled from officer candidate training.

(10) Have completed AIT (enlisted personnel).

(11) Have had a type "A" medical examination within 6 months before the date of application. Applicants must meet procurement medical fitness standards (except height and weight) prescribed in AR 40-501, chapter 2 and paragraph 7-19, and possess a physical profile serial of at least 222221. (Height and weight standards stated in (5) above apply.)

h. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

i. The following actions will be taken for Officer Candidate School applications.

Table 4–11
Procedure 4-10 OCS applications

Step: 1
Action required by: Prospective applicant for OCS
Description of actions: Review AR 361-5 and request appointment with Unit Commander.

Step: 2
Action required by: Unit/BnPAC clerk
Description of actions: Have individual prepare and sign DA Form 4187 and submit to unit commander (fig 4-10-1).

Step: 3
Action required by: Unit commander
Description of actions: Interview applicant in accordance with paragraph 3-6d, AR 351-5. Ensure individual meets, or is able to meet with waivers, eligibility for OCS.

Step: 4
Action required by: Unit/BnPAC clerk
Description of actions: Make appointment with Personnel Actions Specialist at the servicing MILPO to assist applicant in preparation of DA Form 61.

Step: 5
Action required by: Personnel actions specialist
Description of actions: a. Obtain applicant's MPRJ from Personnel Records Branch. Assist applicant in completing DA Form 61. Ensure applicant completes DA Form 4322-R (fig 4-10-2). Ensure that applicant submits documentation as prescribed in paragraph 3-4, AR 351-5.

b. Inform applicants with insufficient service remaining in their current term of service at time of enrollment in OCS they must extend their enlistment under chapter 3, AR 601-280, for a sufficient period of time to complete OCS training. This will be accomplished after orders are issued, but prior to enrollment.

c. Verify data in application and attachments against DA Forms 2 and 2-1 (as applicable), DA Form 4037 (if applicant is a warrant officer), and official documents in MPRJ. Resolve any discrepancies and have corrections made in application and/or Personnel Qualifications Record if necessary. Notify Personnel Records Specialist to submit necessary SIDPERS transactions, if applicable.

d. Ensure all scores required by paragraph 2-3, AR 351-5, are posted to applicant's Personnel Qualification Record.

e. Return MPRJ to Personnel Branch Records, with instructions to post entries in appropriate items, including assignment restrictions, if any.

f. Review application and attachments. Have applicant review and sign completed application. Send copy of application to records for file in MPRJ as action pending document. Make appointment for applicant with his unit commander.

Step: 6
Action required by: Unit commander
Description of actions: a. Review the application for completeness and ensure that all appropriate documents are attached. (See para 3-4, AR 351-5.)

b. Prepare an OCS Applicant's (DA Form 5339-R) Evaluation Sheet (fig 4-10-3).

c. Complete Part IIa, DA Form 61. Include additional comments deemed appropriate, such as the applicant's self motivation, academic achievements, and demonstrated leadership potential.

d. Attach applicant's DA Form 705. All applicants must obtain passing (see FM 21-20) score in the Army Physical Readiness Test (must be accomplished within 2 months of applicant's appearance before the installation interview board). Prepare statement that the weight standards of AR 600-9 have been met.

e. Have applicant prepare DA Form 483. (See procedure 6-3, this pamphlet).

f. Forward application and allied papers through appropriate intermediate commander to the installation commander (ATTN: MILPO) for further processing.

Step: 7
Action required by: Personnel actions officer
Description of actions: a. Review the application and verify its completeness for the installation commander. Return all applications which are administratively incorrect to the unit commander for corrective action unless corrective action can be taken at the MILPO level.

b. Ensure that the applicant has satisfied the following requirements before appearing before the interview board—

(1) Achieved a passing score (see FM 21-20) on the Army Physical Readiness Test. (Ensure that the unit commander has verified and signed the DA Form 705.)

(2) All mental and aptitude tests required by paragraph 2-3, AR 351-5.

(3) Medical examination as prescribed in paragraph 2-3, AR 351-5.

(4) Obtain certification from appropriate university or college verifying 60 semester hours of college study.

(5) Attached college transcripts.

c. If the applicant has submitted a request for waiver concerning disenrollment from officer candidate-type training, immediately request a completed DD Form 785 from the commandant of the school from which the applicant was disenrolled. All action will be deferred until receipt of the completed form. Upon receipt, the DD Form 785 will be attached to the application. The waiver must state that applicant has overcome

Table 4–11
Procedure 4-10 OCS applications—Continued

any deficiencies for which disenrolled.

d. Attach request for any required waivers with affidavit (if applicable) as prescribed by paragraph 3-4h, AR 351-5.

e. Attach letters of recommendation or character references from current or previous commissioned officer supervisors, if applicable.

f. Attach completed DA Form 4322-R.

g. Attach current official photograph.

h. Attach completed DA Form 483.

i. Attach copy of SF 88 and SF 93.

j. Attach copy of DA Form 2-1 for enlisted personnel.

k. Appoint an OCS interview board, as directed by appropriate major commander.

l. Schedule the applicant to appear before an interview board. The application and allied papers will be retained at the installation level. Upon convening of the board, the MILPO (for the installation commander) will furnish the application and allied papers, including DA Forms 2 and 2-1 and DA Form 4037 (for warrant officers) to the president of the board.

m. Upon completion of the installation interview board, review (for the installation commander) the application and allied papers for accuracy, including signatures and proper completion of forms. Attach DA Forms 6285.

n. Have the evaluation and interview forms scored as required in paragraph 3-9, AR 351-5.

o. Have the application and allied papers indorsed to the appropriate major commander, for each applicant who is found fully qualified for OCS training.

p. Advise the applicant that his application was approved by the interview board and forwarded to the appropriate major command for further processing prior to being sent to MILPERCEN for final selection processing.

q. Return by indorsement applications of individuals who were determined to be obviously not qualified. The indorsement will state the reason for disapproval and ways to overcome deficiencies. Inform applicant that he cannot reapply for OCS within six months of the disapproval.

Step: 8

Action required by: Personnel records specialist

Description of actions: a. If an application for OCS is returned without selection an entry will be made in item 4, DA Form 2-1, showing the date the application was submitted, the date it was returned, and the reason for nonselection. Example: "AppArmyOCSsbm (date), rtd (date) (reason)."

b. If application is approved—

(1) File copy of application for OCS is action pending section of the MPRJ.

(2) Post to item 4, DA Form 2-1: "OCS APPLICANT—ASSIGNMENT RESTRICTIONS—AR 351-5."

Step: 9

Action required by: Personnel records supervisor

Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 10

Action required by: MILPO

Description of actions: a. Send electrical message notifying below addressees of assignment restrictions:

(1) For enlisted applicants—CDRMILPERCEN ALEX VA//DAPC-EP (appropriate branch office symbol)//.

(2) For warrant officers—CDRMILPERCEN ALEX VA//DAPC-OPW//.

b. Ensure that applicant remains fully qualified and is not reassigned while application for OCS is pending.

(1) If assignment instructions are received, submit deletion request. See chapter 4, DA Pamphlet 600-8-10.

(2) If applicant is recommended to involuntarily withdraw application, delete entry from item 4, DA Form 2-1, and forward request to HQDA (DAPC-OPP-P).

Step: 11

Action required by: Personnel records specialist

Description of actions: a. File copy of message on assignment restrictions in action pending section of the MPRJ.

b. If applicant withdraws or is recommended for withdrawal take the following actions:

(1) Delete entry from item 4, DA Form 2-1.

(2) Make new entry in item 4, DA Form 2-1, showing application for OCS withdrawn (date) (reason).

c. File copy of withdrawal in MPRJ.

Step: 12

Action required by: Personnel records supervisor

Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

4–12. Procedure 4-13 military awards

Procedure 4-13 covers military awards.

a. Primary reference is AR 672-5-1.

b. Forms used are DA Forms 2, 2-1, 638, 2446, 2475-2, 2496, 4037, and 4950.

c. This procedure supplements AR 672-5-1. It prescribes guidance for the administrative processing of awards and associated records keeping for personnel serving on active duty. It specifically covers decorations, the Good Conduct Medal, service medals, and badges.

d. Medals and badges constitute two of the principal forms for providing evidence of recognition under the Army Program and are of the following categories.

(1) Military Decorations. Awarded on an individual basis in recognition of and as a reward for heroic, extraordinary, outstanding, and meritorious acts, achievements, and service, or for wounds.

(2) Good Conduct Medal. Awarded to enlisted personnel in recognition of exemplary behavior, efficiency, and fidelity while serving on active duty in the military service. Only one Good Conduct Medal may be awarded to an enlisted person. A Good Conduct Medal Clasp is awarded to denote second and subsequent awards of the medal.

(3) Service Medals.

(a) The Armed Forces Reserve Medal is awarded in recognition of honorable and satisfactory service as a member or former member of one or more of the Reserve Components of the Armed Forces of the United States for a period of 10 years. One 10-year device is awarded for each 10-year period of qualifying service completed subsequent to the initial award of the medal.

(b) Other service medals are awarded in recognition of honorable performance of military duty within specified limited cases in designated geographical areas.

(4) Badges. Awarded as evidence of the attainment of a high degree of skill, proficiency, and excellence in tests, competitions, and performance of duties.

e. General Orders are published by HQDA to announce awards for heroism and valor. Permanent Orders are issued in accordance with AR 310-10 (Format 320) to announce the award of decorations, the Good Conduct Medal, and the permanent award of badges except basic marksmanship qualification badges and identification badges. No orders are issued for award of service medals.

(1) The wear of decorations, the Good Conduct Medal, service medals, and badges (both US and foreign) is governed by AR 670-1.

(2) An individual who receives or knows in advance that he is going to receive a foreign award, must request permission to accept, retain, and wear it. Requests must be forwarded through command channels to HQDA In accordance with chapter 7, AR 672-5-1.

f. The personnel actions element of the MILPO has primary responsibility for the administrative processing of actions relating to awards. This element will provide information and necessary assistance to individuals preparing recommendations for awards. In order to accomplish this service, both the personnel actions specialist and supervisor must be thoroughly familiar with AR 672-5-1. Anyone, military or civilian who has personal knowledge of an act, achievement, or service may recommend the award of a decoration. The recommendation must be submitted within 2 years after the act was performed, or the service completed, to permit processing and award of the decoration within the 3-year limitation established by law. This restriction does not apply to conversion awards or award of the Purple Heart.

g. Recommendations for decorations should be submitted on DA Form 638. Instructions for completing recommendations and accompanying documentation are contained in AR 672-5-1.

h. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

i. The following actions will be taken for military awards.

Table 4–12
Procedure 4-13 military awards

Step: 1
Action required by: Individual desiring to initiate a recommendation for award
Description of actions: Decorations (Recommendations by an Individual). See note 1, below. Contact First Sergeant or BnPAC and arrange for assistance in preparing the recommendation.

Step: 2
Action required by: Individual desiring to initiate a recommendation for award

Table 4–12
Procedure 4-13 military awards—Continued

Description of actions: If person being recommended for the decoration is assigned to the same immediate organization, discuss proposed recommendation with the unit commander prior to taking further action. Prepare DA Form 638 when appropriate.

Step: 3
Action required by: Unit commander/1SG BnPAC/PSNCO
Description of actions: Determine whether the person being recommended meets eligibility criteria in AR 672-5-1.

Step: 4
Action required by: Unit commander/1SG BnPAC/PSNCO
Description of actions: Ensure that—

a. Intended recipient has not been recommended for or awarded a decoration for the same act or service.
b. Individual is not under charges or that any other actions are pending which would preclude consideration under AR 600-31.
c. Recommendation is submitted in sufficient copies to permit forwarding to approval authority in duplicate and a copy for file in the MPRJ.
d. Recommendations requiring approval at HQDA are initiated sufficiently in advance to arrive at HQDA not later than 60 days prior to the desired presentation date.

Step: 5
Action required by: Unit commander/1SG BnPAC/PSNCO
Description of actions: Have nominator sign DA Form 638 and attach supporting documents in order to complete the recommendation.

Step: 6
Action required by: Unit commander
Description of actions: Upon receipt of recommendation—

a. Review DA Form 638 and supporting documents, when required.
b. Have forwarding comment prepared, containing the following:
(1) Recommendation of approval or disapproval. If recommending disapproval, state reasons.
(2) Statement that individual is or is not under charges, or any other actions pending that fall within purview of AR 600-31.
c. Review, sign and forward comment and enclosures, if any (through command channels).

Step: 7
Action required by: Personnel actions specialist
Description of actions: Upon receipt of recommendation—

a. Obtain MPRJ from Personnel Records Branch.
b. Verify information reflected in part I, DA Form 638. Check remainder of recommendation to ensure that all required data is reflected therein and that appropriate supporting documents are attached.
c. Check individual's eligibility for the award (AR 672-5-1).
d. Check to ensure that individual has not been recommended for or awarded a decoration for the same act or service.
e. Check to be sure that unfavorable actions are not pending on individual.
f. Refer case to Personnel Actions Supervisor.

Step: 8
Action required by: Personnel actions supervisor
Description of actions: Review recommendation. Forward to Personnel Actions Officer for further processing as required in accordance with local policy. Return MPRJ to Personnel Records Branch with copy of recommendation for file in MPRJ.

Step: 9
Action required by: Personnel actions specialist
Description of actions: For recommendation requiring approval by a higher headquarters—

a. Prepare forwarding comment containing commander's recommendation of approval or disapproval; if disapproval, state reasons.
b. Set up suspense for reply.
c. Refer case to Personnel Actions Supervisor.

Step: 10
Action required by: Personnel actions supervisor
Description of actions: Review comment and citation for accuracy and neatness. Ensure that all supporting documents are attached. Maintain suspense on cases pending approval of award. Refer to Personnel Actions Officer to review as appropriate and forward for signature.

Step: 11

Table 4–12
Procedure 4-13 military awards—Continued

Action required by: Personnel actions specialist
Description of actions: Upon receipt of final approval or disapproval of award—

a. Initiate DA Form 2446 if orders are to be issued by the organization announcing award of the decoration. Use order Format 320, AR 310-10.
b. If order is received with the approval, withdraw one copy of the order and citation (if not included in order) and send to Personnel Records Branch.
c. Forward one copy of order and citation (if not included in order) to HQDA for filing in OMPF in accordance with AR 640-10.
d. Forward one copy of order and original citation (if not included in order) to unit commander for presentation to individual.
e. If recommendation is disapproved or downgraded, inform Personnel Records Branch, and—
(1) Indorse disapproval (or downgrade) to person originating the DA Form 638. When appropriate, state reason for disapproval or downgrade.
(2) Forward one copy of correspondence and DA Form 638 to HQDA for filing in OMPF in accordance with AR 640-10.
f. Remove suspense controls upon completion of actions relating to the recommendation for award of a decoration.
g. Refer correspondence to Personnel Actions Supervisor.

Step: 12
Action required by: Personnel actions supervisor
Description of actions: Review completed action. Obtain necessary signature(s) and forward as appropriate.

Step: 13
Action required by: Unit commander
Description of actions: Upon receipt of orders, present award to individual at appropriate ceremony. (See FM 22-5.)

Step: 14
Action required by: Personnel records specialist
Description of actions: Upon receipt of order and citation

a. Withdraw copy of DA Form 638 from action pending section of MPRJ and destroy.
b. Post entry in item 9, DA Form 2-1 (AR 640-2-1).
c. If officer, submit appropriate SIDPERS transaction. (See procedure 2-17B, DA Pam 600-8-2, and procedure 5-1, this pamphlet.)
d. File copy of order and citation if appropriate in MPRJ (AR 640-10).

Step: 15
Action required by: Personnel records specialist
Description of actions: Upon receipt of notice of disapproved recommendation, withdraw copy of DA Form 638 from action pending section of MPRJ and destroy.

Step: 16
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory controls to assure required tasks are accomplished in accordance with applicable directives and in a timely manner.

Step: 17
Action required by: 1SG/BnPAC/PSNCO
Description of actions: Decorations (Recommendations by a Unit Commander. Upon notification by the unit commander that an individual is to be recommended for a decoration—

a. Be sure individual is not under charges or that any other actions are pending which would preclude consideration under AR 600-31.
b. Determine whether the person being recommended meets eligibility criteria contained in AR 672-5-1.
c. Ensure that individual was not previously awarded the same decoration or a lesser decoration for the same act or service. Have DA Form 638 prepared.
d. Finalize narrative data (i.e., description of the act, sketches, maps and statements of witnesses); and proposed citation in part IV, DA Form 638.
e. Obtain signature of witnesses on supporting documents.
f. Refer case to unit commander.

Step: 18
Action required by: Unit commander
Description of actions: Review DA Form 638 and supporting documents. Sign DA Form 638 and forward in accordance with local policy. Submit in sufficient copies to permit forwarding to approval authority in duplicate, and copy for MPRJ.

Step: 19

Table 4–12
Procedure 4-13 military awards—Continued

Action required by: Personnel actions specialist
Description of actions: Complete actions indicated in steps 7, 9, and 11, above.

Step: 20
Action required by: Personnel actions supervisor
Description of actions: Complete actions indicated in steps 8, 10, and 12 above.

Step: 21
Action required by: Personnel actions officer
Description of actions: Review recommendation for award as appropriate and forward for signature.

Step: 22
Action required by: Unit commander
Description of actions: Complete actions indicated in step 13, above.

Step: 23
Action required by: Personnel records specialist
Description of actions: Complete actions indicated in steps 14 and 15, above.

Step: 24
Action required by: Personnel records supervisor
Description of actions: Complete actions indicated in step 16, above.

Step: 25
Action required by: Personnel actions specialist
Description of actions: Good Conduct Medal (GCMDL) and clasp. A sample of the Good Conduct Medal Suspense Roster (AAC-C24) is shown in figure 4-13-1. Upon receipt of suspense notification (ACC-C24)—

a. Prepare notification DA Form 2496 in three copies and attach three copies of AAC-C24 to unit commander through the BnPAC/PSNCO (See fig 4-13-2).
b. Establish suspense date for actions to be completed and retain a suspense copy.

Step: 26
Action required by: Personnel actions supervisor
Description of actions: Review DA Form 2496 for accuracy and completeness; then obtain the Personnel Actions Officer's signature. Forward signed DA Form 2496 to the BnPAC/PSNCO.

Step: 27
Action required by: BnPAC/PSNCO
Description of actions: Establish suspense for reply and forward DA Form 2496 through command channels to the unit commander.

Step: 28
Action required by: Unit commander
Description of actions: Prior to approving personnel for award of GCMDL, ensure that each individual soldier meets the eligibility criteria as prescribed in chapter 3, AR 672-5-1. No award of GCMDL can be granted for soldiers that are not eligible. Seek the assistance of the PSNCO/BnPAC representative to assist in this action (if needed). See note 2, below.

Step: 29
Action required by: Unit commander
Description of actions: Review Parts 1 and 2 of the C24 to determine if any listed soldier should not be awarded the GCMDL.

a. Circle the "YES" next to soldier's name to indicate that award of the GCMDL is approved. (See chap 3, AR 672-5-1).
b. For any soldier denied the GCMDL award, circle the "NO" next to soldier's name. (See note 3, below).
c. If disapproval is recommended, have statement prepared in accordance with paragraph 3-5e, AR 672-5-1. In the statement, specify the period of disqualification and include rationale for disapproval. Forward statement to individual concerned in accordance with AR 600-37. (See fig 4-13-3).
d. Have comment 2 to DA Form 2496, prepared as in figure 4-13-1. Sign and forward through command channels as appropriate. (Para 3-2, AR 672-5-1, applies).

Step: 30
Action required by: Unit commander
Description of actions: Review Part 3 of the C24 report. Personnel listed in Part 3 may now be eligible for award of the GCMDL, (provided

Table 4–12
Procedure 4-13 military awards—Continued

the reasons for denying no longer exist and other eligibility criteria are met). To award these soldier(s) listed in Part 3, prepare a DA Form 2496 using sample DF of figure 4-13-2 with effective date. Enclose the DA Form 2496 with the C24 report.

Step: 31
Action required by: Unit commander
Description of actions: Retain the last copy of the C24 report for your files. Sign the C24 and DA Form 2496 and forward to BnPAC.

Step: 32
Action required by: BnPAC/PSNCO
Description of actions: a. Upon receipt of the comment 2 from unit commander, remove suspense.
b. Check to ensure that unfavorable actions are not pending on the individual. If the individual is pending unfavorable actions and these actions are later lifted, resubmit the DA Form 2496 to unit commander.
c. Forward to PSC.
d. Ensure three copies of disqualification statement and referral comments required by AR 600-37 (when applicable) are attached to the DA Form 2496.
e. Initiate DA Form 2446 (using orders Format 320, AR 310-10) for approved awards; attach two copies to the DA Form 2496. (See note 5, below).
f. Maintain suspense copy of DA Form 2446 until orders are received.

Step: 33
Action required by: Personnel actions specialist
Description of actions: Upon receipt of the DA Form 2496 from approval authority—

a. If a soldier is recommended for the award, and the award is not in contravention to AR 600-31—
(1) Verify information on DA Form 2446.
(2) Forward DA Form 2446 to Orders Section.
(3) Maintain suspense copy of DA Form 2446 until orders are received.
(4) Ensure distribution of orders to include—one copy for each soldier to Commander, USAEREC, ATTN: PCRE-FS, Ft Benjamin Harrison, IN 46249-5301; one copy to each soldier's MPRJ; one copy to the Personnel Actions Branch; one copy to each soldier and one copy to the unit.
b. If soldier is not recommended for award—
(1) Send original copy o f commander's statement and referral comments required by AR 600-37 (step 28c, above) to Commander USAEREC, ATTN: PCRE-FS, Ft Benjamin Harrison, IN 46249-5301 for filling in the soldier's OMPF.
(2) Forward one copy of commander's statement and referral comments required by AR 600-37 to Personnel Records Branch.
c. Update suspense for next award eligibility in accordance with procedure 2-36, DA Pamphlet 600-8-2. When applicable, check commander's statement for specified period of disqualification; this will establish a new beginning date for future period of eligibility. (Paras 3-5e and 3-6, AR 672-5-1, applies). Note that the lack of an official disqualifying comment by a previous commander qualifies the use of the applicable period of service toward the award by a subsequent commander.
d. File copies of roster, DA Form 2496, commander's statement, and referral comments required by AR 600-37 in office file in accordance with AR 340-2 or AR 340-18-7.

Step: 34
Action required by: Personnel actions specialist
Description of actions: Upon receipt of orders, clear suspense and file copy of orders in office file in accordance with AR 340-2 or AR 340-18-7.

Step: 35
Action required by: Personnel actions supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 36
Action required by: BnPAC/PSNCO
Description of actions: Upon receipt of orders, type GCMDL certificates only for those individuals earning their first award on or after 1 January 1981. (See figure 4-13-4). Send completed GCMDL certificates, as required, and orders to the unit commander for signature and presentation. (See note 6, below).

Step: 37
Action required by: Unit commander
Description of actions: Upon receipt of orders and certificates, affix signature to the certificates and present GCMDL to the recipients in an appropriate ceremony. (See FM 22-5).

Step: 38

Table 4–12
Procedure 4-13 military awards—Continued

Action required by: Personnel records specialist
Description of actions: Upon receipt of orders confirming approval of the GCMDL or Clasp—

a. Post entry in item 9, DA Form 2-1, (AR 640-2-1).
b. File copy of orders in MPRJ in accordance with AR 640-10.

Step: 39
Action required by: Personnel records specialist
Description of actions: Upon receipt of commander's statement and referral comments required by AR 600-37, denying award of the GCMDL or Clasp—

a. Post entry in item 27, DA Form 2-1, "NFC for award of GCMDL (date), AR 600-37 compiled with".
b. File statement and referral comments in MPRJ in accordance with AR 640-10.

Step: 40
Action required by: Personnel records specialist
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 41
Action required by: Personnel actions supervisor
Description of actions: Armed Forces Reserve Medal (AFRM) and Device. Upon receipt of suspense notification that an individual is eligible for award of the AFRM—

a. Obtain MPRJ from Personnel Records Branch.
b. Review Personnel Qualification Records, and documents in MPRJ if necessary, to ascertain whether individual meets eligibility criteria (AR 672-5-1 and AR 135-180) for award of the AFRM or 10-year device. (If eligible at a later date, see note 4, below.)
c. Ensure that award is not in contravention to AR 600-31.
d. Prepare DA Form 2496 notifying soldier through unit commander of award or 10-year device. (Enclose medal or 10-year device for presentation.) Provide a copy of the DA Form 2496 to Personnel Records Branch and to HQDA for filing in OMPF in accordance with AR 640-10.
e. Submit "AFRM" SIDPERS transaction in accordance with procedure 2-7, DA Pamphlet 600-8-2.
f. Refer case to Personnel Actions Supervisor.

Step: 42
Action required by: Personnel actions supervisor
Description of actions: Review for accuracy and completeness. Obtain necessary signature and forward as appropriate. Return MPRJ to Personnel Records Branch.

Step: 43
Action required by: Personnel records specialist
Description of actions: Upon receipt of copy of the DA Form 2496 announcing award of AFRM or 10-year device—

a. Post entry in item 9, DA Form 2-1, in accordance with AR 640-2-1.
b. If award is for an officer, submit "AWDS" SIDPERS transaction in accordance with procedure 2-17B, DA Pamphlet 600-8-2, and procedure 5-1, this pamphlet.
c. File copy of the DA Form 2496 in MPRJ (AR 640-10).

Step: 44
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 45
Action required by: Personnel actions specialist
Description of actions: Service Medals (Other than AFRM). Upon receiving information (Department of the Army bulletins or command announcement) announcing criteria for award of a service medal—

a. Determine which serviced units and/or individuals are eligible for the award.
b. Prepare a DA Form 2496 to individual through unit commander, or to unit commander, as appropriate, for notification of award. (Inclose medal for presentation.) Provide a copy of the DA Form 2496 to Personnel Records Branch and to HQDA for filing, if appropriate, in

Table 4–12
Procedure 4-13 military awards—Continued

accordance with AR 640-10.

Step: 46
Action required by: Personnel actions supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 47
Action required by: Personnel records specialist
Description of actions: Upon receipt of DA Form 2496 announcing the award—

a. Post entry in item 9, DA Form 2-1, for each soldier in accordance with AR 640-2-1.
b. If award is for an officer, submit "AWDS" SIDPERS transaction in accordance with procedure 2-17B, DA Pamphlet 600-8-2, and procedure 5-1, this pamphlet.
c. File copy of the DA Form 2496 in MPRJ (AR 640-10).

Step: 48
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 49
Action required by: 1SG/BnPAC/PSNCO
Description of actions: Badges (Other than Identification Badges). Upon notification by unit commander that soldier is to be recommended for award of a combat or special skill badge or a qualification badge—

a. Determine whether soldier being recommended meets eligibility requirements in AR 672-5-1 and that award is not in contravention to AR 600-31.
b. Have DA Form 2446 (Format 320, AR 310-10) or DA Form 2496, prepared as appropriate. (Orders are not issued for award of basic marksmanship qualification badges.)
c. Have appropriate cover DA Form 2496 prepared.
d. Refer case to unit commander.

Step: 50
Action required by: Unit commander
Description of actions: Sign appropriately prepared form(s) and forward to the BnPAC/PSNCO.

Step: 51
Action required by: BnPAC/PSNCO
Description of actions: Have appropriate comment to the DA Form 2496 prepared and signed. Forward to MILPO (or in accordance with local policy). Set up office suspense for reply to correspondence and/or receipt of orders.

Step: 52
Action required by: Personnel actions specialist
Description of actions: Upon receipt of approved award or recommendation for award—

a. Obtain MPRJ from Personnel Records Branch.
b. Verify information on DA Form 2446.
c. If soldier does not meet eligibility requirements, prepare comment for signature of Personnel Actions Officer returning correspondence to unit through command channels. Comment will include specific reason(s) for disapproval.
d. If soldier is eligible for award and award was approved, forward DA Form 2446 to Orders Section if appropriate. Maintain suspense copy of DA Form 2446 until orders are received. Ensure distribution of orders includes one copy of each soldier's MPRJ and one copy for Personnel Actions Branch.
e. If soldier is eligible for award and award was approved, forward the DA Form 2496 to Personnel Records Branch, if appropriate.
f. If soldier is eligible for award and approval is required by a higher headquarters—
(1) Prepare forwarding comment containing commander's recommendation of approval or disapproval; if disapproval state reason.
(2) Set up suspense for reply.
(3) Refer case to Personnel Actions Supervisor.

Step: 53
Action required by: Personnel actions supervisor
Description of actions: Upon receipt of recommendation for award—

Table 4–12
Procedure 4-13 military awards—Continued

a. Review for accuracy and completeness. Obtain necessary signature and forward as appropriate.
b. Return MPRJ to Personnel Records Branch.

Step: 54
Action required by: Personnel actions specialist
Description of actions: Upon receipt of final approval or disapproval of award—

a. If recommendation is disapproved, prepare comment through command channels to unit commander. When appropriate, state reason for disapproval.
b. If recommendation is approved, forward DA Form 2446 to Orders Section, if appropriate. Maintain suspense copy of DA Form 2446 until orders are received. Ensure distribution of orders include one copy to each soldier's MPRJ and one copy for Personnel Actions Branch.
c. If recommendation is approved, forward to Personnel Records Branch, if appropriate.
d. Remove suspense controls upon completion of action relating to the recommendation for award.
e. File copy of completed action in office file in accordance with AR 340-2 or AR 340-18-7.

Step: 55
Action required by: Personnel actions specialist
Description of actions: Upon receipt of orders, clear suspense and file copy of orders in office file in accordance with AR 340-2 or AR 340-18-7.

Step: 56
Action required by: Personnel actions supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 57
Action required by: Personnel records specialist
Description of actions: Upon receipt 61 orders or DA Form 2496 announcing award—

a. Post entry in item 9, DA Form 2-1, for each soldier in accordance with AR 640-2-1.
b. If award is for an officer, submit "AWDS" SIDPERS transaction in accordance with procedure 2-17B, DA Pamphlet 600-8-2, and procedure 5-1, this pamphlet.
c. File copy of orders or the DA Form 2496, as appropriate, in MPRJ in accordance with AR 640-10.

Step: 58
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Notes:
[1] Applicable to any individual, military or civilian, having personal knowledge of an act, achievement, or service and who desires to recommend the award of a decoration.

[2] If soldier is not eligible for award at the time, take appropriate action to resuspend the award. (See procedure 2-36, DA Pam 600-8-2.)

[3] Unit commander may submit a disqualifying statement (DA Form 2496) at any time during a current eligibility period, thereby establishing a new start date toward eligibility for award of the GCMDL. A disqualification statement submitted at any time must be referred to the individual in accordance with AR 600-37. (See fig 4-13-3.)

[4] If soldier is not eligible for award at this time, take appropriate action to resuspend the award. (See procedure 2-7, DA Pam600-8-2.)

[5] The command may find it more efficient and uniform to prepare all DA Forms 2446 at MILPO level. In this way, formats and distribution for the GCMDL would be standardized for the command; or, the command may find it more efficient to use the GCMDL Suspense Roster, AAC-C 24 Report, with appropriate annotations and authentication as requests for order.

[6] The MILPO is responsible for preparing GCMDL certificates for qualified retirees. The BnPAC/PSNCO will obtain the unit commander's signature. Figure 4-13-5 is provided as a sample of an individual retiring at 20 years of service on or after 1 January 1981. This certificate does not constitute another award of the GCMDL, but rather denotes exemplary behavior, efficiency, and fidelity over an individual's entire military career.

4–13. Procedure 4-14 QMP

Procedure 4-14 covers qualitative management program (enlisted personnel).

a. Primary references are AR 600-200, 601-280, 623-205, 635-200, and 640-10.

b. Form used is DA Form 4941-R.

c. This procedure supplements the primary references, above. It prescribes guidance for denying reenlistment under

the Qualitative Management Program (QMP) to enlisted personnel who are unsatisfactory performers and/or not progressive.

d. The QMP is designed to enhance the qualitative content of the career enlisted force. It provides for the selective retention of the best qualified personnel, improved career progression, and denial of reenlistment to the nonprogressive and the nonproductive. The basic premise of the program is that reenlistment is a privilege to be reserved only for those soldiers whose performance, conduct, attitude, and potential for advancement are in consonance with the qualitative standards of the United States Army. All enlisted personnel must establish their eligibility to remain in the Army by continually demonstrating their efficiency and developing their potential for future service.

e. Objectives.

(1) Improved career progression and promotion flow. This will be accomplished by preventing promotion stagnation since each denial of reenlistment under the program will mean at least one additional promotion allocation to those who are selectively retained.

(2) Improved qualitative content of the enlisted force. This is accomplished by establishing termination points for each enlisted grade and by providing a management tool to screen out lesser qualified soldiers.

f. Reenlistment Waivers.

(1) Soldiers in grades E6 through E8, who require a second waiver of the reenlistment ineligibility points, are not eligible for a second waiver unless the waiver authority has obtained approval from the Commander, US Army Enlistment Eligibility Activity, 9700 Page Blvd, St. Louis, MO 63132.

(2) The general court-martial (GCM) authority or general officer commander, as designated by the MACOM commander, may approve all waivers through 20 years of service for soldiers in grade of E5.

(3) All requests for waiver of reenlistment ineligibility points will be initiated by the unit commander and submitted in accordance with AR 601-280.

g. Extension. Commanders having custody of personnel records may authorize enlistment extension for personnel desiring to extend as outlined in paragraph 4-8, AR 600-200. The custodian of personnel records will report change of ETS and change of DEROS, when applicable, as required by AR 640-2-1, and change in AEA Code required by chapter 2, AR 614-200, when extensions are executed. Appropriate SIDPERS input transactions will be prepared and submitted to the servicing SIB.

h. Promotion list status. See paragraph 4-7, AR 600-200.

i. Enlisted personnel who are to have a DA bar to reenlistment imposed are notified by personal letter from the Commander, USAEREC, through their commander.

j. Copies of the documents contained in the individual's OMPF which are considered to have contributed toward the decision to impose the bar to reenlistment will be attached in a sealed envelope as an enclosure to the letter. The documents are personal in nature and are to be considered privileged information.

k. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

l. The following actions will be taken for the qualitative management program (enlisted personnel).

Table 4–13
Procedure 4-14 QMP

Step: 1

Action required by: Military personnel actions officer

Description of actions: Upon receipt of DA letter which imposes bar to reenlistment under QMP on a service member whose MPRJ is maintained at the MILPO, initiate the following actions:

a. Return bar to reenlistment letters pertaining to service members who have retirement applications approved or pending. The date of retirement will be indicated and a copy of the retirement order will be furnished MILPERCEN. Application for or approved retirement will be withdrawn. Return bar to reenlistment letters pertaining to deceased or separated personnel to MILPERCEN, along with a copy of appropriate orders.

b. Notify the unit and division/installation career counselor via telephone (confirm in writing) that individual (name, grade, SSN) is not eligible for extension or reenlistment until further notice.

c. Have Personnel Records Specialist prepare 3X 5 card with the remark "All personnel actions will be brought to the attention of the personnel actions officer." Attach card to the individual's MPRJ.

d. Notify Personnel Records Specialist to immediately prepare and submit a SIDPERS transaction change to the servicing SIB changing the AEA Code of the individual to "A." (See chap 2, AR 614-200.) Prepare transaction in accordance with procedure 2-6, DA Pamphlet 600-8-2.

e. Notify the Personnel Records Specialist to enter in item 4, DA Form 2-1, the following statement: "Reenlistment denied per HQDA letter (PCRE-R), dated_____." (See table 3-1 (item 4), AR 640-2-1.)

f. Establish suspense controls to ensure that all administrative actions are completed within the timeframe prescribed in the administrative instruction letters from USAEREC.

Table 4–13
Procedure 4-14 QMP —Continued

g. If an individual has been reassigned from the command, the correspondence will be forwarded to the gaining major commander by certified/registered mail for necessary action. Copy of the forwarding letter or endorsement, to include certified/registered control number, will be furnished HQDA (DAPC-EPA-A). Do not send such letters to a Replacement Branch.

Step: 2
Action required by: Military personnel actions officer
Description of actions: Forward DA letter to first commander (lieutenant colonel or above) in the chain of command. The sealed envelope that accompanies the letter will be opened only by that individual in order to take appropriate action. These documents are personal in nature and are considered privileged information.

Step: 3
Action required by: Commander in grade of rank of LTC or above
Description of actions: In those cases where you are aware of information which may justify removal of the bar to reenlistment, a request for removal may be forwarded through the GCM authority to HQDA (DAPC-EPA-A), Alexandria, VA 22331-0400. The commander must specifically state reasons and provide appropriate documentation. (See para 4-12, AR 600-200.)

Step: 4
Action required by: Commander in grade of rank of LTC or above
Description of actions: Notify MILPO, upon submission of appeal, to take action to preclude reenlistment/extension without clearance from MILPERCEN.

Step: 5
Action required by: General court-martial authority
Description of actions: If commander in grade of rank of LTC or above initiates appeal in behalf of individual, GCM authority will recommend approval or disapproval of the request and, along with the commander's substantive comments and recommendations, forward to HQDA (DAPC-EPA-A), Alexandria, VA 22331-0400 for final determination.

Step: 6
Action required by: Commander in grade of rank of LTC or above
Description of actions: If MILPERCEN approves the request, the bar will be removed. If it is disapproved, the request will be returned through the GCM authority to the commander who initiated it. At this time the bar will be presented to the soldier.

Step: 7
Action required by: Commander in grade of rank of LTC or above
Description of actions: You will personally interview the soldier and give him the letter, inclosures, and your indorsement. You will ensure that—

a. The soldier is counseled so that he understands the impact of the bar to reenlistment and options available to him.
b. The soldier completes DA Form 4941-R (AR 600-200) within 7 days of receipt of the bar to reenlistment letter and returns it through the chain of command to HQDA (DAPC-EPA). The form will be attached as an inclosure to the bar to reenlistment letter.

Step: 8
Action required by: Commander/military personnel officer
Description of actions: Depending on basis for bar, action will be taken by appropriate commander to request reclassification if basis of the bar is failure of PMOS or SMOS evaluation; assist individual in appeal of EER in accordance with chapter 4, AR 623-205; assist individual in appeal of UCMJ actions in accordance with AR 27-10, as appropriate; assign individual to duty in grade and PMOS/SMOS as required. Commanders will determine and take appropriate corrective action and will include that report of corrective action or requisite counseling in their appeal or indorsement to the service member's appeal.

Step: 9
Action required by: Commander in grade of rank of LTC or above
Description of actions: If, after notification, an individual refuses to complete the statement of option, execute the following statement:

date
(Name/ Grade/SSN) has been provided 7 calendar days to submit a statement of option and declined.
Commander's Signature

Completed statement will be forwarded through GCM authority and MILPO to HQDA (DAPC-EPA-A). Advise individual that failure to select an option will cause him to be separated at ETS; and if unsatisfactory service continues, explain action may be appropriate as provided in chapter 13, AR 635-200, and how such action would be applied to individual being counseled.

Step: 10
Action required by: Commander in grade of rank of LTC or above
Description of actions: Individuals who receive bar to reenlistment letter and who have 18 or more years of service as of the date of the bar

Table 4–13
Procedure 4-14 QMP —Continued

letter, are authorized at their ETS (unless sooner separated) to extend to complete 20 years of Federal service in order to qualify for retirement. (See para 4-15, AR 600-200, AR 635-200, and AR 601-280.)

Step: 11
Action required by: Commander in grade of rank of LTC or above
Description of actions: Counsel individuals who can attain eligibility for retirement and those who are eligible to retire who have received a final decision of a DA-imposed bar to reenlistment (after their request for reconsideration has been evaluated at DA), concerning disadvantages of being discharged rather than retiring.

Step: 12
Action required by: Individual
Description of actions: Take the following action:

a. Carefully study the options open to you and seek the advice of your commander for the one most appropriate to you. After deciding the option, date and sign, and return the DA Form 4941-R within 7 days to the commander who presented the bar to reenlistment to you.
b. If you elect to submit a request for reconsideration, you should address, as a minimum—
(1) The inclosure provided you as a basis for the bar to reenlistment.
(2) Documented actions you have taken to offset the information contained in the inclosures.
(3) Documented actions you have taken to improve or to demonstrate your future retention potential.
(4) Appealed EER under chapter 4, AR 623-205 and/or UCMJ actions in accordance with AR 27-10.
c. If you elect an immediate discharge, submit a request within 60 days of selecting "Option 3" to your commander. The discharge may be accomplished immediately, but in no case will it exceed 6 months from date of application nor may the extension go beyond the current ETS.

Step: 13
Action required by: Commander/military personnel officer
Description of actions: If service member elects "Option 3," action will be taken to ensure expeditious processing of service member's request to include requisite processing through the Medical Treatment Facility (MTF). Delays in meeting directed separation/retirement date will be concurred in by Chief, Professional Service, supporting MTF.

Step: 14
Action required by: Personnel records specialist
Description of actions: Once an individual's date of release or retirement is known, submit a "DLOS" SIDPERS transaction (procedure 2-25, DA Pam 600-8-2).

Step: 15
Action required by: Unit/installation career counselor
Description of actions: Coordinate with individual's commander for latest status of individual who is in receipt of bar to reenlistment. If individual is still under bar, he may—

a. If soldier has completed 18 years active Federal service as of the date of the bar letter, extend at ETS under AR 601-280 to complete 20 years of Federal service. (See para 4-15, AR 600-200.)
b. Extend oversea tour when joined by spouse/family members for a period of 12 months after arrival of dependents. (See AR 55-46 and AR 614-30.)
c. Not extend his enlistment when in receipt of oversea assignment instructions (including intertheater transfer (ITT)).

Step: 16
Action required by: Personnel actions specialist
Description of actions: Report all personnel in receipt of oversea assignment instructions (including ITT) who have received a DA-imposed bar to reenlistment to HQDA (DAPC-EP—appropriate career branch) and HQDA (DAPC-EPA-A).

Step: 17
Action required by: Personnel actions officer
Description of actions: Copies of orders for discharge or retirement and approved extensions for individuals who have received DA-imposed bar to reenlistment will be forwarded to HQDA (DAPC-EPA-A) without delay in accordance with AR 614-200.

Step: 18
Action required by: Commanders at all levels/military personnel officer
Description of actions: The retention and/or separation of individuals identified under the QMP will be—

a. Closely monitored by MILPERCEN; expeditious forwarding of all required documentation is essential.
b. Individuals whose performance continues at an unsatisfactory level should be advised that separation action under chapter 13, AR 635-200, or reduction under chapter 6, AR 600-200, will be taken unless a marked improvement in efficiency is noted.

Chapter 5
Records

Section I
General

5–1. Accurate records

Accurate records are essential both to the individual service member and to the Army. Facts entered on records form the basis for determinations pertaining to an individual's career while in the service as well as in later life as an ex-service member. Personnel records are also the basic source of information for personnel management decisions at HQDA.

5–2. Individual military personnel records

a. Military Personnel Records Jacket, US Army (MPRJ) (DA Form 201). The military personnel officer is the official custodian of the MPRJ and is responsible for maintenance, storage, safeguarding, and disposition of the MPRJ and related documents. Upon inprocessing of the service member, the MPRJ is furnished to the unit commander for a period of 72 hours.

(1) Documents in the MPRJ are used for career management decisions and recommendations made in the field and for processing of applicable personnel actions.

(2) Authorization and instructions pertaining to filing correspondence, forms, and records in the MPRJ are contained in AR 640-10.

(3) AR 340 series govern the filing of correspondence which is not authorized to be filed in the MPRJ.

b. Official Military Personnel File (OMPF). The Commanding General, MILPERCEN, is the official custodian of the OMPF. Officer OMPF are geographically located at MILPERCEN. Enlisted OMPF are located at the US Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, Indiana. Original copies of evaluation reports are included in the OMPF.

(1) The OMPF are used by HQDA Selection Boards and by HQDA career managers for processing personnel actions such as appointment to commissioned or warrant officer in the Regular Army and when there is no career management individual file.

(2) Documents in the OMPF may also be used to construct an MPRJ after a break in service or if the MPRJ is lost or destroyed.

c. Career Management Individual Files (CMIF). The Officer and Enlisted Personnel Management Directorates, MILPERCEN, maintain the CMIF. These files include assignment preference statements, copies of the evaluation reports, a copy of the Officer Record Brief, and other documents and correspondence relevant to HQDA career management functions.

5–3. Submission of documents

The procedures in this pamphlet supplement applicable regulations. The military personnel officer is responsible for submission of documents, forms, and correspondence to be filed in accordance with the requirements in AR 640-10 and related directives. Personnel Qualification Records are maintained in accordance with AR 640-2-1 and procedures in this pamphlet.

5–4. Microfiche

In order to assure the maximum quality legibility of microfilmed records, conversion of the OMPF to microfiche requires the following standards to be imposed:

a. Black ink (or black carbon) on white paper.

b. Optimum size of 8-1/2′ x 11″.

c. Avoid colored inks (including carbon), colored paper, or paper with shaded areas.

Section II
Procedures

5–5. Procedure 5-1 ORB correction

Procedure 5-1 covers officer record brief (ORB) correction procedures.

a. Primary reference: AR 640-2-1.

b. Forms used: DA Forms 4037.

c. This procedure supplements AR 640-2-1. It provides instructions for the correction of Officer Record Briefs (ORB) (DA Form 4037) which have been provided for the purpose of verification and correction of data. The ORB will be forwarded on a triannual basis keyed to the individual officers birth month. Table 5-1-2 shows the "as of" date, the actual production date, and the latest transaction date for each ORB cycle, and dates of feedback ORB. The ORB intended for audit during the birth month will be annotated in the top margin with "AUDIT." The two ORB following, at four months respectively, will be annotated with "FEEDBACK" in the top margin. The audit ORB is generated in the month before the audit month (example: ORB for officers whose birth month is March are generated in February). Changes (such as promotions) scheduled during the audit month will not appear on the audit ORB and should not be reported as errors.

d. The audit ORB will be reviewed and corrections submitted as early as possible during the audit month. The two feedback ORB are not intended for audit, but rather to help verify that audit changes have been posted to the ORB. If the changes are not reflected on the first "FEEDBACK" ORB, the MILPO may want to wait until the second ORB arrives before resubmission. Care must be taken to ensure the most current edition of AR 680-29 is used. Corrections to ORB will be forwarded to HQDA via the appropriate SIDPERS transaction except as indicated below. MILPERCEN and the Special Branches will not process changes to the ORB which can be reported through SIDPERS, the reason for this is that there is no "override" built into the system for all data items. For example, if HQDA changes certain data elements that the MILPO has the responsibility to process under SIDPERS, when the MA1/MA2 cycle reconciles the SIDPERS tapes against the HQDA tapes, it takes priority and deletes the HQDA entry.

e. MILPERCEN and the Special Branches Validated Changes: Changes which must be validated by MILPERCEN and the Special Branches (e.g., date of rank required to be corrected in orders) will be accomplished by letter as in figure 5-1-1. When a change or correction must be reported to more than one addressee, send a separate letter (machine-reproduced copy is acceptable) to each one.

f. Addresses are given in paragraph 5-6. Letters must be properly addressed, substantiating documents attached when required, and must contain all the information needed in order to be processed. Letters must include the officer's branch and brief date. Be sure the data element being corrected is fully explained and that the information as it appears on the ORB is shown, i.e., how it looks now and how it will look after it is corrected. See the instructions in table 5-1-1. Machine-reproduced or carbon copies of multiple address letters with inclosures attached to each one as appropriate, may be used; but each copy must be sent directly to the correct addressee. One office cannot correct a data item for which another office is responsible. Letters which are incomplete, without documentation when required, or not properly addressed will be returned to the sender to be resubmitted in accordance with established procedures.

g. Careful compliance by individuals and MILPO with these procedures will accomplish the desired action. Feedback ORBs will be furnished. (See Table 5-1-2.)

(1) The personnel records specialist must advise the individuals that a "feedback" ORB will be received 4 months after their birth month ORB. If he or she desires a copy of the "feedback" ORB, a copy will be reproduced for him or her.

(2) Before resubmission, the personnel records specialist should check with the servicing SIDPERS interface branch to ensure that the original transaction that appeared on the AAC-P85 report was not returned from HQDA as an unprocessed transaction.

(3) The personnel specialist should be especially careful that any correction to be submitted is accurate and that the data item being corrected is in fact in error.

(4) A copy of the P85 Report is at figure 5-1-2.

h. ORB are to be updated whenever changes occur. Do not hold changes until the annual audit. ORB should also be reviewed as part of "in/out" processing.

i. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

j. The following actions will be taken for officer record brief (ORB) correction procedures.

Table 5–5
Procedure 5-1 ORB correction

Step: 1

Action required by: Personnel records specialist

Description of actions: Review SIDPERS Suspense Roster (PCN AAC-C81) to determine which officers are due a Personnel Records audit. ORB and transmittal listing may be used for any purpose deemed helpful in accomplishing the audit. It may, for example, be used as a control document for annotating actions pertaining to disposition of the ORB. Officers in transit (PCS) during their birth month will have their ORB generated the cycle after an arrival ("ARR") transaction has been received from MILPERCEN and segregated as follows:

a. For officers currently assigned/attached to units serviced by the MILPO, arrange for review (as expeditiously as possible) in accordance with local procedures. When necessary, contact the officer personally. TDY units cannot update ORB. The parent unit must make the

Table 5–5
Procedure 5-1 ORB correction—Continued

appropriate corrections.

b. If the officer is temporarily unavailable, hold the ORB for up to 15 days into the month following the review month. If officer is still not available, annotate in accordance with step 2, below.

c. If the officer is assigned to a location remote from the MILPO and will not be available by the 15th of the following month, a copy of the ORB and a locally prepared explanatory letter will be mailed to the officer so that the officer can audit the ORB and return it to the MILPO.

d. If an officer is scheduled for separation from active duty within 90 days of the audit month, the ORB will be placed in suspense until separation. It the officer does not separate, then appropriate action to update the ORB may be taken. If officer separates, ORB will be destroyed.

e. If the officer is no longer serviced by the MILPO (assigned, attached, pending gain), but information about his current assignment IS available, mail the ORB, without delay, to the officer's servicing MILPO.

f. If an officer is no longer serviced by the MILPO (assigned, attached, pending gain), and/or information about his current assignment IS NOT available, the ORB will be destroyed.

g. If an audit ORB is not received for an officer in his birth month, MILPO will send request (para 5-4f, AR 640-2-1) not earlier than 30 days after receipt of audit package, to HQDA (DAPC-PSO-P), Alexandria, VA 22332-0400 for an audit brief. The request will include the officer's name, grade, SSN, control branch, and date of birth.

h. Requests for ORB, other than audit ORB, will be submitted—

(1) When requested by a commander (para 1-13, AR 640-2-1). Submit a letter to the appropriate career branch, giving circumstances of the loss or destruction, if known, and request a reproduced copy of the latest ORB.

(2) When requested by the officer (para 5-3d, AR 640-2-1). Submit a letter of request for a special ORB to HQDA (DAPC-PSO-P), Alexandria, VA 22332-0400. The request will include the officer's name, grade, SSN, and date of birth. Request should not be submitted earlier than 60 days after an annual audit of the ORB to allow sufficient time for audit results to be updated on the OMF.

Step: 2

Action required by: Officer/personnel records specialist

Description of actions: Jointly verify the accuracy of the data contained on the audit ORB. Make additions, deletions, and corrections according to the instructions for each data element as shown in table 5-1-1. The officer and military personnel officer (or designated military personnel officer representative) will sign and date the ORB in Section X (REMARKS). Signature will attest to the completeness and accuracy of data on the ORB. In the event attempts have failed in having the officer personally review and sign the ORB, the military personnel officer (or Personnel Records Specialist) will annotate the ORB, "Attempts have failed in having (grade of rank and name) personally review his ORB," and sign the ORB.

Step: 3

Action required by: Personnel records specialist

Description of actions: Report additions, deletions (date deletions one day earlier when adding or changing the same data field), and changes to HQDA as follows:

a. SIDPERS Changes. Prepare the necessary transaction and submit in accordance with chapter 2, DA Pamphlet 600-8-2.

b. Letter. Prepare letter in accordance with table 5-1-1 and figure 5-1-1. Forward letters to the military personnel officer for signature and dispatch to appropriate address (see table 5-1-1 and paragraph 5-8).

Step: 4

Action required by: Personnel records specialist

Description of actions: Retain a copy of each letter for follow-up as required.

Step: 5

Action required by: Personnel records specialist

Description of actions: After ORB is annotated and signed, staple a copy of each ORB Correction Letter and/or original AAC-P85 to the back of the ORB.

Step: 6

Action required by: Personnel records specialist

Description of actions: Place signed and annotated ORB (with attachments) loosely in MPRJ. DO NOT ATTACH TO MPRJ. Remove upon receipt of feedback ORB. Check to see if changes and/or corrections were on the feedback ORB, taking into consideration the time lag reflected in table 5-1-2. If changes were not accomplished, resubmit in accordance with this procedure. Retain only the most recent ORB (audit or feedback) and changes (AAC-P85 report, ORB Correction Letter) submitted the month prior to ORB date. Destroy outdated ORB, AAC-P85 report, and ORB Correction Letter.

Step: 7

Action required by: Personnel records supervisor/military personnel officer

Description of actions: Provide supervision and training as required to ensure ORB audit and correction procedures are followed. Solicit command support to meet requirements if necessary.

a. Be sure all officers receive notice and assistance in accomplishment of the audit.

b. Be sure applicable procedures are followed in submission of SIDPERS data and letters.

c. Be sure data is accurate and submitted on a timely basis.

Table 5–1–2
ORB production schedule

Birth month	Approximate Date of ORB Production	Brief Data (Latest transaction shown on ORB)	Dates of Feedback ORB
Jan	2 DEC	Late Nov	May and Sep
Feb	2 Jan	Late Dec	Jun and Oct
Mar	2 Feb	Late Jan	Jul and Nov
Apr	2 Mar	Late Feb	Aug and Dec
May	2 Apr	Late Mar	Sep and Jan
Jun	2 May	Late Apr	Oct an Feb
Jul	2 Jun	late May	Nov and Mar
Aug	2 Jul	Late jun	Dec and Apr
Sep	2 Aug	Late Jul	Jan and May
Oct	2 Sep	Late Aug	Feb and Jun
Nov	2 Oct	Late Sep	Mar and Jul
Dec	2 Nov	Late Oct	Apr and Aug

5–6. Addresses for ORB correction letters

a. For correction of data not specified in b through f below:

(1) HQDA (DAPC-OP—appropriate Career Management Division), ALEX, VA 22332-0400

(a) OPC-Colonels Division

(b) OPE-AD, FA, IN, AR, AVN, FAO

(c) OPF-CM, CE, MP, MI, SC

(d) OPG-AG, FC, OD, QM, TC

(e) OPW-Warrant Officers

(2) For AMEDD Officers-HQDA (SGPE-AN, DC, MC, MS, SP, or VC) Washington, DC 20324-2000.

(3) For Chaplains-HQDA (DACH-PER) Washington, DC 20310-2700.

(4) For JAGC Officers-HQDA (DAJA-PT) Washington, DC 20310-2206.

b. For correction of aviation qualification data to include AMEDD aviators: HQDA (DAPC-OPA-V) Alexandria, VA 22332-0400.

c. For initial determination of education codes not prescribed in AR 680-29.

(1) For officers managed by MILPERCEN-HQDA (DAPC-OPA-E) Alexandria, VA 22332-0400.

(2) For AMEDD officers-HQDA (SGPE-ED) Washington, DC 20324-2000.

d. For correction of Regular Army basic date of appointment, grade, and date of rank specified (CW3 and above) temporary grades and date of rank. HQDA (DAPC-MSP-D) Alexandria, VA 22332-0400.

e. For recomputation of service: HQDA (DAPC-OPP-R) Alexandria, VA 22332-0400.

f. For changes to or from component RA: HQDA (DAPC-OPP-P) Alexandria, VA 22332-0400.

5–7. Procedure 5-2 AMEDD

professional qualification record

a. Primary reference is AR 640-2-1.

b. Forms used are DA Forms 4319-R (AMEDD Professional Qualification Record—Part 1) and 4319-1-R (AMEDD Professional Qualification Record—Part 2).

c. This procedure supplements AR 640-2-1.

d. The DA Form 4319-R (located in back of volume) is used to record information concerning membership and degree of leadership in local and national professional organizations, acceptance of hospital or other teaching appointments, receipt of administrative appointments and professional awards, and accomplishment of that continuing professional education not recorded on the DA Form 4037 (Officer Record Brief).

(1) DA Form 4319-1-R (located in back of volume) is used to record publication of books and technical papers.

(2) Space is provided on the reverse side of each part for continuation of items on that part.

(3) If there is insufficient space, additional pages of the appropriate part may be submitted.

(4) Officers and warrant officers of the (Active) Army Medical Department will prepare and submit the appropriate form(s) when any recordable entry is required or any recorded entry changes. A complete form consists of part I alone or parts I and II. Part II may not be submitted alone. Preparation and submission of these forms is the responsibility of

each officer concerned. However, if assistance in their preparation is required, it will be provided by the Personnel Records Specialist.

e. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

f. The following actions will be taken for the AMEDD professional qualification record:

Table 5–7
Procedure 5-2 AMEDD

Step: 1
Action required by: Individual/personnel records specialist
Description of actions: Typewritten entries are desired except when pencil entries are required. It a typewriter is not available, entries will be handprinted in block letters, using black or blue-black ink. When pencil entries are prescribed, handprinted block letters will be used. Continuation entries for items 4 through 7 will be made on the reverse side of DA Form 4319-R. Continuation entries for item 4, DA Form 4319-1-R, will be made on the reverse side of that form. If more space is needed, additional pages of the appropriate part should be used. When the only form needed to report information to HQDA is part II, part I must also be prepared. In this case complete only items 1, 2, 3, 8b and 8c of part I as specified in table 5-2-1. In item 8a record in pencil the number zero (0) or part I pages and record in pencil the correct number of part II pages making up the record. Entries requiring a year entry only will be entered in two digits (e.g., "74") unless otherwise indicated in specific instructions. "From" and "to" date entries will be entered in all numeric digits in the order year, month, and day (if required).

Step: 2
Action required by: Individual/personnel records specialist
Description of actions: Refer to table 5-2-1 for specific instructions for recording entries on DA Form 4319-R and to table 5-2-2 for specific instructions for recording entries on DA Form 4319-1-R. Upon completion, forward to The Surgeon General as prescribed in chapter 3, AR 640-2-1.

Step: 3
Action required by: Military personnel officer
Description of actions: When requested by The Surgeon General, examine documentation submitted by the officer concerned to ascertain and certify the accuracy of entries in question.

Table 5–2–1
Instructions for recording entries on DA form 4319-R

Item: 1
Title: Name
Instructions: Enter in capital letters the last name, first name, and middle initial.

Item: 2
Title: Enter the social security
Instructions: Number with a hyphen following the third and fifth digits.

Item: 3
Title: Branch
Instructions: Enter the basic branch for commissioned officers using the abbreviated form show in paragraph 1-9, AR 680-29:

Army Medical Specialist Corps (AMSC)-SP
Army Nurse Corps-AN
Dental Corps-DE
Medical Corps-MC
Medical Service Corps-MS
Veterinary Corps-VC

For AMSC officers, enter the appropriate section following branch in parentheses as follows:

Physical Therapist Section-(PT)
Occupational Therapist Section-(OT)
Dietitian Section-(Diet)

For warrant officers, enter the designation "WO" follow by, parentheses, the appropriate abbreviated (two-digit) code above for the monitoring branch. (Example: "WO (MS)")

Item: 4
Title: Professional organizations
Instructions: Enter professional organizations, societies, or associations of which officer is a member and/or officer. Separate line entries

Table 5–2–1
Instructions for recording entries on DA form 4319-R—Continued

are required for each different office held. When the same office is held for more than one term or period, this is indicated in the "YEAR" column by a multiple year entry.

a. Organization. Enter the name of the organization. Enter level when appropriate.

b. Position. Enter "Member" if appropriate or enter office held. (Example: "Vice President")

c. Year. Enter the year as follows:

(1) for "Member" entries, enter one of the following:

(a) If membership is in an honorary society or if officer has a lifetime membership, enter "H" or "L" as appropriate.

(b) If membership must be renewed periodically, enter "A." When membership in the organization is discontinued, the entire line entry is deleted. It is not necessary to submit a new or changed form solely to report the discontinuation of membership.

(2) For "office held" entries, enter the year or years in which the office was held. Multiple year entries may be used as needed to show that, for example, an office was held during the period 1974 through 1977 ("74-77") or that the office held during 1974 and again in 1977 ("74&77").

Item: 5

Title: Hospital/teaching appointments

Instructions: Enter any hospital staff positions held after completion of internship, residency, and fellowship; enter all teaching appointments.

a. From. Enter the year and month in which the appointment. Began, e.g., "7305."

b. To. Enter the closing date of the appointment is current, leave this column blank.

c. Institution. Enter the name of the hospital or educational institution. For officers designated as preceptors in the US Army- Baylor University Program in Health Care Administration, enter "AHSUSA." for teaching appointment, record the school or college within the university if appropriate.

d. Type. Enter the staff position or subject taught. For preceptors, enter "PRECEPTR."

e. Hours. Enter the approximate number of hours per week of actual teaching required. If not applicable, leave blank.

Item: 6

Title: Professional education

Instructions: a. Course Title. Enter completion of military and civilian continuing education to include—

(1) Courses of instruction completed at an accredited college (or university) when not taken as part of a program leading to a degree.

(2) Courses at military schools other than basic train, AIT, officer basic and advanced courses, C&GSC, and comparable level courses, senior service colleges, and any subcourse of these courses.

(3) Army, Navy, and Air Force extension courses (upon completion of an entire series or course).

(4) All short courses completed in compliance with orders while on active duty (including medical seminars, symposiums, and conferences which contributed significantly to qualifications of the officer).

b. Length. Enter the length of the course in the most appropriate time category, for example, "2 yrs" "5 mos" "3 wks" "4 days," "20 hrs."

c. Year. Enter the year completed.

d. CPEU. When applicable, enter the number of continuing professional education units earned by attendance at the course described.

Item: 7

Title: Administrative appointments/proessional awards

Instructions: Enter Federal or civilian administrative appointments and Feeral or civilian awards.

a. From. Enter the beginning of appointments or the date award was presented.

b. To. Enter the closing date of appointments. Leave blank for current appointments and for all awards.

c. Institution or Agency/name of Award. Enter the institution or agency to which appointment is made. For awards, show the name or title of the award.

d. Type. For appointment, show type of appointment or position to which appointed, as appropriate. For awards, show the type or category of award.

Item: 8

Title: Authentication

Instructions: a. This Record Contains. Enter the number of pages in complete record. The front and back side of part I (or part II) count as one page for this purpose. When part II is prepared, part I must be prepared.

b. Date. Enter the date the initial record was prepared. As new and/or revised pages are prepared, enter in pencil the date of the latest change or revision.

c. Signature. Enter the full payroll signature.

Item: 9

Title: Continuation

Instructions: a. Item Number. Enter the number of the item entry being continued.

Table 5–2–1
Instructions for recording entries on DA form 4319-R—Continued

b. Entry. Entry data as it would be recorded in the item space provided. Show column boundaries by the use of the slash (/) mark.

Table 5–2–2
Instructions for recording entries on DA Form 4319-1-R

Item: 1
Title: Name
Instructions: Enter in capital letters the last name, first name, and middle initial.

Item: 2
Title: Enter the social security
Instructions: Number with a hyphen following the third and fifth digits.

Item: 3
Title: Branch
Instructions: Enter the basic branch for commissioned officers using the abbreviated form show in paragraph 1-9, AR 680-29:
Army Medical Specialist Corps (AMSC)-SP
Army Nurse Corps-AN
Dental Corps-DE
Medical Corps-MC
Medical Service Corps-MS
Veterinary Corps-VC
For AMSC officers, enter in parentheses the appropriate section following branch entry as follows:
Physical Therapist Section-(PT)
Occupational Therapist Section-(OT)
Dietitian Section-(Diet)
For warrant officers, enter the designation "WO" follow by, parentheses, the appropriate abbreviated (two-digit) code above for the monitoring branch. (Example: "WO (MS)")

Item: 4
Title: Book and technical papers published
Instructions: Record all research publications, or those of a technical nature, published under the officer's name (as author or coauthor) in professional, military, or business fields.

a. Title. Enter the title followed by "(BK)" for book or "(ART)" for an article. If the officer is a coauthor, enter "(Coauthor)" following "(BK)" or "(ART)" entry. When a published paper is the result of a team effort and one of the individuals was the principal investigator who actually wrote the paper, he will be designated as the author and all other contributors will be considered coauthors.
b. Publisher/periodical. Enter in abbreviated form the publisher's name or the periodical in which the article appears.
c. Year. Enter the year of publication.

5–8. Procedure 5-3 AEA codes

Procedure 5-3 covers Assignment Eligibility and Availability (AEA) codes.

a. Primary references are AR 614-200, 614-30.

b. Forms used are DA Forms 2 and 2-1.

c. This procedure supplements the primary references, above. It prescribes guidance pertaining to the award and reporting of Assignment Eligibility and Availability (AEA) Codes for enlisted personnel in active duty status only.

(1) AEA codes reflect eligibility and availability for assignment of all Army enlisted personnel on active duty, including those in a trainee, transient, patient, and student program status except individuals in basic training (BT) or advanced individual training (AIT); also excluded are soldiers serving in oversea commands unless they have been barred from reenlistment under AR 600-200 or AR 601-280, or application for retirement has been approved.

(2) Except as provided in section II, chapter 2, AR 614-200, an AEA code will be awarded to a soldier immediately upon arrival at a unit (or deleted as appropriate if oversea) and updated as required to reflect the individual's current AEA status. When two or more AEA codes apply, the AEA code with the longest period of stabilization will be reported.

(3) Because of the lead time in making assignments at MILPERCEN, AEA codes with termination dates within 3 months of the date of award will not be awarded or reported.

d. A change in an AEA code may be generated by a change in assignment; assignment restriction or limitation, such

as stabilization or deferment; medical, geographical, or travel restrictions or limitations; or other personnel actions or personal situations which affect the availability of the individual for any assignment.

(1) Failure to award and report an AEA code results in the individual being considered at HQDA as immediately eligible and available for assignment.

(2) Reporting of erroneous AEA codes may result in erroneous assignment actions; therefore, in order for the Army's assignment system to function, it is essential that AEA codes be awarded and reported accurately and promptly.

(3) Military personnel offices are responsible for award of the proper code, posting of Personnel Qualification Records, and reporting of data changes through appropriate channels to HQDA.

e. Personnel who have access to AEA code information are reminded that all such information is within the restrictions imposed by AR 34G-17 and that certain specific codes are also subject to additional restrictions, such as AR 600-31 pertaining to suspension of favorable personnel actions.

f. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

g. The following actions will be taken for assignment eligibility and availability (AEA) codes.

Table 5–8
Procedure 5-3 AEA codes

Step: 1

Action required by: Personnel records specialist

Description of actions: Upon the following occasions, review AEA codes to verify the accuracy of the code and termination year and month as recorded on DA Form 2. See following steps for listing of codes and explanations. Be sure to verify termination year and month when code is of limited duration.

a. Inprocessing (DA Pam 600-8-10). See next step.
b. Review (POR) and verification of deployability under AR 612-2 and review/reconciliation of Personnel Qualification Records under AR 640-2-1 (concurrent).
c. Reenlistment (in service under AR 601-280) or bar to reenlistment if oversea.
d. Change in physical profile (PULHES) (chap 9, AR 50-501).
e. Alert for assignment (unit or individual).
f. Receipt of reassignment orders (unit or individual).
g. Receipt of TDY orders for 90 days or more.
h. Cancellation of alert or revocation of TDY or reassignment orders.
i. Stabilization of assignment or extension of stabilized assignment (AR 614-5); extension of oversea tour, or extension of enlistment, term of service, or tour of active duty (AR 601-280).
j. Approval of application for voluntary retirement (AR 635-200).
k. Suspension of favorable personnel actions (AR 600-31).

Step: 2

Action required by: Personnel records specialist

Description of actions: Award and report applicable AEA code (or delete) under the provisions of chapter 2, AR 614-200. (Also see table 5-3.) When termination data is within 3 months of effective date, do not report the code.

a. Inprocessing-no code on DA Form 2.
(1) Arrival at first (CONUS) duty station. Award initial AEA code.
(2) Arrival at CONUS duty station upon return from oversea assignment. Award appropriate code.
(3) Arrival at oversea duty station (AR 614-30)
b. Stationed in oversea command, upon receipt of approval of application for voluntary retirement. Award AEA Code A with termination date which will be the effective date of retirement.
c. Stationed in CONUS. Update as required. Report changes promptly.

Step: 3

Action required by: Personnel records specialist

Description of actions: Determine and award the code which is most applicable—

a. AEA Code L to newly arrived soldiers who are not otherwise stabilized; the termination date will be one year from the date the soldier arrived at the installation. AEA Code L with no termination date is awarded to soldiers currently available for assignment but may possess one of the following assignment limitations.
(1) Sole surviving son or daughter (table 2-1, AR 614-30).
(2) Former prisoner of war (table 2-1, AR 614-30).
(3) Travel restrictions under table 2-1, AR 614-30 or other directive. (Authority under which travel restriction is imposed will be specified in

Table 5–8
Procedure 5-3 AEA codes —Continued

letter in MPRJ.)

(4) German aliens (table 2-1, AR 614-30).

(5) Former members of the Peace Corps (table 2-1, AR 614-30).

(6) Less than one year of station (table 2-1, AR 614-30).

b. AEA Code A to individuals who are not eligible for any future assignment or who are temporarily ineligible for an oversea assignment. Examples follow:

(1) Personnel stationed in oversea command—

(a) Bar to reenlistment under AR 600-200 or AR 601-280 and one of the following applies: assigned to a long tour oversea area and will have 6 months' or less remaining service at DEROS or assigned to a short tour oversea area and will have 120 days' or less remaining service at DEROS.

(b) Approved application for retirement. Termination date will be the effective date of retirement.

(2) Personnel stationed in CONUS—

(a) Request for retirement has been forwarded or has been initiated under paragraph 12-9, AR 635-200, upon receiving an alert or assignment instructions/orders for PCS reassignment. Termination date will be the effective date of retirement.

(b) Less than 12 months service remaining to ETS (termination date is ETS)—

1. Service member declines to reenlist or extend term of service (chap 3, AR 601-280) when alerted for oversee service and less than 12 months service remaining from arrival date in gaining oversea command. (AR 614-30 applies.)

2. Bar to reenlistment under AR 600-200 or AR 601-280 and less than 11 months to service until ETS.

3. Army National Guard and Reserve personnel, except REP 63, on active duty.

(c) Returned from oversea service because of wounds by hostile action, injury, illness, or disease determined to be in line of duty or attributable to or aggravated by service in the oversea area, with DROS adjusted to show date of return to duty station. See table 7-1, AR 614-30. Show adjusted DROS as termination date.

(d) Temporarily ineligible for the following reasons: (The termination date will be the expiration date or projected expiration date of the temporary condition.)

1. Are medically disqualified for reasons such as pregnancy or convalescence.

2. Have been dropped from the rolls of an organization as a deserter and have not served 12 months in CONUS since the date returned to duty.

3. Have been confined as a result of conviction by a special or general court-martial and have not served 12 months in CONUS after release.

c. AEA Code B to individuals who are not available for oversea service for an unspecified period of time for the following reasons:

(1) Present assignment precludes selection for reassignment for oversea service because of the nature of the assignment which includes but is not limited to—

(a) Assignment to Presidential support activity, authorized personal staff of a general officer USA Band, USA Field Band, or USMA Band.

(b) Trainee, transient, patient, and student except for initial entry training program status.

(2) Under consideration for separation (including soldier requests for discharge for hardship, dependency, or conscientious objection) and soldiers under investigation or consideration for elimination because of unsuitability or misconduct.

(3) In confinement, under investigation, or awaiting trial by courts-martial or civil court.

(4) Under suspension of favorable personnel actions except when transfer of action (para 6, AR 600-31) has been approved by MILPERCEN or when suspension will be in excess of 90 days.

d. AEA Code H. Rescinded.

e. AEA Code S, with a specified termination date, will be placed on the Enlisted Master File (EMF) by MILPERCEN for individuals who have been given a reassignment for extreme family problems (chap 3, AR 614-200). If individual becomes eligible for worldwide assignment prior to the end of the stabilization period, take the following action:

(1) Award AEA Code L, record on DA Form 2 in pencil (temporary entry), and submit "AEA" SIDPERS transaction. (See procedure 2-6, DA Pam 600-8-2.)

(2) Promptly notify HQDA (DAPC-EPA-C) by message. Include statement that individual is immediately available for worldwide assignment.

Note: Upon approval of personnel action and concurrent award of AEA Code S, and data input is not accomplished at HQDA, notify HQDA(DAPC-EPA-C) as expeditiously as possible (AUTOVON 221-7732).

f. AEA Code U, with a specified termination date, to individuals with enlistment commitments under AR 601-210 or AR 601-280. Termination year and month is computed from date of assignment, i.e., date individual reported to duty with the unit or station of choice. When training is required, termination date will be computed from date of completion of training at the installation of choice.

g. AEA Code V, with a specified termination date, to individuals stabilized under AR 614-5 or other HQDA authority for a specified period of time. See also AEA Code X below.

(1) All personnel authorized stabilization under AR 614-5, including training base permanent party, except individuals assigned to a Presidential support activity, USA Band, USA Field Band, or USMA Band. Note AEA Code 8 above.

(2) Personnel authorized stabilization under other directives or for specific purposes. Authorizing document specifying period of stabilization should be in MPRJ, except tinder AR 380-35,

Note: When more than one code is applicable, the AEA code with the longest period of stabilization will be reported. Provisions of AR 614-5 apply as follows:

(1) The termination date for soldiers assigned by MILPERCEN to unit/positions that require stabilization will be computed from the date the individual reports to the installation, organization, or activity (para 1-4f, AR 614-5).

(2) The termination date for soldiers assigned to organization/activities by a commander who has authority to publish orders will be based on the date provided by MILPERCEN (para 2-3b, AR 614-5).

Table 5–8
Procedure 5-3 AEA codes —Continued

h. AEA Code X with termination date will not be removed upon reaching termination month, but will serve as notification to HQDA that individual is eligible for reassignment. Remove AEA Code X only when service member has been reassigned from an authorized position in the organization. Award AEA Code X to individuals listed below. Termination date will be the date a soldier becomes eligible for assignment or the termination date of stabilization under AR 614-5.

(1) Soldiers in grades E6 through E9 assigned to Army Readiness and Mobilization Regions (ARMR) stabilized for 24 months. Includes active component soldiers who are attached to National Guard/Reserve component units for duty in full time manning positions.

(2) Soldiers assigned to ROTC Instructor Groups, stabilized for 36 months.

(3) Soldiers assigned to US Army Recruiting Command in administrative or support positions, stabilized for 36 months (AR 614-5).

i. AEA Code K, with a specified termination date, will be placed on the EMF by MILPERCEN for individuals who have been stabilized under the FORSCOM Commander's Key Soldier Deletion Program. Individuals will be stabilized on a one-time basis for a period of 12 months. Questions concerning individuals awarded AEA Code K should be referred to HQDA (DAPC-EPS-S).

j. AEA Code R with a specified termination date, will be placed on the EMF by SIDPERS transaction to HQDA, (Proc 2-6 of DA Pam 600-8-2 specifies action to be taken). The AEACD "R" will be utilized to identify individuals assigned to current units.

(1) Termination date will be 36 months from the FORSCOM unit operation date of the COHORT unit of assignment.

(2) AEA Code R will remain in effect the entire life cycle of the unit and will not be removed if the unit deploys oversea.

(3) For individuals reassigned locally from the COHORT unit, AEA Code R will terminate on the effective date of reassignment.

(4) Questions concerning the award of AEA Code R and termination dates should be referred to HQDA (DAPC-EPS-l).

k. AEA Code T will be awarded to soldiers performing duties as directed by MILPERCEN. AEA Code T and the termination date will be recorded on the EMF by MILPERCEN. Questions about soldiers awarded AEA Code. T should be referred to MILPERCEN, ATTN: DAPC-EPS-S.

l. AEA Code Z denotes deletion of a previously assigned AEA Code and termination date.

m. AEA Code C will be awarded to soldiers temporarily ineligible for reassignment for such reasons as medical, convalescence, dropped from the rolls as a deserter, confinement as a result of conviction by special or general court-martial and trainees (except for soldiers undergoing initial entry training). Termination date will be date temporary ineligibility expires.

n. AEA Code G will be awarded to all special category personnel listed in AR 614-5, Table 2-2, except as outlined in subparagraph h above.

o. AEA Code P will be awarded to personnel in positions authorized stabilization by DCSPER under AR 614-5, Chapter 3, Section II.

p. AEA Code W will be awarded to all personnel assigned to organizations listed in AR 614-5, Table 2-1, except as outlined in subparagraph h above.

Step: 4

Action required by: Personnel records specialist

Description of actions: Upon receipt of information which concerns an individual's eligibility or availability for assignment, follow procedures in preceding steps. Normally this information will be in the form of documents filed in the MPRJ and entries on Personnel Qualification Records. In particular, note and verify entries for assignment limitations and restrictions recorded in physical Cat code DA Form 2 and item 4, DA Form 2-1. Check for missing entries and accuracy against documents in MPRJ (e.g., enlistment commitments).

Step: 5

Action required by: Personnel records specialist

Description of actions: Limited Duration AEA Codes (K, R, T, U and V). Termination year and month must be shown. At the termination date, HQDA automatically converts to AEA Code L unless another code is reported not later than 30 days prior to termination.

a. When AEA Code L is applicable, no further action is necessary.

b. When the code should be changed to other than AEA Code L, submit change as soon as known, unless duration of the code is less than 3 months.

c. When the current code should be retained, with the duration extended, submit change (including code with the date) not later than 30 days prior to termination to preclude change to AEA Code L.

d. Review periodically, or as required, codes with termination dates for verification of code and termination year and month. Set up internal office suspense as required (see step 8, below) to review and take further action to submit changes if necessary.

Step: 6

Action required by: Personnel records specialist

Description of actions: Entries on Personnel Qualification Records (AR 640-2-1). Submission of SIDPERS transaction (see next step) is required to change AEA Code on DA Form 2A. Pencil entry (temporary) may be made.

Step: 7

Action required by: Personnel records specialist

Description of actions: Submission of data changes. When an AEA code, including the termination year or month when applicable, needs to be changed, be sure changes or corrections are submitted as soon as the change is known, as indicated below:

a. Submit changes in accordance with procedure 2-6, DA Pamphlet 600-8-2. Include applicable code with change of year and month.

b. SIDPERS rosters. See procedures in chapter 4, DA Pamphlet 600-8-2. Changes and corrections are submitted as above; do not submit duplicate transactions. (SIDPERS suspense roster-see procedure 4-32, DA Pam 600-8-2.)

Table 5–8
Procedure 5-3 AEA codes —Continued

Step: 8

Action required by: Personnel records specialist

Description of actions: Suspense actions. Do not submit codes of less than 3 months duration. For suspense actions not included in SIDPERS, set up internal office suspense for required action. Changes in AEA codes, and termination year and month when applicable, are to be made as soon as known in order for records and data bases to be as accurate and up-to-date as possible. Codes are automatically converted on the actual termination date; however, MILPERCEN assignment personnel will consider the individual for reassignment 5 months prior to termination date.

Step: 9

Action required by: Personnel records supervisor

Description of actions: Exercise close supervision over the award, recording, and reporting of AEA codes.

a. Verify accuracy of codes periodically, as often as necessary to assure accurate recording on Personnel Qualification Records and accurate data reporting.

b. Have records reviewed in time to submit changes/corrections of codes and termination dates in accordance with section II, chapter 2, AR 614-200. Be sure personal information is protected (AR 340-17 and AR 340-21 series).

c. When maximum lead time cannot be observed, be sure the code (with expiration date, if any) is recorded and submitted promptly when the code is of more than 3 months duration (DA Pam 600-8-2).

d. When inaccuracies or delayed recording/reporting occur, determine what corrective action could have been taken; ensure future preventive action is taken.

e. Know provisions of applicable directives for award and reporting of AEA codes and provide adequate instruction to Personnel Records Specialist in performance of this duty. Be able to provide guidance in unusual cases. Keep abreast of changes in directives and procedures to assure accuracy and promptness.

Step: 10

Action required by: Military personnel officer

Description of actions: Be sure the function for award and reporting of AEA codes is accomplished as required in accordance with applicable directives and procedures for the achievement of as high a degree of accuracy and promptness as possible.

Step: 11

Action required by: Military personnel officer

Description of actions: When deficiencies are reported (such as the result of inspection, congressional inquiries, Army Audit Agency reports, PERMAS projects), be sure corrective action is taken.

a. Inform the Personnel Records Supervisor of the content of reports and nature of deficiencies in applicable area of operation.

b. Make recommendations for improvement as required and appropriate to the nature of the deficiency.

c. Take follow up action on a continuing basis for achievement of 100 percent accuracy.

5–9. Procedure 5-6 record of CM conviction

Procedure 5-6 covers record of court-martial conviction. (DA Form 2-2).

a. Primary reference is AR 640-2-1.

b. Forms used are DA Forms 2, 2-1, and 2-2, and DD 2329 (Record of Trial by Summary Court-Martial).

c. It prescribes guidance pertaining to the initiation and maintenance of DA Form 2-2 for enlisted personnel serving on active duty.

d. The DA Form 2-2 is used to show an enlisted person's record of court-martial convictions. The form will be initiated by the custodian of the individual's personnel records upon receipt of appropriate court-martial orders. No form will be prepared if the trial results in acquittal of all charges or if the findings and sentence are disapproved by the convening authority. The DA Form 2-2 becomes a permanent part of and will be retained with the Personnel Qualification Records (DA Forms 2 and 2-1).

e. Data as to previous court-martial convictions already entered on DA Form 20B need not be transcribed to the DA Form 2-2. Entries of new court-martial convictions will be made on DA Form 2-2 and not on existing DA Form 20B. Both DA Forms 2-2 and 20B are to be retained with the Personnel Qualification Records.

f. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-17. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

g. The following actions will be taken for the record of court-martial conviction (DA Form 2-2):

Table 5–9
Procedure 5-6 record of CM conviction

Step: 1
Action required by: Personnel records specialist
Description of actions: Prepare DA Form 2-2 upon receipt of appropriate court-martial orders or DD Form 2329 pertaining to an enlisted person whose Personnel Qualification Records (DA Forms 2 and 2-1) are maintained at the MILPO.

Step: 2
Action required by: Personnel records specialist
Description of actions: Do not initiate DA Form 2-2 if trial by court-martial results in acquittal of all charges or if the findings and sentences are disapproved. If a DA Form 2-2 has been initiated because previous trial by courts-martial, and current trial resulted in acquittal or findings and sentences are disapproved by the convening authority, no entries will be made on the DA Form 2-2.

Step: 3
Action required by: Personnel records specialist
Description of actions: Upon initial preparation of the DA Form 2-2, a duplicate will be forwarded to HQDA (DAPC-EP—appropriate career branch), for grades E6 through E9 and for those MOS designated in table 1-1, AR 614-200.

Step: 4
Action required by: Personnel records specialist
Description of actions: Copy of DA Form 2-2, when forwarded to MILPERCEN, will include PMOS and pay grade of the individual in the left corner of page 1. A typewriter or rubber stamp (black or blue-black ink) will be used for this purpose.

Step: 5
Action required by: Personnel records specialist
Description of actions: Later entries will be reported by submitting a reproduced copy of the DA Form 2-2.

Step: 6
Action required by: Personnel records specialist
Description of actions: Recording entries on DA Form 2-2 (fig 5-6-1):

a. Identification. Enter name and SSN, as recorded in items 1 and 2, DA Form 2-1.
b. Entries. Entries will be recorded in items 1 through 6 as follows:
(1) Item 1. Enter the type of court-martial (general, special, or summary), number of court-martial order, name of the headquarters convening the court, and the article(s) of the UCMJ under which the service member was convicted.
(2) Item 2. Enter a brief synopsis of the specification(s) of the offense(s) for which convicted and date of the offense(s). If the offense is AWOL, the through date will be same as recorded in item 21, DA Form 2-1.
(3) Item 3. Enter the sentence as approved, the date the sentence was adjudged, and the date it was approved. In item 3a, obtain the signature of the custodial officer responsible for the entry in item 3a and type or print his name, grade, and organization below his signature.
(4) Item 4. Enter the date of the action on supervisory or appellate review and the headquarters where the review was taken. If the supervisory or appellate review is shown in a court-martial order, the order number, date and the designation of the issuing command will be placed immediately after the date of supervisory or appellate review. In item 4a, obtain the signature of the custodial officer responsible for the entry in item 4a and type or print his name, grade, and organization below his signature.
(5) Item 5. Upon receipt of court-martial orders promulgated by the reviewing authority subsequent to the date of initial order in the case that remits, suspends, sets aside, or otherwise alters any portion of the approved court-martial findings or sentence, the custodian of the DA Form 2-2 will enter the order number, source, date, and headquarters where the action was taken. If all the findings and sentence are set aside during the appellate review, all entries pertaining to that trial will be deleted. In item 5a obtain the signature of the custodial officer responsible for the entry in item 5 and type or print his name, grade, and organization below his signature.
(6) Item 6. When the suspension of a sentence is vacated, the custodian will enter the order number, headquarters, and date of the order. In item 6a, obtain the signature of the custodial officer responsible for the entry in item 6 and type or print his name, grade, and organization below his signature.
c. Date prepared Enter in item 29, DA Form 2-1, the date that DA Form 2-2 was prepared.
d. Enter number of DA Forms 2-2 by typing number 1, 2, 3, etc., in the lower right margin of the front side of the form. (See fig 5-6-1.)

Step: 7
Action required by: Personnel records supervisor
Description of actions: Review completed DA Form 2-2 for accuracy. Inaccurate or incomplete form will be returned to the Personnel Records Specialist for corrective action. If form has been prepared correctly, obtain signature of the personnel officer in appropriate item of the form, if applicable. Return signed DA Form 2-2 to the Personnel Records Specialist.

Step: 8
Action required by: Personnel records specialist
Description of actions: Have duplicate copy made and forward to appropriate addressees (step 3, above), if applicable. The use of a letter of transmittal or DA Form 200 (Transmittal Record) is not required. The DA Form 2-2 is a permanent part of and will be retained with the DA Forms 2 and 2-1.

Table 5–9
Procedure 5-6 record of CM conviction—Continued

Step: 9
Action required by: Personnel Records Specialist
Description of actions: Submit "GCMS" SIDPERS transaction in accordance with Procedure 2-30, DA Pam 600-8-2 following completion of sentence imposed by court-martial to start a new qualifying service date for the Good Conduct Medal (para 3-5, AR 672-5-1.)

5–10. Procedure 5-8 EER

Procedure 5-8 covers enlisted evaluation report (DA Form 2166-6).

a. Primary reference is AR 623-205.

b. Forms used are DA Forms 2, 2-1, 2166-6, 2475-2, 2496, and 5237-R.

c. This procedure supplements AR 623-205. It must be used in conjunction with AR 623-205; and all questions pertaining to policy or procedure should first be referred to that regulation for resolution. Guidance for the preparation of academic evaluation reports for student personnel is contained in procedure 5-13, this pamphlet.

d. The responsibilities of unit commanders and Military Personnel Offices (MILPO) are specified in AR 623-205. The principal link in the enlisted evaluation report processing chain between the rating official and the MILPO, however, is the Personnel Staff NCO (PSNCO).

e. The PSNCO is responsible for the following:

(1) Monitoring units to ensure that commanders keep current rating schemes.

(2) Monitoring personnel changes to ensure that units are notifying the MILPO promptly (through the PSNCO) of requirements for "change-of-rater" reports.

(3) Ensuring reports are completed and returned to the MILPO on time.

(4) Checking EER for completeness and administrative accuracy before submission to the MILPO.

f. This procedure also provides guidance for the use of the SIDPERS-generated EER Suspense Roster (AAC-C71/C97) which will assist the MILPO in monitoring and assuring the timely submission of EER. Specifically, the AAC-C71/C97 report provides a listing of names which can be used for transmittal and suspense control purposes, a partially preprinted EER (DA Form 2166-6) and a skeleton card for each EER to accomplish the "ERPT" SIDPERS transaction.

g. The AAC-C71/C97 report consists of the following:

(1) Part I—(Identified as PCN: AAC-C71) A listing of permanent party personnel who have been identified as requiring an annual or change-of-rater (PCS or separation) EER. (Distribution: Original to MILPO with additional copies available upon request.)

(2) Part II—Identified as PCN: AAC-C97) Consists of DA Form 2166-6 with preprinted personnel and organizational data for permanent party personnel. (Distribution: Original to MILPO.)

(3) Part III—Consists of skeleton cards for accomplishing the "ERPT" SIDPERS transaction.

h. Each MILPO can determine how far in advance this tool can be generated by SIDPERS beginning one or more months before the projected close date of the EER. This projected close date is based upon anticipated date of loss (DLOS), DEROS, ETS, or one year from previous EER. A soldier's first EER is determined by the date of the event requiring a report. The beginning month will be the effective date of promotion to E5 or the month following promotion to pay grade E5.

i. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

j. The following actions will be taken for the enlisted evaluation report (DA Form 2166-6).

Table 5–10
Procedure 5-8 EER

Step: 1
Action required by: Unit Cdr/1SG
Description of actions: Be familiar with the requirements of AR 623-205 and this procedure.

Step: 2
Action required by: Unit Cdr/1SG
Description of actions: a. Know when soldiers are due EER and ending period of report. (See table 5-8-2.)
b. If DA Form 2166-6 is not received from the MILPO, promptly make request through the PSNCO to the MILPO for its delivery by the most

Table 5–10
Procedure 5-8 EER —Continued

expeditious means.

Step: 3
Action required by: Unit Cdr/1SG
Description of actions: a. Notify soldiers, raters, indorsers, reviewers, and the PSNCO of changes to the unit rating scheme. (See fig 5-8-1.)
b. Post changes to a work copy of the unit rating scheme as they occur. Publish a new rating scheme at least quarterly if changes have been made.

Step: 4
Action required by: Unit Cdr/1SG
Description of actions: When submission of a "Special" or "Relief -for-Cause" EER is desired, promptly make request through the PSNCO to the MILPO to initiate the DA Form 2166-6. (See fig 5-8-2.)

Step: 5
Action required by: Unit Cdr/1SG
Description of actions: When a soldier's duty assignment changes, determine whether or not a "Change-of -Rater" EER is required, both for the soldier changing duties and for soldiers of whom he is the rater. Use the Unit Manning Report (AAC-C07) and the unit rating scheme. If EER are required, promptly make request through the PSNCO to the MILPO to initiate the DA Forms 2166-6. (See fig 5-8-2.)

Step: 6
Action required by: BnPAC/PSNCO
Description of actions: Be familiar with the requirements of AR 623-205 and this procedure and maintain sufficient copies of AR 623-205 to ensure that a copy is available for use by raters, indorsers, and reviewers.

Step: 7
Action required by: BnPAC/PSNCO
Description of actions: a. Monitor rating schemes of units to ensure rating officials meet the eligibility criteria in chapter 3, AR 623-205, and that rating schemes are kept current.
b. Post changes to work copy of unit rating schemes as they occur. (See step 3, above.)

Step: 8
Action required by: BnPAC/PSNCO
Description of actions: Monitor the Personnel Transaction Register by Unit Report (AAC-P01) with the AAC-C07 report and the unit rating schemes to ensure units are promptly requesting "Change-of-Rater" EER when they report position changes, if necessary.

Step: 9
Action required by: BnPAC/PSNCO
Description of actions: Ensure that all soldiers in grade E5 and above are currently reflected on a rating scheme and receive an EER whether or not occupying an authorized TDA or TOE position.

Step: 10
Action required by: BnPAC/PSNCO
Description of actions: Monitor automated reports or listings and orders to ensure EER are initiated by the MILPO for soldiers pending separation or reassignment.

Step: 11
Action required by: MILPO/personnel records supervisor/personnel records specialist
Description of actions: Be familiar with the requirements of AR 623-205 and this procedure.

Step: 12
Action required by: Personnel records specialist
Description of actions: See table 5-8-1 for schedule of required EER.

Step: 13
Action required by: Personnel records specialist
Description of actions: Utilize EER Suspense Roster (AAC-C71/C97) to identify soldiers requiring EER.

Step: 14
Action required by: Personnel records specialist

Table 5–10
Procedure 5-8 EER —Continued

Description of actions: Screen HQDA Centralized Promotion/Selection Board zones of consideration to identify soldiers who may be eligible for a "Complete-the-Record" EER.

Step: 15
Action required by: Personnel records specialist
Description of actions: Upon receipt of AAC-C71/C97 report or receipt of notification that an EER is required, take the following actions:

a. Obtain MPRJ of each soldier.
b. Verify that an EER is required or is authorized. (See table 5-8-2.)
(1) If the soldier is in the primary or secondary zone of consideration for a DA centralized promotion board, or is in the zone of consideration for school attendance, or is in the zone of consideration for selection to CSM, and has not received a previous EER for the current duty assignment and meets minimum rating period requirements, determine if the rater desires to submit a "Complete-the-Record" EER. (See fig 5-8-3.)
(2) If an EER is not required or authorized, take the following actions, as appropriate:
(a) Input the necessary SIDPERS transaction(s) to correct erroneous data in the SIDPERS Personnel File and monitor the AAC-P01 report to ensure that the transaction(s) were successfully accomplished.
(b) Prepare a DA Form 2496 notifying the unit commander through the PSNCO and provide reasons. Record all time since the last EER as "Nonrated," noting the applicable reason code(s). File a copy of this DA Form 2496 in the action pending section of the individual's MPRJ.
(c) If the soldier is pending separation or reassignment, notify the Outprocessing Section. (See fig 5-8-4.)
(3) If an EER is required or authorized, continue with step 16, below.

Step: 16
Action required by: Personnel records specialist
Description of actions: Utilize the preprinted DA Forms 2166-6 provided with the AAC-C71/C97 report or initiate required EER by completing the following actions, as appropriate:

a. Complete Part I, DA Form 2166-6, as appropriate. (See chap 6, AR 623-205.)
b. If Part I, DA Form 2166-6, is preprinted, verify data with source documents.
c. Accomplish necessary records update/changes; submit necessary SIDPERS transaction(s).
d. Be sure the beginning month of the EER does not overlap with the ending month covered by the previous EER and that the EER begins the next month following the end month of the previous EER. Check item 35, DA Form 2-1, and EER date verified on DA Form 2A. The ending month of the most recent EER processed by USAERECC will be entered on DA Form 2A. Locally input ending dates can be distinguished from USAEREC input ending dates by the presence of a "U" or "V." If the ending months do not agree, go to step 55, below.
e. If the soldier is pending separation or reassignment, notifying the Outprocessing Section. (See fig 5-8-4.)

Step: 17
Action required by: Personnel records specialist
Description of actions: a. Prepare DA Form 2496 to transmit EER to the unit for completion (fig 5-8-5). Utilize Part I of the AAC-C71/C97 report to provide "by name" accountability for the EER; annotate this listing with any additional EER which have been initiated. Inclose the EER provided by Part II of the AAC-C97 report and any additional EER initiated. (DO NOT STAPLE EER.)
b. File Part III of the AAC-C71/C97 report (skeleton cards for accomplishing the "ERPT" SIDPERS transaction) in a suspense file pending completion of the EER.
c. Establish suspense date that will ensure the EER is completed and forwarded to reach USAEREC not later than 60 days after the ending month of the EER.
d. Maintain suspense control that will ensure EER are processed in a timely manner. Utilize Part I of the AAC-C71/C97 report in a 31 day suspense file and annotate the file copy under the column heading "Date Sent to EREC" upon transmission of EER to USAEREC. (See fig 5-8-6.)

Step: 18
Action required by: Personnel records supervisor
Description of actions: a. Maintain close supervisory controls to assure required tasks are accomplished in accordance with applicable directives.
b. Review forms, instructions, and suspense system to ensure all requirements have been completed.

Step: 19
Action required by: Personnel records officer
Description of actions: Review and sign correspondence, as appropriate.

Step: 20
Action required by: Personnel records specialist
Description of actions: a. Make required distribution of correspondence.

Table 5–10
Procedure 5-8 EER —Continued

b. Return MPRJ to file.

c. When EER are not completed and returned to MILPO within established suspense requirements, advise your supervisor so that corrective action can be taken.

Step: 21

Action required by: BnPAC/PSNCO

Description of actions: Upon receipt of DA Form 2496 (fig 5-8-3) inquiring whether the rater desires to submit a "Complete-the-Record" EER (see step 15, above), establish a suspense for reply and forward to the commander.

Step: 22

Action required by: BnPAC/PSNCO

Description of actions: Upon receipt of DA Form 2496 (fig 5-8-5) transmitting EER for completion (see step 17, above), take the following actions:

a. Using the unit rating scheme, determine rating officials and establish suspense dates for the completion of each EER.

b. Maintain a suspense control that will ensure EER are processed and returned to the MILPO in a timely manner. (DA Form 5237-R.)

c. Forward EER to unit for completion.

Step: 23

Action required by: Unit Cdr

Description of actions: Upon receipt of DA Form 2496 (fig 5-8-3) inquiring whether the rater desires to submit a "Complete-the-Record" EER (see steps 15 and 21, above), advise the rater of his options and inform the MILPO through the PSNCO of the rater's desires.

Step: 24

Action required by: Unit Cdr/1SG

Description of actions: Upon receipt of DA Form 2496 (fig 5-8-5) transmitting EER for completion (see steps 17 and 22, above), take the following actions:

a. Verify that the rating officials indicated in the DA Form 2496 by the PSNCO are correct. If not, make appropriate corrections in accordance with step 3, above.

b. If the EER due is based upon the rated soldier's pending separation or reassignment, determine if any "Change-of -Rater" EER are required for soldiers of whom he is the rater. If EER are required, immediately make request through the PSNCO to the MILPO to initiate DA Form 2166-6. (See step 5, above.)

c. Verify that the minimum rating period requirements have been met. (See table 5-8-1 and chap 2, AR 623-205.) Obtain periods of nonrated data from section II, DA Form 2475-2 or MPRJ. (If it is found that the minimum rating period is not met, return the EER by Comment through the PSNCO to the Personnel Management Specialist for destruction or reinitiation at a later date.)

d. Forward the EER to the rating officials for completion. Ensure the EER is completed and returned to the PSNCO in a timely manner.

e. Nonrated periods will be reported to the MILPO in the return Comment through the PSNCO to the MILPO.

f. Assist the Indorser in obtaining the soldier's signature for block "C" of Part V, DA Form 2166-6. If the rated soldier has departed the installation or refuses to sign the EER, ensure that the Indorser has entered a statement of explanation in Part V and has entered the soldier's forwarding address in Block "B" of Part VII.

g. Upon completion of the EER by the rating officials and signature by the rated soldier, return the EER to the PSNCO by Comment to the transmittal DA Form 2496.

Note: Preparation od an appeal will not delay submission of the EER. Appeals are processed separately. (See step 61, below.)

Step: 25

Action required by: BnPAC/PSNCO

Description of actions: Upon receipt of DA Form 2496 (fig 5-8-3) in which rater decides whether to submit a "Complete-the-Record" EER (see steps 15, 21, and 23, above), forward to MILPO for necessary action, if required.

Step: 26

Action required by: BnPAC/PSNCO

Description of actions: If notified by the unit commander that the minimum rating period has not been met, remove individual's name from suspense and return the EER by Comment to the Personnel Management Specialist for destruction or reinitiation at a later date.

Step: 27

Action required by: BnPAC/PSNCO

Description of actions: Upon receipt of completed EER from the unit, take the following actions:

a. Review the EER to ensure it was completed properly by the rating officials and the rated soldier signed the EER or an explanation is entered in Part V.

b. Ensure the unit commander entered nonrated period(s) and reason(s) in the return Comment to the transmittal DA Form 2496.

Note: If the DA Form 2475-2 is not maintained by the unit, obtain nonrated data and include in the return comment to the transmittal DA Form

Table 5–10
Procedure 5-8 EER —Continued

2496.
c. Return the EER to the MILPO by Comment to the transmittal DA Form 2496.
d. Post PSNCO EER Suspense Roster (DA Form 5237-R), IAW Step 22b.

Step: 28
Action required by: Personnel records specialist
Description of actions: Upon receipt of return Comment to DA Form 2496 (fig 5-8-3) advising if rater desires to submit a "Complete-the-Record" EER (see steps 15, 21, 23, and 25, above), and the rater does desire to do so, initiate DA Form 2166-6 in accordance with step 17, above.

Step: 29
Action required by: Personnel records specialist
Description of actions: Upon notification from the PSNCO that the minimum rating period has not been met, remove the individual's name from suspense (fig 5-8-6) and destroy the EER or hold for reinitiation at a later date. Input the necessary SIDPERS transaction(s) to correct erroneous data in the SIDPERS Personnel File and monitor the AAC-PO1 report to ensure that the transaction(s) were successfully accomplished.

Step: 30
Action required by: Personnel records specialist
Description of actions: Upon receipt of the completed EER from the unit, take the following actions:

a. Review the EER to ensure it was completed properly by the rating officials and the rated soldier signed the EER or an explanation is entered in Part V.
b. If any deficiencies are found, return the EER through the PSNCO to the unit commander for corrective action. (See fig 5-8-7.) Establish new suspense date and annotate EER Suspense Roster.
c. If no deficiencies are found, post the EER Suspense Roster and continue with step 36, below.

Step: 31
Action required by: BnPAC/PSNCO
Description of actions: Upon receipt of DA Form 2496 (fig 5-8-7) and incorrect EER, establish suspense for reply and forward to unit commander.

Step: 32
Action required by: Unit Cdr
Description of actions: a. Upon receipt of DA Form 2496 (fig 5-8-7) and incorrect EER, have appropriate individual complete and/or correct the EER.
b. Return completed and/or corrected EER through the PSNCO to the MILPO.

Step: 33
Action required by: BnPAC/PSNCO
Description of actions: Upon receipt of return Comment to DA Form 2496 (fig 5-8-7) and corrected EER from the unit commander, take the following actions:

a. Verify that corrective action was taken.
b. Remove suspense control.
c. Forward EER to the MILPO.

Step: 34
Action required by: Personnel records specialist
Description of actions: Upon receipt of the corrected EER from the PSNCO, take the following actions:

a. Verify that corrective action was taken.
b. Remove suspense control.

Step: 35
Action required by: Personnel records specialist
Description of actions: Complete Block "K" of Part I, DA Form 2166-6, using nonrated data furnished by the unit (or PSNCO) in the DA Form 2496 (fig 5-8-5) (see steps 25 and 28, above)—

a. If there were no nonrated periods, leave blank.
b. If there were nonrated periods, take the following actions:
(1) Verify that the nonrated periods reported are not ratable periods. (See chap 2, AR 623-205.)

Table 5–10
Procedure 5-8 EER —Continued

Note: Leave is considered as a creditable period except for leave while in transit between duty stations (PCS). Convalescent leave is patient status.

(2) Total all days during the entire period in which the soldier was in any of the nonrated statuses listed in chapter 2, AR 623-205, and round the days to the nearest month in accordance with table 2-1, AR 623-205. Record the total number of nonrated months in Block "K." Enter the number of rated months in Block J. The total number of rated months and nonrated months must equal the number of months in the report (Block I). (see paragraph 6-3j, AR 623-205).

Step: 36

Action required by: Personnel records specialist

Description of actions: Enter appropriate MILPO code in Block "F" of Part VII, DA Form 2166-6. (See app D, AR 680-29, for listing of MILPO codes.)

Step: 37

Action required by: Personnel records specialist

Description of actions: a. Make appropriate entry in item 35, DA Form 2-1 (AR 640-2-1).

b. Complete skeleton cards (Part III, AAC-C71/C97 report) and submit to SIDPERS Interface Branch (SIB) for accomplishment of "ERPT" SIDPERS transaction for each EER.

c. Complete Blocks "C" and "D" of part VII, DA Form 2166-6.

d. Provide a machine-reproduced copy of the completed EER to the rated soldier. (Forward soldier's copy to him in a sealed envelope through normal distribution facilities or by first-class mail. EER can be given to the rated soldier personally.) Complete Block "A" of Part VII, as appropriate.

e. Continue with step 39 below.

Note: Under the provisions of AR 623-205, MILPO are neither required nor prohibited from reproducing additional copies of completed EER for retention in backup or suspense files. However, because soldiers sometimes fail to receive a copy of their EER, the following guidance is provided to MILPO who choose to maintain this backup source.

(1) Copies will be maintained in a separate file and treated and safeguarded as "FOR OFFICIAL USE ONLY."

(2) Storage, handling, and transmission of these documents will be in accordance with AR 340-17 and AR 640-10.

(3) Release of these documents or information contained therein will be in accordance with AR 340-17 and AR 340-21 series.

(4) Copies of EER will be retained not longer than 120 days from the date the original was dispatched to USAEREC. At the end of this 120 day period, all copies will be destroyed by burning, shredding, or other appropriate method.

Step: 38

Action required by: Personnel records specialist

Description of actions: If the rated soldier departed the installation prior to completion of the EER, take the following actions:

a. If the soldier was reassigned, complete Block "D" of Part VII, DA Form 2166-6, as follows:

(1) Prepare a letter to the gaining commander containing the date that the EER was or will be forwarded to USAEREC, the beginning and ending months and years of the EER, and the type of EER. The gaining commander should be requested to forward the letter to his unit's servicing MILPO for update of the rated soldier's Personnel Qualification Records. (See Fig 5-8-8.)

(2) Enter "Gaining Unit MILPO advised on (date of letter)."

b. If the soldier was separated from active duty, complete Block "D" of Part VII, DA Form 2166-6, as follows:

(1) If released from active duty, enter "REFRAD (date)."

(2) If discharged, enter "DISCHARGE (date)."

c. Reproduce a copy of the EER for the rated soldier and mail to the forwarding address indicated in Block "B" of Part VII, DA Form 2166-6.

d. Complete Block "A" of Part VII, as appropriate.

Step: 39

Action required by: Personnel records specialist

Description of actions: Use a large envelope with cardboard backing for flat mailing to prevent mutilation of the EER forms. Prepare as follows:

a. In the lower left corner of the envelope, stamp or print the words "CONTAINS EER."

b. Address envelope to—

Commander
USAEREC
ATTN: PCRE-RE
Ft. Benjamin Harrison, IN 46249-5301.

Step: 40

Action required by: Personnel records specialist

Table 5–10
Procedure 5-8 EER —Continued

Description of actions: Forward DA Form 2166-6 with envelope and EER Suspense Roster to supervisor. (Transmittal letter is not required.)

Step: 41
Action required by: Personnel records supervisor
Description of actions: a. Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.
b. Review DA Form 2166-6, instructions, and EER Suspense Roster to ensure all requirements have been completed.
c. Obtain appropriate signature in Block "E" of Part VII DA Form 2166-6.
Note: In the absence of an officer, a noncommissioned officer or civilian employee to whom signature authority is delegated by the MILPO may authenticate EER for the MILPO.

Step: 42
Action required by: Personnel records officer
Description of actions: Monitor the MILPO EER processing procedures to ensure that all required tasks are accomplished in accordance with applicable directives.

Step: 43
Action required by: Personnel records specialist
Description of actions: a. Mail DA Form 2166-6 to USAEREC via first-class mail. (See step 40, above.)
b. Post EER Suspense Roster.

Step: 44
Action required by: Outprocessing clerk
Description of actions: Processing EER upon separation. Upon receipt of the DA Form 2496 that provides notification of a soldier's impending separation (fig 5-8-4), file in suspense pending transfer of records to the separation transfer activity. (See AR 635-10.)

Step: 45
Action required by: Outprocessing clerk
Description of actions: When the soldier's records are processed for transfer to the separation transfer activity, take the following actions:
a. If the soldier is in pay grade E5 or above, verify that an EER was completed, is being processed, or is not required.
b. If an EER is not required, make appropriate entries in item 35, DA Form 2-1. (See AR 340-2-1.)
c. If an EER is required and entry was made in item 35, DA Form 2-1, by the Personnel Records Specialist, take the following actions: Complete appropriate entries in item 35, DA Form 2-1.
d. If an EER was required and entry was not made in item 35, DA Form 2-1, take the following actions:
(1) Contact Personnel Records Specialist and verify whether or not the EER has been completed.
(2) If the EER was completed, take the following action: Make appropriate entries in item 35, DA Form 2-1.
(3) If the EER has not been completed, make appropriate entries in item 35, DA Form 2-1. Obtain period of EER from DA Form 2496 provided by the Personnel Records Officer (fig 5-8-4).

Step: 46
Action required by: Outprocessing supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 47
Action required by: Personnel records specialist
Description of actions: Upon receipt of information from the Inprocessing Clerk that an EER is pending on an incoming soldier, obtain soldier's name and new unit of assignment and establish a 30 day suspense.

Step: 48
Action required by: Personnel records specialist
Description of actions: Upon receipt of information from the Inprocessing Clerk that a soldier in pay grade E5 has not had a previous EER or was promoted to pay grade E5 while in transit, obtain soldier's name, new unit of assignment, and date of assignment. Establish suspense controls to ensure that an EER is completed, if applicable. Go to step 15, above.

Step: 49
Action required by: Personnel records specialist
Description of actions: Upon receipt of correspondence from the losing MILPO regarding completion of an EER, take the following actions:
a. Check suspense file for pending EER on incoming soldier.
b. If the file reflects an outstanding suspense, clear it.

Table 5–10
Procedure 5-8 EER —Continued

c. If the file does not reflect an outstanding suspense, forward correspondence to Inprocessing Clerk.

Step: 50
Action required by: Personnel records specialist
Description of actions: Upon expiration of the 30 day suspense on a pending EER (see step 48, above), take the following actions:

a. Obtain the soldier's MPRJ.
b. Prepare a letter to the soldier's losing MILPO requesting information on completion of EER. If the losing MILPO cannot be determined, send the letter to the headquarters that issued the reassignment orders. (See fig 5-8-9.)
c. Return the soldier's MPRJ to file.
d. Establish 30 day suspense for rely to letter.

Step: 51
Action required by: Personnel records specialist
Description of actions: Upon receipt of reply from the losing MILPO regarding the completion of an EER, clear suspense.

Step: 52
Action required by: Personnel records specialist
Description of actions: Upon receipt of a copy of the completed EER from the losing MILPO, take the following actions:

a. Make appropriate entry in item 35, DA Form 2-1.
b. Submit "ERPT" SIDPERS transactions to update DA Form 2. (See procedure 2-31, DA Pam 600-8-2.)
c. File copy of E5 EER in the permanent section of the MPRJ.

Step: 53
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 54
Action required by: Personnel records specialist
Description of actions: Verification of ending month of last EER. If a review of a soldier's Personnel Qualification Records indicates the ending month of an EER may be in error or verification of the ending month has not been confirmed by USAEREC, take the following actions:

a. Check ending month with item 35, DA Form 2-1 and EER date verified on DA Form 2.
b. If EER verification code "V" appears on DA Form 2, compare ending month with item 35, DA Form 2-1. If ending date in item 35 is later, continue with paragraph c, below.
Note: The ending months may differ due to nonsubmission or processing of an "ERPT" SIDPERS transaction for a previous EER. (See step 38, above.)
c. If EER verification code "U" appears on DA Form 2, or the item is blank, or no code is entered, take the following actions:
(1) Submit "INQY" SIDPERS transaction. Select Personnel File Inquiry Code "3" (voucher number SQTS) and Output Code "D." (See procedure 2-40, DA Pam 600-8-2.)
(2) Upon receipt of inquiry from HQDA, compare EER verification code and ending month against item 35, DA Form 2-1. If ending month is still in question or not confirmed by USAEREC, go to the next step.
Note: Update Personnel Qualification Records, if appropriate.

Step: 55
Action required by: Personnel records specialist
Description of actions: Make request to USAEREC for Enlisted Evaluation Report Data Reconciliation (MEV 2026) report, using one of the following methods, as appropriate:

a. If card type AUTODIN terminal is available, request MEV 2026 report through the SEB as follows:
(1) Submit SSN and name of each soldier via AUTODIN data pattern message. Use format shown in table 5-8-1.
(2) Enter the following on AUTODIN header record:
(a) CIC (Content Indicator Code)—ADBS.
(b) RI (Routing Indicator)—RUFEAAE.
(3) Text header record in first AUTODIN batch will reflect total number of batches and the MILPO mailing address.
b. If card type AUTODIN terminal is not available, submit an electrical message requesting data to CDRUSAEREC Ft Harrison In//PCRE-RE//Message will provide all the data included in the AUTODIN format (table 5-8-1).
Note 1. If current date is less than 75 days from ending month of EER in question, do not request MEV 2026 report.
Note 2. MEV 2026 report can be requested at any time; however, requests should be cumulative and submitted once a month.

Table 5–10
Procedure 5-8 EER —Continued

Step: 56
Action required by: Personnel records specialist
Description of actions: The MEV 2026 report will be received by message. MEV data will be provided to MILPO within 24 to 48 hours after processing at EREC. The instructions will be provided in the message text less error code explanation which is provided below. The report compares the ending month of the last EER reported by MILPO and the ending month in the USAEREC file. The report reflects only data differences which are explained by one of the following codes which would be listed under the column headed "Explanation Code:"

Code A—SSN submitted does not match that in the USAEREC file; therefore, the soldier could not be identified.

Code B—Ending month of the last EER in the SIDPERS file is later than the ending month of the last EER in the USAEREC file and USAEREC has no record of the referenced EER. Take the following actions to resolve the problem:

(1) Compare ending month in SIDPERS file with ending month entered on EER Suspense Roster (fig 5-8-6) and item 35, DA Form 2-1.

(2) If current date is less than 75 days from ending month of EER, no action should be taken since insufficient time has elapsed for processing the EER and updating the SIDPERS file.

(3) It current date is 75 or more days from ending month of EER, obtain a "Certified True Copy" of the EER and forward to USAEREC for processing. (See note in step 38, above.)

Code C—Ending month of last EER in SIDPERS file is later than the ending month of the last EER in the USAEREC file; however, referenced EER has been received and is currently being processed by USAEREC.

Code D—Ending month of the last EER in the SIDPERS file is later than the ending month of the last EER in the USAEREC file; however, referenced EER has been returned to the submitting MILPO for correction as shown in the column headed "MILPO Code."

Note 1. The soldier's name is not printed on the EER if the ending month on the request matches the ending month in the USAEREC file or if the USAEREC file has an ending month later than the ending month on the request. A T/T S9 will automatically be trainsmitted through SIDPERS to update the SIDPERS file.

Note 2. The MEV 2026 report will not be filed in the MPRJ.

Step: 57
Action required by: Personnel records specialist
Description of actions: If appropriate, update the Personnel Qualification Records.

Step: 58
Action required by: Personnel records specialist
Description of actions: Initiate an EER (see step 16, above) or request an EER from the former unit, if appropriate.

Step: 59
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 60
Action required by: Unit Cdr/lSG/BnPAC/PSNCO
Description of actions: Processing of appeals. Discuss with soldier his desire to appeal an EER. Ensure that he is aware that the burden of proving that errors or inaccurate appraisals exist in the questioned EER rest with him.

Step: 61
Action required by: BnPAC/PSNCO
Description of actions: Arrange an appointment with the Personnel Actions Officer/Supervisor for the soldier.

Step: 62
Action required by: Personnel actions officer/supervisor
Description of actions: Verify that the appeal is being initiated and will be received at USAEREC within the time limitations specified in AR 623-205.

Step: 63
Action required by: Personnel actions officer/supervisor
Description of actions: Ensure that soldier has read chapter 4, AR 623-205, in its entirety. If he still desires to make the appeal, assist the soldier with the following:

a. Write down clearly and specifically what will be appealed and why it should be changed.
b. Identify specifically what evidence should be obtained to substantiate each part of the appeal.
c. Determine what evidence can be obtained.
d. Obtain the evidence.
(1) Ensure that persons making statements clearly identify their roles at the time of the questioned EER.
(2) Ensure that statements make specific, not general, comments on the items being appealed.
(3) Seek statements from senior personnel who have specific knowledge of the facts.
(4) Avoid statements from subordinates or persons whose knowledge of the facts may be limited.

Table 5–10
Procedure 5-8 EER —Continued

(5) Sworn statements should be obtained, if possible.
(6) Documentary evidence, if not original, should be in "Certified True Copies."
e. Prepare the appeal in military letter format. (See fig 5-8-10 and 5-8-11.)
(1) State in the first paragraph, "This constitutes an appeal under chapter 4, AR 623-205, for the report period (Date) through (Date)."
(2) Include name, SSN, grade of rank, PMOSC, and mailing address. Provide a duty telephone number, if possible.
(3) Explain clearly what is being appealed and why it should be changed. State the specific actions being requested.
f. Attach the following inclosures to the military letter:
(1) A copy of the EER being appealed.
(2) True Copies of the soldier's DA Forms 2 and 2-1 certified by The Custodian of the MPRJ.
Note: These must accompany all appeals.
(3) Documentary evidence.
(4) Statements of other persons.
(5) Any additional information which has a bearing on the appeal.
g. Ensure soldier signs and dates the military letter.
h. Forward the military letter with inclosures to—
Commander
USAEREC
ATTN: PCRE-RE-A
Ft Benjamin Harrison, IN 46249-5301

Step: 64
Action required by: Personnel actions officer/supervisor
Description of actions: If desired by the soldier, request assistance in preparing the appeal from the Military Personnel Officer or the unit commander.

Step: 65
Action required by: Military personnel officer/unit commander
Description of actions: Upon request of soldier, assist in the preparation of an appeal to an EER.

Step: 66
Action required by: Military personnel officer
Description of actions: Provide written performance report to serviced units not less than quarterly showing statistics late reports and EER errors. Use EER statistical reports (Rpt 141 and 148) provided by USEREC as source of data.

Table 5–8–1
MEV 2026 report request format

Item	Data	Positions
1	SSN	1-9
2	Name	10-27
3	UPC	28-32
4	Blank	33
5	End year of last EER	34-35
6	End month of last EER	36-37
7	MILPO code	38-41
8	Blank	42-80

5–11. Procedure 5-9 Transfer of Records

Procedure 5-9 covers transfer of records within and outside the military personnel office.

a. Primary reference is AR 640-10.

b. Forms used are DA Forms 2, 2-1, 201, 543, and 2496 Optional Form 23.

c. This procedure supplements AR 640-10. It provides guidance concerning the transfer of military personnel records within the military personnel office (MILPO) and between the MILPO and supported units.

d. Military personnel officers should ensure that effective chargeout, transmittal, and suspense procedures are

established so that the location of military personnel records can be determined at all times. Such procedures should also preclude the handling of these records by unauthorized persons.

e. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

f. The following actions will be taken for the transfer of records within and outside the military personnel office:

Table 5–11
Procedure 5-9 Transfer of Records

Step: 1
Action required by: Personnel records specialist
Description of actions: Whenever the MPRJ or other personnel record is loaned to an individual within the MILPO, insert an OF 23 (with name of person borrowing the record) in the files area to maintain accountability. When the MPRJ or other personnel record is loaned to an individual outside of the MILPO (PSNCO, Promotion Board, Unit Commander, etc.), DA Form 543 should be completed and distributed as follows:

a. Original—attach to MPRJ (or personnel record being borrowed).
b. Second copy—Personnel Records Branch suspense file.
c. Third Copy—Place in the files area where MPRJ (or personnel record being borrowed) is usually kept.

Note 1. Whenever the MPRJ is being removed from the files area, the DD Form 93 (record of Emergency Data) will be retained with OF 23 or third copy of the DA Form 543, as appropriate, in the files area.
Note 2. The Military Personnel Officer's approval must be obtained before the personnel records of an individual suspended under AR 600-31 can be transferred outside the MILPO.

Step: 2
Action required by: Personnel records specialist
Description of actions: Upon receipt of orders reassigning an individual to a unit serviced by another MILPO, file orders in the action pending section of the MPRJ. Upon departure of the individual, transfer records to the gaining MILPO's Personnel Records Specialist.

Step: 3
Action required by: Personnel records specialist (gaining MILPO)
Description of actions: Take the following actions:

a. Upon receipt of the MPRJ, follow applicable instructions in procedure 6-1, DA Pamphlet 600-8-l 0.
b. File the MPRJ.

5–12. Procedure 5-11 Service Date Computations

Procedure 5-11 covers time in service and date of rank computations.

a. Primary references are DODPM and AR 600-20.

b. Forms used are DA Forms 2, 2-1, 2-2, 71, 1506, and 4037, and DD Forms 4 series, 214, 220, and 1966 series.

c. This procedure supplements Department of Defense Pay and Allowance Entitlements Manual (DODPM) and AR 600-20. It prescribes guidance to the MILPO for preparing statement of service and the initiation of time-in-service and date-of-rank data, including computation for adjusting the dates as a result of breaks in service or time lost. There are three subsections: Procedure 5-11-1, Service Date Computation for Continuous Service; Procedure 5-11-2, Service Date Computation for Noncontinuous Service Interrupted by Separation; and Procedure 5-11-3, Service Date Computation for Noncontinuous Service Interrupted by Lost Time. A decision paragraph (5-18) has also been included to provide assistance in taking actions at the appropriate time. Missing service information can be requested by using the letter at figure 5-11-1 and the addresses listed in appendix B this pamphlet.

d. Incorrect data may have an adverse effect on personnel actions at field and HQDA levels during a member's military career. The most important times in service dates are—

(1) *Pay Entry Basic Date (PEBD).* The actual or constructive date creditable service for pay purposes begins.

(2) *Basic Active Service Date (BASD).* The actual or constructive date from which a member accrues active Federal service for retirement. BASD is also used to determine active Federal service for promotion and advancement.

(3) *Basic Enlisted Service Date (BESD) (enlisted members only).* Reflects all creditable enlisted service, active or inactive, as a member of the Regular or Reserve components and is used to establish 8 to 10 year requirements for promotion to grades E8 and E9, respectively.

(4) *Active Federal Commissioned Service (AFCS) (officers only).* The number of months and days of active Federal service as a commissioned officer or warrant officer in the Army, Navy, Air Force, Marine Corps, and Coast Guard

computed through the end of the current fiscal year (30 September). Used for promotion sequence number and Regular Army mandatory retirement determination.

(5) *Completed Months Active Federal service (CMAFS), (officers only).* The number of months of full-time active military service computed through the end of the current fiscal year (30 September). It includes full-time training duty and attendance while in the active military service at a school designated as a service school by law or by the Secretary of the military department concerned. Used for mandatory separation programming.

(6) *Date of Entry on Active Duty in Current Tour (EADC) (officers only).* The year, month, and day an officer is commissioned and takes oath if RA; or year, month and day entered active duty based on travel computation IAW the JTR if other than RA.

e. The date of entry on active duty for members of the ARNGUS or USAR (chapter 4, AR 135-210) will not be shown on the active duty order. The U.S. Army Reception Station or first active duty station determines the date in accordance with AR 135-210 and DODPM.

(1) Unless living within commuting distance, the date of entry on active duty is the date the member officially begins travel (per competent orders). The official travel date is determined by the mode of transportation authorized and actually used to comply with the reporting date shown on the orders.

(2) The date of entry for a member living within commuting distance will be the same as the reporting date shown on the order. Commuting distance is as determined by the installation commander in accordance with paragraph 4-4, AR 135-210.

f. Authorized travel time for member of the ARNGUS or USAR and computation methods are contained in AR 135-210 and DODPM.

(1) Members called to active duty are entitled to active duty pay and allowances for time allowed for necessary travel—

(a) From home to first duty station; and

(b) From last duty station to home (except when released from active duty for retirement, or dismissal, when discharged, or upon resignation).

(2) Terms used in computing travel time.

(a) Home of Record: The place recorded as the member's home when ordered to active duty. For a member discharged on expiration of term of service (ETS), immediately reenlisted, and continued on active duty, home is the place recorded at the time of last reenlistment for the current tour.

(b) Duty Station: The "first duty station" and "last duty station" are the first or last station where the member was in fact on duty. They include a temporary duty station. They also include a hospital where a member is undergoing treatment.

g. Computing a period of service (part one, chapter 1, DODPM).

(1) *No duplicate credit for same period.* Service to be counted in determining basic pay rate is the total of all periods authorized as creditable service. The same period of time cannot be counted more than once.

(2) *Month computed on 30-day basis.* When computing creditable service, consider each month as consisting of 30 days regardless of the actual number of days in the month, except when the period of active services ends on 28 February of a leap year, do not change the 28 to 30 since the 29th is the last day of the month. Add one day for inclusive dates after subtractions. Convert 30 days and 12 months to full months and years after computation.

(3) *Date of enlistment.* Count enlisted service commencing with the date of enlistment.

(4) *Date of appointment.* Count commissioned service, except as stated in subparagraph (6) below, commencing with the date the appointment was accepted. The normal method of acceptance is taking the oath of office. Count National Guard appointments commencing with the date Federal recognition is extended.

(5) *Appointment to service academy.* Cadet or midshipman service is creditable in computing basic pay of enlisted members. Count such service commencing with the date of admittance to the academy concerned.

(6) *Commissioned from U.S. Military Academy.* For an officer commissioned upon graduation from the U.S. Military Academy, count service commencing with the date of graduation.

(7) *Constructive service credit for medical and dental officers.* See paragraph 10102, DODPM for additional information and instructions.

h. Effect of absence from duty on creditable service.

(1) Authorized or unauthorized absence while a member is in a commissioned or warrant officer status is counted as creditable active Federal service. This includes absence because of sickness, due to misconduct, or confinement while awaiting (and during) trial, or absence during which a member was serving on active duty as an enlisted member and held a Reserve commission.

(2) When an enlisted member loses time in an unauthorized absence status, advance the time in service dates by a period equal to the time lost. Time lost is made good on a day-for-day basis, unless the number of days is lesser by using the 30-day month basis. Also, in adjusting the ETS, the actual number of days of lost time must be made good.

i. To establish service creditable (paragraph 10102, AR 37-104-3), Regular Army officers entering active duty and Reserve officers ordered to active duty for a period in excess of 180 days must submit a DA Form 1506 (Statement of

Service—For Computation of Length of Service for Pay Purposes). The DA Form 1506 example at figure 5-11-2, will be prepared and signed by the officer, during inprocessing at the first active duty station and processed by the MILPO as follows:

(1) *Verification by the MILPO.* The DA Form 1506 will be verified, to the extent possible, by personal interview and from all available records, either in the officer's MPRJ or in his/her possession, e.g., DD Form 214, DD Form 220, DA Form 71, and travel voucher. If the officer claims prior service in the Reserve components and/or other U.S. armed services, request documentation to verify service by using the letter at figure 5-11-1 and the addresses listed in appendix B this pamphlet if applicable. When service creditable for pay purposes can be established in this manner, the PEBD will be computed and the DA Form 1506 authenticated by the MILPO. Copies 1 and 2 of DA Form 1506 will be forwarded attached to the officer's DA Form 4188 or MTL as applicable to the FAO in accordance with chapter 8 this pamphlet. Copies 3, 4, and 5 will be destroyed.

(2) *Verification by MILPERCEN.* When an officer claims prior creditable service, and documents to verify service cannot be obtained, so annotate the DA Form 1506 and forward copies 1, 2, 3, and 4 to the FAO attached to the officer's DA Form 4188 or MTL in accordance with chapter 8, this pamphlet. Copy 5 will be destroyed. Note: After verification by MILPERCEN, the FAO will return copy 4 for update of Personnel Records.

j. To establish service creditable for enlisted (paragraph 10103, AR 37-104-3, the responsible MILPO serving members on active duty is responsible for determining the number of years' service creditable to an enlisted member for basic pay purposes. DA Form 1506 (figure 5-11-2) will be prepared and signed by the member, during inprocessing at the first active duty station, and processed by the MILPO as follows:

(1) *Verification by the MILPO.* The DA Form 1506 will be verified to the extent possible by personal interview and from all available records, either in the member's MPRJ or in his/her possession, e.g., DD Form 4 series, DD Form 214, DD Form 220, DD Form 1966 series, and travel voucher. If the member claims prior service in the Reserve components and/or other U.S. Armed services, request documentation to verify service by using the letter at figure 5-11-1 and the addresses listed in appendix B, this pamphlet, if applicable. When service creditable for pay purposes can be established in this manner, the PEBD will be computed and the DA Form 1506 authenticated by the MILPO. Copies 1 and 2 of DA Form 1506 will be forwarded to the FAO and attached to the member's DA Form 4188 or MTL as applicable in accordance with chapter 8, this pamphlet. Copies 3, 4, and 5 will be destroyed.

(2) *Verification by USAEREC.* When an enlisted member claims prior creditable service, and documents to verify service cannot be obtained, so annotate the DA Form 1506 and forward copies 1, 2, 3, and 4, attached to the member's DA Form 4188 or MTL as applicable to the FAO in accordance with chapter 8, this pamphlet. Copy 5 will be destroyed. Note: After verification by EREC, the FAO will return copy 4 for update of personnel records.

k. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-47 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

5–13. Procedure 5-11-1 Continuous Service

The following actions will be taken concerning service date computation for continuous service:

Table 5–13
Procedure 5-11-1 Continuous Service

Step: 1

Action required by: Personnel Records Specialist

Description of actions: Compute military service without any separation or lost time, whether served as commissioned officer, warrant officer, enlisted, or any combination of these as a member of the Active Army, Army Reserve, National Guard, or other service of the U.S. Armed Forces.

a. Pay Entry Basic date (PEBD). Established by the date member enlists, is inducted, or accepts appointment, except for officers who may receive constructive service credit.

(1) This beginning date stays in effect if the military status continues without any breaks.

(2) If member has a break in service or lost time, refer to procedures 5-11-2 and 5-11-3, respectively.

Example 1: Continuous active duty with no prior service. If member enlisted or entered active duty on 6 February 1960, and had no prior service, the PEBD is 6 February 1960.

Note: When the basic date for pay purposes falls on 29 February (in leap year), use that data. In nonleap years, the date will be 28 February.

Example 2: Continuous service with prior Army Reserve or National Guard duty. If member enlists or enters active duty in the Active Army with prior service in the Army Reserve, National Guard, or duty with other services of the Armed Forces without any interruption due to separation or time lost, the PEBD would be that established when member enlisted, was inducted, or accepted an appointment in the Army Reserve, National Guard, or other service of the Armed Forces, or entered active duty.

Officers. Use the U.S. Army Register—U.S. Army Active List, or U.S. Army Register—Army NGUS, USAR, and Other Active List (beginning with the 1967 edition), and the official Army National Guard Register to obtain the Army officer's previous PEBD. If the previous PEBD cannot be established from the Army Register, have the officer submit a DA Form 1506 in accordance with paragraph 5-16i.

Table 5–13
Procedure 5-11-1 Continuous Service—Continued

Enlisted. Use member's Personnel Qualification Records and other official sources to establish the previous PEBD, and submit a DA Form 1506 in accordance with paragraph 5-16j.

b. Basic Active Service Date (BASD). BASD will be identical to the PEBD when member has only active service. If member has a period of separation or lost time, refer to procedures 5-11-2 and 5-11-3, respectively.

c. Basic Enlisted Service Date (BESD). BESD is used for enlisted personnel only and reflects all creditable enlisted service, active and inactive, as an enlisted member of the Regular or Reserve components.

(1) If all service was in enlisted status, the BESD will be the same as the PEBD.

(2) If member has previous service as a commissioned or warrant officer, or lost time, refer to procedures 5-11-2 and 5-11-3, respectively.

(3) For personnel in grades E3 through E6 who entered the Army under the provisions of the Stripes for Skills U.S. Army (Lateral Entry) Program, enter the date that will show a total of 6 months' enlisted service. When promoted to the highest grade authorized by the program, adjust the BESD to reflect the minimum time in service with waiver required by chapter 7, AR 600-200, for the grade to which promoted. The BESD determined will be maintained through grade E6. Upon promotion to grade E7, adjust the BESD to reflect the total of all periods of enlisted service, active and inactive, as a member of the Regular and Reserve Armed Forces of the United States. Only service that is creditable in the computation of basic pay will be included. If applicable, refer to procedure 5-11-2 or 5-11-3.

d. Date of rank (DOR). See chapter 6, AR 600-20.

(1) For a commissioned officer on the active duty list, the DOR is announced by MILPERCEN Orders, except for officers promoted in the field.

(2) For warrant officers on the active list of the Army, the DOR is announced by MILPERCEN Orders, except for officers promoted in the field.

(3) For enlisted members, the DOR upon promotion to a higher grade is the date specified in the instrument of promotion or, if not specified, the DOR will be the same as the date of the instrument.

(a) For an enlisted member with no break in service who reenlists within 24 hours of discharge, the DOR held in the pay grade prior to discharge will remain the DOR.

(b) Upon appointment to a different rank within the same pay grade, the date held in the pay grade, regardless of rank, will remain the DOR.

(c) When an enlisted member is reduced for inefficiency or failure to complete a school course, the DOR formerly held in that grade will be the DOR.

e. Active Federal Commissioned Service (AFCS). Used for officers only and for continuous service is computed in months and days from EADC (Entry on Active Duty in Current Tour) through the end of the current fiscal year (30 September). See table 5-1-1 this pamphlet for Officer Record Brief (ORB) corrections.

Example: Officer commissioned in the USAR in ROTC and delays entry on active duty. Enters active duty 29 March 1980 as verified by DD Form 220 on OMPF. ORB being audited was produced in FY 84. (See fig 5-13a)

f. Completed Months of Active Federal Service (CMAFS). Used for officers only. Computed in months through end of current fiscal year (30 September) with 15 days or more rounded up to full month. See table 5-1-1, this pamphlet, for ORB corrections.

Example: Service member enlists in RA on 30 July 1969 and is commissioned through OCS with graduation 14 August 1970. ORB being audited was produced in FY 83. (See fig 5-13b)

Step: 2

Action required by: Personnel Records Supervisor

Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directive.

a. If errors are found, return to the Personnel Records Specialist for correction.

b. If service dates are calculated correctly, return to the Personnel Records Specialist for submission of forms to update SIDPERS and post Personnel Qualification Records.

Step: 3

Action required by: Personnel Records Specialist

Description of actions: Refer to paragraph 5-20 and table 5-11-1 to submit appropriate SIDPERS transactions for corrections and post appropriate changes to the Personnel Qualification Records.

Notes:
Promotion date (GRCH and DOR) for officers promoted in HQDA Orders is input by HQDA.

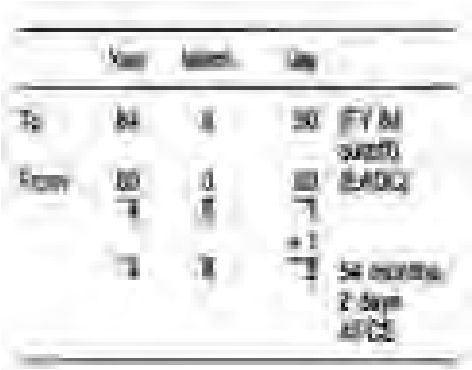


Figure 5–13A. ORB being audited was produced in FY 84

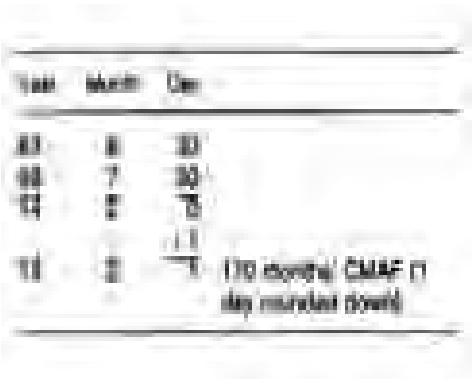


Figure 5–13B. ORB being audited was produced in FY 83

5–14. Procedure 5-11-2 Noncontinuous Service

The following actions will be taken for the service data computation for noncontinuous service interrupted by separation.

Table 5–14
Procedure 5-11-2 Noncontinuous Service

Step: 1

Action required by: Personnel Records Specialist

Description of actions: Compute from periods of military service, interrupted by separation or lost time, all service, as commissioned or warrant officer, or enlisted, or any combination of these as a member of the Active Army, Army Reserve, National Guard, or other service of the U.S. Armed Forces. If noncontinuous service is due to lost time, refer to procedure 5-11-3.

a. Pay Entry Basic Date (PEBD). When military status has been interrupted by separation, determine by subtracting the total prior creditable service from the date the current period of service began. If noncontinuous service is due to lost time, see procedure

Example 1. Active Army with a separation (break in service). For a member who enlisted or enters active duty on 6 February 1960, with no prior service, the PEBD is 6 February 1960. Assume that the member served on active duty until 16 July 1965. The total service in this inclusive period is 5 years, 5 months, and 11 days (subtract the beginning date from the ending date). When 2 inclusive dates are subtracted, add 1 day to the remainder to account for inclusive period. (See fig 5-14a)

If a member reenlisted or reenters active duty on 29 September 1974 for 3 years, subtract the period of prior service from the date of reenlistment or reentry to establish a new PEBD. (See 5-14b)

Example 2. One or more periods (over 24 hours) of separation between Reserve and Active Army Service. For a member who enlisted or entered in the U.S. Army Reserves (USAR) on 21 May 1964, that date would be the PEBD. If member was discharged from the USAR on 20 May 1970 and reenlisted or entered the Regular Army on 27 November 1970, the PEBD would be adjusted to 27 November 1964. Subtract the date immediately following discharge from the date immediately prior to reenlistment or entering active duty, and add the remainder to the previous PEBD. (See fig 5-14c)

b. Basic Active Service Date (BASD). When military status has been interrupted by separation, determine by subtracting the total prior creditable service from the date the current period of service began. If noncontinuous service is due to time lost, see procedure 5-11-3.

Table 5–14
Procedure 5-11-2 Noncontinuous Service —Continued

c. Basic Enlisted Service Date (BESD). When military status has been interrupted by separation, determine by subtracting the total prior creditable service from the date the current period of service began. If noncontinuous service is due to time lost, see procedure 5-11-3.

d. Date of Rank (DOR). See chapter 6, AR 600-20. Enlisted member's DOR must be adjusted when member reenlists after a break in service (former enlisted personnel including former officers entitled to reenlist under 10 USC 3258). Subtract a period equal to the length of time served previously in the same or higher grade from the reenlistment date. Commissioned officer's DOR must be adjusted when officer is recalled to active duty. (See chapter 6, AR 600-20.)

e. Active Federal Commissioned Service (AFCS). Add period of prior AFCS to that of current tour period through end of current fiscal year (30 September). See table 5-1-1, this pamphlet, for ORB correction and SIDPERS reference.

f. Active Federal Service (AFS). Add period of prior AFS to that of current tour through end of current fiscal year (30 September). See table 5-1-1, this pamphlet, for ORB correction and SIDPERS reference.

Step: 2

Action required by: Personnel Records Supervisor

Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

a. If errors are found, return to the Personnel Records Specialist for correction.

b. If service dates are calculated correctly, return to the Personnel Records Specialist for submission of forms to update SIDPERS and post personnel qualification records.

Step: 3

Action required by: Personnel Records Specialist

Description of actions: Refer to paragraph 5-39 and table 5-11-1 to submit appropriate SIDPERS transactions for corrections and post appropriate changes to the personnel qualification records.

Notes:
Promotion data (GRCH and DOR) for officers promoted in HQDA Orders are input by HQDA.

Figure 5–14A. Subtract the beginning date from the ending date

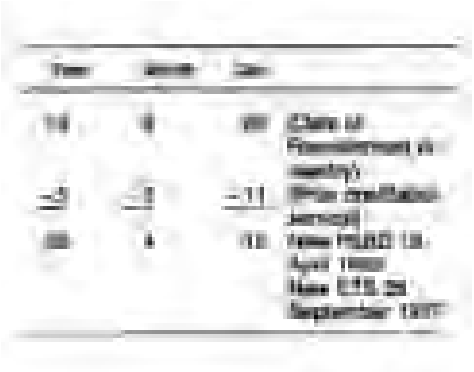


Figure 5–14B. Subtract the period of prior service from the date of reenlistment or reentry to establish a new PEBD

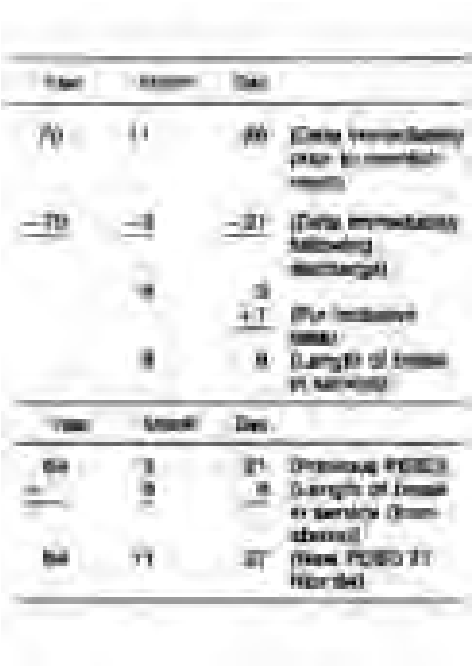


Figure 5–14C. Subtract the date immediately following discharge from the date immediately prior to reenlistment or entering active duty, and add the remainder to the previous PEBD

5–15. Procedure 5-11-3 Noncontinuous Service interrupted by Lost Time.

The following actions will be taken for service data computation for noncontinuous service interrupted by lost time.

Table 5–15
Procedure 5-11-3 Noncontinuous Service interrupted by Lost Time.

Step: 1

Action required by: Personnel Records Specialist

Description of actions: Military service that is interrupted by separation or lost time whether served as commissioned or warrant officer, enlisted or any combination of these as a member of the Active Army, Army Reserve, National Guard, or other services of the US Armed Forces. If noncontinuous service is due to separation, refer to procedure 5-11-2; if due to AWOL or desertion, refer to procedure 9-8, this pamphlet; or, if due to court-martial conviction, refer to procedure 5-6, this pamphlet.

a. Authorized or unauthorized absence. While a member is in a commissioned or warrant officer status the time is counted as creditable service. This includes absence trial, or absence during which member served on active duty in enlisted status and held a Reserve commission.

b. Absent without leave (AWOL) (enlisted members only).

Table 5–15
Procedure 5-11-3 Noncontinuous Service interrupted by Lost Time.—Continued

(1) Time lost during a period for which an enlistment bonus was paid must be made good before discharge or a prorata part of the bonus must be recouped (paragraph 10943, DODPM).

(2) If the member was AWOL, adjust the PEBD, BASD, and BESD forward by adding the number of days AWOL to the current PEBD, BASD, and BESD. Be sure to include the same number of days AWOL to ETS because enlisted member is obligated to make up lost time after return to full duty. The time served to make up lost time is creditable service. (See fig 5-15a)

(3) If a member is held (but not restored to a duty status) for trial or to serve sentence, this period of time does not count toward making up time lost and is not creditable. Using the above example, if member was confined from 1-30 January 1975 inclusive, further adjust PEBD, BASD, BESD and ETS by adding the number of days in confinement to all four. (See fig 5-15b)

(4) When an enlisted member accumulates lost time for any reason, and whether or not reduction is effected, the DOR will be adjusted to reflect the time lost in accordance with chapter 6, AR 600-20. Using example in (2), above, if enlisted member's DOR was 2 March 1969, his or her new DOR would be 14 March 1969, adjusted by adding the 12 days' AWOL to the current DOR. The new DOR would be further adjusted to include the 30 days' confinement, and would become 13 April 1969.

(a) Upon reduction for all other reasons, except for inefficiency or failure to complete a service school, DOR is adjusted to the effective date of the reduction. (Under para 3-19, AR 27-10, individual is reduced under Article 15, Uniform Code of Military Justice.)

(b) The DOR upon restoration to grade of rank from which reduced following successful appeal of the reduction is the date held before the reduction.

(5) When the enlisted member is reduced in pay grade, verify that the skill level of the MOS is equal to those authorized for the new pay grade in accordance with AR 611-201.

Example: If enlisted member was E6 xxx3O being reduced to E5, the new MOS must be changed to xxx20. If reduced to E4 or below, change to xxx10. If enlisted member was reduced from E4 to E3 or below, no change would be required since grades E1 through E4 hold skill level 10.

(6) If enlisted member is overseas and has accumulated lost time while assigned to the overseas command, the overseas tour will be extended by the amount of recorded time lost in accordance with rule 5, table 9-1, AR 614-30.

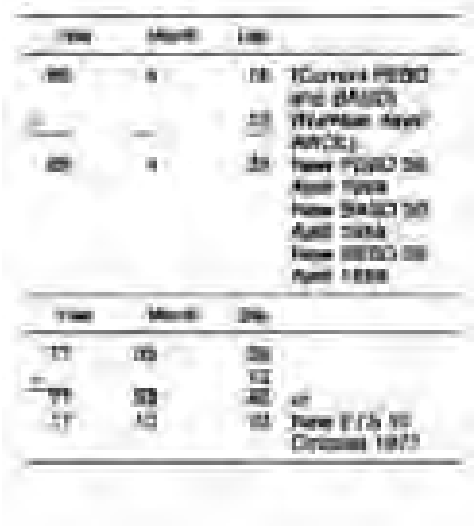


Figure 5–15A. The time served to make up lost time is creditable service

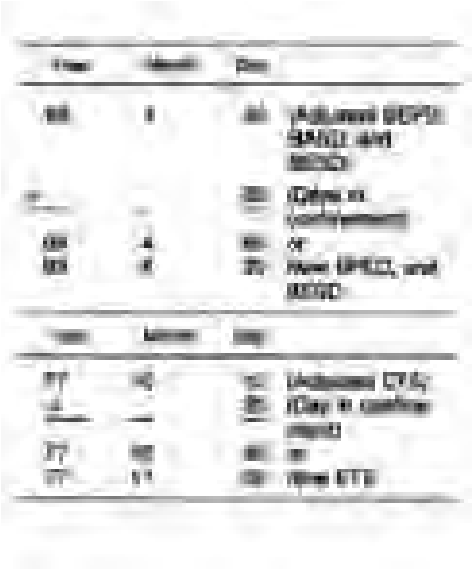


Figure 5–15B. Adjust PEBD, BASD, BESD and ETS by adding the number of days in confinement to all four

5–16. Time in Service and Date of Rank Computations

a. When a new record pertaining to a service member assigned to a supported unit is received, necessary action should be taken to verify all service dates are correct. (See table 5-11-1).

(1) Determine if member has continuous service, periods of separation, or periods of lost time in order to refer to the appropriate subsections of this procedure.

(2) When data are incorrect, submit SIDPERS transactions in accordance with DA Pamphlet 600-8-2, as applicable.

b. Upon receipt of DA Form 4187 documenting an enlisted service member's return to military control, adjust entries on member's Personnel Qualification Records to reflect the time lost to be made good.

(1) In accordance with AR 640-2-1, adjustments to the following will be made for enlisted personnel only:

(a) PEBD.

(b) BASD.

(c) BESD.

(d) ETS.

(e) DOR.

(f) DEROS (if overseas).

(2) Verify that MOS is correct especially if pay grade is reduced (same for skill levels of DMOS and SMOS.)

(3) When data are incorrect, submit SIDPERS transactions for enlisted personnel in accordance with DA Pamphlet 600-8-2, as applicable.

c. If orders (except HQDA Orders) are received promoting the service member:

(1) Adjust DOR to reflect date promotion is effective.

(2) Change pay grade.

(3) Verify that MOS is appropriated.

(4) When data is incorrect, submit Promotion SIDPERS transactions in accordance with DA Pamphlet 600-8-2, as applicable.

d. If member reenlists or enters active duty after a break in service, verify that the following service dates are calculated properly excluding the period(s) of time out of the service:

(1) BASD.

(2) BESD.

(3) PEBD.

(4) DOR.

(5) AFCS.

(6) CMAFS.

(7) EADC.

5–17. Procedure 5-12 extract of previous convictions

Procedure 5-12 covers preparation of extract of previous convictions (DD Form 493).

a. Primary reference is AR 27-10.

b. Forms used are DA Forms 2, 2-1, 2-2, and DD Form 493.

c. This procedure supplements the primary reference. It prescribes guidance pertaining to the preparation of extracts of previous convictions.

d. When an individual is to be court-martialed or administrative separation actions are to be initiated, it is the responsibility of the individual's commanding officer to supply certain documentation to the court or board including an extract of any previous convictions of the accused. This extract is prepared from information in the individual's MPRJ.

e. There is no limitation on the age of courts-martial considered for administrative elimination actions.

f. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

g. The following actions will be taken for the preparation of extract of previous convictions (DD Form 493):

Table 5–11–1
Time in service and date of rank computations guide for correcting erroneous data

Situation	Verify/Adjust	DA Form 2 (Item Number and Section)	DA Form 2-1 (Item Number)
Inprocessing (See DA Pamphlet 600-8-10.)	PEBD	1 IV	—
	BASD	2 IV	—
	BESD (enlisted)	—	20
	ETS/ESA	3 IV	—
	DOR	2/3 II	18 enlisted
	Time Lost (enlisted)	—	21
Reenlistment (enlisted)	PEBD	1 IV	—
	BASD	2 IV	—
	BESD (enlisted)	—	20
	ETS	3 IV	—
	DOR	2 II	18
Promotion	Grade	1 II	18 (enlisted)
	DOR	2/3 II	18 (enlisted)
	MOS/SSI	II	
	Skill Level	II	
Return to Military Control	PEBD	1 IV	—
	BASD	2 IV	—
	BESD (enlisted)	—	20
	ETS/ESA	3 IV	—
	DOR	2/3 II	18 enlisted
	Time Lost (enlisted)	—	21
(If reduced, verify grade and skill level) (enlisted)	Grade	2 I	18
	PMOS	2 IV	
	SMOS	18 II	
	DMOS	19 II	35

Table 5–11–1
Time in service and date of rank computations guide for correcting erroneous data—Continued

Situation	Verify/Adjust	DA Form 2 (Item Number and Section)	DA Form 2-1 (Item Number)
	DERMOS (if oversea)	14 IV	5

Notes:
For correction of DA Form2, also see DA Pamphlet 600-8-2; for correction of DA Form 2-1, also see chapter 3, AR 640-2-1. Remember also that corrections to the officer's ORB must be made, to include recomputation of AFCS/AFS

Table 5–17
Procedure 5-12 extract of previous convictions

Step: 1
Action required by: Unit commander
Description of actions: Whenever an occasion arises for an extract of an individual's previous convictions by courts-martial, request appropriate information from the servicing MILPO.

Step: 2
Action required by: Personnel records specialist
Description of actions: Upon receipt of a request from a unit commander for an extract of an individual's previous convictions, obtain MPRJ and prepare the required number of DD Forms 493 from data available in the MPRJ, DA Forms 2 and 2-2. Include only courtmartial convictions approved during the past 6 years.
Note: No conviction should be entered on DD Form 493 unless supervisory or appellate review has been completed. The date of supervisory or appellate review is entered in the section of DD Form 493 labeled "Date Sentence Finally Approved."

Step: 3
Action required by: Personnel records specialist
Description of actions: If there is no record of previous conviction (DA Form 2-2) in the MPRJ, initiate DD Form 493 and draw diagonal lines across the section titled "Record of Previous Conviction by Courts-Martial." In the event previous convictions are entered, line out portions of the section not used.

Step: 4
Action required by: Personnel records specialist
Description of actions: Give all copies of DD Form 493 and the MPRJ to the Personnel Records Supervisor.

Step: 5
Action required by: Personnel records supervisor
Description of actions: Review DD Form 493 for administrative corrections and completeness; obtain signature of the Military Personnel Officer.

Step: 6
Action required by: Personnel records supervisor
Description of actions: Send DD Form 493 to unit commander.

Step: 7
Action required by: Personnel records supervisor
Description of actions: Return MPRJ to file.

5–18. Procedure 5-13 academic evaluation report

Procedure 5-13 covers Preparation and Submission of Academic Evaluation Report (DA Forms 1059, 1059-1 and 1059-2).

a. Primary reference is AR 623-1.

b. Forms used are DA Forms 2, 2-1, 1059, 1059-1, 1059-2.

c. This procedure supplements AR 623-1. It provides guidance for the preparation and submission of Academic Evaluation Reports (AER) for active Army personnel. AER are prepared for individuals participating in formal resident and nonresident professional development, career progression, functional and specialty training at service schools, noncommissioned officer academies, and civilian educational institutions.

(1) DA Form 1059 is used to report the performance of students attending Army service schools, DOD-sponsored schools, and schools sponsored by other services.

(2) DA Form 1059-1 is used to report the performance of students attending courses at civilian educational, medical, or industrial institutions.

(3) DA Form 1059-2 is used to report the performance of students attending Senior Service College level courses.

d. Service school commandants are responsible for the preparation of the AER. Military personnel officers (MILPO) are responsible for processing AERs and ensuring that—

(1) AERs are administratively correct, complete, and forwarded within the prescribed timeframe.

(2) Entries are made to Personnel Qualification Records, including SIDPERS transactions.

(3) Distribution of AERs is accomplished.

e. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

5–19. Procedure 5-13-1 service school report

The following actions will be taken for the service school academic evaluation report (DA Form 1059):

Table 5–19
Procedure 5-13-1 service school report

Step: 1
Action required by: Service school/NCO academy commandant
Description of actions: Complete DA Form 1059, items 1 through 12; enter MILPO code in item 18b. The MILPO code entered in item 18b will be that of the MILPO which services the service school/NCO academy that initiates the AER (See app D, AR 680-29 for MILPO codes). Items 13 through 17 will be completed in accordance with AR 623-1 by the Commandant.

Step: 2
Action required by: Service school/NCO academy commandant
Description of actions: Forward DA Form 1059 to student's servicing MILPO when student is not assigned (PCS) to school.

Step: 3
Action required by: Personnel records specialist
Description of actions: Upon receipt of the AER—

a. Review for completeness and accuracy. If for an officer, verify that the "from" date in item 10 is the day following the last day of the officer's last OER/AER.

b. Make appropriate entries in items 17, and 35, DA Form 2-1 (AR 640-2-1). All awards of PMOS, SMOS, AMOS, changes in skill levels, SQI and ASI of enlisted personnel require orders.

c. Submit SIDPERS transactions to update DA Form 2. (See procedures 2-31, 2-49, and 2-52, DA Pam 600-8-2.)

d. Complete item 18, DA Form 1059, and make following distribution:

(1) Officer personnel—

(a) Original—HQDA (DAPC-MSE-R), Alexandria, VA 22332-0400.

(b) One copy—rated officer. (If the rated officer has departed, mail to the rated officer's forwarding address or retain the copy until a forwarding address is obtained. If an address is not obtained within 120 days, destroy the individual's copy.)

Note: Enter the date AER was provided or mailed to officer in item 18, DA Form 1059.

(c) For branch basic courses—one copy to the Professor of Military Science (PMS) of the institution from which the student was commissioned or to the Superintendent, USMA. For students whose Reserve appointments are terminated under section II, chapter 3, AR 635-100, add to the PMS copy, the year graduated, date and reason the Reserve appointment and tour of active duty were terminated.

(2) Enlisted personnel—

(a) Original—Commander, USAEREC, ATTN: PCRE-F, Fort Benjamin Harrison, IN 46249-5301.

(b) For personnel listed in table 1-1, AR 614-200—one copy to HQDA (DAPC-EP—appropriate career branch), Alexandria, VA 22331-0400.

(c) For Sergeants Major Academy graduates—one copy to HQDA (DAPC-EPZ-E), Alexandria, VA 22331-0400.

(d) For personnel in grades E5 and below attending primary and basic level NCOES—one copy to file as action pending document in MPRJ. Destroy upon promotion of the individual to pay grade E6.

(e) For personnel in grades E5 and below attending primary and basic level NCOES—one copy to individual's unit commander.

(f) One copy—rated individual. (If the rated individual has departed, mail to the individual's forwarding address or retain the copy until a forwarding address is obtained. If an address is not obtained within 120 days, destroy the individual's copy.)

Note: Enter date AER was provided or mailed to individual in item 18, DA Form 1059.

Step: 4
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

5–20. Procedure 5-13-2 civilian Institution report

The following actions will be taken for the civilian institution academic report (DA Form 1059-1).

Table 5–20
Procedure 5-13-2 civilian Institution report

Step: 1
Action required by: Student detachment or installation education service officer
Description of actions: For full-time students (on duty). Complete section I, DA Form 1059-1, and forward as follows:

a. For personnel assigned (PCS) to a civilian institution, the Student Detachment will complete section I and forward to student concerned along with instructions for completion of section II.
b. For personnel participating in a permissive TDY status of, less than 20 weeks, the student detachment will complete section I and forward to student concerned along with instructions for completion of section II.
c. For officers attending a civilian institution under the provisions of AR 351-23, HQDA (DAPC-OPP-E) will complete section I and forward to student concerned along with instructions for completion of section II.

Step: 2
Action required by: Student detachment or installation education service officer
Description of actions: For part-time students (after duty hours).

a. The installation Education Service Officer will initiate and review DA Form 1059-1. (Items 7 and 9 will be left blank.)
b. Forward to servicing MILPO.

Step: 3
Action required by: Personnel records specialist
Description of actions: For full-time students (on duty).

a. When an individual returns to organization or is reassigned, complete the following:
(1) Make appropriate entries in items 11, 15, 17 and 35, DA Form 2-1 (AR 640-2-1).
(2) Submit SIDPERS transactions to update DA Form 2. (See procedures 2-22, 2-31, and 2-47A, DA Pam 600-8-2.)
b. Upon receipt of DA Form 1059-1 from HQDA for personnel in grades E5 and below, file as action pending document in MPRJ. Destroy upon promotion of the individual to pay grade E6.

Step: 4
Action required by: Personnel records specialist
Description of actions: For part-time students (after duty hours). Upon receipt of the AER—

a. Review for completeness and accuracy. (Items 7, 8 and 9 are left blank.)
b. Make appropriate entries in items 11, 15, and 17, DA Form 2-1 (AR 640-2-1).
c. Submit SIDPERS transaction to update DA Form 2, as appropriate. (See procedure 2-22 and 2-47A, DA Pam 600-8-2).
d. Make distribution of DA Form 1059-1 as follows:
(1) Officer personnel—
(a) Two copies—HQDA (DAPC-OPP-E), Alexandria, VA 22332-0400. (An official transcript of grades in duplicate must be attached to the AER).
(b) One copy—rated officer. (If the rated officer has departed, mail to the rated officer's forwarding address or retain the copy until a forwarding address is obtained. If an address is not obtained within 120 days, destroy the individual's copy.)
(2) Enlisted personnel—
(a) Two copies—HQDA (DAPC-EPT) ALEX, VA 22331-0400. An official transcript of grades in duplicate must be attached to the AER.
(b) One copy—rated individual. (If the rated individual has departed, mail to the individual's forwarding address or retain the copy until a forwarding address is obtained. If an address is not obtained within 120 days, destroy the individual's copy.)
(c) For personnel in grades E5 and below—one copy to be filed as action pending document in MPRJ. Destroy upon promotion of the individual to pay grade E6.

Step: 5
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

5–21. Procedure 5-13-3 senior service college report

The following actions will be taken for the senior service college academic evaluation report (DA Form 1059-2).

Table 5–21
Procedure 5-13-3 senior service college report

Step: 1
Action required by: Senior service college
Description of actions: Complete DA Form 1059-2, items 1 through 12; enter MILPO code in item 18b. The MILPO code entered in item 18b will be that of the MILPO which services the Senior Service College that initiates the report. (See app D, AR 680-29 for MILPO codes.) Items 13 through 17 will be completed in accordance with AR 623-1 by the Commandant.

Step: 2
Action required by: Senior service college
Description of actions: Forward DA Form 1059-2 to student's servicing MILPO when student is not assigned (PCS) to school.

Step: 3
Action required by: Personnel records specialist
Description of actions: Upon receipt of the AER—

a. Review for completeness and accuracy. Verify that the "from" date in item 9 is the day following the last day of the officer's last OER/AER.

b. Submit SIDPERS transaction to update SPF/OMF. (See procedures 2-31 and 2-49, DA Pam 600-8-2.)

c. Complete item 18, DA Form 1059-2, and make the following distribution:

(1) Original—HQDA (DAPC-MSE-R), Alexandria, VA 22332-0400.

(2) One copy—rated officer. (If the rated officer has departed, mail to the rated officer's forwarding address or retain the copy until a forwarding address is obtained. If an address is not obtained within 120 days, destroy the individual copy.)

Step: 4
Action required by: Personnel records supervisor
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

5–22. Procedure 5-14 DA Form 2 and DA Form 2-1

Procedure 5-14 covers the personnel qualification record (Parts I and II) (DA Forms 2 and 2-1).

a. Primary reference is AR 640-2-1.

b. Forms used are DA Forms 2 and 2-1.

c. This procedure supplements AR 640-2-1. It prescribes guidance pertaining to the initiation and maintenance of DA Forms 2 and 2-1 for all individuals serving in the active duty status. The DA Forms 2 and 2-1 are basic documents for maintaining a record of service members' qualifications, assignments, and other data required for personnel management.

d. DA Form 2 is designated for computer application, using the SIDPERS data base as the source of its information. DA Form 2-1 is prepared by the MILPO and updated manually.

e. Incorrect or out of date information at field and DA levels adversely affects military careers and causes undue personal hardship in some instances. Therefore, it is absolutely essential that control and supervision be exercised to ensure that DA Forms 2 and 2-1 are accurately maintained and up to date at all times. Of equal importance is the necessity that MILPO and individual audits be accomplished in a meaningful manner as required by AR 640-2-1, and designated SIDPERS changes in data are submitted in accordance with DA Pamphlets 600-8-1 and 600-8-2 and this pamphlet.

f. The DA Form 2 is prepared as follows:

(1) Semiannually or quarterly, produced in a four part form for reconciliation by the individual (enlisted only). It is produced based on both month, if Peacetime, and last digit of SSN if Wartime.

(2) Incoming personnel—Cycle, transfer data record (TDR) processing, produced in a two part form. It is produced only during the Peacetime update cycle.

g. The DA Form 2 provides necessary information, current and historical, to assist in the effective management of assigned or attached personnel. A sample of the DA Form 2 is shown in figures 5-14-1 and 5-14-2. Explanations for each item on the DA Form 2 are contained in AR 640-2-1. In addition, it may be necessary to provide assistance to the individual reviewing the DA Form 2, especially in reference to codes contained in AR 680-29. The types of records and reasons for preparation are as follows:

(1) DA Form 2 (Reconciliation). Prepared in four copies semiannually or quarterly according to the month of birth of the individual as described by the schedule shown in table 5-14. It is used to verify, change, or correct erroneous information recorded for the individual.

(2) DA Form 2 (Personnel Inquiry). Prepared in two or four copies in response to an INQY or OPER submitted by the unit or MILPO.

(3) DA Form 2 (Cycle or TDR). Prepared in two copies whenever a new SPF record is established.

h. This procedure also provides guidance for the use of SIDPERS-generated Personnel Qualification Record—Part 1, DA Form 2 (Reconciliation (AAC-C93) and DA Form 2, Reconciliation Listing (AAC-C94).) The AAC-C93 provides DA Form 2 for assigned or attached personnel. The AAC-C94 provides a DA Form 2 Reconciliation Listing. A sample of the C94 listing is shown at figure 5-14-7.

i. The records branch, in conjunction with the SIB, will—

(1) Establish an annual schedule for reconciliation (enlisted only) of the DA Forms 2 in coordination with the G3/S3.

(2) Ensure that time for administrative requirements appears on unit training schedules.

(3) Coordinate with the SIB to ensure timely production of forms.

j. The SIB will—

(1) Schedule production of DA Forms 2 and by-name C94 Reconciliation Listings consistent with the annual schedule provided by the Records Branch.

(2) Forward printed rosters (by-name within UPC), and attach DA Forms 2 (reconciliation), to the Records Branch.

k. All entries on DA Forms 2 and 2-1 must be neat and legible in order to preclude misinterpretation. Only those entries authorized by AR 640-2-1 and other directives will be recorded unless specifically authorized by HQDA. As an exception to this policy, commanders responsible for the maintenance of these documents may authorize additional pencil entries to provide maximum utilization of the record. Such additional entries will be erased from the record prior to the transfer of the individual.

l. DA Forms 2 and 2-1 will be uppermost documents when the Military Personnel Records Jacket (MPRJ) is forwarded to another unit or organization (AR 640-10). The punching of holes in these documents for the purpose of fastening in the MPRJ is prohibited. The Military Personnel Officer or other designated custodian is authorized to maintain DA Forms 2 and 2-1 in a separate file provided adequate controls are established to ensure transmittal and/or disposition as prescribed in AR 640-10.

m. Individuals are authorized to visit the MILPO and examine their own records. Otherwise, access to information contained therein will be treated as "FOR OFFICIAL USE ONLY."

n. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

o. The following actions will be taken for the processing of the DA Form 2 when conducting reconciliation audit (enlisted only).

Table 5–22
Procedure 5-14 DA Form 2 and DA Form 2-1

Step: 1
Action required by: Personnel Records Specialist
Description of actions: Upon receipt of DA Form 2 and C94 reconciliation listing, physically match the DA Forms 2 against the C94 listing to ensure that a DA Form 2 is available for each member listed.

Step: 2
Action required by: Personnel Records Specialist
Description of actions: If a DA Form 2 is found to be missing, prepare a SIDPERS INQY transaction (Proc 2-40, DA Pam 600-8-2) to obtain missing DA Forms 2.

Step: 3
Action required by: Personnel Records Specialist
Description of actions: By DF (fig 5-14-3), distribute copies 2, 3, and 4 of the DA Form 2 along with three copies of the C94 listing, to the unit through the PSNCO. Maintain one copy of the C94 listing for suspense control. Ensure that a realistic suspense period is established for return of corrected DA Forms 2.

Step: 4
Action required by: BnPAC/PSNCO
Description of actions: Upon receipt of copies 2, 3, and 4 of the DA Forms 2 (Reconciliation) and C94 listing from the MILPO:

a. Withdraw copy 2 of the DA Forms 2 for battalion files.
b. Withdraw copy of C94 listing for suspense control.
c. Prepare routing slip (fig 5-14-4) and send to the appropriate unit commander with copies 3 and 4 of DA Forms 2 and copy of C94 listing attached.

Step: 5

Table 5–22
Procedure 5-14 DA Form 2 and DA Form 2-1—Continued

Action required by: Unit/BnPAC Clerk
Description of actions: Upon receipt of copies 3 and 4 of the DA Forms 2 and copy of the C94 listing, check to ensure that all individuals are actually assigned or attached to your unit.

a. If the individual is assigned or attached, go to step 13.
b. If the individual is not assigned or attached, go to step 6.

Step: 6
Action required by: Unit/BnPAC Clerk
Description of actions: Prepare routing slip (fig 5-14-5) showing the new unit of assignment for each individual. Attach copies 3 and 4 of the DA Forms 2 to the routing slip for return to the PSNCO and give to the first sergeant. Annotate C94 listing to show action taken.

Step: 7
Action required by: 1SG
Description of actions: Review for accuracy. Forward copies 3 and 4 of the DA Forms 2 with attached routing slip, to the PSNCO.

Step: 8
Action required by: BnPAC/PSNCO
Description of actions: Check to see if any of the returned DA Forms 2 belong to individuals in another unit supported by your headquarters.

a. If the individuals are in units under your servicing responsibility, go to step 9.
b. If the individuals are not in units under your servicing responsibility, go to step 11.

Step: 9
Action required by: BnPAC/PSNCO
Description of actions: Prepare separate routing slips (similar to fig 5-14-4) for individuals who are in your servicing responsibility, and withdraw copies 3 and 4 of the DA Form 2.

Step: 10
Action required by: BnPAC/PSNCO
Description of actions: Forward the routing slip and copies 3 and 4 of the DA Form 2 to the appropriate unit.

Step: 11
Action required by: BnPAC/PSNCO
Description of actions: If the individuals on the routing slip from the unit are not under your servicing responsibility, take copy 2 of the DA Form 2 and place with copies 3 and 4.

Step: 12
Action required by: BnPAC/PSNCO
Description of actions: Forward copies 2, 3, and 4 of the DA Form 2 for individuals not serviced by your command to the MILPO.

Step: 13
Action required by: Unit/BnPAC Clerk
Description of actions: Give copy 3 of the DA Form 2 to the individual. Tell the individual to check the information on the form 2 carefully and report any changes or corrections to you. If the individual is not present for duty, place DA Form 2 in suspense file based on individual's return to duty and annotate duty status on C94 listing.

Step: 14
Action required by: Unit/BnPAC Clerk
Description of actions: If changes or corrections are needed, based upon verifications with the individual, enter them clearly and neatly to the fight of the incorrect data elements on the individual's copy (copy 3) and on the unit copy (copy 4). Have the individual sign and date copy 3, at the bottom of section VI, on the right-hand side of the form to verify audit was conducted. Submit SIDPERS transactions appropriate to unit level procedures.

Step: 15
Action required by: Unit/BnPAC Clerk
Description of actions: Circle in red all remaining corrections or changes to be made by MILPO.

Step: 16
Action required by: Unit/BnPAC Clerk
Description of actions: Prepare a DF (see fig 5-14-6), then attach copy 3 of the DA Form 2 and give it to the first sergeant.

Step: 17
Action required by: 1SG

Table 5–22
Procedure 5-14 DA Form 2 and DA Form 2-1—Continued

Description of actions: Check the recommended changes or corrections for accuracy. Obtain the signature of the commander and forward the DF with copy 3 of the DA Form 2 with annotated copy of the C94 listing to the battalion.

Step: 18
Action required by: BnPAC/PSNCO
Description of actions: Review requested changes. Prepare comment 2 to the DF (see fig 5-14-4), obtain signature, and forward the DA Form 2 and annotated C94 listing to the MILPO for corrective action.

Step: 19
Action required by: Personnel Records Specialist
Description of actions: Upon return of DF (fig 5-14-3) with corrected copy 3, ensure a form has been returned for each member or that the status has been indicated on C94 listing.

a. Review update requirements by comparing annotations on returned copy of DA Form 2 with the MPRJ. Post corrections. Input SIDPERS transactions to correct erroneous or missing data. Additionally, annotate by each item on copies 1 and 3 the date of input and originator code to provide an audit trail for input to the SPF.

b. File copy 1, with appropriate annotations, in the member's MPRJ. Return copy 3 to the unit by CMT 3, DF (fig 5-14-3) which provides specific instructions to the BnPAC for update of their files and distribution of the form to the member. Suspend annotated copy of the C94 listing for follow-up action for personnel not present for duty.

5–23. Procedure 5-15 OER

Procedure 5-15 covers preparation and submission of US ARMY officer evaluation reports (DA Form 67-8).

a. Primary reference is AR 623-105.

b. Forms used are DA Forms 2, 67-8, 67-8-1, 67-8-2, 4037, and 5234-R.

c. This procedure supplements AR 623-105. It provides guidance for the preparation and submission of US Army Officer Evaluation Reports (DA Form 67-8) for officers in active duty status through the grade of major general.

d. See procedure 5-16 for evaluation reports on USAR officers who perform active duty for training (ADT) with an Army activity in an attached status and for commissioned and warrant officers who are serving on active duty as Regular Army enlisted service members (dual component personnel).

e. The DA Form 67-8 is authorized for use by DOD rating officials; inclosures or attachments are limited to those specifically authorized by HQDA directive. Non-DOD rating officials, when authorized, prepare letter report evaluations for US Army officer serving under their supervision.

f. Officer evaluation reporting is a significant command responsibility at all levels. Accurate and prompt completion of reports is essential to the proper functioning of the Army personnel system. Particular care must be exercised by everyone concerned with the preparation of these reports.

g. The Officer Evaluation Reporting System implemented on 1 November 1979 incorporates several features which have not been included in previous OER systems—

(1) DA Form 67-8 differs in that numerical scores are not used, more emphasis is placed on the duty description and more structural performance narrative, and rated officers are required to review and authenticate administrative data on the DA Form 67-8.

(2) DA Form 67-8-1 is a support form used jointly by rated officers and their raters to encourage communication and counseling throughout the rating period. The form is initiated at the beginning of the period to establish the rated officer's duty description and specific performance objectives at that time; the use of the form is continued to the close of the rating period to reflect changes in objectives and the duty description as they occur. A second form is initiated at the close of the rating period, used to describe the rated officer's accomplishments in the light of the duties and objectives; this form, after completion, accompanies the DA Form 67-8 through the rating chain. DA Form 67-8-1 is also used with letter reports in the same manner. The senior rater returns the DA Form 67-8-1 to the rated officer upon completion of the report.

(3) Rating officials have been redesignated "rater," "intermediate rater," and "senior rater." The senior rater (in most cases, the same as the "indorser" previously) is more active than the previous "indorser" and is also the field reviewer of the OER.

(4) DA Form 67-8-2 is used by HQDA to track the rating history of each senior rater. It is prepared annually at HQDA for each US Army officer who has served as senior rater for at least five different officers. HQDA furnishes one copy of the senior rater to provide feedback of his performance as an evaluator. Another copy is filed in the senior rater's Official Military Personnel File (OMPF), available to selection boards and career managers.

h. Military Personnel Officers are responsible for administrative processing and review of Officer Evaluation Reports, as follows:

(1) Maintain a copy of current by-name rating schemes, as furnished by commanders.

(2) Provide each rated officer with a DA Form 67-8 (with administrative data completed in accordance with AR 623-105), appropriate instructions.

(3) Notify the rater, intermediate rater if any, and senior rater, when the OER has been initiated, the date the forms were forwarded to the rated officer, and the suspense date for the return of the completed report.

(4) Provide accurate entries in Parts I, II, IIIa and b, and Va of DA Form 67-8.

(5) Verify that entries made by rating officials in Parts II through VII of DA Form 67-8 are in accordance with the provisions of AR 623-105.

(6) Provide administrative assistance to the rated officer and rating officials to be sure that reports are accurate, administratively correct, and are forwarded to HQDA within 60 days after the "THRU" date.

(7) Provide the rated officer with a copy of the completed report at the time the report is mailed to HQDA.

(8) Ensure that appropriate entries are made in Personnel Qualification Records and that appropriate SIDPERS transactions are submitted.

(9) Notify appropriate rating officials of any discrepancies noted. Provide advice concerning necessary corrective action so that reports may be forwarded promptly to HQDA.

(10) Forward all reports promptly by most expeditious means.

(11) Maintain internal procedures and suspense controls to accomplish the requirements of the OER system in accordance with AR 623-105.

(12) Accomplish PSNCO responsibilities, for units not authorized a PSNCO.

i. The Personnel Staff NCO (PSNCO) functions at battalion level as the principal link between the rating chain and the MILPO. Responsibilities include—

(1) Monitoring unit rating schemes to be sure they are kept up to date.

(2) Ensuring the MILPO is promptly notified of requirements for reports (change of rater, change of duty, or other) that MILPO would normally not initiate unless requested to do so.

(3) Ensuring OER are complete and accurate before forwarding to the MILPO and that suspense requirements are met.

j. Correspondence shown in this procedure (fig 5-15-1 through 5-15-4) are for the purpose of example only. Content and routing may be adapted to meet local requirements and the circumstances or geographical location of the officers concerned.

k. An appeal must be clearly identified as an OER or academic evaluation report appeal. Information and substantiating evidence as indicated in chapter 9, AR 623-105, must be included. An appeal may be submitted by the rated officer (or another interested party who knows the circumstances of the rating) if the report is believed to be inaccurate, incorrect, or in violation of the intent of the regulation. If the appeal is not submitted by the officer, it will include the concurrence or comment of the rated officer. All documents submitted as evidence in support of an appeal or a request for administrative change must be an original or certified true copy of the original. Evidence must be competent and relevant to the claim.

l. AR 340-17, together with related directives governing preservation of personnel privacy of members of the Armed Forces, apply to content and handling of Officer Evaluation Reports (including related papers). The Officer Evaluation Report is protected under the provisions of appendix C, AR 340-17, and is treated as privileged information.

m. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

n. The following actions will be taken for the preparation and submission of US Army officer evaluation reports (DA Form 67-8):

Table 5–23
Procedure 5-15 OER

Step: 1
Action required by: All commanders
Description of actions: Maintain a personal copy of AR 623-105 with current changes, DA Pamphlet 623-105, when needed. Be familiar with requirements of the Officer Evaluation Reporting System and local reporting procedures. Safeguard at all times information of a personal nature.

Step: 2
Action required by: All commanders
Description of actions: Maintain a list of officers assigned, attached, TDY or on special duty to your unit, showing the rating scheme. Include

Table 5–23
Procedure 5-15 OER—Continued

all the rating officials for each officer and furnish a copy to each officer named on the list. Update as required and furnish copy of revision to each officer. Include on rating scheme the date (after the rating official's name) the rater, intermediate and senior raters were first designated.

Step: 3
Action required by: All commanders
Description of actions: Furnish a roster of names of rating officials to MILPO showing effective date. Furnish changes promptly with the effective date of the change.

Step: 4
Action required by: All commanders
Description of actions: Maintain adequate controls to ensure that—

a. DA Form 67-8-1 is prepared and performance counseling is accomplished (fig 5-15-1) as a separate but related function prior to completion of the OER.
b. Reports are completed accurately and returned to MILPO within the prescribed time limit.
c. Outprocessing procedure includes preparation of all OER and EER prior to departure of officers concerned.
d. Corrective action is taken as necessary to preclude penalizing any officer because of late receipt of reports at HQDA.
e. Change of rater reports are requested from the MILPO for officer personnel whom the officer rates when he changes duties.

Step: 5
Action required by: All commanders
Description of actions: Reports required upon completion of 120 calendar days in an initial tour of extended active duty (table 5-15-1) are initiated at MILPO. This applies only to AMEDD, JAGC and Chaplain Corps commissioned officers. It the report is not received on time from MILPO, request the Personnel Records Supervisor to have the report initiated promptly.

Step: 6
Action required by: All commanders
Description of actions: When a change in personnel status occurs which warrants submission of OER, notify MILPO if necessary of the change and request the OER be initiated. See figure 5-15. If practicable, make initial request by telephone to be sure that reports reach HQDA within 60 days after the "THRU" date of the report. Provide information necessary for completion of Part I (name, SSN, grade of rank, "THRU" date under period covered, explanation of nonrated periods (fig 5-15-5) as appropriate, and reason for submission of report) and Parts II, IIIa and b of DA Form 67-8 it not previously furnished.

Step: 7
Action required by: All commanders
Description of actions: Maintain an adequate supply of AR 623-105 and related directives as appropriate to be made available to rated officers and rating officials as needed.

Step: 8
Action required by: Military personnel officer
Description of actions: Provide assistance, information, and guidance as appropriate to assure that responsibilities as outlined in AR 623-105 are fulfilled by all commanders.

Step: 9
Action required by: Personnel records supervisor
Description of actions: Monitor suspense system for preparation and submission of officer evaluation reports to assure actions are completed on time.

Step: 10
Action required by: Personnel records specialist
Description of actions: Initiate a request (fig 5-15-3) for completion of Officer Evaluation Report (DA Form 67-8 and/or letter report as appropriate) upon notification that a report is to be made. Forward forms to officer being rated. See instructions in following steps.

Step: 11
Action required by: Personnel records specialist
Description of actions: Status of rater. Check against restrictions in AR 623-105 as follows:

a. Rater relieved for cause may not complete reports on officers formerly under his command or supervision, including reports for reporting periods closed out prior to relief of the rater but not yet completed by the rater. In these cases, the intermediate rater and/or senior rater will rate if minimum requirements for the rating period have been met. If not, the period is nonrated and a new rater will be designated. (See paragraphs 3-16, 5-8, and 5-18, AR 623-105).
b. DA Form 67-8 may be used only by military and DOD civilian employees (including nonappropriated fund employees). Letter reports must be made by—
(1) Non-DOD rating officials (paragraph 4-9c, AR 623-105).

(2) Supervisors of officers in special programs in accordance with applicable regulations.

Step: 12

Action required by: Personnel records specialist

Description of actions: Determine period of report for entry on DA Form 67-8 and subsequent submission of "ERPT" SIDPERS transaction.

a. "FROM" date. Check "Date of Last OER" entry on DA Form 4037 (ORB) or "Date of Last ER" entry in Service Data Section of DA Form 2 if no ORB is available for the officer.

(1) If no report during current tour of active duty, use date of entry on active duty for current tour.

(2) When an OER was previously recorded "FROM" date will be the day following the date of last OER/ER.

b. "THRU" date.

(1) Annual report. One calendar year (or more) from "THRU" date. See table 5-15-1.

(2) Change in principal duty or change in rater of rated officer. "THRU" date will be the day before the event causing change, i.e., date of change in duty or date of departure of rater.

(3) Initial report, upon completion of 90 calendar days unless another report has been submitted. See paragraph 5-14, AR 623-105, for additional details. Must meet go-calendar day (excluding nonrated periods) requirement.

(4) All others. "THRU" date is the date of the event causing submission of the report, i.e., separation or other change in status of the rated officer or the rater, other than paragraph b(2), above.

c. Nonrated periods. Determine nonrated periods (within the "FROM" and "THRU" dates above) as in figure 5-15-5. Nonrated periods of time (para 4-10c, AR 623-105) are—

(1) The period of time, regardless of the number of days, between the date an officer departs one duty position and begins performance in a new duty position.

(2) Periods of time, regardless of number of days, spent performing in a duty position during which the rated officer, or the rater, does not meet the minimum time required for a report. This includes periods of time spent at school for which an academic evaluation report is not required.

(3) Periods of time, 30 or more consecutive days that occur during the rating period and that are spent in one or more of the following ways:

(a) On leave.

(b) Absent without leave (AWOL).

(c) In the hospital.

(d) In confinement.

(e) Under arrest.

(f) On permissive TDY.

(g) On temporary duty (TDY), or special duty (SD), serving as a member of a DA selection board or a court-martial.

(h) On TDY or SD, attending a course of instruction scheduled for less than 60 days. (Attendance at a career progression course of any length, and at other courses 60 or more calendar days in length, is rated on an academic evaluation report in accordance with AR 623-1.)

d. Rating period.

(1) Determine the rating period by counting the number of calendar days that the rated officer has served under the present rater in the present duty position since the beginning of the rating period. Do not count any nonrated period prior to this rating period. (JAN, MAR, MAY, JUL, AUG, OCT, DEC=31-day months; APR, JUN, SEP, NOV=30 day months; FEB=28 days, except when FEB=29 days).

(2) From the total number of calendar days, deduct all nonrated periods of the type listed in paragraph c, above. The results is the number of days in the basic rating period.

Step: 13

Action required by: Personnel records specialist

Description of actions: Verify that the minimum number of days needed for a report is met. If not, or if in doubt, consult with supervisor and rater when necessary. Inform rater as appropriate if report is not required or if the minimum requirement is not met for an optional report.

Step: 14

Action required by: Personnel records specialist

Description of actions: Complete DA Form 67-8 by typewriter, in triplicate. Enter administrative data as indicated in the following steps. Obtain information from MPRJ unless otherwise indicated. Be sure entries are typed clearly and accurately and are placed within the lines and blocks on DA Form 67-8.

Step: 15

Action required by: Personnel records specialist

Description of actions: Part I, Administrative Data. Items a and b. Enter name and SSN as on the DA Form 4037 or DA Form 2. Be sure entry is accurate.

Step: 16

Action required by: Personnel records specialist

Description of actions: Item c. Enter the authorized 2 or 3-letter abbreviation for grade of rank (paragraph 1-32, AR 680-29). If the rated officer has been selected for promotion, and is serving in an authorized position for the grade to which being promoted, enter a "P"

Table 5–23
Procedure 5-15 OER—Continued

immediately following the grade of rank abbreviation, e.g., "LTCP." If the rated officer is not assigned to a position authorized the higher grade, do not enter the "P".

Step: 17
Action required by: Personnel records specialist
Description of actions: Item d. Enter the date of rank for grade in which serving as of the "THRU" date of the report. For warrant officers in active duty status, entry will be that of the temporary (AUS) date of rank. (Provisions of chap 6, AR 600-20, apply.)

Step: 18
Action required by: Personnel records specialist
Description of actions: Item e. Enter branch code for commissioned officers, management group code for warrant officers (para 1-12. AR 680-29).

Step: 19
Action required by: Personnel records specialist
Description of actions: Item f. For commissioned officers, enter the 2-digit specialty code which identifies the officer's designated specialty. If officer has two specialty codes, enter the two codes, separated by a slash, e.g., "13/54," in numerical sequence. Note that the specialty skill identifier consists of the two digit specialty code and a letter (see chap 1, AR 611-101).

Step: 20
Action required by: Personnel records specialist
Description of actions: Item g. For warrant officers, enter PMOS (5 characters in accordance with AR 611-112).

Step: 21
Action required by: Personnel records specialist
Description of actions: Item h. Enter Army location code (ARLOC) for rated officer's station. For CONUS, see DA Pamphlet 525-12; OCONUS, DA Pamphlet 525-13.

Step: 22
Action required by: Personnel records specialist
Description of actions: Item i. Enter unit, organization, station and zip code (or APO) and major command. Authorized abbreviations (AR 310-50) may be used.

Step: 23
Action required by: Personnel records specialist
Description of actions: Item j. Enter code and explanation of reason for submission of report, as designated in appendix K, AR 623-105. Enter the 2 or 3-character code within the heavy lines; enter the explanation outside the heavy lines. See table 5-15-2.

Step: 24
Action required by: Personnel records specialist
Description of actions: Item k. Enter code for rated officer's major command (MACOM). See appendix K, AR 623-105; use command code in paragraph 2-4, AR 680-29, except for those listed in appendix K, AR 623-105.

Step: 25
Action required by: Personnel records specialist
Description of actions: Item l. The "FROM" day is the day after the "THRU" day of the preceding report. See step 12, above, and figure 5-15-5.

Step: 26
Action required by: Personnel records specialist
Description of actions: Item m. Determine the number of rated months. Divide by 30 the number of days in the basic rating period (step 12d, above) and round off to the nearest month, i.e., 15 or more days will be counted as a whole month. Enter the number of rated months. CAUTION: Be sure to use the number of days in the basic rating period of the report in accordance with paragraph 4-10c(4), AR 623-105. Do not use the "period covered" in item 1.

Step: 27
Action required by: Personnel records specialist
Description of actions: Item n. Enter the 4-character alphanumeric MILPO code. For use of MILPO codes, see paragraph 1-46 and appendix D, AR 680-29.

Step: 28
Action required by: Personnel records specialist
Description of actions: Item o and p. Leave blank until action is completed. (When copy of report is to be forwarded, rated officer will furnish forwarding address or use officer's mailing address as recorded in sec IV ORB. Military address may also be used.)

Table 5–23
Procedure 5-15 OER—Continued

Step: 29
Action required by: Personnel records specialist
Description of actions: Item q. List and explain all nonrated periods from step 12c, above.

Step: 30
Action required by: Personnel records specialist
Description of actions: Part Authentication. Before completing entries, be sure rating officials are accurately identified. Enter name (as on official military records for officer personnel), SSN, grade of rank (see below), branch when applicable, organization, and duty assignment (position title).

a. Rater or intermediate rater. If an officer, use the abbreviation for grade of rank designation (as in item c, Part I). Identify with a "P" (officer on promotion list) when applicable.
b. Senior rater.
(1) When the senior rater is other than a US Army officer, enter the pay grade (chapter 6, AR 600-20). (For example, enter "0-6" USN for a senior rater who is a US Navy captain.)
(2) Identify the senior rater's grade of rank with a "P" only when the senior rater is in a position authorized the higher grade to which being promoted.
(3) When the senior rater is a civil service employee, enter the appropriate grade, i.e., "GS-14".

Step: 31
Action required by: Personnel records specialist
Description of actions: Part III. Duty Description. Complete items a and b.

a. Enter in item a the principal duty title as recorded on DA Form 67-8-1 or on ORB.
b. Enter in item b the duty position requirement code that identifies the duty position of the rated officer. See chapter 1, AR 611-112, for warrant officers.
c. When applicable, enter as the first line of the duty description the statement: "Officer serving under dual supervision." Rating officials will develop the duty description and add "inclosure attached" to the statement when the nonparent unit supervisor is making a letter report (para 3-18 and 4-12e, AR 623-105, apply).

Step: 32
Action required by: Personnel records specialist
Description of actions: Part IV, Performance Evaluation-Professionalism (Rater). "Period covered" (page 2, DA Form 67-8). Enter from item 1, Part I, the "FROM" and "THRU" dates. Enter within the lines at the top of the page.

Step: 33
Action required by: Personnel records specialist
Description of actions: Part V. Performance and Potential Evaluation. Complete the following items in Part Va as indicated below:

a. Rated officer's name and SSN, identical to entries from Part I. Indicate by a typewritten "X" in the appropriate block if this assignment is in one of the rated officer's specialties (or MOS for warrant officer). To make this determination, refer to Parts If and IIIb.
b. Remainder of Part V will be completed by the rater.

Step: 34
Action required by: Personnel records specialist
Description of actions: Re-check information entered on the DA Form 67-8 against information in MPRJ. Consult with Personnel Records Supervisor if necessary to resolve discrepancies or for correction of records. Be sure that the inclusive dates for the reporting period are correct, do not overlap a previous reporting period, and meet minimum requirements for the reporting period if applicable. See table 5-15-2.

Step: 35
Action required by: Personnel records specialist
Description of actions: Complete DA Form 2496 (fig 5-15-3) with information copies for rating officials. Attach partially completed DA Form 67-8. Address envelope to rated officer, large enough for DA Form 67-8 to lay flat. Assemble correspondence and give to supervisor for review, along with the MPRJ.

Step: 36
Action required by: Personnel records specialist
Description of actions: Hold copy of DA Form 2496 in suspense file for receipt of completed OER. DA Form 5234-R (OER Control Log) is at the end of this volume.

Step: 37
Action required by: Personnel records supervisor

Table 5–23
Procedure 5-15 OER—Continued

Description of actions: Review outgoing correspondence for accuracy of entries and proper completion of DA Form 67-8. Forward promptly for signature and expeditious dispatch to addressees.

Step: 38
Action required by: Personnel records supervisor
Description of actions: When completed OER is not returned by suspense date, make preliminary check for reason. Call to the attention of the Military Personnel Officer when necessary to resolve any difficulties.

Step: 39
Action required by: BnPAC/PSNCO
Description of actions: Monitor rating schemes of units to ensure rating officials meet criteria in AR 623-105 and that rating schemes are kept current. Post changes to work copy of unit rating schemes as each change occurs; forward change to MILPO.

Step: 40
Action required by: BnPAC/PSNCO
Description of actions: Monitor the AAC-PO1 (Personnel Transaction Register by Unit) with the AAC-CO7 (Unit Manning Report) and the unit rating schemes to ensure units are promptly requesting change of rater reports when they report position (POSN) changes.

Step: 41
Action required by: BnPAC/PSNCO
Description of actions: When unit submits a DA Form 2496 (procedure 9-9, this pamphlet) which assigns officer to principal duty assignment other than authorized TOE or TDA position, check to ensure required OER has been requested.

Step: 42
Action required by: BnPAC/PSNCO
Description of actions: Monitor automated reports or listings and orders to ensure OER are initiated by the MILPO for officers pending reassignment or separation.

Step: 43
Action required by: BnPAC/PSNCO
Description of actions: Maintain suspense controls to ensure reports are processed and returned to the MILPO by the required time.

Step: 44
Action required by: BnPAC/PSNCO
Description of actions: Ensure OER are complete and accurate before forwarding. Provide assistance to rating officials as appropriate.

Step: 45
Action required by: Personnel records specialist
Description of actions: Review incoming completed OER for administrative accuracy as required in AR 623-105. Check the following items for changes or corrections, including recently updated entries.

a. Part I. Administrative Data (para 4-10, AR 623-105).
(1) Name, SSN, grade of rank, and date of rank.
(2) Basic branch or DA management group as on Personnel Qualification Records.
(3) Specialty codes. Identify designated specialties as appropriate from sec I, rated officer's ORB, and PMOS for warrant officers.
(4) Unit, organization, station, and major command (5-digit station code and 2-character command code). See appendix K, AR 623-105.
(5) Code and reason for submission of OER.
(6) "FROM" date. Begins with the day following the last day of the last report.
(7) "THRU" date. Ends with the date of the event causing the report, except for principal duty assignment change or date of change in rater when the report ends with the day preceding the event.
(8) Check again total days in nonrated period and number of months. (See step 12, above.)
b. Part II. Authentication (para 4-11, AR 623-105).
(1) Ensure rating officers are identified correctly and entries are complete. (See step 30, above.)
(2) Check for rated officer's signature. When rated officer declines to sign because inaccuracy cannot be resolved, check for senior rater's explanation in Part VIIb. Otherwise, resolve inaccuracy if possible and obtain rated officer's signature.
(3) Check signature and date of each rating official. Dates must be in appropriate sequence.
(4) Block at left of each signature will be left blank; except when rating official is not giving a rating or is submitting a letter report, an "X" will be placed in that block.
c. Part II. Description of Duties (para 4-12, AR 623-105).
(1) Dual supervision. If the nonparent unit supervisor attaches a letter report, first line of duty description will read "Officer serving under dual supervision, inclosure attached." If nonparent unit supervisor is not providing an inclosure, supervisors in each chain of command will jointly develop the duty description and the statement "Officer serving under dual supervision" will be entered as the first line. (See para 3-18 and 4-12e, AR 623-105.) For duty description in letter report format, see appendixes F and G, AR 623-105.
(2) Warrant officers. If MOS entered in Part IIIb (principal duty) is different from PMOS in Part Ig or the additionally awarded MOS (AMOS) if any, entry must be made in Part IIIc, i.e., reference to order of correspondence which gave the DA career management authority of

Table 5–23
Procedure 5-15 OER—Continued

concurrence. See paragraph 1-7d and e AR 611-112, for assignment and utilization of warrant officers and requirements for career management branch clearances. See also chapter 1, AR 611-112, chapter 6, AR 623-105, and DA Pamphlet 600-11.

(3) US Army Chaplains. See also appendix C, AR 623-105, and AR 165-20.

(4) Judge Advocate General Corps (JAGC) officers. See also appendix H, AR 623-105, and when applicable, AR 351-22.

(5) US Army Medical Department Officers (AMEDD). See also appendix I, AR 623-105.

(6) Duty description must be clear, concise description of principal duty and significant additional duties and must emphasize specific functions (type of work) required of rated officer. Conditions peculiar to the assignment should be noted.

d. Part IV. Performance Evaluation—Professionalism (para 4-13, AR 623-105). Attributes listed in Parts IVa and b are applicable to all grades, positions, branches, and specialties. When appropriate, "NA" (not applicable) may be entered in items 4 and 6, Part IVa. Part IVb will be used for any comments concerning strengths or weaknesses and/or exceptional or unsatisfactory performance pertaining to any of the attributes in Parts IVa or b. Comments are mandatory to explain or clarify ratings of 4 and 5 in professional competence. (When comments are made, refer to the specific attribute or ethic.) Insure Part IVa 3 and 12 contain entries pertaining to APRT and height and weight plus body fat data.

e. Part V. Performance and Potential Evaluation. See paragraph 4-14, AR 623-105, and other references in paragraph c, above. Rater comments in Parts Vc and e are mandatory. The following limitations apply:

(1) Item c. Comments on specific aspects of performance only; comments on potential or officer's future are not allowed in this block.

(2) Item d. Use "OTHER" box when promotion recommendation blocks are not appropriate to the officer being rated. Enter explanation in Part Ve.

(3) Item e. Potential evaluation in accordance with paragraph 4-3, AR 623-105. For last active duty report of rated officer who is retiring or being released to USAR after 20 or more years of active duty, rater will indicate grade and assignment for recall to active duty in case of mobilization.

f. Part VI. Intermediate rater (para 4-15, AR 623-105). Comments by intermediate rater, when applicable, are mandatory. These special provisions apply—

(1) When minimum number of days is not met by intermediate rater, following statement will be used: I am unable to evaluate the rated officer because I have not been his intermediate rater for the required number of days. Enter an "X" in the appropriate box in Part II (para 4-11 c(6), AR 623-105).

(2) When performing rater functions (para 3-16b(2), AR 623-105), intermediate rater will complete the rater's parts of the form and use Part VI only to cite authority and reasons for assuming rater's responsibilities.

g. Part VII Senior rater (para 4-16, AR 623-105). Comments are mandatory. In addition to potential evaluation, comments may address performance, the administrative review, evaluations by the rater and intermediate rater, or anything unusual about the report, such as rated officer's refusal or inability to complete a DA Form 67-8-1 or to authenticate the report. If comments are based on infrequent observation, this fact may be noted.

(1) When minimum number of days is not met by senior rater, following statement will be used: "I am unable to evaluate the rated officer because I have not been his senior rater for the required number of days." Enter an "X" in the appropriate box in Part II (para 4-11 c(6), AR 623-105).

(2) When senior rater also serves as rater, he will complete rater's portion as well as the senior rater's potential evaluation in Part VIIa. In Part VIIb, authority will be cited for acting as both rater and senior rater and any exceptional circumstances such as rated officer's refusal or inability to complete a DA Form 67-8-1 or to authenticate the report. Senior rater will sign in both the rater's and the senior rater's signature blocks.

Step: 46

Action required by: Personnel records specialist

Description of actions: Inclosures only as authorized in AR 623-105 will be attached to original DA Form 67-8 when forwarded to HQDA. Check to see that inclosures as required are attached and that all inclosures meet requirements as listed in paragraph 5-37, AR 623-105. Inclosures must be on 8 x 11 inch bond paper, and contain—

a. Name, SSN, and grade of rank, as on the DA Form 67-8.

b. Period covered, as in item 1, Part I, DA Form 67-8.

c. Authentication by the originator of the inclosure (signature block as in app D, AR 623-105).

Step: 47

Action required by: Personnel records specialist

Description of actions: Referral is senior rater's responsibility and must be accomplished before forwarding of report. (See para 4-27 and 5-28, AR 623-105.)

Step: 48

Action required by: Personnel records specialist

Description of actions: When senior rater is not a US Army officer, check to see if supplementary review has been, or should be, accomplished before forwarding to HQDA (para 5-31, AR 623-105).

a. Supplementary reviewer (designated by commander who establishes the rating chain) will prepare inclosure as described in appendix D, AR 623-105; unnecessary remarks will not be added.

Table 5–23
Procedure 5-15 OER—Continued

b. When report is to be reviewed at HQDA, forward to HQDA (DAPC-MSE-R), Alexandria, VA 22332-0400, with a request for review.

Step: 49
Action required by: Personnel records specialist
Description of actions: Review report for classified defense information (para 4-25, AR 623-105) and consult with supervisor when in doubt. The following guidance is provided:

a. Necessity for report to contain classified information (as defined in AR 380-5). If not, initiate appropriate action to downgrade or eliminate the classified information.
b. Exceptional cases which require classification must contain downgrading instructions (AR 380-5). In addition, be sure that—
(1) Unclassified sections are marked unclassified.
(2) Each section, part, paragraph, subparagraph, or similar portion is marked to show level of classification of information in it. There must be no doubt as to which parts contain or reveal classified information.
c. Handle report in accordance with the level of classification indicated on the report.

Step: 50
Action required by: Personnel records specialist
Description of actions: Return report to appropriate individual for correction or completion as required. DA Form 2496 (fig 5-15-4) may be used if action cannot be accomplished informally. Provide instructions and guidance as required to resolve questions and problems; coordinate serious problems with supervisor, Personnel Records Officer or Military Personnel Officer as appropriate to the circumstances. The report must be correct and complete before being forwarded to HQDA.

Step: 51
Action required by: Personnel records specialist
Description of actions: Upon completion of administrative review, update records promptly as follows:

a. Submit "ERPT" SIDPERS transaction (procedure 2-31, DA Pam 600-8-2) to update SIDPERS Personnel File (SPF).
b. DA Form 4037 (ORB).
(1) When applicable, update "Mailing Address." Submit "UG" SIDPERS Transaction to update HQDA Officer Master File (OMF) in accordance with procedure 2-20A, DA Pamphlet 600-8-2.
(2) Correction of Officer Record Brief (ORB) (procedure 5-1, this pamphlet). The following items are applicable to OER procedures:
(a) Section IX, "Date of last OER." If data item is incorrect, contact HQDA (DAPC-MSE-R) to inquire if latest OER was received. If necessary in order to resolve discrepancy, submit request for correction by letter to HQDA.
(b) Section IX, "Previous Assignment." To add, change or delete data on OMF, submit "UR" SIDPERS Transaction in accordance with procedure 2-56B, DA Pamphlet 600-8-2.
(c) Section IX, "Duty Title." Report "Current Duty Assignment Title," submit "CDAT" SIDPERS Transaction in accordance with procedure 2-19A, DA Pamphlet 600-8-2. Effective date must be the same as the effective date the officer was assigned to the duty title being reported (i.e., either the "ARR" SIDPERS transaction (procedure 2-2, DA Pam 600-8-1) or the "POSN" SIDPERS transaction (procedure 2-19, DA Pam 600-8-1)).

Step: 52
Action required by: Personnel records supervisor
Description of actions: Have records updated promptly.

Step: 53
Action required by: Personnel records specialist
Description of actions: Complete administrative processing of OER.

a. Part I. If rated officer copy is to be given to the rated officer, "X" that block and enter the date in item 01; if the copy is to be forwarded to the rating official to be given to the officer, or to be mailed to rated officer, "X" block in 02. Enter mailing address in item p when copy is to be mailed to the rated officer.
b. Part II.
(1) Item f. Enter initials in this block after OER is completed and ready to forward to HQDA. The MILPO which has custody of the rated officer's MPRJ is the controlling office and has final responsibility for completion and forwarding except as indicated in paragraph (3), below.
(2) Item g. When senior rater's MILPO is different from that of rated officer, senior rater's MILPO will initial in item g and return DA Form 67-8 to the initiating MILPO. If necessary in order to meet suspense to HQDA, DA 67-8 may be forwarded directly to HQDA and a copy sent to the rated officer's MILPO (para B-2c, AR 623-105). When this copy has served its purpose for administrative processing, it may be used for the rated officer copy or held in the suspense file. See next step. Return DA Form 67-8-1 to the rated officer, along with copy of the OER as appropriate.
(3) Item h. Enter number or inclosures. See step 47, above.

Step: 54

Table 5–23
Procedure 5-15 OER—Continued

Action required by: Personnel records specialist

Description of actions: Prepare copy for rated officer. If a carbon copy is used, be sure all items are completed (as on the original). Place in envelope to be given to rated officer (or rating official, if in accordance with local policy). If report is to be mailed, see next step. Hold an extra copy in suspense for 120 days for use if the rated officer does not receive the mailed copy. If not needed for rated officer at that time, destroy.

Step: 55

Action required by: Personnel records specialist

Description of actions: Use envelopes large enough to mail reports flat without folding and cardboard backing to prevent damage. Letter of transmittal will not be used except as authorized in paragraph 1-18, AR 340-15, i.e., when information not contained in the OER must be furnished to the addressee. Forward by first class mail; use certified mail for reports containing derogatory information. When forwarding reports containing classified information, follow provisions of AR 380-5. Address as follows:

a. Original OER with enclosures (and subsequent addenda, if any) to reach HQDA not later than 60 days after the ending date of the report—
HQDA (DAPC-MSE-R)
Alexandria, VA 22332-0400
b. Send rated officer's copy to the officer's personal mail address (as provided by the officer) (step 28, above). Official military address may be used when appropriate.

Step: 56

Action required by: Personnel records specialist

Description of actions: Post OER Log to show final disposition of completed OER. Information will be used for tracer action as necessary. Record should show name of rated officer and rating officials, period covered and reason for report, date when due/received in MILPO, and date forwarded to MILPERCEN. (Detailed individual logs are discouraged as being an unnecessary workload.)

Step: 57

Action required by: Personnel records specialist

Description of actions: Refer completed OER to supervisor for review as required. Upon return by supervisor, place reports in envelopes and prepare for mailing. Handcarry to mail room for dispatch by most expeditious means to assure arrival at HQDA within the required period of time.

Step: 58

Action required by: Personnel records supervisor

Description of actions: Check as necessary to be sure reports are being submitted on time and that all requirements are being met in support of the OER system. These include but are not limited to—

a. Accurate and complete administrative review of OER to preclude reports being returned for deficiencies.
b. Submission of "ERPT" SIDPERS transaction.
c. Review of records of inprocessing and outprocessing officers for annotations of OER data or ORB or DA Form 2, as applicable, initiation and completion of OER, when required, before departure of outprocessing officers, and initiation and completion of OER and EER for those whom the departing officer acts as rating official.

Step: 59

Action required by: Personnel records supervisor

Description of actions: Provide adequate supervision of officer Evaluation Reporting System to assure responsible individuals are doing their part for accurate and timely reporting and processing of completed OER. Supervision should include—

a. Operation of the suspense system for next annual report; establishment and operation of a local OER processing suspense system for all OER being processed.
b. When appropriate, maintain and publish the OER rating system scheme for the organization or installation.
c. Be sure that each rated officer is provided a copy of the completed DA Form 67-8.
d. Be sure that all evaluation reports are handled as privileged information, hand carried or transmitted in sealed envelopes, and are available only to those who have a need to see. Provisions of AR 340-21 and AR 340-17 are applicable.
e. Adequate administrative assistance is provided, when needed and appropriate, to rating officials, commanders, and individual officers and that knowledgeable individuals are trained and made available to provide guidance for unusual problems and difficult situations.
f. Checking of optional reports to assure submission in accordance with section III, chapter 5, AR 623-105, and approval by the senior rater.
g. Adequate assistance is provided to senior raters in referring "referred" reports to the rated officer, before the departure of rated officers, raters, or senior raters and to rated officers in acknowledgment of comments concerning, and appeal actions or referred reports (para 4-27 and chapter 9, AR 623-105). Be sure that all concerned understand the definition and impact of a "referred" report.

Step: 60

Action required by: MILPO/rated officers

Description of actions: MILPO should be sure that all individual officers are informed and counseled as appropriate, in regard to the rated

Table 5–23
Procedure 5-15 OER—Continued

officer's responsibilities as follows:

a. Rated officer needs to be familiar with the requirements of the Officer Evaluation Reporting System; in general, chapters 3, 4, and 9, and other portions which specifically relate to evaluation of the rated officer under AR 623-105.

b. Furnish to MILPO a valid mailing address for the purpose of receiving his/her copy of the most recent Officer Evaluation Report. This address is reflected on the ORB. If address is temporary, indicate for what period of time and furnish new address with effective date as soon as possible. Consult AR 65-75 for mailing addresses of individuals stationed in oversea areas.

c. If rated officer does not receive a copy of the latest OER within 60 days after the "THRU" date on the DA Form 67-8, he should request a copy from the appropriate MILPO. Officers should be furnished mail address of the MILPO (custodian of the officer's MPRJ).

d. Officers who want to review their OERs may request a microfiche copy of their file from HQDA. A request must be in writing from the officer concerned and contain his or her SSN to the address shown in paragraph (1), below.

(1) Official Military Personnel File (OMPF) (used by Army Selection Boards and other authorized personnel for career management actions) is made available for review upon request of the officer concerned. See AR 640-10 for documents authorized to be filed therein. Two working days advance notice is required for active duty officers. Appointment may be made by mail or telephone (Monday through Friday, 0700-1630 hours) from—

HQDA (DAPC-MSR-S)
200 Stovall Street
Alexandria, VA 22332-0400
AUTOVON: 221-9618
COMMERCIAL: 202-325-9618

(2) Career Management File (used for assignments and other personnel actions). No appointment is required, but advance notice is desirable to make sure the record is available and up-to-date. Contact appropriate career management division. Address for MILPERCEN-managed officers is—

HQDA (DAPC-OP—career management division)
200 Stovall Street
Alexandria, VA 22332-0400

e. Rated officer should not mail his personal copy of completed OER to MILPERCEN. It should be kept in the officer's personal file to use for future reference if the need arises.

Step: 61
Action required by: All commanders
Description of actions: Be sure that all rating officials complete required reports promptly and that OER suspense dates are met before departure of the rating official or before going on leave.

Step: 62
Action required by: All commanders
Description of actions: When an addendum is required, prepare and forward in accordance with paragraph 5-35 and appendix L, AR 623-105. Commander may not add comments unless a member of the original rating chain. Following procedures will be followed for newly received derogatory information:

a. Commander receiving new information will ensure that all members of original rating chain are aware and allowed to comment. If none of the original rating officials elects to add comments to modify or supplement the original OER, an addendum will not be prepared.

b. Addendum will be in the form of a commander's letter with enclosures as appropriate. See appendix L, AR 623-105, for format and content.

c. Upon completion of the addendum, a copy will be referred to the rated officer for acknowledgment and comment prior to being forwarded to HQDA. Rated officer's acknowledgment and comments will be attached as an inclosure when being forwarded to HQDA or a statement added to the letter when the rated officer failed to respond.

Step: 63
Action required by: All commanders
Description of actions: When newly received favorable information becomes known, take action to alter or remove the report in accordance with the appeal procedures in chapter 9, AR 623-105, if the information would have resulted in a higher evaluation of the rated officer (para 5-33, AR 623-105). Do not use an addendum for this purpose.

Step: 64
Action required by: All commanders
Description of actions: Be sure that principles of preservation of personal privacy are strictly observed (AR 340-17 and AR 340-21) and that violators are disciplined appropriately.

5–24. Procedure 5-16 OER for USAR Officers

Procedure 5-16 covers preparation and submission of US Army officer evaluation reports (DA Form 67-8) for USAR officers not on extended active duty in reserve status.

a. Primary reference is AR 623-105.

b. Forms used are DA Forms 2, 2-1, 67-8, 67-8-1, and 3728.

c. This procedure supplements AR 623-105. It is applicable to the preparation and submission of US Army Officer Evaluation Reports (OER) for USAR officers who perform active duty for training (ADT) of more than 11 calendar days with any Army activity in an attached status. This procedure also applies to preparation of OER for USAR commissioned and warrant officers who are serving on active duty as Regular Army enlisted service members (chap 7, AR 623-105), i.e., dual component personnel as defined in AR 600-39.

d. The DA Form 67-8 is used by rating officials who are members of the Department of Defense and The US military services. Rating officials who are members of other agencies of the US Government or who are members of allied military services use letter reports. Academic Evaluation Reports (AER) (AR 623-1) are used for officers and warrant officers serving in a student status.

e. The military personnel officer is responsible for initiating OER in accordance with instructions in AR 623-105, for providing administrative assistance to the rating officials, and for ensuring that completed reports arrive at the US Army Reserve Personnel Center (ARPERCEN) not later than 90 calendar days after the "THRU" date of the report.

(1) The original report is maintained in the Official Military Personnel File (OMPF) at ARPERCEN, except for individuals on active duty in enlisted status in which case the original report is maintained in the OMPF at the US Army Enlisted Records and Evaluation Center (USAEREC). ARPERCEN maintains the second copy of the report for officers under their jurisdiction and those on active duty as Regular Army enlisted service members in the ARPERCEN Career Management File.

(2) Area commanders maintain the second copy of the report for officers under their jurisdiction in their Career Management File.

f. The Commander, ARPERCEN, is responsible for ensuring receipt of evaluation reports and for reviewing each report for compliance with applicable instructions. Reports are returned for corrective action when necessary. These evaluation reports are also reviewed at ARPERCEN for information to support retention or elimination. Elimination action when appropriate is initiated under AR 135-175; and recommendation is made to either the area commander for troop program unit officers or the Active Army commander for individuals on active duty in enlisted status.

g. Commanders are responsible for ensuring submission of evaluation reports for officers under their jurisdiction at the proper time. It is extremely important that these reports be accurate and objective, administratively correct, and forwarded on time, so that they are available for use of promotion boards and for personnel management actions. Commanders are also responsible for ensuring that access to OER is restricted to a need-to-know basis and that OER are protected as privileged information.

h. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed of released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

i. The following actions will be taken for the preparation and submission of US Army officer evaluation reports (DA Form 67-8) for USAR officers not on extended active duty in reserve status:

Table 5–24
Procedure 5-16 OER for USAR Officers

Step: 1
Action required by: Personnel records specialist
Description of actions: Active Duty for Training (ADT). Upon receipt of officer's orders for ADT of more than 11 calendar days, place copy of orders in suspense file under the date reservist is scheduled to report, unless another date is more appropriate.

Step: 2
Action required by: Personnel records specialist
Description of actions: Determine as soon as possible who the rating officials will be; obtain their official mailing addresses where correspondence can be directed during the period when the rated officer will be on ADT. Paragraph 7-7, AR 623-105, applies.

Step: 3
Action required by: Personnel records specialist
Description of actions: When officer reports to duty, obtain his records as soon as possible, if available. Do not delay initiation of OER when records are not available.

Step: 4
Action required by: Personnel records specialist
Description of actions: Verify that officer is assigned to duty as scheduled and number of calendar days he will be on duty. See paragraphs 7-5 and 7-6, AR 623-105. Determine type of report which will be required. If AER is required, refer to AR 623-1 and procedure 5-13, this pamphlet.

Table 5–24
Procedure 5-16 OER for USAR Officers—Continued

Step: 5

Action required by: Personnel records specialist

Description of actions: USAR Officers on Active Duty as Regular Army Enlisted Service Members. Reports are required annually and upon change of rater, change of duty, departure on temporary duty (TDY) or special duty (SD), and relief or incapacitation of rater. See paragraphs 5-3 through 5-6 and 5-8, AR 623-105, when EER is completed (see procedure 5-8. this pamphlet). Check to see if OER is required. Suspense for these OER must be maintained manually (i.e., dual component personnel).

Step: 6

Action required by: Personnel records specialist

Description of actions: Initiate DA Form 67-8. Complete DA Form 67-8 in triplicate or reproduce two copies of the original. See general instructions in chapter 4 and paragraph 7-11, AR 623-105 and typing instructions in procedure 5-15, this pamphlet.

a. Enter date of rank in Part I, item d, except do not complete for individuals on active duty as enlisted personnel.

b. Part I. Complete item f. Leave item g blank.

c. Part I, item i. Complete from information in orders for officers on ADT. Enter specific unit, organization, station, major command, and unit identification code (UIC) to which rated officer is assigned and unit, organization, and station to which attached if on ADT.

d. Part I, item j. Code entry in accordance with appendix K, AR 623-105. Add additional comment after code when applicable. See table 5-15-1, procedure 5-15, this pamphlet. Use code “12A” for Relief from ADT; after the code, enter “REFRADT.”

e. Part I, item 1. Enter inclusive “FROM” and “THRU” dates (calendar days) for the period covered. See paragraph 7-11b, AR 623-105. Show total number of ADT/AT days in block above “THRU.” (Example: “days ADT.”) For nonrated periods, see paragraph 4-10, AR 623-105.

Step: 7

Action required by: Personnel records specialist

Description of actions: Prepare appropriate DA Form 2496 (see examples in procedure 5-15, this pamphlet). Attach DA Form 67-8. Address envelope to rated officer large enough for correspondence to be transmitted without folding. Give correspondence and records to supervisor. Obtain or verify officer’s mailing address (item 25, DA Form 2-1) to all the officer’s copy of OER to him. See step 17c, below. If item 25, DA Form 2-1, is to be updated, inform supervisor and furnish new address.

Step: 8

Action required by: Personnel records supervisor

Description of actions: Maintain suspense to ensure evaluation reports are forwarded to the next headquarters in order to reach RCPAC within 90 days after the “THRU” date. Copy of DA Form 2496 may be used for this purpose.

Step: 9

Action required by: Personnel records supervisor

Description of actions: Check completed forms for accuracy. When necessary, expedite through military personnel officer for signature and transmission to the rated officer. Be sure a copy of the transmittal DA Form 2496 is sent to the rater, intermediate rater, if any, and senior rater.

Step: 10

Action required by: Personnel records supervisor

Description of actions: Check suspense system for adequacy and have tracer action taken as required to ensure evaluation reports are received in time to be processed and forwarded on schedule.

Step: 11

Action required by: Personnel records specialist

Description of actions: Upon receipt of completed OER, process as follows:

a. Check inclosures to assure they are properly identified and limited to those listed in paragraphs 5-37 and 7-7a(4), AR 623-105. See format for inclosures in appendix D, AR 623-105.

b. Check to see that comments do not exceed space provided on the DA Form 67-8 (para 7-9, AR 623-105).

c. If individual being rated is on duty in Regular Army enlisted status, check for complete entries as follows:

(1) Part I, items d and g will be left blank, also Part V, items d and e; Part VI, if there is no intermediate rater; and Part VII, item a, will be left blank. There will be no comment on the service member’s potential.

(2) Part III. Enlisted job description.

(3) Part IV. Performance evaluation and professional ethics displayed as an enlisted service member.

(4) Part Vc. Entry of either “Reserve commissioned officer” or “Warrant officer status,” and comment on specific aspects of enlisted performance.

(5) Part VI. Intermediate rater, if any, will address the individual’s performance as an enlisted service member.

(6) Part VIIb. Individual’s duty performance as an enlisted service member. May also be used for administrative review, comments on evaluations of the rater and intermediate rater, it any, or unusual circumstances surrounding the OER.

d. Give to supervisor for further administrative review. Point out any omissions, errors, or discrepancies to be resolved.

Table 5–24
Procedure 5-16 OER for USAR Officers—Continued

Step: 12
Action required by: Personnel records supervisor
Description of actions: Check for administrative correctness of all reports to include—

a. Rating officials must meet criteria in paragraph 7-7 and chapter 3, AR 623-105. If an exception is authorized under paragraph 7-7a(4), AR 623-105, statement must be attached as an inclosure.

b. Check all entries for appropriateness and compliance with current directives. Note requirements of AR 600-39 for dual component personnel. For officers under dual supervision, see paragraph 3-18, AR 623-105. (A USAR officer on active duty as a Regular Army enlisted service member is not an officer under dual supervision in this sense.)

c. If a referred report (defined in paragraph 4-27, AR 623-105), acknowledgment and comments by the rated officer must be attached. Report must be referred to rated officer for his comments before forwarding to RCPAC. Be sure rated officer understands definition and career impact of a referred report.

Step: 13
Action required by: Personnel records specialist
Description of actions: If report has to be returned, prepare transmittal DA Form 2496 to appropriate individual with instructions for specific action to be taken. When deficiencies are of a serious or controversial nature, consult with the MILPO as to proper course of action to be taken. Check for compliance with instructions in chapter 7, AR 623-105, pertaining to USAR officers not on active duty in Reserve status.

Step: 14
Action required by: Personnel records specialist
Description of actions: Set up suspense for return of report

Step: 15
Action required by: Personnel records specialist
Description of actions: When unauthorized inclosures are received with the DA Form 67-8, process under AR 600-31, AR 600-37, or AR 672-5-1, or take action applicable to the circumstances. Only inclosures authorized by AR 623-105 may be forwarded with OER.

Step: 16
Action required by: Personnel records specialist
Description of actions: When OER is administratively correct and ready to be forwarded, complete entries on DA Form 2-1 in accordance with AR 640-2-1. For USAR officers on active duty in Regular Army enlisted status, enter in item 25, last line, "DA Form 67-8 submitted for period (enter period in pencil)."

Step: 17
Action required by: Personnel records specialist
Description of actions: For individuals on active duty in enlisted status, enter in Part II, item e, DA Form 67-8, the date the DA Form 2-1 was posted.

Step: 18
Action required by: Personnel records specialist
Description of actions: Prepare envelope(s) for transmission of evaluation reports as follows:

a. USAR officers on ADT/AT—
(1) IRR or Standby Reserve officers (original and 1 copy)
Commander
ARPERCEN
ATTN: DARP-MSE-E
St. Louis, MO 63132-5200
(2) Troop program unit officers (original and 1 copy)
THRU: Area Commander
TO: Commander
ARPERCEN
ATTN: DARP-MSE-E
St. Louis, MO 63132-5200
b. USAR officer on active duty in enlisted status (original and 1 copy)
Commander
ARPERCEN
ATTN: DARP-MSE-E
St. Louis, MO 63132-5200
(ARPERCEN will mail original OER to USAEREC for filing in OMPF.)

c. If USAR officer on active duty in enlisted status is not available, up-to-date forwarding address was not furnished and no entry in item 25, DA Form 2-1, mail report to the officer's home of record. Military address may be used if known.

Table 5–24
Procedure 5-16 OER for USAR Officers—Continued

Step: 19
Action required by: Personnel records specialist
Description of actions: Attach evaluation report with inclosures to appropriate envelope. Check to be sure envelope is large enough for OER to lay flat; include cardboard backing to prevent damage. Double check to make sure reports and copies with inclosures are being forwarded to the proper address. Be sure all inclosures are included with the original OER and with each copy. Prepare letter of transmittal only when authorized in paragraph 1-18, AR 340-15, i.e., when information not contained in the OER must be furnished to the addressee. Give correspondence to supervisor.

Step: 20
Action required by: Personnel records specialist
Description of actions: Update suspense for next annual requirement for USAR officers on active duty in enlisted status. Do not submit "ERPT" SIDPERS transaction (procedure 2-31, DA Pam 600-8-2, is not applicable to OER for dual component personnel).

Step: 21
Action required by: Personnel records supervisor
Description of actions: Check outgoing reports to make sure they are administratively correct and in order; be sure OER and copies are mailed to addresses indicated in step 18, above. When ready to be mailed, have the Personnel Records Specialist record date of mailing in OER Log (see DA Form 5234-R, procedure 5-15, this pamphlet). Forward promptly to reach destination within required period of time.

Step: 22
Action required by: Personnel records supervisor
Description of actions: Exercise supervision as required to be sure that DA Form 67-8 is initiated promptly and that entries are accurate and complete.

Step: 23
Action required by: Personnel records supervisor
Description of actions: Be sure entries on DA Forms 2 and 2-1 are completed accurately and promptly in accordance with AR 640-2-1. When applicable, items 39 and 40, DA Form 2, will be updated in accordance with procedure 2-29, DA Pamphlet 600-8-2. (See para 1-21, code 18, AR 680-29, for dual service component codes.) Item 62, DA Form 2, is used for service members in their active duty component only; do not update for OER for Reserve component personnel under this procedure.

Step: 24
Action required by: Personnel records supervisor
Description of actions: Have suspense updated (see step 20, above). Ensure inprocessing includes procedures for identification of dual component personnel and establishing suspense for submission of OER.

Step: 25
Action required by: Personnel records supervisor
Description of actions: Rating schemes are required to be established and published at each level of command and promptly furnished to MILPO so that evaluation reports can be sent to the proper rating officials without unnecessary delay. If rating schemes are not furnished as required, request commander to furnish necessary information promptly.

Step: 26
Action required by: All Commanders
Description of actions: Notify the military personnel office of the following:

a. Rating officials, as soon as the rating scheme is established; update promptly.
b. When a report is or will be due, as soon as possible after the event that causes a report to be made, or at the desire of the rater. Figure 5-15-2, procedure 5-15, this pamphlet, may be used as an example for a written request.
c. Nonreceipt of forms when an annual or other type of report is due and should be initiated by the MILPO. See step 7, above.

Step: 27
Action required by: All Commanders
Description of actions: Maintain internal office suspense to make sure all actions are accomplished and returned to the MILPO on time.

Step: 28
Action required by: All Commanders
Description of actions: Maintain adequate controls to be sure that all reports are accurate and complete before forwarding. Take corrective action as necessary so that no one is penalized as a result of reports which are late or have to be returned for corrective action.

Step: 29
Action required by: All Commanders
Description of actions: Be familiar with the OER reporting system and local reporting procedures. Identify dual component personnel (items 39 and 40, DA Form 2) who are on active duty as Regular Army enlisted service members to be sure that required reports are completed and

Table 5–24
Procedure 5-16 OER for USAR Officers—Continued

forwarded in accordance with paragraph 7-5b, AR 623-105. When EER is initiated (procedure 5-8, this pamphlet), check to determine if an OER is also required. Take follow up action as required.

Step: 30
Action required by: Personnel records supervisor
Description of actions: Exercise responsibilities for and supervision of the OER reporting system to be sure all requirements are met in support of the system in accordance with AR 623-105. See procedure 5-15, this pamphlet.

Step: 31
Action required by: MILPO/rated officers
Description of actions: MILPO should be sure that all individual officers are informed, and counseled when appropriate, in regard to the rated officer's responsibilities as follows:

a. Rated officer needs to be familiar with the requirements of the OER system, in general chapters 3, 4, 9, and other portions which specifically relate to the evaluation of the rated officer under AR 623-105.

b. Furnish to MILPO a valid mailing address for the purpose of receiving this copy of the most recent OER. This address is recorded in item 25, DA Form 2-1. If address is temporary indicate for what period of time and furnish new address with effective date as soon as possible. Consult AR 65-75 for mailing addresses of individuals stationed in oversea areas.

c. If rated officer does not receive a copy of the most recent OER within 60 days after the "THRU" date on the DA Form 67-8, he should request a copy from the appropriate MILPO. Officers and enlisted personnel concerned should be furnished the mailing address of the MILPO (the custodian of the service member's MPRJ).

d. Rated officer should know where official records are located and procedures to request review of the efficiency file. Rated officers should also be informed of the purpose of the OMPF and the career management files. See step 18, above, and step 61, procedure 5-15, this pamphlet.

Table 5–15–2
Temporary duty/special duty not related to principal duty (other than temporary duty/special duty to attend school) (See note 1)

Period of temporary duty/special duty	Required evaluation	Optional evaluation	Disposition
0 to 59 days	None (See note 2)	Letter Input to Rater	See note 3
60 to 89 days	Letter Input to Rater (See note 2)	None	See note 3
90 days more	DA Form 67-8	None	See note 4

Notes:
[1] Period of temporary duty or special duty to attend school are exempt from the above requirements; attendance at courses of instruction is either non-rated as described in paragraph 4-10c(2), AR 623-105, or it is rated on an academic evaluation report as described in paragraph 1-6, AR 623-1.
[2] Temporary duty/special duty supervisors are not authorized to render any type of report for periods of less than 90 calender days.
[3] Letter input is prepared by temporary duty or special duty supervisor and sent to the rated officer's MILPO. The MILPO distributes copies of the report to the rated officer and the normal rater. The normal rater will consider this information when he prepares the rated officer's next report. The letter input will not be inclosed with the report when it is forwarded to HQDA.
[4] A complete report is prepared as a change-or-duty report by temporary duty or special duty supervisor and forwarded to HQDA through the rated officer's MILPO. The MILPO will annotate the rated officer's records, give him a copy of the report, and send the report to HQDA.

Chapter 6
Customer Services Activity

Section I
General

6–1. Definition
Customer Services Activity (CSA), as referred to in a military personnel office, pertains to an action involving photographs, application for uniformed services identification and privilege cards, mortgage insurance, military identification cards and tags, etc. At some installations the in/outprocessing activity is part of the CSA; however, this is not a requirement.

6–2. Actions
The CSA functional area is responsible for a wide variety of actions. These actions differ enough from the usual

responsibilities of the other personnel office functional areas to justify their consolidation under the CSA. Accordingly, much of the work performed in the CSA must be coordinated with other elements of the personnel office.

6–3. Functions

This chapter contains detailed procedures pertaining to some of the functions of the CSA.

Section II
Procedures

6–4. Procedure 6-1 Annual Personnel Records Review

Procedure 6-1 covers annual personnel records review procedures

a. Primary references are AR 600-10, 608-10, and 640-2-1.

b. Forms used are DA Forms 2, 2-1, 201, and 4037, DD Form 93, and VA Forms 29-8285 and 29-8286.

c. This procedure supplements AR 600-10, 608-10, and 640-2-1. It provides instruction for the annual review of personnel records as follows:

(1) DA Form 2—Annually during the member's birth month (enlisted only).

(2) DA Form 2-1—Annually during the member's birth month (enlisted only).

(3) DA Form 201—Annually when members audit their DA Forms 2, 2-1, and 4037.

(4) DA Form 4037—Annually during the member's birth month.

(5) DD Form 93—Annually during the member's birth month.

(6) VA Form 29-8286—Annually during the member's birth month.

d. The personnel records will be reviewed and corrections submitted as early as possible during the audit month. Military personnel will establish controls to ensure that soldiers reviews their military personnel records during their birth month, in accordance with applicable Army regulations. For general provisions for annual personnel records review for active duty personnel, see AR 640-2-1. A sample of the Personnel Qualification Records Suspense Roster is shown in Figure 6-1-1.

e. Military personnel records and documents containing information of a personnel nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may only be disclosed or released under applicable directives to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

f. The following actions will be taken for annual personnel records review.

Table 6–4
Procedure 6-1 Annual Personnel Records Review

Step: 1
Action required by: Customer services activity
Description of actions: Upon receipt of the Personnel Qualification Records Suspense Roster (AAC-C30) review the roster to determine the names of individuals who are due a personnel qualification records audit.

Step: 2
Action required by: Customer service activity
Description of actions: Coordinate with the unit/BnPAC clerk a mutually agreeable time and place for members who are due a records audit to report to the MILPO to complete the audit.

Step: 3
Action required by: Customer service activity
Description of actions: On date of audit, assist all members in revising their personnel records. This should be an item-by-item explanation of the data items. Audit should be done in a formal classroom type setting if possible.

Step: 4
Action required by: Customer service activity
Description of actions: If review of the records reveals errors in the following forms:

(a) DA Form 2 (enlisted only)—correct as per instructions contained in chapter 2, AR 640-2-1 and, if necessary, prepare SIDPERS input in accordance with chapter 2, DA Pam 600-8-2.

(b) DA Form 2-1 (enlisted only)—correct as per instructions contained for recording entries in chapter 3, AR 640-2-1.

(c) DA Form 201—Assure all documents are present and filed in accordance with AR 640-10.

(d) DA Form 4037 (ORB)—if corrective action is necessary, annotate corrections on the forms and submit transactions in accordance with Procedure 5-1, DA Pam 600-8, and chapter 2, DA Pam 600-8-2. If necessary, submit appropriate letter in accordance with table 5-1-1 and figure 5-1-1 DA Pam 600-8.

(e) DD Form 93—If corrective action is necessary, it will be accomplished in accordance with chapter 11, AR 600-10, and procedure 5-7, DA Pam 610-8.

Table 6–4
Procedure 6-1 Annual Personnel Records Review—Continued

(f) VA Form 29-8286—If corrective action is necessary, it will be accomplished in accordance with paragraph 1-5, AR 608-2, and Procedure 6-10, DA Pam 600-8.

Step: 5
Action required by: Customer service activity
Description of actions: Annotate the C81 Report for all individuals who did not review their personnel records. Indicate as to reasons why. Reschedule these individuals to audit their records and place annotated copy of the C81 report in a suspense file.

6–5. Procedure 6-2 Photographs

Procedure 6-2 covers Photographs.

a. Primary reference is AR 640-30.

b. Forms used are DA Forms 2, 2-1, 2496.

c. This procedure supplements AR 640-30. It prescribes guidance for maintenance of current photographs of individual service members on active duty as required by AR 640-30.

d. The following will have an initial photograph made within 60 days:

(1) Each person promoted to first lieutenant.

(2) Enlisted personnel promoted to grade E6.

(3) Upon initial appointment to warrant officer and command sergeant major.

(4) Second lieutenants At OBC or first service school (includes officers accessed into active duty at a higher grade).

e. Each person will have a periodic photograph taken during the month of their birthday in accordance with the following schedule:

(1) 06 and above: Every third year.

(2) CW2 through CW4 and 02 through 05: Every third year.

(3) Enlisted personnel (E6 through E9): Every third year.

f. Each individual is responsible for arranging to have a photograph taken when required, for wearing the Class "A" green uniform with insignia and ribbons correctly displayed, and for notifying the custodian of his MPRJ of the date the photograph was taken.

g. Commanders are responsible for carrying out the provisions of AR 640-30 and for informing personnel concerned of individual responsibility. The military personnel officer (MILPO) who is custodian of the MPRJ is responsible for advance notification of the individual of the specific month when a new photograph is required. An individual under orders to a remote or hostile fire area where Army photographic facilities are unavailable may have a photograph made within 90 days prior to departure or the photograph may be made not later than 90 days after reassignment to an area where photographic facilities are available.

h. For general provisions for photograph for personnel on active duty, see AR 640-30. A sample of the Personnel Photo Suspense Roster is shown in figure 6-2-1.

i. The following actions will be taken concerning photographs:

Table 6–5
Procedure 6-2 Photographs

Step: 1
Action required by: Customer services activity specialist
Description of actions: Upon receipt of Personnel Photo Suspense Roster (AAC-C22), identify soldiers that are due official photograph.

a. Prepare a DA Form 2496 in four copies and attach four copies of AAC-C22 to unit commander through the BnPAC/PSNCO (see figure 6-2-2).

b. DA Form 2496 will include telephone number and location of the photographic facility.

c. Establish suspense date for action to be completed.

Step: 2
Action required by: Customer services activity supervisor
Description of actions: Review actions. Sign correspondence as appropriate.

Step: 3
Action required by: Customer services activity specialist
Description of actions: Forward correspondence through the BnPAC/PSNCO to unit commander. File a copy of the DF in suspense file.

Table 6–5
Procedure 6-2 Photographs —Continued

Step: 4
Action required by: Unit/BnPAC clerk
Description of actions: Upon receipt of DA Form 2496 (fig 6-2-2), schedule photo appointment or notify individual soldier to make own arrangements for taking the new photograph. Coordinate with unit commander (and supervisor, it any), serving photo, activity, and soldier as to appropriate date and time, taking into consideration the interference with military duties, TDY, leave or other absence of soldier.

Step: 5
Action required by: Unit/BnPAC
Description of actions: Instruct soldier to report to servicing photographic facility and to inform the unit when new photograph was taken.

Step: 6
Action required by: Unit Cdr/1SG
Description of actions: Ensure all soldiers report for their photograph appointment as scheduled.

Step: 7
Action required by: Unit/BnPAC clerk
Description of actions: Upon notification that the soldier have taken the required photograph, take the following actions:

a. Clear suspense.
b. Notify the CSA/PSC through the PSNCO that the soldier(s) has completed the required action by completing Comment 2 to DA Form 2496 (see fig 6-2-2—continued).
c. File copy completed suspense action in office files in accordance with and AR 340-18.

Step: 8
Action required by: Unit/BnPAC clerk
Description of actions: Review actions and obtain signature of Unit commander.

Step: 9
Action required by: BnPAC/PSNCO
Description of actions: Upon receipt of DA Form 2496 (Notification of Required Officers Photograph(s) Due) from unit commander, take the following actions:

a. Clear suspense.
b. Ensure all required actions are completed.
c. Destroy suspense copy.
d. Forward to CSA/PSC.

Step: 10
Action required by: Customer services activity specialist
Description of actions: Upon receipt of DA Form 2496 (Notification of Required Official Photograph(s) Due) from BnPAC/PSNCO, take the following actions:

a. Clear suspense.
b. Ensure all required actions are completed.
c. File a copy of the DF (with enclosures) in accordance with AR 340-2 and AR 340-18.

Step: 11
Action required by: Customer services activity specialty
Description of actions: Upon receipt of photographs, take the following actions.

a. Verify the “menu-board”, or other marks, containing the soldier’s last name, first name, middle initial, SSN, date photograph was taken (in numeric year, month, day sequence).
b. Mail prints to addresses as indicated:
(1) General officers and promotable colonels (10 prints and original negative) HQDA (DAPE-GO) WASH DC 20310-0300.
(2) Commissioned officer (other than general officers) and warrant officers (two, prints) HQDA (DAPC-MS) ALEX VA 22332-0400.
(3) Enlisted personnel grades E6 through, E9 (two prints)—
Commander
USAEREC
ATTN: PCRE-BA
Fort Benjamin Harrison, IN 46249-5301
c. Ensure that initial and periodic photographs are submitted to HQDA and/or USAEREC on a timely basis in accordance with paragraph 8, AR 640-30.

Table 6–5
Procedure 6-2 Photographs —Continued

Step: 12
Action required by: Customer service activity specialist
Description of actions: Upon receipt of a new photograph, submit "YMPS" SIDPERS transaction to update DA Form 2 and the SIDPERS photograph date. (See procedure 2-89, DA Pam 600-8-2). Report year and month photograph was taken.

Step: 13
Action required by: MILPO
Description of actions: Publicize information that the official photograph is a significant element of the OMPF, used by HQDA career management activities and HQDA selection boards. It is essential that initial and periodic updates are accomplished and forwarded to HQDA and/or USAEREC on a timely basis. Quality control must be exercised to ensure that disservice to the individual's career does not occur because of the lack of a current photograph in their OMPF and CMIF.

6–6. Procedure 6-3 preference statements

Procedure 6-3 covers officer (assignment) and enlisted preference statements (DA Forms 483 and 2635).

a. Primary references are AR 614-100 and 614-200.

b. Forms used are DA Forms 2, 2-1, 483, 2496, 2635, 4037, DD Form 93.

c. This procedure supplements AR 614-100 and AR 614-200. It provides guidance for preparation and submission of the Officer's Assignment Preference Statement (DA Form 483) and the Enlisted Preference Statement (DA Form 2635). This procedure applies to all military personnel on active duty including personnel of the Army National Guard and the Army Reserve while serving on Federal active duty, other than active duty for training.

d. Preference statements are used to indicate the service member's desire for assignment to a certain installation or geographical area, long or short oversea tour, type of duty, service school, or functional training, and for personal or family considerations. Individuals volunteering for oversea duty, special assignments, participation in specific programs, or specific schooling should submit an application under the applicable regulation.

e. Preference statements are used by all officers and intensively managed enlisted personnel (identified in table 1-1, AR 614-200). A preference statement, with few exceptions, can be submitted at any time.

f. A change to a preference statement is made by submitting a new preference which voids the previously submitted one. However, when an enlisted soldier is serving on an unaccompanied short tour and has a Homebase/Advance Assignment Program (HAAP) assignment, he cannot change the CONUS area of preference once that assignment has been made.

g. When planning return assignments from oversea, under the HAAP, the enlisted preference statement is also used to provide data concerning the current and projected location of dependents. This data must be kept current if the HAAP is to be successful.

h. The officer HAAP program is not dependent upon or restricted by the dependent location information reflected on the Officer Assignment Preference Statement. The DA Form 483 is not used by the officer HAAP program to monitor dependent location. Dependent location for officers is accomplished through an independent tracking system. However, it is important that all officers keep their preference statement up to date.

i. All enlisted preference statements must be submitted through the MILPO in order to record the area of preference on DA Forms 2 and 2-1. Personnel officers will establish necessary suspense systems to ensure that individuals submit preference statements at mandatory times specified below.

j. Enlisted Preference Statements will be submitted—

(1) Not later than 10 months prior to rotation date for soldiers serving oversea.

(2) By intensively managed soldiers (table 1-1, AR 614-200) within 30 days after promotion to E6 or classification/reclassification into a PMOS indicated in table 1-1, AR 614-200.

k. The following items of DA Form 2635 will be completed as indicated when appropriate:

(1) If the individual is a former prisoner of war (PW) the notation "FORMER PW" and the foreign country in which held captive will be entered in item 22.

(2) Former members of the Peace Corps must enter in item 22 the notation "FORMER PEACE CORPS" and the country in which they served and/or where trained to serve.

(3) Individuals who desire assignments not listed in item 10 should indicate such preference in item 22.

(4) An intensively managed soldier married to another intensively managed soldier will add the spouse's grade, name, social security number (SSN), PMOS, current assignment, and DEROS (if overseas) in item 22. (See table 1-1, AR 614-200, for grade and MOS of intensively managed soldiers.) If the couple wants to be automatically considered for assignment together, both must request automatic consideration for joint domicile assignment. (See procedure 3-32.)

(5) Soldiers may specify spousal employment considerations for their reassignment. These considerations will be weighed; however, needs of the Army and professional development of the soldier will take priority. Assistance for

determining whether or not the spouse's skills can be used at a given location can be obtained from the nearest civilian personnel office. If spouse employment is a preference criterion, soldiers in pay grade E6 and above should indicate information in item 22 and provide any additional spouse employment information which may be of use to the assignment manager. Soldiers in pay grades El through E5 who desire spousal employment in the reassignment process may update DA Form 2A, items 19 and 20.

(6) The preference statement also is used to request intertheater transfers. The soldier's servicing MILPO must submit the request to DAPA-appropriate career branch. (See table 1-1 AR 614-200.) The request will be submitted on DA Form 2635 no later than 10 months before DEROS. Item 21 will indicate oversea area of choice.

l. Officer Assignment Preference Statements may be submitted at any time an officer desires to change his/her preference, except for members who have submitted a request for a terminal assignment in the Continental United States (CONUS) in accordance with Chapter 2, AR 614-100. Members who have submitted a request for a terminal assignment to a CONUS location of choice are precluded from submitting any other request for consideration by HQDA. Submission of a new preference statement by officer personnel supersedes any previously submitted statement.

(1) Submission of an Officer Assignment Preference Statement is recommended at the following times:

(a) Approximately 12 months prior to completion a long overseas tour.

(b) Upon arrival at a short tour.

(c) Approximately 12 months after reporting to a CONUS station.

(d) Within 60 days prior to beginning a course of instruction at a military service school, a civilian institution, or training with industry that requires a PCS in CONUS.

(e) When an officer wants to change his preference.

(2) Officers will submit the automated preference statements in a 9′x12″ envelope addressed to their branch at HQDA. The DA Form 483 Officer Automated Assignment Preference Statement should be carefully filled out following the instructions on the form.

(3) For more information on the Officer Assignment Preference Statement see AR 614-100, Chapter 2.

m. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

n. The following actions will be taken for officer (assignment) and enlisted preference statements.

Table 6–6
Procedure 6-3 preference statements

Step: 1
Action required by: Customer services activity specialist
Description of actions: Using Suspense Roster (AAC-C81) and/or other local suspense systems identify individuals required to submit a preference statement. (See procedure 6-14.)

Step: 2
Action required by: Customer services activity specialist
Description of actions: If a determination is made that a preference statement is required—

a. Obtain MPRJ from the Personnel Records Specialist.
b. Complete sections I and II of DA Form 2635.
c. Send DA Form 2496 with the preference statement attached as an enclosure, through the BnPAC/PSNCO, to the individual's commander requesting verification of data contained therein and completion of preference statement by individual.
d. Maintain copy of DA Form 2496 in suspense file.
e. Return MPRJ to the Personnel Records Specialist.

Step: 3
Action required by: Individual
Description of actions: a. Become familiar with policies governing preference statements.
b. Seek guidance applicable to the specific situation (i.e., special duty assignment, school attendance, etc.) when separate application is required.

Step: 4
Action required by: Unit Cdr/1SG/BnPAC/PSNCO
Description of actions: a. Counsel individual on career planning, opportunities for training, advancement, and schooling.
b. When formal application is required in addition to indication on the preference statement, assist individual in determining if he is qualified and eligible; if so, assist in preparation of the application in accordance with the governing directive.

Table 6–6
Procedure 6-3 preference statements—Continued

c. Have individual verify data in sections I and II of DA Form 2635, sign, and date the preference statement.
d. Ensure information is complete and accurate.
e. Return the preference statement to the Customer Services Activity Specialist.

Step: 5
Action required by: Customer services activity specialist
Description of actions: a. Upon receipt of preference statement review to ensure preferences indicated are contained in current Army directives. If not, return to individual through unit with explanation.
b. Obtain MPRJ from the Personnel Records Specialist.
c. Compare individual's preference statement against information contained in MPRJ; ensure that the Personnel Records Specialist is informed of any changes noted. (See fig 6-3-1.)
d. Destroy suspense copy of DA Form 2496.
e. Forward preference statement and MPRJ to supervisor.

Step: 6
Action required by: Customer services activity supervisor
Description of actions: Review preference statement for accuracy and completeness. Forward statement, and MPRJ to the Personnel Management Specialist for appropriate disposition.

Step: 7
Action required by: Personnel management specialist
Description of actions: a. Forward DA Form 483 to—
(1) For OPMD managed officers: HQDA (DAPC-OP-appropriate career division), Alexandria, VA 22332-0400.
(2) For AMEDD officers: Commander, USAMEDDPERSA, ATTN: SGPE-appropriate career activity office, Washington, DC 20324-2000.
(3) For JAGC officers: HQDA (DAJA-PT), Washington, DC 20310-2206.
(4) For Chaplain Corps Officers: HQDA (DACH-PEA), Washington, DC 20310-2206.
b. Forward DA Form 2635 to the Personnel Records Specialist for processing.

Step: 8
Action required by: Personnel records specialist
Description of actions: a. Upon receipt of DA Form 2635, submit "APRF" SIDPERS transaction to update DA Form 2 (AR 640-2-1). (See procedure 2-16, DA Pam 600-8-2.)
b. Submit appropriate SIDPERS transactions and make changes or corrections to DA Forms 2 and 2-1 when necessary in accordance with DA Form 2496 from the Customer Services Activity Specialist (fig 6-3-1).
c. Send preference statements through supervisor to HQDA (DAPC-EP-appropriate career branch), Alexandria, VA 22331-0400 (see table 1-1, AR 614-200, for addresses).

Step: 9
Action required by: Personnel Records Supervisor
Description of actions: a. Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.
b. Initial and date item 28, DA Form 2635.
c. Forward enlisted preference statements to HQDA (DAPC-EP-appropriate career branch), Alexandria, VA 22331-0400 (see table 1-1, AR 614-200, for addresses).

6–7. Procedure 6-4 naturalization and citizenship

Naturalization and Citizenship of Military Personnel and Spouse/Family Members.

a. Primary references are AR 600-290 and 608-3.

b. Forms used are DA Forms 2 and 2-1.

c. Immigration and Naturalization Service forms used are—

(1) I-53 (Address Report Form).
(2) I-151 (Alien Registration Receipt Card).
(3) FD 258 (Application Fingerprint Card).
(4) G-325, 325B (Biographic Information).
(5) N-400 (Application to File a Petition for Naturalization).
(6) N-402 (Application to File Petition for Naturalization in Behalf of a Child).

(7) N-426 (Request for Certification of Military or Naval Service).

(8) N-600 (Application for Certificate of Citizenship).

d. Department of State forms used are—

(1) FS 240 (Report of Birth Abroad of a Citizen of the United States of America).

(2) FS 545 (Certification of Birth).

d. This procedure supplements the primary references above. It prescribes guidance concerning the military status of service members who are aliens and for becoming a naturalized citizen of the United States.

(1) Installation commanders are responsible for dissemination of information to individuals concerned, for ensuring compliance of aliens under their jurisdiction with local civil laws, and for providing competent assistance for service members and their spouse/family members in meeting requirements of immigration and naturalization laws. (See chap 1, AR 608-3.)

(2) Section 329, Immigration and Nationality Act (8 USC 1440) waives the usual naturalization requirements for age, residence, physical presence, court jurisdiction, and waiting periods for aliens who have served or are serving honorably in an active duty status in the Armed Forces of the United States during certain specified periods of time under designated conditions.

(3) The liberalized naturalization provisions apply to aliens who have served during the Vietnam hostilities (28 Feb 61 to 15 October 78) or during any future period which the President, by Executive Order, shall designate as a period in which the Armed Forces of the United States are or were engaged in military operations involving armed conflict with a hostile foreign force.

e. Applicable provisions of this law continue in effect after honorable discharge from the Armed Forces of the United States. Section 319(b), Immigration and Nationality Act (8 USC 1430(b)) waives the usual naturalization requirements concerning residence, physical presence, court jurisdiction, and waiting periods for alien spouses and adopted children of US citizens who are stationed or are being stationed abroad.

f. Service members who are aliens, and service members who have alien spouse/family members, need to be counseled concerning advantages of acquiring United States citizenship because under certain circumstances these individuals may be deprived of rights and privileges inherent in such citizenship.

(1) Military service in the Armed Forces of the United States may also result in loss of citizenship in the native country of some individuals.

(2) Alien service members, spouse/family members, and surviving spouses of deceased service members may require legal assistance in deciding for or against United States citizenship and in preparing the application to file a petition for naturalization.

(3) Once a decision is made by the service member to apply for United States citizenship, it is to the advantage of the military service as well as the individual to expedite the naturalization process as much as possible.

(4) Enlistment options and assignments in certain areas are restricted to United States citizens: applicants for appointment as a commissioned officer in the Regular Army must be citizens; and there are duty and travel limitations resulting either in delay or ineligibility for training and/or assignments which the individual could attain if otherwise qualified.

(5) Waivers are not generally considered for citizenship requirements or for security clearance for aliens.

g. Applicants who apply for naturalization may prepare for the tests given by the Immigration and Naturalization Service (INS) by studying their "Becoming a Citizen Series" of publications (available also by mail from the Superintendent of Documents, Government Printing Office, Washington, DC 20402). (See chap 2, sec IV, AR 608-3.)

h. Service members stationed at a post in the continental United States, Alaska, Hawaii, Puerto Rico, Guam, or the Virgin Islands should apply for citizenship only if they expect to be stationed at the post for at least 60 days after application.

i. Service members scheduled for oversea assignment where naturalization courts are not available should apply for naturalization at least 60 days before departing for oversea assignments. Service members who are serving oversea and submitted or submit the required naturalization application and forms to INS may not be granted ordinary leave or rest or recuperation leave (where authorized in oversea areas) for naturalization purposes, unless a written notification from the INS has been received by the individual informing him that the processing of his application has been completed and requesting him to appear with two US citizen witnesses before a representative of the INS at a designated location to complete the naturalization.

j. Maximum assistance will be given to alien spouses and alien adopted children of military and civilian personnel who are authorized to accompany or join their sponsors oversea and who wish to obtain US citizenship prior to their departure.

k. After processing the application, the individual must appear for examination personally with two US citizen witnesses before the INS. The petition for naturalization must be filed in the United States. The applicant must appear in person before the naturalization court on a date set by the court so that he may be admitted to citizenship.

l. During peacetime, it is Department of Defense policy not to discharge or release from active duty an alien service

member, providing he is serving honorably, until he has served 3 years in order to qualify for US citizenship (chap 2, AR 635-200.)

m. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

n. The following actions will be taken for naturalization and citizenship of military personnel and spouse family.

Table 6–7
Procedure 6-4 naturalization and citizenship

Step: 1
Action required by: Unit commander
Description of actions: Upon assignment of individual to unit, personally interview service member to verity his citizenship and that of his spouse/family members, if any.

Step: 2
Action required by: Unit commander
Description of actions: If service member is an alien, determine if he/she—

a. Has Alien Registration Receipt Card (INS Form I-151) in his/her possession (chap 4, AR 608-3).

b. Has furnished a change of address as required to the INS (chap 4, AR 608-3). If necessary, counsel individual as to these requirements of the law applicable to aliens' serving in or accompanying the Armed Forces of the United States. Take appropriate action to have service member comply with requirements of the Immigration and Nationality Act if not already accomplished.

Step: 3
Action required by: Unit commander
Description of actions: Determine if individual (or alien spouse/family member) is interested in acquiring US citizenship and counsel accordingly. If service member is undecided, explain advantages of being US citizen and possible loss of his/her own native citizenship as a result of military service in US Armed Forces.

Step: 4
Action required by: Unit commander
Description of actions: Make arrangements for service member (and/or alien adult spouse/family members, if any) to consult legal assistance officer for additional information of a legal nature pertaining to the conscription laws of the native country and legal guidance relative to acquiring US citizenship.

Step: 5
Action required by: Unit commander
Description of actions: Upon materialization of possible oversea assignment, counsel service member (and spouse/family members, if any) relative to particular geographic location and requirements for leaving and reentering the United States. (See AR 55-46 and AR 600-290.) Application to file petition can be expedited, but requires minimum of 60 days for completion.

Step: 6
Action required by: Individual
Description of actions: To submit application to file petition for US citizenship, see legal assistance officer for help in completing forms and meeting requirements of the INS (see sec IV and app, AR 608-3, and instructions on the forms).

Step: 7
Action required by: Customer services activity specialist
Description of actions: Prepare military forms required to support application and documents prepared in legal assistance office.

Step: 8
Action required by: Customer services activity supervisor
Description of actions: Review appropriate papers and obtain signature of personnel officer where required. Return to individual.

Step: 9
Action required by: Individual
Description of actions: Check to see that all documents and photographs are included and completed in accordance with previous instructions from legal assistance officer. Take (or mail) to the nearest INS office (allowing at least 60 days to complete the case).

Step: 10
Action required by: Individual
Description of actions: Obtain material (review at INS or buy from GPO) to prepare for examination; follow instructions of INS for personal appearance for examination, and to establish qualifications to petition for naturalization upon INS approval of application.

Table 6–7
Procedure 6-4 naturalization and citizenship—Continued

Step: 11
Action required by: Individual
Description of actions: Upon notification of time and date by the court, personally appear before the designated naturalization court for admittance to citizenship.

Step: 12
Action required by: Individual
Description of actions: Notify unit commander of admittance to citizenship. Furnish MILPO required information to update Personnel Records.

Step: 13
Action required by: Personnel Records Specialist
Description of actions: Update records pertaining to service member (and/or spouse/family member(s) when applicable). (See procedure 5-1, this pamphlet and AR 640-2-1.)

6–8. Procedure 6-5 application for ID and privilege card

Procedure 6-5 covers application for uniformed services identification and privilege card (DD Form 1172).

a. Primary references are AR 640-3 and DOD Directive 1000.13.

b. Forms used are DA Forms 2, 2-1, 1172, 1173, and OF 41.

c. This procedure supplements AR 640-3. It prescribes guidance for issuance of spouse/family members identification cards for active duty personnel. Refer to chapter 3, AR 640-3, for appropriate procedures for processing application's from individuals not on active duty.

d. A DD Form 1172 will be completed for each individual with eligible family members authorized commissary, exchange and theater privileges, and/or medical care. All authorized dependents must be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) program even though they may not be issued a DD Form 1173.

e. All dependents 10 years of age and older must be issued DD Form 1173 for identification of privileges authorized. Dependent children under age 10 who do not reside in the household of an eligible family member with a DD Form 1173 will also be authorized issuance of DD Form 1173. The personnel officer will assist active duty personnel in completing DD Forms 1172. Cases requiring a US Army Finance and Accounting Center (USAFAC) determination, such as dependent parents, incapacitated children over age 21, and common-law spouses will be forwarded on a separate DD Form 1172 by the military personnel officer (see paragraph 3-8 and 3-17, AR 640-3). A USAFAC determination must be accomplished for each reissue of DD Form 1173 upon expiration and should be submitted not less than 30 days prior to expiration of DD Form 1173. When the military sponsor refuses to or cannot prepare the DD Form 1173 for the authorized dependent(s), the responsible personnel officer will accomplish preparation and verification of the DD Form 1172. The verifying officer will also sign item 62 and annotate authority in item 60 (paragraph 3-13, AR 640-3).

f. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

g. The following actions will be taken on application for uniformed services identification and privilege card (DD Form 1172).

Table 6–8
Procedure 6-5 application for ID and privilege card

Step: 1
Action required by: Individual
Description of actions: Contact 1SG for information concerning preparation of DD Form 1172 and issuance of DD Form 1173 for each eligible family member.

Step: 2
Action required by: 1SG or PSNCO
Description of actions: Arrange for individual to be processed at the MILPO.

Step: 3
Action required by: Customer services activity specialist

Table 6–8
Procedure 6-5 application for ID and privilege card—Continued

Description of actions: Obtain individual's MPRJ from Personnel Records Branch.

Step: 4
Action required by: Customer services activity specialist
Description of actions: a. Prepare original and three copies of DD Form 1172 (fig 6-5-1) for the active duty service member. The individual will be required to submit the necessary legal documentation to verify each spouse/family member(s) eligibility for privileges. To determine the appropriate documents required, see paragraph 3-15, AR 640-3.

b. List all eligible family members including those under 10 years of age who do not require a DD Form 1173. More than one DD Form 1172 may be used to list all eligible family members under Section II of DD Form 1172. A separate application will be completed for eligible family members who are required to have their eligibility determined by USAFAC. This would be required for each subsequent application.

c. Complete items 1 through 10, section I. Complete appropriate entries in section II for each spouse/family member including items under column "For Use of Verifying Officer." (Do not complete column "For Use of Verifying Officer" when the application requires a determination from USAFAC.) After last entry in section II, lineout unused portion of the section by placing a diagonal (/) line across all copies of DD Form 1172.

d. Based on legal documents furnished by the individual and documentary evidence in the MPRJ and/or the DEERS data base, complete section V by checking appropriate box or boxes and completing entries as applicable. Have individual complete section VI.

Step: 5
Action required by: Customer services activity specialist
Description of actions: Applications requiring determination from USAFAC will be forwarded at this point through channels to Commander, USAFAC, Determination Branch (Dept 15), Indianapolis, IN 46249. Submit the original DD Form 1172 and one copy along with supporting documents (see para 3-17, AR 640-3) and a cover letter with the authenticating official's signature.

Step: 6
Action required by: Customer services activity specialist
Description of actions: Review application and verify primary spouse/family member's eligibility from furnished documents (see para 3-15, AR 640-3). Once eligibility of spouse/family members has been verified, list documentation cited and date in item 60, DD Form 1172 (continuation of Figure 6-5-1) and return documentation to member. Ensure complete mailing address of verifying office is entered in item 50 and obtain verifying officer's signature in item 52.

Step: 7
Action required by: Customer services activity specialist
Description of actions: Give the individual the original and two copies of DD Form 1172 and instruct individual to have their spouse/family member(s) report to the nearest uniformed service ID card issuing facility for issuance of DD Form 1173. Retain one copy in office until the original is returned by the authentication officer. DD Form 1172 for dependents not receiving DD forms 1173 must be forwarded to DEERS in accordance with AR 640-3.

Step: 8
Action required by: Customer services activity specialist
Description of actions: Return MPRJ to the Personnel Records Branch.

Step: 9
Action required by: Customer services activity specialist
Description of actions: Upon receipt of original DD Form 1172 from agency issuing DD Form 1173—

a. Verify that card number(s) and date(s) issued have been in entered column "For Use of Issuing Officer" and that authorized privileges and dates have not been altered.
b. Ensure that section IV has been completed.
c. Prepare and forward OF 41 to the Personnel Records Supervisor requesting that original DD Form 1172 be filed in the MPRJ.
d. Destroy control copy of DD Form 1172.

Step: 10
Action required by: Personnel records specialist
Description of actions: File DD Form 1172 in the individual's MPRJ. Retain all current copies of DD Form(s) 1172 showing issuance of DD Form(s) 1173 to each eligible family member or reflecting DEERS enrollment.

Step: 11
Action required by: Customer services activity specialist
Description of actions: Upon receipt of approved DD Forms 1172 form USAFAC—

a. Make appropriate entries in items 14, 19, 23, and 60, if applicable.
b. Complete items 50 and 51.
c. Annotate item 60 of the control copy of DD Form 1172 to reflect that determination of dependence has been made by USAFAC and date

Table 6–8
Procedure 6-5 application for ID and privilege card—Continued

of determination.

Step: 12
Action required by: Customer services activity specialist
Description of actions: Obtain the Military Personnel Officer's signature in item 52, DD Form 1172.

Step: 13
Action required by: Customer services activity specialist
Description of actions: Follow steps 6, 7, and 9, above.

Step: 14
Action required by: Personnel records specialist
Description of actions: Follow step 10, above.

Step: 15
Action required by: Customer services activity specialist
Description of actions: Upon receipt of disapproved DD Forms 1172 from USAFAC—

a. Notify individual concerned.
b. Obtain statement from individual that he acknowledges the fact that USAFAC disapproved dependency.
c. Follow steps 9c and d, above.

6–9. Procedure 6-6 mortgage insurance

Procedure 6-6 covers mortgage insurance (FHA Loans).

a. Primary reference is AR 608-8.

b. Forms used are DA Form 2, DD Forms 802, and 803.

c. This procedure supplements AR 608-8. It prescribes guidance pertaining to verification for and payment of mortgage insurance premiums to the Federal Housing Administration (FHA) by the Department of the Army for individual military personnel.

d. A service member's eligibility for payment of mortgage insurance premiums by the Army will terminate on the last day of the month in which one of the following occurs:

(1) Effective date of discharge or relief from active duty other than to enlist, reenlist, or otherwise reenter another period of active duty the following day without a break in service.

(2) Effective date of retirement under any provision of law.

(3) Dropped from the rolls.

(4) Termination of ownership of the property covered by such loan by reason of termination of eligibility by paid-up loan or foreclosure.

(5) At the individual's request.

(6) Date of death with no surviving widow.

e. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personnel nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 304-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

f. The following actions will be taken for mortgage insurance verification:

Table 6–9
Procedure 6-6 mortgage insurance

Step: 1
Action required by: Customer services activity specialist
Description of actions: Upon receipt of AAC-C81 (Suspense Roster), identify individuals who require verification of continued ownership. Notify the individual through the BnPAC/PSNCO to notify the MILPO whether or not premiums are still being paid.

Step: 2
Action required by: Customer services activity specialist
Description of actions: Set up internal office suspense as required for the following action:

a. When date of termination of eligibility is known in advance, for submission of DD Form 803 at date of expiration.

Table 6–9
Procedure 6-6 mortgage insurance —Continued

b. When the 2-year eligibility period for surviving widow will terminate before next periodic verification date, set up suspense for submission of DD Form 803.

Step: 3
Action required by: Customer services activity specialist
Description of actions: Upon termination of eligibility, complete DD Form 803 in seven copies. Special instructions apply as follows:

a. Assumption of loan by purchaser who is not an active duty service member. Seller or his agent should furnish the buyer a written statement that payment of mortgage insurance premiums by the Army will be terminated and acknowledgment of the statement be obtained before completion of Part III, DD Form 803. Attach statement to DD Form 803, obtained before completion of Part III, DD Form 803. Attach statement to DD Form 803.

b. DD Form 803 is not required when—

(1) Service member is discharged or relieved from active duty and reenters another period of active duty the following day without a break in service.

(2) Unused DD Form 802 can be recovered and destroyed.

Step: 4
Action required by: Customer services activity specialist
Description of actions: Unused DD Form 802, valid beyond expiration of eligibility. Recover all copies and destroy in lieu of issuing DD Form 803. However, when the DD Form 802 has been submitted to the lender, although the FHA endorsed copy has not been received, submit DD Form 803 upon expiration of eligibility.

Step: 5
Action required by: Customer services activity specialist
Description of actions: Upon submission of DD Form 803, submit FHAI SIDPERS transaction in accordance with procedures 2-34, DA Pamphlet 600-8-2. This transaction will simultaneously update SIDPERS.

Step: 6
Action required by: N/A
Description of actions: Distribute copies of DD Form 803 as follows:

a. Original and 3 copies to—
US Department of
Housing and Urban Development
Office of Finance and Accounting
Insurance Operations Division
Washington, DC 20410
b. 1 copy to—
Commander
US Army Finance and Accounting Center
ATTN: FINCO-AA
Indianapolis, IN 46429-5301.
c. 1 copy to FAO for file in individual's PFR.
d. I copy to service member for his personal use.

6–10. Procedure 6-7 survivor benefit plan (SBP)

Procedure 6-7 covers the survivor benefit plan (SBP).

a. Primary reference is AR 608-9.

b. Forms used are DA Forms 2, 2-1, 4240. DD 1882, 1884, 1885, and

c. This procedure supplements AR 608-9.

d. The Survivor Benefit Plan (SBP) assures financial protection for survivors of retired members (including those members of the Reserve components retiring under Chapter 67, Title 10, US Code (formerly Title III of Public Law 80-810). Under the law, if a member with a spouse and/or dependent child, on the date entitled to retired pay, has not submitted a signed declination or election of reduced coverage, the member will be automatically enrolled for full spouse and/or child coverage. Coverage was not automatic for those members with spouse and/or child who retired prior to 21 September 1972. They had until March 20, 1974 to elect participation in the SBP.

e. The SBP replaced the Retired Serviceman's Family Protection Plan (RSFPP) except for members who retired prior to 21 September 1972 and chose to retain their participation in the RSFPP. In those cases, the provisions of AR 608-30 apply. An RSFPP election made by a member who retired on or after 21 September 1972 is void. The Federal

government pays a substantial part of the overall cost of the SBP. Consequently, reduction of retired pay for SBP participation by retired members is considerably lower than that required for similar survivor protection under the RSFPP. The SBP is very similar to the survivor protection plan provided for career civil service employees.

f. The monthly annuity payment which eligible survivors receive is derived from the base amount designated on the election form from full retired pay down to $300 (or full retired pay if less than $300). The base amount is increased to reflect cost of living adjustments in the same manner and in the same amount as retired pay. The monthly annuity payable will be 55 percent of the base amount except for a natural person with an insurable interest.

g. The cost formula is 2-1/2 percent of the first $300 of the monthly retired pay, plus 10 percent of the remainder of that pay, for maximum protection. For example, an E7 retiring with 20 years service and drawing retirement pay of approximately $375 monthly can provide spouse-only maximum protection payments of $206.25 monthly at a cost of $15, which is withheld from the member's retired pay.

(1) If coverage for spouse and children is elected, the additional cost for children is computed on the ages of the member, spouse and youngest child, and will vary depending on the ages used but should generally equal about 1/2 of 1 percent of the base amount.

(2) For children-only coverage, the approximate cost is 3 percent of the base amount.

(3) If coverage for a natural person with insurable interest is selected for a person other than a brother, sister, parent or nondependent child, proof of financial benefit from the continuance of the life of the member should be submitted.

(4) Monthly cost will be 10 percent of the member's full retired pay, plus an additional 5 percent of the member's full retired pay for each full 5 years that the named beneficiary is younger than the member.

(5) However, total cost may not exceed 40 percent of the member's retired pay. The member may change insurable interest coverage to spouse and/or child coverage, provided the request for change is received within 1 year of the date of marriage or acquisition of the child.

h. Public Law 94-496, approved 14 October 1976 effective 1 October 1976, made some significant changes in the SBP. It terminated reduction in retired pay during any month in which there is no eligible beneficiary, reduced from 2 years to 1 year the duration of marriage requirement for a new spouse of a military retiree to be eligible for SBP benefits, clarified provisions on "children only" election when there is an eligible spouse, and increased the minimum income provision from $1,400 to $2,100 for certain widows.

i. Public Law 95-397, approved 30 September 1978 effective 1 October 1978, made some additional changes in SBP. It authorized the reinstatement of SBP payments to surviving spouses whose Dependency and Indemnity Compensation (DIC) benefits were terminated due to remarriage after age 60, provided the spouse repays the refund or deduction from the deceased retiree's pay account for SBP coverage, eliminated the social security offset for working widow(er)s who are not eligible to receive social security benefits because of his or her income, and increase the minimum income provisions from $2,100 to $2,340. It also provided that the minimum income limitation would be increased at the same time and by the same amount as the Veterans Administration's (VA) nonservice-connected disability pension annual income limitation was increased.

j. Public Law 96-402, approved 9 October 1980 effective 1 December 1980, made some further improvements in SBP. It changed the method of calculating the reduction in military retired pay for SBP coverage and made it identical to the formula used for the Federal civil service survivor benefit plan, retained the 100 percent social security offset for a survivor who reaches age 62 but prohibited the offset from reducing the SBP payment by more than 40 percent, eliminated the social security offset for a widow(er) of a reservist who performed active duty after 9 October 1980 of 30 or less continuous days for which the reservist received a refund of FICA tax, provided SBP payments to widow(er)s whose spouse died on active duty before 21 September 1972 and who were eligible to retire at the time of their death, and allowed those who the VA determined to be totally disabled for certain periods to suspend making SBP payments and withdraw from the plan. Reinstatement could be authorized upon the VA reducing the degree of disability to less than total.

k. Public Law 97-252, approved 8 September 1982 effective 1 February 1983, provided that under certain circumstances a member retiring on or after 8 September 1982 may make an SBP election naming a former spouse as the beneficiary.

l. If possible, the spouse will be invited to be present at the service member's counseling or may be provided separate counseling for this purpose. The spouse thus counseled will be invited to sign the statement in Part IX, DA Form 4240. Procedures for informing and counseling service members whose retirement for physical disability is contemplated or those who have been determined to be mentally incompetent are discussed in AR 608-9.

m. Amounts withheld from retired pay under the SBP are exempted from gross income for Federal income tax purposes. Effective for members dying on or after 1 January 1983, the value of the annuity to the surviving beneficiary at the time of the member's death is included in the estate for Federal estate tax purposes but does enjoy an exclusion of the first $100,000 of such value. The monthly annuity paid to the beneficiary under the SBP is subject to the inclusion in gross income for Federal income tax purposes.

n. Consumer Price Index (CPI) Adjustments

(1) Changes in member costs will occur when retired pay is increased to reflect changes in the CPI and the

withholding will increase accordingly even though a member elected a lesser amount than full retired pay as his SBP base.

(2) Annuity payments to survivors are based on the retired pay to which a retiree is entitled at the time of death. SBP survivor benefits will be increased periodically as retired pay increases to reflect increases in the CPI. The SBP annuity for the surviving spouse may be offset by DIC payments if the retired member's death was service-connected. Also, the surviving spouse's annuity may be offset because of social security benefits if these benefits include earnings based on the retiree's active military service.

o. Annuities are not assignable and not subject to execution, levy, attachment, garnishment, or other legal process, except in certain cases. Public Law 95-30, effective 23 May 1977, authorized garnishment or attachment of annuities in certain cases when a member has been court-ordered to provide child support or alimony.

p. Survivor Assistance Officers, appointed under the provisions of AR 600-10, will assist eligible survivors in applying for annuities.

q. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

r. The following actions will be taken concerning The Survivor Benefit Plan (SBP):

Table 6–10
Procedure 6-7 survivor benefit plan (SBP)

Step: 1
Action required by: Personnel records specialist
Description of actions: Screen Suspense Roster (AAC-C81) and prepare a listing of individuals who will be eligible to retire within 7 months. Give list to the Customer Services Activity Specialist.

Step: 2
Action required by: Customer services activity specialist
Description of actions: Obtain MPRJ from Personnel Records Branch. Review MPRJ to ensure that individuals "retirement eligible" have not previously declined to participate in the SBP. Forward annotated listing to Installation Retirement Services Officer.

Step: 3
Action required by: Installation retirement services officer
Description of actions: Coordinate as appropriate with unit commanders; arrange for individual/group briefings.

Step: 4
Action required by: Installation retirement services officer
Description of actions: Conduct counseling as prescribed in AR 608-9. Scope of counseling will cover benefits, options, and responsibilities. Maintain a list of those individuals counseled, including date of counseling, name of counselor, and signature acknowledgement of each prospective retiree after counseling session to indicate that service member has been counseled and understands the provisions of the plan to include the irrevocable election.

Step: 5
Action required by: Installation retirement services officer
Description of actions: Advise and assist service members in completing DA Form 4240.

Step: 6
Action required by: Installation retirement services officer
Description of actions: When a service member indicates "NONE" in items 13 and 14, DA Form 4240 (i.e., no spouse or dependent children) verify against appropriate personnel records, such as DD Form 93 and applicable finance records.

Step: 7
Action required by: Installation retirement services officer
Description of actions: If a service member checked block 15a, b, or c, verify that the appropriate blocks pertaining thereto are completed. If block 15d is checked, verify that block 18 is completed. If a service member designated a person other than a brother, sister, parents of nondependent child in block 14d, proof of financial benefit from the continuance of the life of the retiree should be furnished as an attachment.

Step: 8
Action required by: Installation retirement services officer
Description of actions: If a service member indicated "NONE" in Part IV, DA Form 4240, advise individual that in accordance with AR 608-9 a service member who was not married on the date entitled to retired pay, but who later marries or acquires a dependent child, may elect to participate in the SBP if the election is received by the US Army Finance and Accounting Center within 1 year after the date of marriage or acquisition of child.

Step: 9

Table 6–10
Procedure 6-7 survivor benefit plan (SBP)—Continued

Action required by: Installation retirement services officer
Description of actions: Have the service member complete Parts IV and VIII, DA Form 4240, not later than 30 days prior to retirement.

Step: 10
Action required by: Installation retirement services officer
Description of actions: Verify that all copies of DA Form 4240 are signed and witnessed.

Step: 11
Action required by: Installation retirement services officer
Description of actions: If necessary, complete Part IX as prescribed by AR 608-9. Give form to the Personnel Records Specialist for filing in the MPRJ pending separation outprocessing.

Step: 12
Action required by: Installation retirement services officer
Description of actions: Ensure that the service member completes DA Form 4240 only after thorough counseling and consideration. Inform service members that if they have sound reasons to change an election before retirement, they may do so by completing a new form. Once enrolled, they cannot withdraw from the SBP.

Step: 13
Action required by: Installation retirement services officer
Description of actions: If a married service member declines participation or elects less than maximum spouse or spouse and children coverage, contact the spouse in advance of the service member's retirement and inform individual of the decision.

Step: 14
Action required by: Installation retirement services officer
Description of actions: Request the spouse be present at the service member's counseling or offer to provide separate counseling for this purpose.

Step: 15
Action required by: Installation retirement services officer
Description of actions: Following counseling, invite the spouse to sign the statement in Part IX, DA Form 4240. If the spouse declines to sign, note this fact on the statement and sign in the space provided.

Step: 16
Action required by: Installation retirement services officer
Description of actions: If spouse cannot be personally counseled, notify the spouse in writing when service member completes Parts IV and VIII, DA Form 4240.

Step: 17
Action required by: Installation retirement services officer
Description of actions: Complete Part IX and attach a copy of the letter to the form.

Step: 18
Action required by: Installation retirement services officer
Description of actions: If the spouse returns an acknowledgement to the letter, attach it to the form, if available, or mail to the Commander, USAFAC, ATTN: FINCM, Indianapolis, IN 46249-5301.

Step: 19
Action required by: Installation retirement services officer
Description of actions: Ensure that an adequate stock of election forms and related materials are available at all times and that sufficient information and skilled counseling is available so that the individual is capable of making a considered and intelligent decision as to whether or not to participate in the SBP.

6–11. Procedure 6-8 military identification cards

Procedure 6-8 covers military identification cards.

a. Primary references are AR 640-3 and DOD Directive 1000.13.

b. Forms used are DA Form 2A (Act), 428, DD 214, and 1934.

c. This procedure supplements AR 640-3. It provides guidance for the preparation of applications for and the issuance of military identification cards to Army personnel on active duty or active duty training as indicated below.

d. Normally, this function will be performed by the Customer Services Activity of the military personnel office. (See para 6, AR 600-8, and chap 2, DA Pam 570-551.) The installation commander may designate a personnel officer, subordinate commander, or any other responsible individual as an approving authority under provisions of AR 640-3.

e. DD Form 2A (ACT) will be issued—

(1) As soon as facilities permit after entry on active duty, initial active duty for training, special tour of active duty for training for more than 30 days, initial appointment, integration of an officer into the Regular Army, enlistment or reenlistment (when there is a break in service of more than 24 hours). The card will not be issued to replacement stream personnel while being processed through Armed Forces Examining and Entrance Stations or recruiting main stations. Cards may be issued at reception stations, providing the 3-day processing schedule prescribed in AR 612-201 is not adversely affected.

(2) On reenlistment.

(3) Upon promotion to E4 and above.

(4) Upon demotion or reduction.

(5) Upon loss or theft.

(6) To correct error other than change in grade.

(7) Upon significant change in facial features (weight loss/gain, grow/cut mustache, etc).

(8) To show a name change.

(9) To replace a mutilated card.

f. Any person willfully altering, damaging, lending, counterfeiting, or using these cards in any unauthorized manner is subject to fine or imprisonment or both as prescribed by Title 18, USC Sections 449, 507, or 701. Title 18, USC, Section 701, prohibits photographing or otherwise reproducing or possessing Uniform Services Identification Cards in an unauthorized manner, under penalty of fine or imprisonment or both. Unauthorized or fraudulent use of the DD Form 2A would exist when the bearer uses the card in a manner which would enable the bearer to obtain benefits and privileges to which he/she is not entitled. Photocopying of DD Form 2A to facilitate medical care processing, check cashing, or administering other military related benefits to eligible beneficiaries are examples of authorized photocopying.

g. Commanders, designated representatives, and issuing officials will maintain controls as required for control of blank forms, processing of applications and issuance of cards, disposition of completed forms, and that cards are surrendered and destroyed when their use is no longer authorized or entitlement no longer exists.

h. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

i. The following actions will be taken on military identification cards.

Table 6–11
Procedure 6-8 military identification cards

Step: 1
Action required by: Individual (on active duty)
Description of actions: Whenever a DD Form 2A (ACT) has been lost, mutilated, expired, or a replacement card is required, report incident to Unit Commander or his designated representative to obtain new card.

Step: 2
Action required by: Unit/BnPAC clerk
Description of actions: Be familiar with special requirements in AR 640-3. DA Form 4187 is not required. Make an appointment for individual at Military Personnel Office to secure a new DD Form 2A (ACT).

Step: 3
Action required by: Unit/BnPAC clerk
Description of actions: Prepare DA Form 428 (fig 6-8-1) in duplicate. Have individual sign form. If original card was lost, be sure service member indicates circumstances on DA Form 428. Schedule for photograph if necessary.

Step: 4
Action required by: Cdr/1SG/BnPAC/PSNCO
Description of actions: Have individual obtain new card whenever data reflected on old card makes it questionable as a means of identification, upon expiration, or as required in paragraph 2-4, AR 640-3. (See chap 4, AR 640-3, for suspension procedures.)

Step: 5
Action required by: Issuing office/customer services activity specialist
Description of actions: When individual reports with completed DA Form 428, process as required in chapter 6, AR 640-3.

a. Verify identity of the applicant.

b. Check for discrepancies and resolve as appropriate (procedure 9-5, this pamphlet).

c. Ensure DA Form 428 is completed in duplicate when reporting a lost card. Chapter 4, AR 640-3, applies to suspension and overstamping cards.

Table 6–11
Procedure 6-8 military identification cards—Continued

d. Prepare DD Form 2A (ACT). Be sure photograph meets requirements in paragraph 6-2, AR 640-3.
e. Have service member check for accuracy and sign form. Obtain authentication of approving authority. Facsimile signatures are not authorized.
f. Complete preparation and lamination of card. Have recipient surrender old card and sign receipt for new card.
g. Dispose of completed application as follows:
(1) Original DA Form 428 to the Personnel Records Specialist for file in MPRJ. Be sure photograph is attached (stapled) as required.
(2) File copy of DA Form 428 in files of issuing office in accordance with AR 340-18-7.
h. Maintain supply and control of blank forms in accordance with provisions of AR 640-3.
i. Assure that surrendered cards are destroyed in accordance with provisions of AR 640-3.

Step: 6
Action required by: Personnel records specialist
Description of actions: Upon receipt of original DA Form 428 indicating that DD Form 2A (ACT) was issued to service member, file in MPRJ. Remove and destroy old DA Form 428.

Step: 7
Action required by: Installation Cdr/approving authority/issuing officer
Description of actions: Maintain strict supervision and controls to preclude unauthorized issuance or fraudulent use.

a. Storage, use, and disposition of blank forms.
b. Destruction of surrendered cards and partially completed forms.
c. Surrender of expired or unauthorized cards.
d. Accounting by service members for lost cards, circumstances surrounding the loss, and action taken to effect recovery.

Step: 8
Action required by: Separation activity Cdr
Description of actions: Upon separation of the service member, in order to assure receipt and destruction of all cards, be sure following actions are accomplished:

Step: 1
Action required by: Individual (on active duty)
Description of actions: Whenever a DD Form 2A (ACT) has been lost, mutilated, expired, or a replacement card is required, report incident to Unit Commander or his designated representative to obtain new card.

Step: 2
Action required by: Unit/BnPAC clerk
Description of actions: Be familiar with special requirements in AR 640-3. DA Form 4187 is not required. Make an appointment for individual at Military Personnel Office to secure a new DD Form 2A (ACT).

Step: 3
Action required by: Unit/BnPAC clerk
Description of actions: Prepare DA Form 428 (fig 6-8-1) in duplicate. Have individual sign form. If original card was lost, be sure service member indicates circumstances on DA Form 428. Schedule for photograph if necessary.

Step: 4
Action required by: Cdr/1SG/BnPAC/PSNCO
Description of actions: Have individual obtain new card whenever data reflected on old card makes it questionable as a means of identification, upon expiration, or as required in paragraph 2-4, AR 640-3. (See chap 4, AR 640-3, for suspension procedures.)

Step: 5
Action required by: Issuing office/customer services activity specialist
Description of actions: When individual reports with completed DA Form 428, process as required in chapter 6, AR 640-3.

a. Verify identity of the applicant.
b. Check for discrepancies and resolve as appropriate (procedure 9-5, this pamphlet).
c. Ensure DA Form 428 is completed in duplicate when reporting a lost card. Chapter 4, AR 640-3, applies to suspension and overstamping cards.
d. Prepare DD Form 2A (ACT). Be sure photograph meets requirements in paragraph 6-2, AR 640-3.
e. Have service member check for accuracy and sign form. Obtain authentication of approving authority. Facsimile signatures are not authorized.
f. Complete preparation and lamination of card. Have recipient surrender old card and sign receipt for new card.
g. Dispose of completed application as follows:
(1) Original DA Form 428 to the Personnel Records Specialist for file in MPRJ. Be sure photograph is attached (stapled) as required.
(2) File copy of DA Form 428 in files of issuing office in accordance with AR 340-18-7.

Table 6–11
Procedure 6-8 military identification cards—Continued

h. Maintain supply and control of blank forms in accordance with provisions of AR 640-3.
i. Assure that surrendered cards are destroyed in accordance with provisions of AR 640-3.

Step: 6
Action required by: Personnel records specialist
Description of actions: Upon receipt of original DA Form 428 indicating that DD Form 2A (ACT) was issued to service member, file in MPRJ. Remove and destroy old DA Form 428.

Step: 7
Action required by: Installation Cdr/approving authority/issuing officer
Description of actions: Maintain strict supervision and controls to preclude unauthorized issuance or fraudulent use.

a. Storage, use, and disposition of blank forms.
b. Destruction of surrendered cards and partially completed forms.
c. Surrender of expired or unauthorized cards.
d. Accounting by service members for lost cards, circumstances surrounding the loss, and action taken to effect recovery.

Step: 8
Action required by: Separation activity Cdr
Description of actions: Upon separation of the service member, in order to assure receipt and destruction of all cards, be sure following actions are accomplished:

a. Record receipt of card on Separation Transfer Point copy of DD Form 214 in "Remarks" section (copy 8). A rubber stamp showing date received may be used for this purpose.
b. Using departure entries on DA Form 647 account for cards. There should be a card for each departure entry except for service members who have signed a statement of loss or who take leave in conjunction with separation.
c. Maintain internal office suspense to assure receipt of cards for personnel being separated. Initiate appropriate tracer action when required.
d. Ensure that cards are safeguarded to prevent unauthorized use at time of receipt until destruction.
e. Destroy all expired and surrendered cards on hand each workday in accordance with AR 640-3. Copy 8, DD Form 214, will be annotated to show destruction of cards. A rubber stamp showing the date of destruction may be used for this purpose.

Step: 9
Action required by: Separation activity Cdr
Description of actions: Ensure that member completes DD Form 1407 in accordance with paragraph 3-21, AR 640-3, and paragraph 3-4, AR 40-121.

a. Record receipt of card on Separation Transfer Point copy of DD Form 214 in "Remarks" section (copy 8). A rubber stamp showing date received may be used for this purpose.
b. Using departure entries on DA Form 647 account for cards. There should be a card for each departure entry except for service members who have signed a statement of loss or who take leave in conjunction with separation.
c. Maintain internal office suspense to assure receipt of cards for personnel being separated. Initiate appropriate tracer action when required.
d. Ensure that cards are safeguarded to prevent unauthorized use at time of receipt until destruction.
e. Destroy all expired and surrendered cards on hand each workday in accordance with AR 640-3. Copy 8, DD Form 214, will be annotated to show destruction of cards. A rubber stamp showing the date of destruction may be used for this purpose.

Step: 9
Action required by: Separation activity Cdr
Description of actions: Ensure that member completes DD Form 1407 in accordance with paragraph 3-21, AR 640-3, and paragraph 3-4, AR 40-121.

6–12. Procedure 6-9 military Identification tags

Procedure 6-9 covers military identification tags.

a. Primary reference is AR 640-3.

b. Forms used are DA Forms 2, 2-1, 4187, and 2475-2.

c. This procedure supplements AR 640-3. It prescribes guidance pertaining to the issuance of military identification tags. Identification tags must be worn by every member of the Army at all times when in the field, when engaged in field training, when traveling in aircraft, and when reporting to an Army medical treatment facility in the Continental United States (CONUS). Identification tags are required for mandatory wear when outside CONUS.

d. Identification tags are used for identification, casualty reporting, and graves registration purposes. Each member of the Army must have two identification tags. The information contained on the tags must be current.

e. This procedure is applicable if the Military Personnel Office has an embossing machine. Otherwise the unit commander will initiate and send a DA Form 4187 through the Military Personnel Office to the installation activity possessing such a machine.

f. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

g. The following actions will be taken on military identification tags.

Table 6–12
Procedure 6-9 military Identification tags

Step: 1
Action required by: Unit commander
Description of actions: Whenever an assigned or attached individual requires identification tags, direct unit clerk to prepare a DA Form 4187 (fig 6-9-1) to the Military Personnel Office requesting their preparation.

Step: 2
Action required by: Unit/BnPAC clerk
Description of actions: Prepare DA Form 4187 and have unit commander sign.

Step: 3
Action required by: Unit/BnPAC clerk
Description of actions: Obtain 2 blank identification tags (for each individual) from Unit Supply Office, place in envelope, and attach to DA Form 4187. Forward to Military Personnel Office.

Step: 4
Action required by: Customer services activity specialist
Description of actions: Upon receipt of a DA Form 4187 requesting preparation of identification tags, obtain individual's MPRJ (see note below) and verify information in the request against the documents in the MPRJ. Resolve any discrepancies; have records updated as required.

Step: 5
Action required by: Customer services activity specialist
Description of actions: Prepare tags in accordance with instructions in AR 640-3. Check tags to ensure they are correctly embossed.

Step: 6
Action required by: Customer services activity specialist
Description of actions: Return MPRJ to the Personnel Records Specialist and send identification tags to appropriate unit to be issued to individual service member.

Notes:
Attached personnel. Ensure that individual reports to the local medical treatment facility and receivers a Blood Group and Type verification test if information is not otherwise documented by available records.

6–13. Procedure 6-10 SGLI

Procedure 6-10 covers servicemen's and veterans' group life insurance.

a. Primary references are AR 600-10, 608-2, and H-29-75-1.

b. Forms used are DA Forms 2, 2-1, DD 93, VA Form 29-8285, and 29-8286.

c. This procedure supplements AR 600-10 and AR 608-2.

d. The Servicemen's and Veterans' Group Life Insurance is a group policy issued by a commercial insurer to the Administrator of Veterans' Affairs and is administered by the Office of Servicemen's Group Life Insurance (OSGLI), 212 Washington Street, Newark, New Jersey 07102-9986. It is "term" insurance and has no loan, cash, paid-up or extended values. The maximum amount of insurance which may be purchased is $35,000. Eligible persons are automatically insured for this amount unless they have completed VA Form 29-8286 indicating their desire to reduce the insurance to $30,000, to $25,000, to $20,000, to $15,000, to $10,000, to $5,000, or not to be insured.

e. Servicemen's Group Life Insurance (SGLI) coverage does not affect the right to retain any other Government or private insurance, except Veterans Group Life Insurance (VGLI). It is in addition to other benefits payable in the event of death, including National Service Life Insurance and/or United States Government Life Insurance, which the member may have in force.

f. SGLI full-time coverage is provided for all members of the uniformed services performing full-time active duty,

full-time training duty, or active duty for training or active duty support under calls or orders that do not specify a period of less than 31 days for ROTC cadets while attending field training and for US members of the Corps of Cadets performing full-time duty at the US Military Academy (USMA).

g. These individuals are automatically insured against death for the maximum amount of coverage in the SGLI program, $35,000, unless they waive in writing, the right to be insured or elect to be insured for a lesser amount ($5,000 increments only).

h. Elections of options and designation of beneficiary(ies) will be accomplished by completing VA Form 29-8286. (See fig A-1, A-2, A-3, and A-4, AR 608-2.)

i. There is no restriction on beneficiary(ies) that may be named principal or contingent. If the service member prefers to have insurance proceeds paid according to law, the phrase "by law" will be entered in the service member's own handwriting in the space provided for the name(s) of principal beneficiary(ies). VA Form 29-8290 will be furnished to the individual for information and retention with his own personal records.

j. Service members will be informed that any person guilty of mutiny, treason, spying, or desertion, or who, because of conscientious objection, refuses to perform service in the Armed Forces of the United States or refuses to wear the uniform of such forces, will forfeit all rights to SGLI.

k. When a service member has waived the right to be insured under SGLI or elected to be insured for a lesser amount than the maximum, he may again be reinsured for the maximum amount allowable, or any other authorized lesser amount, only after a written application has been accepted by the OSGLI, PO Box 323, Newark, New Jersey, 07101-9986. (See para 2-9, AR 608-2.) A medical examination is not required but the service member's commander or other superior must certify in writing that the applicant is in good health. The commander's statement of good health is to be based on general nonmedical observation of the service member's state of well being.

l. The selection of a beneficiary is a free election for the insured and the service member should never be forced to make any designation other than one of his own choice. A designation or change in beneficiary will not be valid unless it is received by OSGLI, the custodian of the MPRJ, or authorized representative, before the service member's death. A beneficiary designation will automatically terminate when—

(1) Insurance under the group policy terminates following discharge or release from all duty or the obligation to perform duty in a uniformed service.

(2) The service member reenters on duty, or assumes an obligation to perform duty, in another uniformed service after a break in service.

m. Guidance pertaining to SGLI coverage for members of the Army National Guard (ARNG) and the US Army Reserve (USAR) is contained in section III, chapter 2, AR 608-2.

n. Military personnel records and documents containing information of a personal nature will be stored, handled and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

o. The following actions will be taken on servicemen's and veteran's group life insurance:

Table 6–13
Procedure 6-10 SGLI

Step: 1
Action required by: Individual
Description of actions: Service member will ensure that—

a. Data contained on VA Form 29-8286 is current.
b. The military personnel office is promptly informed when the following changes occur:
(1) The service member elects to increase or decrease coverage.
(2) The service member elects not to have coverage.
(3) The service member changes beneficiaries.
(4) Have a legal name change.

Step: 2
Action required by: Military personnel office
Description of actions: The custodian of the MPRJ is responsible for—

a. Notifying service members in advance when annual or other reviews are required.
b. Screening all VA Forms 29-8286 for completeness, accuracy, and legibility.
c. Ensuring that personnel are—
(1) Interviewed and understand the purpose of SGLI and VGLI and why they must have on file a VA Form 29-8286.
(2) Made aware that all data on the form will be considered as personal information. This is in keeping with the provisions of the Privacy Act. It requires that all persons completing the form be advised of the need for completing it and the purpose for which the information will be used.
(3) Notified that the VA Form 29-8286 is reviewed and updated, if required, annually. When no update is required, the service member will

Table 6–13
Procedure 6-10 SGLI —Continued

initial and enter date on the bottom margin of the form. This should be accomplished as part of the annual audit of the Personnel Records and the DD Form 93 (AR 600-10).

Step: 3
Action required by: SGLI Counselor/customer services activity specialist
Description of actions: Must be familiar with AR 608-2 and the entire range of VA publications discussed therein; also, must be familiar with state laws concerning minor children. In unusual circumstances, must consult with local SJA or officials of the state concerned.

Step: 4
Action required by: Insurance officer/insurance counselor
Description of actions: A service member that is likely to be survived by spouse/family members who designates some other person or entity as beneficiary(ies) will be counseled that SGLI was specifically designed to provide security for spouse/family members or parents and the service member should be encouraged to give careful consideration to designating them as beneficiaries. If the service member still insists on an unusual designation, a Memorandum for Record (MFR) concerning the counseling will be made on the bottom of the VA Form 29-8286 (e.g., "Counseled concerning beneficiary election, 21 Jun 0000."). The MFR will be signed and dated by the individual who counseled the member.

Step: 5
Action required by: SGLI counselor/customer services activity specialist
Description of actions: Advise service member who wishes to name minors as beneficiaries (children such as nieces, nephews, brothers or sisters) that proceeds from insurance cannot be paid to a beneficiary who is a minor, unless the minor is the surviving spouse, without the court appointment of a guardian and that proceeds can be materially reduced by payment of court costs, attorney fees, and expenses incurred by the guardian. Additionally, some states permit only a certain amount be paid minors monthly, despite the service member's election.

Step: 6
Action required by: SGLI counselor/customer services activity specialist
Description of actions: Keep on hand a supply of forms as follows:

a. VA Form 29-8286. Use to indicate a reduced amount of insurance and for beneficiary designation. Distribute completed form as follows (table 1-1, AR 608-2):
Copy 1—MPRJ.
Copy 2—Service member.
Copy 3—Personal Financial Record (PFR).
b. VA Form 29-8285. Use to initiate coverage, if coverage was previously refused, or for an increased amount of insurance, if desired. Unless a VA Form 29-8286 is on file, and no change in beneficiary is desired, VA Form 29-8286 will be completed and held in the MPRJ until the VA Form 29-8285 comes back approved; then make distribution as indicated above. Forward original and 1 copy of the VA Form 29-8285 to the custodian of the PFR who will initiate immediate premium deductions and transmit the original VA Form 29-8285 to the OSGLI. A letter containing identical information may be substituted for the VA Form 29-8285.

Step: 7
Action required by: SGLI counselor/customer services activity specialist
Description of actions: Processing and authentication of forms—

a. Type or print in ink.
b. Have the individual read and sign form in the presence of a witness. If carbon imprint of signature is not legible on copies, have the individual sign all copies.
c. Service member will sign full name in accordance with AR 608-2. (See fig A-1, A-2, and A-3, AR 608-2.)
d. Distribute completed form as per Table 1-1 AR 608-2.

Step: 8
Action required by: SGLI counselor/customer services activity specialist
Description of actions: Upon receipt of letter from OSGLI (approval or disapproval of request for insurance or increased amount of insurance), a copy will be furnished to the service member for personal use and the original will be filed in the MPRJ. If the request is rejected, the FAO will be immediately notified.

Step: 9
Action required by: SGLI counselor/customer services activity specialist
Description of actions: Individual service member will be counseled concerning SGLI and the designation of beneficiary reviewed upon—

a. Initial processing.
b. Alert for oversea duty.
c. Discharge, release, retirement, or separation from active duty. (Conversion from SGLI to VGLI; if disabled, extended coverage of SGLI and advantages of conversion without medical examination will be stressed.)

Table 6–13
Procedure 6-10 SGLI —Continued

d. Annually, (at time of audit of Personnel Records).

Step: 10
Action required by: SGLI counselor/customer services activity specialist
Description of actions: Upon receipt of casualty information from a supported unit—

a. Carefully screen MPRJ and determine SGLI status. Verify name and SSN.
b. Verify personal data received against that contained in individual's Personnel Records. Notify FAO of any discrepancies.
c. Check report against master casualty file and any other available information, as appropriate, to verify the correct status of the individual.

Step: 11
Action required by: SGLI counselor/customer services activity specialist
Description of actions: If death occurs, the paper copy of the DD Form 93 or the VA Form 29-8286 will be forwarded to HQDA (DAAG-PEC), Alex, VA 22331-0400, as prescribed by table 11-1, AR 600-10.

6–14. Procedures 6-11 Medical Requirements

Procedure 6-11 covers Medical Examinations (Periodic/Annual):

a. Primary references are AR 40-3, 40-501, 95-1 and 600-60.

b. Forms used are DA Form 2, 2-1, 201, 2475-2, 3081-R, 3349, 3444 series, 4037, SF 88 and 93.

c. This procedure, supplementing the primary references above, is applicable to the Active Army. It prescribes guidance for accomplishment of medical examinations that are conducted on a periodic/annual basic.

d. The customer services activity is responsible for monitoring of suspense controls for periodic/annual medical examinations and for notification of unit commanders. The cooperation of everyone concerned is necessary to eliminate broken and cancelled appointments.

e. Unit commanders will arrange for soldier(s), (individually or in groups), to report to the appropriate medical treatment facility (MTF) at time scheduled by the medical facility. The medical facility who furnishes primary medical care to the unit is responsible for advising and consulting with unit commanders for the expeditious administration of medical care and treatment when due. Periodic medical examinations given during the birthday anniversary month are required under provision of paragraph 10-23, AR 40-501 (with certain exception) for all military personnel on active duty. The type of periodic medical examination and frequency depend on the age of the soldier and the type of duty performed. Performance of duty in the fields of Army aviation and marine diving required more detailed and more frequent medical examinations.

f. The routing medical examination will be used as a vehicle for accomplishing the initial cardiovascular screening for personnel 40 years of age or over, prior to entry into the Army Over 40 Physical Fitness Program. No personnel age 40 and over shall enter the training program or be tested prior to cardiovascular screening.

g. In addition, all women on active duty at age 25 or over are required to undergo a special medical examination annually (para 10-23a, AR 440-501). Under the Army's Tuberculosis Detection and Control Program, personnel undergoing a routine medical examination also received a tuberculin skin test (TST) unless previously administered within the past 6 months. Therefore, maintenance of separate suspense controls by the customer services activity is unnecessary for the periodic tuberculin skin test. Follow-up is accomplished when necessary through the routine periodic/annual medical examination.

h. It is the policy of the Department of the Army that medical confidentiality will be maintained for all patients to the maximum extent possible (AR 40-42). When required by personnel with an official need-to-know, information provided will be the minimal amount of personal information necessary to satisfy the need-to-know requirement. Personnel not involved in the process of a patient's care will not have access to medical records, except when required by law, regulation, judicial proceedings, or for hospital accreditation. Requests for medical information by individuals not involved in a patient's care treatment, will be specific inquiries. Proper identification and demonstration of an official need-to-know are required before authorization of access to information contained in medical records. The MTF commander assumes responsibility for release of medical information, both as to type of information and the receipt of such information.

i. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

j. For general provision for medical examinations for personnel on active duty, see AR 40-501. A sample of the Personnel Medical Suspense Roster with explanation is shown in Figure 6-11-1.

k. The following actions will be taken on medical examinations periodic/annual.

Table 6–11–1
General Provisions for Periodic Medical Examinations for Personnel on Active Duty (AR 40-501)

Examination: Type A—All personnel (except for type B examinations and personnel covered in Notes 1 and 2).
Age: 20, 25, 30, 40, 45, 50, 55, and 60
Interval: Within 3 calendar months before the end of the birthday month at the above ages and annually thereafter.

Examination: Type B—Class 2 is for individuals on flying status as Army aviators, marine divers, and individuals performing duty as air traffic controller (ATC); class 3 is for individuals on flying status not engaged in actual control of aircraft (such as flight surgeons, observers, crew chiefs, gunners, etc).
Age: Class 2—19 to 35 years, 36 and over and all; class 3-20 to 40years, and 40 and over.
Interval: Class 2—19 to 35, 2 years, 36 and over, annual; all (ATC) annual. Class 3-30 to 40, 5 years; 40 and over, annual.

Examination: Eye, blood pressure, height, weight, hematocrit, serological test for syphilis, and audiometric and EKG test. (Individuals on flying status and marine divers, see type B class 2 and 3 above).
Age: All
Interval: Annual

Examination: Special for women—All women on active duty; and on active duty for training (ADT) in excess of 1 year. Breast and pelvic examinations, to include Papanicolaou cancer detection.
Age: 25 years and over
Interval: Annual in years that type A medical exam is not required.

Examination: Physical Fitness Weight Control Program for active members age 40 and over.
Age: 40 years and over. (Special medical exam required in year that individual reaches age 40, 42 or 44 etc)
Interval: Initial, then at time of each periodic medical exam at 5-year interval and during retirement medical examination.

Examination: General Officers
Age: N/A
Interval: Annually regardless of age

Notes:
[1] Periodic examinations of active duty members prior to age 20 are not required.

[2] No additional examination is required other than medical surveillance if needed (para 10-23), AR 40-501 for the following individuals:

[A] Those who have undergone, or are scheduled to undergo, within 1 year, a medical examination the scope of which is equal to greater than that of the required periodic medical examination.

[B] Individuals who have had an initial examination for enlistment, induction, entrance on active duty for training for a period of more than 30days. No additional examination required unless individual requests separation examination.

Table 6–14
Procedures 6-11 Medical Requirements

Step: 1
Action required by: Customer services activity specialist
Description of actions: Upon receipt of AAC-C26 (Personnel Medical Suspense Roster), identify soldiers who requires periodic/annual medical examinations (see table 6-11-1).

a. Prepare notification DA Form 2496 in four copies and attach four copies of AAC-C26 to unit commander through the BnPAC/PSNCO (see fig 6-11-2).
b. Establish suspense of 60 days for action to be completed.

Step: 2
Action required by: Customer services activity supervision
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 3
Action required by: Customer Services activity supervisor
Description of actions: Review actions. Sign correspondence as appropriate.

Step: 4
Action required by: Customer services activity specialist

Table 6–14
Procedures 6-11 Medical Requirements—Continued

Description of actions: Forward correspondence through the BnPAC/PSNCO to the unit commander. File a copy of the notification DA Form 2496 in suspense file.

Step: 5
Action required by: BnPAC/PSNCO
Description of actions: Upon receipt of the notification DA Form 2496, remove one copy for suspense files and forward action copy of the DA Form 2496 to the unit commander.

Step: 6
Action required by: Unit/BnPAC clerk
Description of actions: Upon receipt of notification DA Form 2496 (fig 6-11-2), schedule examination or notify soldier to schedule. Coordinate with unit commander (and supervisor, if any), servicing MTF, and soldier as to appropriate date and time, taking into consideration the interference with military duties, TDY, leave or other absence of individual.

Step: 7
Action required by: Unit/BnPAC clerk
Description of actions: Prepare two copies of SF 88. Items 1 through 17 and item 75 will be completed in accordance with local policies and procedures.

Step: 8
Action required by: Unit/BnPAC clerk
Description of actions: Give individual soldier appropriate forms with instructions to report to servicing MTF and to inform the unit when examination was taken. Also, instruct soldier to pick up health records, if necessary, i.e., if health records are not located or not furnished to the examining facility. Place copies of action in suspense file.

Step: 9
Action required by: Unit Cdr/1SG
Description of actions: Ensure all soldiers report for all medical appointments as scheduled by the MTF.

Step: 10
Action required by: Servicing MTF
Description of actions: Upon request for medical examination from unit of individual soldier (in accordance with local policies and procedures), take the following actions:

a. Establish appointments as appropriate. Notify unit of these appointments.
b. Complete medical examination as appropriate.
c. Report results of type A, class 2 and class 3 medical examinations to unit by preparing DA Form 2496 (see fig 6-11-3). If appropriate, attach DA Form 3349 as an enclosure.
d. For all general officers, send duplicate copy of SF 88 to HQDA (DAPE-GO), Washington, DC 20310-2206. For all colonels (06), send duplicate copy of SF 88 to HQDA (DAPC-MSR), Alexandria, VA 22332-0400, for file in the OMPF (AR 640-10).

Step: 11
Action required by: Unit Commander
Description of actions: Upon receipt of results of medical examination from the MTF, take the following actions:

a. Review for changes in physical profile (physical profile modified “T” physical profile indications of obesity).
b. If physical profile modified “T” is reflected in the individual physical profile serial (PULHES), further medical evaluation is required in accordance with AR 40-501.
(1) Modifier “T” (Temporary indicates that the conditions necessitating numerical designation “3” or “4” is considered temporary, the correction or treatment of the condition is medically advisable, and correction usually will result in a higher physical capacity.
(2) Individuals with a “T” modifier will be medically evaluated at least once every 3 months with a view of revising the profile. In no case will individuals in military status carry a “T” modifier for more than 12 months without positive action being taken either to correct the defect or effect other appropriate disposition.
c. If overweight or obesity is indicated, counsel individual and take appropriate action in accordance with AR 600-9. (Individual must be informed of any adverse information which will be filled in their MPRJ (DA Form 201)). Provisions of AR 600-37 apply.
d. Ensure that the individual is assigned to duties that are commensurate with the physical profile and assignment limitations.
e. Be sure that hearing aids, spectacles, and orthopedic footwear are issued as authorized in AR 40-3 and AR 40-63. (See AR 40-3 and AR 40-63 for authorization of additional hearing aid and special type spectacles to individual service methods).

Step: 12
Action required by: Unit/BnPAC clerk
Description of actions: Upon receipt of results of medical examination from unit commander, take the following actions:

a. Clear suspense.

Table 6–14
Procedures 6-11 Medical Requirements—Continued

b. Enter physical profile serial (PULHES) on DA Form 2475-2. (See procedure 9-11 this pamphlet).

c. Notify the CSA/PSC through the BnPAC/PSNCO that the individual has completed the medical examination by completing comment 2 to the DA Form 2496 (see figure 6-11-3—continued)

d. If physical profile modifier "T" is reflected in the individuals physical profile serial (PULHES), suspense copy of DA Form 2496 for 60 days, schedule an appointment with the MTF for reevaluation. Continue this procedure until modifier is withdrawn by the medical officer.

e. Notify the CSA/PSC through the BnPAC/PSNCO when the modifier is withdrawn. Provide information on any changes in physical profile, medical condition(s) or physical defect(s), and assignment limitation(s).

f. File copy of DA Form 2496 in office file in accordance with AR 340-18 series if the modifier "T" is withdrawn. When the modifier "T" remains after reexamination, maintain DA Form 2496 in suspense file for an additional 60 days as required by paragraph d, above.

Step: 13

Action required by: BnPAC/PSNCO

Description of actions: Upon receipt of DA Form 2496 (Notification of Required Medical Examination) from unit commander, take the following actions:

a. Review actions to ensure all required actions were completed.
b. Clear suspense.
c. Destroy suspense copy.
d. Forward to CSA/PSC.

Step: 14

Action required by: Customer services activity specialist/personnel records specialist

Description of actions: Upon receipt of DA Form 2496 (Notification of Required Medical Examination) or other correspondence from unit, take the following actions:

a. Clear suspense and destroy suspense copy.
b. Make appropriate entry in items 4 and 22, DA Form 2-1 (AR 640-2-1).
c. Submit SIDPERS transaction to update "PHYS" DA Form 2 and section IV, DA Form 4037. (See procedure 2-57, DA Pam 600-8-2, and procedure 5-1, this pamphlet).
d. Submit SIDPERS transaction to change AEA code to "A" when appropriate. (See procedure 5-3, this pamphlet).

Step: 15

Action required by: Customer services activity supervisor/personnel records supervisor

Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

6–14.1. Procedure 6-11-1 Dental Requirements

Procedure 6-11-1 covers dental examinations (periodic).

a. Primary references are AR 40-3 and AR 40-66.

b. Forms used are DA Form 3444 series and SF 603/603A.

c. The Army's oral health maintenance program emphasizes oral disease prevention and control as a priority aspect of dental care programs.

d. The customer services activity is responsible for monitoring of suspense controls for periodic dental examinations and for notification of unit commanders. The corporation of everyone concerned is necessary to eliminate broken and cancelled appointments.

e. Dental treatment facilities will schedule appointments, when possible, taking into consideration the essential duties of the soldier and effective dental care. Soldiers and/or unit commanders will be notified when scheduled appointments must be changed or cancelled.

f. Unit commanders are responsible for their soldiers reporting for appointments promptly. The dental treatment facility will be notified as soon as possible when appointments must be cancelled.

g. Coordination with responsible unit commanders, dental commanders will reduce broken and cancelled appointments and keep them to a minimum level.

h. Dental commanders will collect and analyze data on broken and cancelled appointments.

i. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series.

j. For general provisions for dental examinations for personnel on activate duty, see AR 40-3 and AR 40-66. A sample of the Personnel Dental Suspense Roster with explanation is shown in figure 6-11-4.

k. The following actions will be taken on dental examination(s) (periodic).

Table 6–14.1
Procedure 6-11-1 Dental Requirements

Step: 1
Action required by: Customer services activity specialist
Description of actions: Upon receipt of AAC-C28 (Personnel Dental Suspense Roster), identify soldier who requires periodic dental examinations.

a. Prepare notification DA Form 2496 in three copies and attach three copies of AAC-C28 to unit commander through the BnPAC/PSNCO (see fig 6-11-2).
b. Establish suspense of 30 days for action to be completed.

Step: 2
Action required by: Customer services activity supervisor
Description of actions: Review actions. Sign correspondence as appropriate.

Step: 3
Action required by: Customer services activity specialist
Description of actions: Forward correspondence through the BnPAC/PSNCO to unit commander. File a copy of the notification DF in suspense file.

Step: 4
Action required by: BnPAC/PSNCO
Description of actions: Upon receipt of the notification DF, remove one copy for suspense files and forward action copy of DA Form 2496 to unit commander.

Step: 5
Action required by: Unit/BnPAC clerk
Description of actions: Upon receipt of notification DA Form 2496 (fig 6-11-2), schedule examination or notify soldier to schedule. Coordinate with unit commander (and supervisor, if any), servicing dental activity, and soldier as to appropriate date and time, taking into consideration the interference with military duties, TDY, leave or other absence of soldier.

Step: 6
Action required by: Unit/BnPAC clerk
Description of actions: Instruct soldier to report to servicing dental activity and to inform the unit when examination was taken.

Step: 7
Action required by: Servicing dental activity
Description of actions: Upon request for dental examination from BnPAC clerk/unit or soldier (in accordance with local policies and procedures), take the following actions:

a. Establish appointment for soldier as appropriate. Notify BnPAC clerk/unit of these appointments.
b. Complete dental examination as appropriate.
c. Notify BnPAC clerk/unit of those soldiers failing to make appointments.
d. Reschedule dental appointment (in accordance with local policies and procedures).

Step: 8
Action required by: Unit Cdr/1SG
Description of actions: Ensure soldiers report for all dental examination appointment as scheduled.

Step: 9
Action required by: Unit/BnPAC clerk
Description of actions: Upon notification that the soldier completed dental examination, take the following actions:

a. Clear suspense.
b. Notify the CSA/MILPO through the PSNCO that the soldier has completed the required action by completing comment 2 to DA Form 2496 (see fig 6-11-2—continued).
c. File copy of completed suspense action in office file in accordance with AR 340 series.

Step: 10
Action required by: Unit/BnPAC clerk
Description of actions: Review actions and obtain signature of unit commander.

Table 6–14.1
Procedure 6-11-1 Dental Requirements—Continued

Step: 11
Action required by: BnPAC/PSNCO
Description of actions: Upon receipt of DA Form 2496 (Notification of Required Dental Examination(s)) from unit commander, take the following actions:

a. Clear suspense.
b. Ensure all required actions were completed.
c. Destroy suspense copy.
d. Forward to CSA/MILPO.

Step: 12
Action required by: Customer services activity specialist
Description of actions: Upon receipt of DA Form 2496 (Notification of Required Dental Examination(s)) from BnPAC/PSNCO, take the following actions:

a. Clear suspense.
b. Ensure all required actions are completed.
c. Destroy suspense copy of DA Form 2496 (with enclosures) after updating local suspense, if appropriate.

6–15. Procedure 6-12 inquiries received in MILPO

Procedure 6-12 covers response to units and applicants.

a. Primary reference is AR 340-15.

b. Form used is DA Form 209.

c. This procedure supplements AR 340-15. It prescribes guidance pertaining to replies to inquiries received in the military personnel office (MILPO). Maximum effort should be expended by all individuals in the MILPO to ensure that all written inquiries, applications, or requests for personnel actions are processed in an expeditious manner. A DA Form 209 should be prepared and sent to the initiator of the action requested in a case requiring more than 3 days to complete.

d. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

e. The following actions will be taken for response to units and applicants:

Table 6–15
Procedure 6-12 inquiries received in MILPO

Step: 1
Action required by: Customer services activity specialist
Description of actions: Upon receipt of an inquiry, application, or a request for any personnel action, process as follows:

a. Review inquiries and take action to determine status of case. Prepare a reply to the inquiry for signature of the personnel officer and give to the appropriate supervisor.

b. Review applications and requests. Estimate whether positive action can be taken within 3 workdays. Positive action includes a reply to the application or request, furnishing the initiator a copy of the forwarding indorsement, or comment if the MILPO cannot take final action on the case. Prepare a DA Form 209 (fig 6-12-1) for cases estimated to require more than 3 workdays. Give to the appropriate supervisor.

Step: 2
Action required by: Appropriate personnel supervisor
Description of actions: Review case. If requested action has been completed, obtain signature(s) as required and forward as appropriate.

Step: 3
Action required by: Appropriate personnel supervisor
Description of actions: If action cannot be completed within 3 workdays, sign and mail the DA Form 209.

Step: 4
Action required by: Appropriate personnel supervisor
Description of actions: Forward requested action to appropriate personnel specialist if DA Form 209 is dispatched and establish internal controls to ensure necessary follow up action.

6–16. Procedure 6-13 record of emergency data

Procedure 5-7 covers preparation of the record of emergency data.

a. Primary reference is AR 600-10.

b. Forms used are DA Forms 2, 2-1, 201, DD Forms 4 and 93.

c. This procedure supplements AR 600-10. It provides guidance for the preparation, maintenance, and disposition of the Record of Emergency Data (DD Form 93).

(1) Information recorded on the DD Form 93 must be current at all times in order that notification to families of casualties may be accomplished in a timely and accurate manner and to permit prompt settlement of the member's military estate.

(2) Agencies responsible for preparation and disposition of the form and the categories of personnel for whom forms are prepared, are shown in table 11-1, AR 600-10.

(3) Members will be advised that data listed on the form will be used only for official purposes and will be divulged only with their written consent. However, they should also be advised that the information listed may be released to the member's next of kin or legal representative.

d. Use and preparation of the DD Form 93 will be in accordance with the provisions of AR 600-10. During the preparation of DD Form 93, the Privacy Act Statement shown on page 53, AR 600-10, will be provided to the service member. Local reproduction of this form is authorized. There is no requirement for the service member to sign the Privacy Act Statement nor will a copy be placed in any file.

e. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

f. The following actions will be taken for the preparation of the record of emergency data (DD Form 93):

Table 6–16
Procedure 6-13 record of emergency data

Step: 1
Action required by: Personnel records specialist
Description of actions: Complete the DD Form 93. Furnish the member a copy of the Privacy Act Statement (see fig 11-1, AR 600-10) prior to completing the form. Follow instructions contained on the reverse side of the duplicate copies and the supplemental instructions contained in chapter 11, AR 600-10. Ensure that each item is explained and fully understood. Additional instructions for completion of DD Form 93 are contained in table 6-13-1.

Step: 2
Action required by: Personnel records specialist
Description of actions: Prepare a new form when there is a change in any of the items or 3 years have elapsed since the latest form was submitted, or 3 years will have elapsed before the next annual birth month audit. Pass completed, signed form to the Personnel Records Supervisor.

Step: 3
Action required by: Personnel records supervisor
Description of actions: Review and ensure that—

a. All items are completed or marked as shown in the detailed instructions on the form or in the supplemental instructions contained in AR 600-10.
b. Card copies are not stapled, folded, hole punched, or mutilated.
c. Forms which include a continuation are secured with a paper clip.
d. All members read and fully understand the instructions.
e. Errors are corrected by marking out the error with a slash and typing or writing the correct information immediately after the, slash and that corrected entries are initialed by the member.
f. Any item which is the same as previous entry is completed by entering the name and "see item _____."

Step: 4
Action required by: Individual
Description of actions: Promptly notify the unit/BnPAC clerk when changes require an update to DD Form 93.

Step: 5
Action required by: Unit/BnPAC clerk
Description of actions: Expeditiously arrange with the MILPO to interview the member and accomplish desired change.

Step: 6
Action required by: Personnel records specialist

Table 6–16
Procedure 6-13 record of emergency data—Continued

Description of actions: Ensure that members review the form—

a. During outprocessing for PCS.
b. Upon arrival at a new duty station.
c. Annually during the birth month.
d. In conjunction with a unit wide deployment or premobilization readiness exercise.

Step: 7
Action required by: Personnel records specialist
Description of actions: Enter date of review in pencil below item 16 of DD Form 93 on the copy filed in the individual's MPRJ.

Step: 8
Action required by: Personnel records supervisor
Description of actions: Verify correctness and completeness of data contained on the forms. Refer to table 11-1, AR 600-10 for complete disposition instructions.

Step: 9
Action required by: Installation/unit commanders
Description of actions: Periodically (at least once annually) during the personal affairs orientation, emphasize the importance of maintaining the DD Form 93 in a current condition. DA Poster 608-10, dated Nov 79, titled "SOLDIER" will be prominently displayed as a reminder.

Table 6–13–1
Instructions for Preparing DD Form 93

Item: 1
Data: Name
Required/possible entries: a. Enter Last Name, First Name, and Middle Name.
b. Enter any "Jr," "Sr," "III," or similar designations.
c. If the service member has only initials instead of a first and/or middle name, enclose the initial(s) in quotation marks, e.g., "JR," "E," "JH."

Item: 2a
Data: Social security number
Required/possible entries: Enter the soldier's Social Security Number. Include separating dashes between the 3d and 4th and between the 5th and 6th numbers.

Item: 3b
Data: Unit identification code.
Required/possible entries: Enter "NA." Unit Identification Code is no longer used.

Item: 4
Data: Name of spouse
Required/possible entries: a. Enter First Name, Middle Initial, Maiden Name in parenthesis ( ), and current address (to include Zip Code).
b. If the Spouse is in the Armed Forces, also enter rank and if other than the U.S. Army, enter the branch of service.
c. If the service member is not married, enter: "Single," "Divorced," "Widowed," as appropriate (see instructions for Item 13 if the service member is divorced and has children).

Item: 5
Data: Name of children.
Required/possible entries: a. Enter First Name, Middle Initial, and Last Name (enter last name if different than the service member's).
b. Enter illegitimate children if acknowledged by the service member or if paternity/maternity has been decreed by a court, to include children that are "No support dependents."
c. Indicate relationship (S for son; D for daughter; SS for stepson; SD for stepdaughter, etc.).
d. Enter date of birth.
e. Enter address of the children only when the address is different than the address in Item 4. In this case also enter the person(s) the child is living with, and their relationship. (This entry is only required if the child is a minor under the age of 21.)
f. Sample entries:
- John J/S/21May00;
- Velma A/D/14Mar00;
- Ronald R/SS/12May00;
- Steven R. Titus/S/29Dec00/6200

Table 6–13–1
Instructions for Preparing DD Form 93—Continued

Bobby Drive, Huntington Pier, CA 90000/Living with former spouse/Beverly Selleteron/Mother/.
g. All children will be listed, regardless of age or dependency.
h. If a child'is in the Armed Forces, also enter rank, if other than U.S. Army, enter the branch of service.
i. Enter civilian title, if appropriate, e.g., Mayor, Councilman/Councilwoman, Governor, etc.
j. If the child's address is unknown, so state.
k. If the child is deceased, so state.
l. If the service member has no children, enter "None."

Item: 6
Data: Name of father
Required/possible entries: a. Enter First Name, Middle Initial, Last Name, and current address (to include Zip Code).
b. If the father is in the Armed Forces, also enter rank, if other than U.S. Army, enter the branch of service.
c. Enter any civilian title, e.g., Mayor, congressman, etc.
d. If the father's address is unknown, so state.
e. If the father is deceased, so state.
f. If other than the natural father, enter relationship

Item: 7
Data: Name of mother
Required/possible entries: Description of action:

a. Enter First Name, Middle Initial, Maiden Name in parenthesis ( ), Last Name, and current address (to include Zip Code).
b. If the mother is in the Armed Forces, also enter rank, if other than U.S. Army, enter the branch of service.
c. Enter any civilian title, if appropriate, e.g., Mayor, congresswoman, etc.
d. If the mother is deceased, so state.
e. If other than the natural mother, enter relationship.
f. If the mother's address is unknown, so state.

Item: 8
Data: Person(s) not to be notified due to ill health
Required/possible entries: a. List relationship, e.g., "Mother" of person(s) listed in items 4, 5, 6, or 7 who are not to be notified of a casualty due to ill health. If more than one child, specify, e.g., "daughter Susan."
b. List relationship, e.g., "Father" or name and address of person(s) to be notified in lieu of person(s) listed in item 8a.

Item: 9
Data: Beneficiary for death gratuity pay if no surviving spouse or children
Required/possible entries: a. The following persons are the only individuals that can be listed:
(1) Parents, mother and/or father, including locoparentis.
(2) Brothers/Sisters, including those of half blood or those through adoption.
b. Enter the First Name, Middle Initial, Last Name, relationship, and address (to include Zip Code). Also enter:
(1) Date of birth if a brother or sister.
(2) The percentage each person is to receive. If payment is to be more than one person and the percentage (shares) are not equal, e.g., 60% to the Mother and 40"k to a brother. When no percentage is indicated, payment will be in equal shares to the individuals designated.
c. If the service member does not have any eligible beneficiary (Parents, brothers or sisters) enter "None." In this instance no payment will be made.
d. If the service member does not wish to designate a beneficiary, enter "NONE"; payment will be made in order of precedence established By Law.

Item: 10
Data: Beneficiary for unpaid pay and allowances at time of death
Required/possible entries: a. Enter the First Name, Middle Initial, Last Name, relationship, and address (to include Zip Code).
b. Enter the percentage each person is to receive if payment is to be more than one

---

Item: 11
Data: Allotment designee, if missing
Required/possible entries: a. Enter First Name, Middle Initial, Last Name, relationship, and current address (to include Zip Code) of the dependent to receive an allotment of pay, if missing, captured or interned.
b. Those most commonly, are dependent in the following category:
(1) Spouse.

Table 6–13–1
Instructions for Preparing DD Form 93—Continued

(2) Child/Children.
(3) Dependent mother and/or father.
c. If the service member does not have or reveal an acknowledged dependent, this item should remain blank.
d. Ensure the service member understands the information listed on the 2d copy of the DD Form 93 "INSTRUCTIONS TO SERVICE MEMBER", and that the service member signs below the paragraph acknowledging that he/she has read the paragraph. His/her signature does not acknowledge agreement.

Item: 12
Data: Insurance information
Required/possible entries: N/A

Item: 12a
Data: Serviceman's group life insurance
Required/possible entries: COMPLETION OF THIS ITEM DOES NOT CONSTITUTE A SGLI ELECTION OR DESIGNATION OF BENEFICIARIES.

a. Enter an "X" in the appropriate block indicating the service member's SGLI election as indicated on the VA Form 29-8286.
b. The entry "See VA Form 29-8286" is not required and will not be entered.

Item: 12b
Data: Insurance companies/policy #
Required/possible entries: a. Enter the complete name of any commercial life insurance companies to be notified in case of the death of the service member.
b. Enter names, policy number(s), if known, and addresses of all insurance companies. (Listing of insurance companies enables the Department of the Army to send a copy of DD Form 1300 (Report of Casualty) immediately to the insurance claims. This procedure of notifying commercial companies is a voluntary DA action and is designed to assist the soldier's dependents and/or survivors.)

Item: 13
Data: Continuations and remarks.
Required/possible entries: a. The following general guidelines apply for entries in this item:
(1) Prefix the entry with the number of the item being continued ("See 415").
(2) Enter data in this item to clarify other items such as the dependency of a disabled child.
(3) Use a double slash "//" after each continuation/remark before entering another continuation or remark.
b. The following remarks are required and/or possible:
(1) The name, relationship and address of other persons the sewice member desires to be notified (persons other than those listed in items 4, 5, 6, or 7).
(2) When item 13 is completely filled and additional space is required, type in the last available space "See Card 2". Complete items 1, 2a, 14, 15, and 16 of the new card (card 2), and continue the entry from card 1. All continuations will be entered in item 13. Begin item 13 of card 2 with the entry "Card 2//".

Item: 14
Data: Signature of the soldier
Required/possible entries: a. The service member will review and verify all entries prior to signing the DD Form 93.
b. The service member will sign all copies of the DD Form 93 in ink (do not use carbon paper).
c. After the service member's signature they will enter their rank or grade.
d. The service member will also sign below the statement "INSTRUCTIONS TO SERVICE MEMBER" to attest they have read the statement.

Item: 15
Data: Signature of witness
Required/possible entries: A witness will sign all copies in ink at the time the form is completed and after the service member has signed the form. Ensure rank or grade is included.

Item: 16
Data: Date
Required/possible entries: a. The date the service member signs the form will be entered. b. The date must be entered by the service member.

Item: 16a
Data: Review date
Required/possible entries: The date of review will be entered in pencil below item 16.

6–17. Procedure 6-14 Personnel Action Suspense Roster, PCN: AAC-C20

Procedure 6-14 provides the military personnel officer a 1 month advance notice of those individuals for whom a specific personnel action or actions are to be accomplished.

a. The Personnel Action suspense roster is sequenced by name within Unit Processing Code, within MPC, within Mail Code or RSC or PPA. The Personnel Action suspense roster displays the name, social security number, and grade for each individual for whom a suspense notice is displayed. When more than one suspense notice is shown for the same individual, the name, SSN and grade will only appear on the first sequence notice. Process suspense actions in accordance with applicable procedures.

b. For general provisions for suspense actions for personnel on active duty, see table 6-14-1. A sample of the Personnel Action Suspense Roster with explanation is shown in figure 6-14-1.

c. The following actions will be taken for the Personnel Action Suspense Roster.

Table 6–17
Procedure 6-14 Personnel Action Suspense Roster, PCN: AAC-C20

Step: 1
Action required by: Customer Service Clerk
Description of actions: Upon receipt of four copies of the Personnel Action Suspense Roster, take the following actions:

a. Remove the original and, using table 6-14-1 (Suspense Actions), annotate the original to the left of the individual's name to indicate the action element that is responsible for accomplishing that specific action. Action element codes are:
(1) PA—Personnel Actions
(2) PM—Personnel Management
(3) PR—Personnel Records
b. On copy one, using your original, enter "PA" to the left of the individual's name those actions that pertain to personnel actions.
c. On copy two, using your original, enter "PM" to the left of the individual's name those actions that pertain to Personnel management.
d. On copy three, using your original, enter "PR" to the left of the individual's name those actions that pertain to personnel records.

Step: 2
Action required by: Customer Service Clerk
Description of actions: Prepare Disposition Form (fig 6-14-2) to personnel actions, personnel records, and personnel management.

a. Attach copy 1 of the annotated C20 Roster to DF for Personnel actions.
b. Attach copy 2 of the annotated C20 Roster to DF for personnel records.
c. Attach copy 3 of the annotated C20 Roster to DF for personnel management.

Step: 3
Action required by: Customer Service Clerk
Description of actions: Use "NLT" date to suspend the file copy (original) of the OF in the 31-day suspense file and forward the completed DFs with the annotated Personnel Action Suspense Rosters attached to the CSA supervisor. Forward by DF a reproduced copy of Personnel Action Suspense Roster to Unit PSNCO with instructions for completion of each item on the C20 Report with attention given to suspense date.

Step: 4
Action required by: Customer Service Supervisor
Description of actions: Review the Personnel Action Suspense Roster and sign the DF. Forward the DF and C2O Rosters to personnel actions, personnel records, and personnel management sections.

Step: 5
Action required by: PSNCO/1SG
Description of actions: Notify each individual listed on C20 of action to be completed by suspense date indicated thereon. Upon completion of action required for each item on C20, immediately notify MILPO (Pers Actions, Pers Records, or Pers Mgt Sections) of completed action.

Step: 6
Action required by: Customer Service
Description of actions: Upon receipt of completed C20 suspense actions, remove from appropriate suspense files.

Chapter 7
Administrative Services Section

Section I
General

7–1. Design

The Administrative Services Section is designed to provide routine administrative support for the Military Personnel Office (MILPO) as outlined in paragraph 1-24. The section is not intended to provide total administrative support but exists to reduce administrative workload on the other functional elements of the MILPO.

7–2. Recommended routing channels

a. Table 7-1 provides recommended routing channels for most documents initiated in primary level organizations and may be used as a guide for introducing new documents into the routing channels where considered appropriate. The underlying principle for routing channels is based on the prerogative of the commander to comment on personnel actions which have an actual or potential influence on the effectiveness of his command.

(1) The first column of the table lists documents by functional group.

(2) The second column, designated "Primary Level Organization," pertains to company, troop, battery, detachment, or Personnel Administration Center (PAC) level organizations.

(3) The third column, designated "MILPO," pertains to Military Personnel Office, Personnel Service Company (PSC), Personnel Service Division (PSD), Consolidated Military Personnel Activities (COMPACT), Unit Personnel Section (UPS), Forward Area Support Team (FAST), or Regional Personnel Center (RPC).

(4) The fourth column, designated "Intermediate HQ Level Organization," pertains to division, Corps Support Command (COSCOM), area support command located in a communications zone (COMMZ), or installation.

b. The letter "X" appearing in a column denotes action is required.

c. Whenever the word "Info" appears in a column, it means that an information copy only is sent to the organizational level specified.

Section II
Procedures

7–3. Procedure 7-1 consolidated MILPERCEN orders

Procedure 7-1 covers true copies of consolidated MILPERCEN orders.

a. Primary reference: AR 310-10.

b. This procedure supplements AR 310-10. It prescribes guidance pertaining to the preparation of true copies of consolidated MILPERCEN orders in accordance with paragraph 1-21, AR 310-10. True copies may be made of an order or a portion of an order. When an order or a paragraph of an order pertains to two or more individuals and a true copy is needed for only one individual, include only the name of that individual. Note 2 to Formats 300 and 301 applies when preparing true copies of orders in these formats. Use asterisks (-) to indicate omitted names and/or paragraphs when preparing true copies of other orders formats. See example in figure 7-1-1. In this example, paragraphs 1 through 22, 24 through 29, and 31 through the last paragraph, are omitted. Also, the names listed before and after the individuals shown have been omitted from both paragraphs 23 and 30. Any individual, military or civilian, authorized to authenticate orders (i.e., delegated authority by the commander) under paragraph 1-15, AR 310-10, may authenticate true copies of orders.

c. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

d. The following actions will be taken on true copies of consolidated MILPERCEN orders.

Table 7–3
Procedure 7-1 consolidated MILPERCEN orders

Step: 1
Action required by: Personnel management specialist or personnel actions specialist or personnel records specialist, as appropriate
Description of actions: Screen consolidated MILPERCEN orders upon receipt to determine if they pertain to personnel assigned to supported units.

Step: 2
Action required by: Personnel management specialist or personnel actions specialist or personnel records specialist, as appropriate.

Table 7–3
Procedure 7-1 consolidated MILPERCEN orders—Continued

Description of actions: Annotate names of individuals assigned to supported units.

Step: 3
Action required by: Personnel management specialist or personnel actions specialist or personnel records specialist, as appropriate
Description of actions: Check names against locator file.

Step: 4
Action required by: Personnel management specialist or personnel actions specialist or personnel records specialist, as appropriate
Description of actions: Prepare true copies for distribution to commanders and assigned individuals as required. See example in figure 7-1-1. If authorized to authenticate orders, the Military Personnel Officer may also authenticate the true copies (para 1-15 and 1-21, AR 310-10).

Step: 5
Action required by: Personnel management specialist or personnel actions specialist or personnel records specialist, as appropriate
Description of actions: Give to supervisor.

Step: 6
Action required by: Appropriate supervisor
Description of actions: Review for accuracy and obtain authentication of Military Personnel Officer or other designated authority.

Step: 7
Action required by: Appropriate supervisor
Description of actions: Send to the Administrative Services Element Specialist for reproduction and distribution.

Step: 8
Action required by: Administrative services element specialist
Description of actions: Reproduces necessary copies and make required distribution as shown on the true copy.

7–4. Procedure 7-2 suspense mail

Procedure 7-2 covers control of suspense mail.

a. Primary references are AR 340-5, 340-18 series, and 380-5.

b. Forms used are DA Form 2445 and 3964.

c. This procedure supplements AR 340-5. It prescribes guidance pertaining to the control of suspense mail. The Administrative Services Element of the Military Personnel Office has the responsibility of processing incoming and outgoing correspondence. The Administrative Services Element Specialist receives the following types of correspondence or documents which require control—

(1) Those bearing suspense dates within their contents.

(2) Action copies of electrically transmitted messages.

(3) Other selected categories of correspondence established by policy to warrant priority action such as congressional inquiries, correspondence or directives from higher headquarters, and certain correspondence from civilian officers.

(4) Correspondence from supported units in which commanders have requested priority action or reflected a sense of urgency.

(5) Classified documents which require the use of a DA Form 3964 for control and receipt purposes.

d. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

e. The following actions will be taken for control of suspense mail.

Table 7–4
Procedure 7-2 suspense mail

Step: 1
Action required by: Administrative services element specialist
Description of actions: Upon receipt of documents or correspondence referred to in the discussion above, determine the element to take necessary action. If unable to make a determination, seek advice of the Personnel Sergeant.

Step: 2
Action required by: Administrative services element specialist

Table 7–4
Procedure 7-2 suspense mail—Continued

Description of actions: Enter the appropriate designation, assign a control number on the DA Form 2445, and attach to the correspondence. (If correspondence is classified, use DA Form 3964 in lieu of DA Form 2445.)

Step: 3
Action required by: Administrative services element specialist
Description of actions: Detach a copy of DA form 2445 and place in the suspense control file for the appropriate date.

Step: 4
Action required by: Administrative services element specialist
Description of actions: Send correspondence and attached DA Form 2445 to action element.

Step: 5
Action required by: Appropriate supervisor
Description of actions: Determine who will take action on correspondence and note designation on DA Form 2445.

Step: 6
Action required by: Appropriate supervisor
Description of actions: Remove 1 copy of DA Form 2445 and place in suspense file.

Step: 7
Action required by: Appropriate supervisor
Description of actions: Give correspondence and remaining copies of DA Form 2445 to the individual responsible for completing the action.

Step: 8
Action required by: Appropriate supervisor
Description of actions: If suspense date cannot be made for a cogent reason, contact the Administrative Services Element Specialist and request establishment of a new suspense date. Adjust copy of DA Form 2445 and notify the individual responsible for completing the action.

Step: 9
Action required by: Administrative services element specialist
Description of actions: Screen the suspense control file daily and take necessary action to ensure completion by suspense date.

Step: 10
Action required by: Administrative services element specialist
Description of actions: Provide extension of suspense date when requested.

Step: 11
Action required by: Administrative services element specialist
Description of actions: Upon receipt of completed action, remove the DA Form 2445 from the correspondence and the suspense control file and destroy. (Control copy of DA Form 3964 will be handled in accordance with AR 340-2 and AR 340-18 series.)

Step: 12
Action required by: Administrative services element specialist
Description of actions: Forward correspondence as appropriate.

7–5. Procedure 7-3 control of reports

Procedure 7-3 covers control of recurring and special reports.

a. Primary reference is AR 355-15.

b. Form used is DA Form 2496.

c. This procedure supplements AR 335-15. It prescribes guidance pertaining to the control of reports within the Military Personnel Office. Only reports essential in terms of actual usage should be prepared and maximum effort should be exerted to preclude the reporting of unnecessary, duplicating, erroneous, or misleading data. Reporting procedures should be simple, orderly, and flexible so as to respond to variable conditions. The function of controlling reports should be located in the Administrative Services Element.

d. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

e. Procedure 7-3 covers control of recurring and special reports.

Table 7–5
Procedure 7-3 control of reports

Step: 1
Action required by: Administrative services element specialist Description of actions: Screen reports control suspense file once monthly and determine suspense dates for reports that must be prepared during the current month.

Step: 2
Action required by: Administrative services element specialist
Description of actions: Prepare a DA Form 2496 for signature of the Personnel Sergeant to notify the supervisor of the appropriate element that a report is due.

Step: 3
Action required by: Administrative services element specialist
Description of actions: Obtain signature of Personnel Sergeant and send to the appropriate element. Place one copy of the DA Form 2496 in the 31 day suspense file.

Step: 4
Action required by: Appropriate supervisor
Description of actions: Upon receipt of a notice that a report is to be prepared notify personnel specialist who is to prepare the report.

Step: 5
Action required by: Appropriate supervisor
Description of actions: Establish necessary suspense control to ensure timely completion as necessary.

Step: 6
Action required by: Appropriate supervisor
Description of actions: Upon receipt of report, check for completeness and accuracy and obtain signature as necessary.

Step: 7
Action required by: Appropriate supervisor
Description of actions: Remove suspense control and send report to the Administrative Services Element Specialist.

Step: 8
Action required by: Administrative services element specialist
Description of actions: Remove suspense control and send report to appropriate destination.

Chapter 8
Military Pay Administration

Section I
General

8–1. Effective administration

a. The Joint Uniform Military Pay System (JUMPS-Army) is an Army-wide system and the responsibility for its effective administration rests with commanders. Operational responsibility for the military pay account maintenance rests with the United States Army Finance and Accounting Center (USAFAC) and the servicing Finance and Accounting Office (FAO). The FAO is responsible for the maintenance of DA Form 3716. Unit commanders and military personnel specialists/managers play key roles in military pay administration. The latter is paramount if the system is to be viable. Moreover, they provide source, supporting, and substantiating documents to the FAO which form the basis for pay changes input to the USAFAC.

b. Documents pertaining to pay must be processed in a timely and accurate manner by all responsible officials to assure receipt of the maximum number of pay actions by USAFAC prior to the announced cutoff date of the processing month. Unit commanders will periodically advise (through command briefings, training, etc.) and ensure that individual members furnish supporting documents (i.e., certificates of birth, death, marriage, divorce, and adoption) to the Military Personnel Office (MILPO) when required. Unit commanders and military personnel specialists/managers will forward all documents pertaining to pay on a workday-to-workday basis so that the member will receive timely action on pay entitlement.

8–2. Liaison

The MILPO and the FAO will maintain close and continuous liaison to ensure accuracy, completeness, and timeliness

of input to the USAFAC. Personnel specialists in the field of military pay administration must have a clear understanding of the interrelationship of their duties. It is essential that periodic meetings be established by mutual agreement and held at least quarterly between the Finance and Accounting Officer and the Chief of MILPO to resolve outstanding problems and to discuss suggestions for the improvement of MILPO and FAO operations. All personnel involved in military pay administration must give the same degree of attention to proper pay actions as they would expect to be given to actions pertaining to their pay. This will be a PERMAS item of interest.

a. Certain provisions of this chapter prescribe and discuss use of the DA Form 4187 (Personnel Action). Procedure 9-1, this pamphlet provides complete guidance pertaining to the use and disposition of this form.

b. This chapter supplements AR 37-101-1.

Section II
Unit Commander

8–3. Responsibilities

The unit commander is responsible for—

a. Ensuring that appropriate documents changing a member's pay are timely and accurately prepared and expeditiously forwarded to the MILPO.

b. Ensuring that when valid pay adjustment increases are not recorded on DA Form 3686 assistance is provided the member to obtain a local payment and/or effect pay account correction.

c. Ensuring that the Unit Transmittal Letter (UTL) is prepared in quadruplicate and used to forward pay data. Further, the UTL will—

(1) Be consecutively numbered as shown at figure 8-1.

(2) Be forwarded to the FAO in duplicate, the third copy will contain MILPO only documents and will be forwarded to the MILPO and the quadruplicate copy be retained in the unit suspense file.

(3) Upon receipt of copy number 2 (returned by FAO through the MILPO), destroy the suspense (quadruplicate) copy. File copy number 2 in office file. Use appropriate file number listed in AR 340-2 or AR 340-18.

d. Ensuring the complete control and identification of all documents forwarded with the UTL. The members last name and last four digits of the social security number (SSN) or Leave Control Number will be annotated on the UTL as illustrated in figure 8-1.

e. Assisting personnel in preparing necessary forms and documents, answering and resolving simple pay inquiries, and providing agent officers as required.

8–4. Documents normally transmitted by the unit commander

a. The following documents will be forwarded to the FAO by UTL not later than 1000 hours of the workday following date of preparation or receipt of documents:

(1) All copies of DA Form 1341 (JUMPS—Army Allotment Authorization).

(2) Three copies of DD Form 139 (Pay Adjustment Authorization) representing transportation requests and/or meal tickets.

(3) Unit commander will, after obtaining document register number from the property book officer, transmit three copies of DD Form 362 (Statement of Charges for Government Property Lost, Damaged, or Destroyed) plus one copy for each individual liable and listed on the DD Form 362.

(4) Original of Treasury Department Form W-4 (Employee's Withholding Allowance Certificate).

(5) Original and one copy of the Statement in Support of Station Allowances.

(6) Original and suspense copies of DA Form 31 (Request and Authority for Leave). Upon receipt of a request for leave, the approving authority will ascertain that the individual has sufficient accrued leave to cover the request. Source documents are LES and DA Forms 31. Upon confirmation of adequate accrued leave and approval, forward the suspense copy of DA Form 31 to the FAO by the UTL. When an individual returns from leave, the original copy of DA Form 31 will be forwarded the FAO through the MILPO on a UTL. If a member goes AWOL from leave, the unit commander will complete section II of the DA Form 4187, make appropriate entry in item 30 of the original DA Form 31, and will forward the DA Forms 31 and 4187 to the servicing FAO by a UTL.

(7) DA Form 2142 (Pay Inquiry). This document is normally handcarried to the FAO by the member, however, when the MILPO and FAO are not collocated, the unit commander will ensure that the member's pay inquiry is resolved properly. When an individual has a pay inquiry or request for pay action as a result of notification or impending transfer or reassignment and it is not handcarried by the individual, the DA Form 2142 will be forwarded to the FAO through the MILPO on a UTL.

(8) Two copies of any order/action which changes the pay entitlements of a member. No copies of the consolidated order originated in the servicing MILPO will be included on the UTL.

(9) The DA Form 4187 will be used Army-wide to authorize enlisted personnel payment of separate rations. This will be accomplished by completing section III, DA Form 4187, as prescribed in procedure 9-1, this pamphlet. Indicate

time and effective date. Copies 1 and 2 of the DA Form 4187 will be forwarded to the MILPO who will forward both copies to the FAO.

(10) DD Form 2058 (State of Legal Residence Certificate).

(11) DD Form 2058-1 (State Income Tax Exemption Test Certificate). (See AR 37-104-3).

(12) DA Form 3685 (JUMPS-Army Pay Elections).

(13) DA Form 3686, JUMPS-Army Leave and Earning Statements (LES) which are undeliverable. LES annotated with the reason for non-delivery (e.g., member departed PCS (date), member separated (date), member AWOL (date), or member never assigned to this unit will be transmitted to the FAO through the MILPO by unit transmittal letter.

b. The following documents will be forwarded to the MILPO by the triplicate copy of the UTL not later than 1000 hours of the workday following the date of preparation or receipt of documents:

(1) Section II, DA Form 4187 and substantiating documents thereto when appropriate.

(2) Original DA Form 4730-R (Certificate of Performance of Hazardous Duty (LRA)) or an original signed statement attesting to the performance of or incapacity to perform hazardous duty.

(3) Appropriate number of copies of Article 15, UCMJ, with accompanying documentation, when appropriate.

8–5. Training

The unit commander is responsible for training of personnel required to implement and maintain the above guidance procedures necessary to ensure a smooth and timely flow of documents through the MILPO to the FAO.

Section III
Military Personnel Officer

8–6. Responsibilities

The Military Personnel Officer is responsible for establishing the following quality controls on the documents going to FAO by MILPO Transmittal Letter (MTL) (fig 8-2).

a. Reviewing correctness/completeness of UTL and documentation attached thereto received from units. Special attention will be given to the correctness of entries recorded in section II, DA Form 4187.

b. Reviewing correctness of documents originating within the MILPO and transmitted to the FAO via MTL.

c. Ensuring that copies of documents affecting Personnel Qualification Records and/or MPRJ transmitted to FAO via MTL are also furnished to the Records Section for updating Personnel Qualification Records and/or filing in the field MPRJ.

d. Forwarding, by DA Form 2496, the original and one copy of the MTL to the FAO not later than 1000 hours of the workday following the date of receipt of the documents. The MILPO will list and attach documents received from other sources and those initiated within the MILPO to the MTL. The MTL will be consecutively numbered as illustrated in figure 8-2 and will be prepared in triplicate. The triplicate copy of the MTL will be placed in suspense and held pending acknowledgement of receipt (copy 2) by the FAO. Upon receipt of FAO acknowledgment (copy 2), destroy suspense copy of MTL and file receipt copy of MTL received from FAO in the office file. Use file no. 305-06, AR 340-2, or AR 340-18-3 as appropriate.

8–7. Documents normally transmitted by the MILPO to the FAO.

a. Documents received from the unit.

b. Documents initiated or received by the MILPO.

(1) Two copies of Notice of Transfer (copy of Reassignment or Separation order marked NOT), when the reassignment or separation of an individual is pending.

(2) The PFR of incoming personnel. The PFR will be cross-checked against the MPRJ and related documents for discrepancies and then handcarried by the member or forwarded by MTL to the FAO. It is desirable that the cross-check be done in the presence of the individual soldier and the Personnel Records Specialist and Finance Specialist from the special purpose team (see table 1-1, this pamphlet). DA Form 4188 (Military Personnel Office/Finance Office Verification of MPRJ and PFR) will be used to accomplish the cross-check in all cases except those personnel assigned or TDY for training for periods of 20 weeks or less (see figure 8-3). The MILPO and FAO will ensure that the appropriate SIDPERS and JUMPS-Army files, respectively, are corrected when discrepancies are noted.

(3) One copy of DA Form 1695 (Oath of Extension of Enlistment).

(4) Two copies of the consolidated order and any other order or action which changes the pay entitlement of a member will be forwarded to each servicing FAO (DSSN).

c. Two copies of all court-martial orders.

8–8. Transmission of other data to the FAO

a. One copy of Loss Roster (AAC-C13) by MTL. (See procedure 10-4.)

b. Upon determination by the MILPO of the impending reassignment of an individual, two copies of the Notice of Transfer (Reassignment or Separation order marked NOT) will be forwarded to the FAO. For personnel released from

active duty prior to ETS/ESA, MILPO will provide the FAO specific notification of approved separations as soon as individuals are identified and separation dates are determined. Whenever possible, advance notification of pending separation should be provided to the FAO. For member being separated, the NOT will contain information as to the date of separation and geographical location to which travel payment is authorized (place of enlistment or home of record). Two copies each of the orders prepared and processed as a result of these actions will also be furnished the FAO.

c. The MTL will be used to forward two copies of each order issued by the MILPO which changes pay entitlements. All orders transmitted will be controlled and identified by completing two copies of the Orders Control Log which will be prepared in accordance with the format illustrated in figure 8-4. The original copy of the control log will be attached to the MTL. The duplicate will be retained in the MILPO pending receipt of FAO acknowledgment (copy 2 of the MTL). Upon receipt, MTL (copy 2) will be filed with duplicate copy of control log. The control log will carry the same transmittal numbers the MTL which it supports.

d. One copy of Weekly Report of AWOL by Name (AAC-C03) by MTL (see procedure 9-8).

e. Original and one copy of Parts I and V, C01 Enlisted Promotion Report, plus two copies of DA Form 4187 when appropriate. (See procedure 3-30.)

f. Ensuring that the reconciliation of the DA Form 3716 with the DA Form 201 (Military Personnel Records Jacket, US Army) (MPRJ) is accomplished in a timely manner. A suspense of five (5) working days will be established for the FAO response to the MTL that forwarded DA Form 4188 for reconciliation, and at that time the DA Form 4188 will be returned to the MILPO for filing in the MPRJ.

8–9. Inprocessing and separation preprocessing

Procedures for the use of DA Form 4188 for inprocessing and for reassignment outprocessing are in DA Pamphlet 600-8-10, and for separation preprocessing in DA Pamphlet 600-8-11. The MILPO certification section of the DA Form 4188 may be signed by either the Military Personnel Officer or his designated representative.

8–10. Records

Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

8–11. Instructions for completion of unit transmittal letter (UTL) and documents log

a. For unit:

(1) Consecutively numbered UTLs (see fig 8-1) will be prepared in quadruplicate (original and 3 copies). Each UTL will be assigned a control number which will be entered in the upper right hand comer of DA Form 2496 as illustrated.

(a) The first numbered UTL prepared in a new month will begin with number "01." Each additional UTL prepared will contain the next unused number. In the example "02-01" the two numbers to the left of the dash (02) represent February, the month in which the UTL is prepared. The two numbers (01) appearing to the right of the dash identify the first UTL prepared for February.

(b) The first numbered UTL prepared in a new month will contain a notation in the uppermost part of the DA Form 2496 which identifies the last UTL prepared for the previous month.

(2) Enter UIC or Unit Processing Code (UPC) in box containing reference or office symbol.

(3) In column "a," enter the member's last name only or Leave Control Number as appropriate. If document is DA Form 31, enter the Leave Control Number, with the exception of convalescent leave or leave in conjunction with PCS. In these cases, enter member's last name.

(4) In column "b," enter last four digits of the member's Social Security Number (SSN). If Leave Control Number is entered in column "a," leave blank.

(5) In columns "c" through "i," enter total number of each type of document submitted for each individual; e.g., if one type of document is submitted, enter the number "1", if two documents of the same type are submitted for the same individual, enter the number "2."

(6) Column "e." To report "Duty Status Changes" that affect an individual's pay, use Section II, DA Form 4187. Example of changes to be reported are: Absent/Hospital, Absent/Confinement, and Absent without Leave.

(7) Columns "j" and "k." Enter total number of other documents for each individual in column "j" and form number and/or a brief description of each document in column "k."

(8) Enter total number of each type of document for each column "c" through "j"; and total of all documents in column "k."

(9) If additional space is required to transmit documents, add additional forms. Complete only document portion of form and enter totals of documents only on last page. Number pages consecutively by UTL number.

(10) The UTL will be authenticated by the unit commander or his designated representative.

b. For MILPO:

(1) Inventory documents to ensure number of copies are attached for Personnel and financial actions.

(2) Withdraw appropriate copies of documents affecting Personnel Qualification Records and/or MPRJ and forward to the Personnel Records Section.

8–12. Instructions for completion of

MILPO transmittal letter (MTL) and documents log

a. Consecutively numbered MILPO Transmittal Letters (MTL) will be prepared in triplicate (original and 2 copies). Each MTL will be assigned a control number which will be entered in the upper right hand corner of DA Form 2496 as illustrated. The first numbered MTL prepared in a new month will begin with "number 01." Each additional MTL prepared will contain the next unused number. In the example "02-01" the two numbers to the left of the dash (02) represent February, the month in which the MTL is prepared. The two numbers (01) appearing to the right of the dash identify the first MTL prepared for February. The first numbered MTL prepared in a new month will contain a notation in the uppermost part of the DA Form 2496 which identifies the last MTL prepared for the previous month.

b. In column "a," enter the member's last name only. If document is Orders Control Log or roster, leave blank.

c. In column "b," enter the last four digits of the member's social security number (SSN). If document is Orders Control Log or roster leave blank.

d. In column "c" through "h," enter total number of each type document submitted for each individual; e.g., if one type document is submitted, enter the number "1"; if two separate documents are submitted for the same individual, enter the number "1" for each type document.

e. In column "i," enter the total number of individual orders listed on the Orders Control Log and make reference to log in column "l." (See paragraph 8-8c, this chapter.)

f. In column "j," enter the total number of unit rosters attached. Identify first and last individual on each roster and total number of individual names on the roster in column "1" as illustrated.

g. For column "k," entry will be the same as 4 or 6 above, depending on type of document being forwarded. Enter form number and/or a brief description of each document in column "l."

h. Enter total number of each type document, for each column "c" through "k" and total of all documents in column "l."

i. If additional space is required to transmit documents, add additional forms. Complete only document portion of form and enter totals of documents only on last page. Number pages consecutively by MTL number.

j. Review MTL and all documents for correctness and completeness.

k. Inventory documents to ensure required number of copies are attached for FAO.

l. Furnish Personnel Records Section copies of documents affecting Personnel Qualification Records and/or MPRJ.

Section IV
Procedures

8–13. Procedure 8-1 Automated

Military Personnel Office Finance Verification of MPRJ and PFR Procedure 8-1 covers the automation of the DA Form 4188. It does not replace the DA Form 4188. It will be used as a substitute for manual preparation of the DA Form 4188 upon reassignment and separation outprocessing.

a. The report is produced based upon DLOS, DEROS, and ETS. The report is produced in both the SIDPERS PEACETIME and WARTIME mode. The report allows for selection of records based upon the data elements DEROS, DLOS, and ETS. The report will be used by the MILPO and finance office to reconcile the PFR and MPRJ. The report can be produced in the number of copies (maximum of 6) as local requirements dictate. Items 5, 15, 16, 17, 18, and 19 will have to be manually completed on the automated form.

b. The report will be used by the MILPO and FAO during outprocessing. The report prints out an automated DA Form 4188 on all personnel whose DLOS, ETS, or DEROS is equal to or less than 30 days, 60 days, or 90 days from the suspense date on the control card. A sample of the automated DA Form 4188 is contained in figure 8-5.

8–14. Procedure 8-2 Manual Military

Personnel Office Finance Verification of MPRJ and PFR Procedure 8-2 covers the manual preparation of the DA Form 4188. It will be used whenever automated procedures cannot be used. Table 8-1 covers source documents to be used in conjunction with the manual DA Form 4188 and instructions for completing the form.

Chapter 9
Battalion/Unit Administration

Section I
General

9–1. Battalion/PAC Concept
These procedures are applicable equally to those units/organizations functioning under the Bn/PAC concept and those that are functioning under the company administration concept. They are applicable in both garrison and field environments.

9–2. Discussion
a. The objective of these procedures when applied to a unit functioning under the Bn/PAC concept is to—

(1) Reduce the time devoted to administrative functions by the company commander.

(2) To provide improved administrative support through standardization and simplification of procedures.

(3) To improve personnel support to the soldier.

(4) To develop personnel skills through experienced supervision.

b. Under this concept the unit commander is still responsible for the health, welfare, morale, and training of attached personnel.

9–3. Guidance
This chapter provides detailed guidance and procedures for the handling of personnel actions at Bn/PAC level.

Section II
Procedures

9–4. Procedure 9-1 preparation DA Form 4187
Procedure 9-1 covers the preparation of DA Form 4187 (Personnel Action).

a. Primary reference is AR 680-1.

b. Forms used are DA Form 2, 2475-2, and 4187.

c. This procedure supplements AR 680-1. It prescribes guidance pertaining to the preparation and maintenance of DA Form 4187.

(1) Section II of the form is used to report duty status changes which impact on strength accounting, pay entitlements, and other administrative actions.

(2) Section III is used by individual service members and their commanders to request personnel actions.

(3) When a request for personnel action is forwarded to a higher headquarters, the form will be used as CMT 1, with subsequent comments numbered consecutively. (AR 340-15, chap 4, applies.)

d. Extreme care must be used in the preparation of section II, DA Form 4187, in reporting duty status changes which may be used in courts-martial proceedings and in the adjudication of claims based on the duty status of a service member.

(1) Care will be taken to ensure accuracy of entries concerning personal identification or any facts which may substantiate the entry. Erasures will not be made. Errors will be corrected by drawing a line through the entry and the deletion will be initialed by the certifying official.

(2) The correct entry will be entered above the deleted entry or a new form will be prepared. For correction to a previously submitted DA Form 4187, see step 8, this procedure.

(3) The space provided in section IV (Remarks) will be used to provide additional information pertinent to sections II, III, and V.

(4) If it becomes necessary to use a continuation sheet, a plain sheet of white paper will be used (see fig 9-1-2). The top portion of the continuation sheet will fully identify the soldier and reporting unit. See figure 9-1-3 for an example of a forwarding comment to (or through channels, when appropriate) the approving authority.

(5) When requesting a personnel action, complete the DA Form 4187 according to the guidance provided in the applicable procedure of this pamphlet. Specific instructions for use and disposition of DA Form 4187 follow in c and below.

e. Duty Status Changes (Section II).

(1) Forward original of DA Form 4187 (Copy 1), as an inclosure to a Unit Transmittal Letter (UTL), to the servicing MILPO for inclusion in the individual's MPRJ as an "action pending" document. Disposition will be accomplished in accordance with AR 640-10.

(2) Copy 2 of the form will also be attached to the same UTL, for pay related actions only, and forwarded to the servicing Finance and Accounting Office (FAO) as prescribed by chapter 8, this pamphlet.

(3) Copy 3 of the form is retained by the organization IAW AR 340-2 and AR 340-18.

(4) Give copy 4 to the individual, if appropriate. If duty status change is "dropped from the rolls (DFR)," "return to military control from DFR," or "deletion of an erroneous DFR entry," forward Copy 4 to the Commander, Us Army Enlisted Records and Evaluation Center, ATTN: PCRE-RD, FT Benjamin Harrison, IN 46249-5301. If the duty status is "to or from hospital" forward copy 4 to FAO in addition to copy 2. If the service member is attached to the unit and the action reflects any of those indicated above, forward a photostatic copy of the DA Form 4187 to the address above and send Copy 4 to the individual's parent organization.

(5) In instances of a duty status change to "absence without leave (AWOL)" or when reporting other duty status changes while a member is AWOL, all original copies of the DA Form 4187 (Copy 1) supporting these duty status changes will be retained in the MPRJ until final disposition of the case is made. The unit commander will advise the MILPO when the action is completed. (For attached personnel, comply with step 3d or 3e, below, as appropriate.)

(6) Copies of DA Forms 4187 maintained by the unit or MILPO may be used as public documents in courts-martial as follows:

(a) Copy 1—Upon request, the custodian of the MPRJ will furnish the trial counsel either the original DA Form 4187 or a copy thereof with the attesting slip attached as shown in figure 9-1-5.

(b) Copy 3—Upon request, the unit commander, or authorized representative in the case of a BnPAC, will furnish the trial counsel either the original Copy 3 of the DA Form 4187, or a copy thereof, with an attesting certificate attached as shown in figure 9-1-6. The authorized representative for authentication of a DA Form 4187 for use at a trial by court-martial where there is a BnPAC is limited to the official custodian of the PAC records. This official must be designated in writing. This DA Form 4187 must be the original Copy 3 of the set that was prepared at the time of submission and retained in the unit or BnPAC. Deviations from the certificate shown in figure 9-1-6, machine-reproduced copies of the DA Form 4187, or any other copy other than the original Copy 3 of the DA Form 4187, are not authorized for this purpose. If Copy 3 of the DA Form 4187 has been lost or destroyed, the original Copy 1 retained in the MPRJ will be furnished to the trial counsel upon request and will be submitted with certificate attached as shown in figure 9-1-5.

(7) In addition to the unit commander, authorized representatives may sign section V of DA Form 4187. These representatives are limited to—

(a) Commissioned and warrant officers in the position of Adjutant/Assistant Adjutant.

(b) DA Civilian (DAC) (GS 7 and above).

(c) BnPAC Supervisor (E6 and above).

(d) PSNCO (E6 and above).

(e) NCO (E6 and above) as 1SG.

(f) Other designated representatives (E6 and above) appointed in writing by the commander.

(8) In the event that the authorized position for the commander is 0-5 or above, and there is no headquarters company or similar organization, the adjutant or assistant adjutant (commissioned/warrant officer) may sign the DA Form 4187. In this instance, the adjutant or assistant adjutant must be authorized in writing to authenticate documents for the commander.

(9) The members listed in paragraph (7), above, will ensure that the data entered on the DA Form 4187 is in agreement with that entered on SIDPERS change reports if applicable. When duty status changes are reported, these individuals must also ensure that DA Form 2475-2 has been properly posted as prescribed in procedure 9-11, this pamphlet.

f. Request for Personnel Action (Section III).

(1) Forward original of DA Form 4187 (Copy 1) with accompanying documents to the approving authority.

(2) Copy 2 will be retained as an action pending document in the individual's MPRJ, in accordance with AR 640-10, pending completion of the request for personnel action.

(3) Copy 3 will be retained by the unit or BnPAC, as applicable, pending completion of the individual's request for personnel action. This copy will be destroyed when the unit or BnPAC is satisfied that action is complete.

(4) Copy 4 will be given to the individual.

(5) When section III, DA Form 4187, is used to authorize or terminate payment of separate rations, copies 1 and 2 of the form will be forwarded by the UTL (if inprocessing the individual may handcarry) to the MILPO which will forward both copies to the FAO; effective time and date will be shown. (See fig 9-1-1 for an example of an authorization of payment of separate rations.) When section III, DA Form 4187, is used for individual personnel action, the form with accompanying documents will be returned to the individual upon completion of the requested action.

g. Announcing a reduction action. DA Form 4187 will be prepared announcing the reduction action when the Article 15 is directed for file on the OMPF "R" fiche. This form will be the source document to post item 18, DA Form 2-1 and to accomplish other associated action and controls. (See fig 9-1-9.)

(1) The original of DA Form 4187 will be filed as a permanent document in the MPRJ. It will be removed and destroyed when member is advanced or promoted to the next higher grade or reduced to next lower grade.

(2) Copy 2 will be retained by the unit or BnPAC, as applicable.

(3) Copies 3 and 4 will be destroyed.

h. Military personnel records and documents containing information of a personnel nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be according to applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

i. The following actions will be taken for the preparation of DA Form 4187 (personnel action):

Table 9–4
Procedure 9-1 preparation DA Form 4187

Step: 1
Action required by: Unit/BnPAC clerk
Description of actions: Preparation of DA Form 4187. Upon receipt of information that a duty status change or request for personnel action is required, prepare DA Form 4187. (Entries may be typed or legibly printed for all items except the signature in section V, which will be handwritten by the commander.) Date may be typed, printed, or stamped.

Step: 2
Action required by: Unit/BnPAC clerk
Description of actions: Section I. Personal Identification.

a. Name—Enter last name, first name, and middle initial. (If no middle initial, leave blank.)
b. Grade of Rank/PMOS (Enl only)—Enter grade of rank as indicated in table 1-1, AR 600-20. (Example: SGT/11B20)
c. Social Security Number—Enter 9 digit number.

Step: 3
Action required by: Unit/BnPAC clerk
Description of actions: Section II. Duty Status Change.

a. Assigned personnel. Enter appropriate duty status change in the "from" and "to" lines (figure 9-1-4 and table 9-1-1). This information will be converted into clear text from the entry contained in Part II, DA Form 2475-2 (procedure 9-11, this Pamphlet). Abbreviations in AR 310-50 are authorized.
Example: "801203/DYST/OLV/HOS/0930/801202" equals "ordinary leave to hospital effective 0930 hours, 2 December 1980." If the change pertains to a DFR action resulting from an unauthorized absence, proceed as follows:
(1) When directed by the commander, prepare three (3) copies of sworn charge sheets to be receipted by the officer exercising summary court-martial jurisdiction in accordance with Manual for Courts-Martial, United States 1984.
(2) Prepare any relevant statements.
(3) Append DA Form 2475-2 (original copy) and all of the above to the original copy (Copy 1), DA Form 4187, for inclusion in the individual's MPRJ.
(4) Forward Copy 2, DA Form 4187 to the servicing FAO via the UTL as shown in chapter 8, this pamphlet.
(5) Retain Copy 3, DA Form 4187, in unit files.
(6) Give Copy 4 to the individual, if appropriate. If the duty status is "DFR," forward Copy 4 to the Commander, US Army Enlisted Records and Evaluation Center, ATTN: PCRE-RD, Ft Benjamin Harrison, IN 46249-5301. If the duty status is "to or from hospital" forward copy 4 to FAO in addition to copy 2.
b. If the change pertains to return to military control of a service member previously reported as a deserter (DFR) or is a correction of an erroneous DFR transaction, go to step 8, below. Comply with the provisions of table 4-2, AR 630-10.
c. If the change pertains to an assigned-not-joined action, proceed as follows:
(1) To satisfy a request from the gaining commander to support an assigned-not-joined condition, the following action will be taken by the losing commander:
(a) Modify the address element for direct transmission to the gaining commander.
(b) Complete section I.
(c) Include the following statement in section IV:
"Records of this organization indicate that the above named individual departed this organization on (Date), pursuant to (Paragraph, Order Number, Date, Issuing Agency), for reassignment to (Unit Designation, Station, UPC), to report NLT (Date) and amendatory/diversion orders have/have not been issued. Copy attached."
(2) Section V will be authenticated as indicated in step 6, below.
(3) Copies 1, 2 and 4 will be forwarded to the gaining commander; copy 3 will be retained by the losing commander.
d. Attached personnel without records.
(1) Prepare DA Form 4187 as indicated in step 3a above, less that required for DFR action.
(2) Obtain verification of commander as indicated in step 6a(1) and (2), below.
(3) Forward Copies 1 and 2 to the commander of the unit to which the individual is assigned.
(4) File Copy 3 in unit of attachment files.
(5) Give Copy 4 to individual, destroy, or retain in unit file if need for an additional copy is anticipated, as appropriate.
e. Attached personnel with records. Comply with step 3a, above, less that required for DFR action, except that Copy 4 will be forwarded to the commander of the unit of assignment for action. If subsequent DFR is required, individual will be reassigned in accordance with AR 630-

Table 9–4
Procedure 9-1 preparation DA Form 4187—Continued

10 and procedure 9-8, this pamphlet.

Step: 4

Action required by: Unit/BnPAC clerk

Description of actions: Section III. Request for Personnel Action. Determine type of personnel action (contained in sec III) that individual wishes to submit. Enter "X" in the appropriate block opposite the specific type of personnel action individual is requesting, and add the procedure number in block provided. Have individual sign and date. Refer to appropriate procedure in this pamphlet for further administrative guidance. Use "Other" block when appropriate.

Step: 5

Action required by: Unit/BnPAC clerk

Description of actions: Section IV. Remarks. Enter any additional information, to include a listing of inclosures, that may further support the entry in section II (including line of duty status (AR 600-33)) or section III. ("VOCDR CFM—(date)—" will be entered in this section to confirm verbal order of the commander, when applicable.) Time lost, other than AWOL/DFR, to be made good will be fully explained in the Remarks Section, (see para 1-23, AR 635-200).

Step: 6

Action required by: Unit Cdr/1SG/BnPAC Supervisor/BnPAC PSNCO

Description of actions: Section V. Certification/Approval/Disapproval. Review DA Form 4187 for completeness and accuracy. Have Unit/BnPAC clerk type or you may print legibly in black or blue-black ink your name, grade and branch of service in the block provided in section V.

a. Action required for duty status changes.
(1) For assigned personnel—
(a) Conduct an inquiry in accordance with AR 630-10. When the inquiry indicates that charges should be preferred, take appropriate action including preparation of charges. (See procedure 9-8, this pamphlet.)
(b) Verify information and place an "X" in the box "HAS BEEN VERIFIED."
(c) Sign in black or blue-black ink on the original copy. All other copies will be either signed or bear a carbon impression of your signature. Give completed DA Form 4187 to the Unit/BnPAC clerk for distribution. Date may be typed, printed, or stamped.
(2) For attached personnel without records—
(a) Immediately advise commander of the unit of assignment by most expeditious means of the duty status change.
(b) Comply with paragraphs a(1)(b) and (c), above.
(3) For attached personnel with records, comply with paragraphs a(1)(b) and (c), above.
b. Action required for personnel actions.
(1) Verify information and place an "X" in the appropriate block.
(2) Approve or disapprove those actions for which you have authority. If action is disapproved, indicate reasons therefor in section IV.
(3) If the approving authority is not within your purview, indicate your recommendation for approval or disapproval. If disapproval is recommended, indicate reasons therefor in section IV.
(4) Sign in black or blue-black ink on the original copy. All other copies will be either signed or bear a carbon impression of your signature. Give completed DA Form 4187 to the Unit BnPAC clerk for distribution. Date may be typed, printed, or stamped.

Step: 7

Action required by: Unit/BnPAC clerk

Description of actions: Upon receipt of completed DA Form 4187 from the unit commander/1SG/BnPAC supervisor/BnPAC PSNCO—

a. Ensure sufficient copies have been prepared.
b. Ensure all information is legible.
c. Ensure that section I is complete and correct. Verify the following entries:
(1) Name.
(2) Grade of Rank/PMOS (enlisted only).
(3) SSN
d. It a duty status change is being submitted—
(1) Ensure that the entry is accurate.
(2) Ensure that the necessary remarks are entered in section IV, when appropriate.
(3) Ensure that "HAS BEEN VERIFIED" block of section V has been checked.
(4) Ensure that the form is properly signed and dated.
(5) Ensure that entries are legible on all carbon copies.
(6) Distribute as indicated in paragraphs f, g, and h, below.
e. If a request for personnel action is being submitted—
(1) Ensure that the individual requesting the action has signed and dated the form.
(2) Ensure that all required information has been included in section IV. (See appropriate procedure, this pamphlet, for specific guidance.)
(3) Ensure that all required inclosures have been attached to the DA Form 4187 and identified in section IV.
(4) Ensure that the form is properly signed and dated.
(5) Distribute as indicated in paragraphs f, g, and h, below.

Table 9–4
Procedure 9-1 preparation DA Form 4187—Continued

f. Assigned personnel. Distribute in accordance with specific guidance provided in the appropriate procedure of this pamphlet. (Ensure that all pay-related actions are forwarded to the local servicing FAO through the MILPO via the UTL.)
g. Attached personnel without records. Distribute as indicated in steps 3d(3) through (5), above.
h. Attached personnel with records. Distribute as indicated in step 3a(3) through (6), above.

Step: 8
Action required by: Unit/BnPAC clerk
Description of actions: Correcting a previously submitted DA Form 4187 The following procedures are applicable to assigned/attached personnel (with or without records). If a previously submitted duty status change (this includes all items on a DA Form 4187) must be corrected or deleted, the following apply:

a. On a new DA Form 4187, complete the "To" and "From" blocks in the normal manner.
b. Complete section I with appropriate personal identification.
c. On the first line in section II, enter the words "CORRECTION" or "DELETION" in capital letters followed by the words "see section IV (Remarks)."
d. In section IV enter the remarks as stated in section II of the original DA Form 4187 being corrected or deleted. On the next line enter the words "SHOULD BE" in capital letters. On the next line, enter the corrected data, underscoring the corrected data or the words "DELETE ERRONEOUS ENTRY" in capital letters, as shown in the following:
(1) So much of Section II, DA Form 4187, dated 10 January 1900, as reads "Ordinary Leave to Hospital (civil), 1045 hours, 9 January 1900."
Should Be
"Ordinary Leave to Hospital (civil), 1045 hours, 8 January 1900."
(2) So much of Section II, DA Form 4187, dated 6 January 1900, as reads "Present for Duty to AWOL, 0001 hours, 5 January 1900."
Should Be Delete Erroneous Entry
e. Enter any additional information clarifying the reason for the correction or deletion action.
f. Organization copy of the DA Form 4187 being correctly/deleted will be withdrawn from unit files and the following annotation recorded in section II thereof:
"Corrected/deleted (as appropriate) by DA Form 4187 dated____" (insert date of preparation of correct form).
g. Return annotated DA Form 4187 to unit files.
h. Forward corrected/deleted DA Form 4187 along with appropriate SIDPERS transaction to the commander/BnPAC supervisor for verification and signature.
i. Distribute copies of corrected DA Form 4187 as shown in steps 7f, g, and h, above.

Step: 9
Action required by: Unit/BnPAC clerk
Description of actions: Retroactive DA Form 4187. When discovery is made that a member's duty status had changed, but no DA Form 4187 was prepared to document this action, a current DA Form 4187 will be made reflecting this change.

a. This DA Form 4187 will be completed by the unit that would have normally made the form on the date the duty status change occurred.
b. Although this current DA Form 4187 will be prepared after the date of change, the effective date will be the actual date the change occurred.
c. The reason for preparing this DA Form 4187, after the date of change, will be entered in section IV of the new form. (See fig 9-1-7 and 9-1-8.)
d. The Personnel Control Facility and the US Army Correctional Activity (USACA) may prepare a retroactive DA Form 4187 based upon the best obtainable information for personnel assigned or returned to their facility. Section IV—Remarks will contain a full explanation.

9–5. Procedure 9-2 voting

Procedure 9-2 covers the voting by service members.

a. Primary reference is AR 608-20.

b. Form used is SF 76.

c. This procedure supplements AR 608-20. It prescribes guidance pertaining to the voting of military personnel by absentee ballot. Department of the Army (DA) policy is to assist and encourage individuals eligible and desiring to vote in an election by state absentee ballot to exercise that privilege and to expedite state absentee balloting procedures and material consistent with military operations. Coercion in connection with the exercise of voting or attempts to influence the votes of others are prohibited.

d. Procedures for voting by state absentee ballot will be administered to ensure—

(1) Individuals are thoroughly advised of their rights, privileges, and responsibilities so far as voting is concerned.

(2) Individuals are furnished current absentee voting information for their respective states.

(3) Individuals are provided an opportunity to vote in such a manner as to safeguard the integrity and secrecy of their ballots.

(4) Individuals are furnished assistance in the procedure of voting, including the services of an officer or other official authorized to attest to required oaths.

e. The responsibility for administration of absentee voting inside and outside the United States is a function of command at all levels. All personnel associated with the administration of absentee voting should take all necessary measures to prevent fraud, to protect voters against coercion of any sort, and to safeguard the integrity and secrecy of ballots cast.

f. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

g. The following actions will be taken for voting by service members:

Table 9–5
Procedure 9-2 voting

Step: 1
Action required by: Unit Cdr
Description of actions: Designate a suitable officer as "Unit Voting Officer" who, in addition to his other duties, will execute the voting responsibilities of the commander as set forth in AR 608-20.

Step: 2
Action required by: Individual
Description of actions: If questions arise concerning absentee voting rights and/or procedures, contact the Unit Voting Officer.

Step: 3
Action required by: Unit voting officer
Description of actions: Provide personal advice and assistance when requested by a service member.

Step: 4
Action required by: Unit voting officer
Description of actions: Ensure that individuals within the unit are aware of their rights and responsibilities to exercise the privilege of voting.

Step: 5
Action required by: Unit voting officer
Description of actions: Perform all functions set forth in AR 608-20 to include—

Dissemination of general voting information distributed by DA.

Providing service members specific information as to elections in states, Guam, Puerto Rico, and the Virgin Islands when it is published by DA.

Ensuring availability of SF 76 to service members prior to all elections.

Attesting to oaths on the SF 76 and on state absentee ballots as provided by state laws.

Providing assistance to service members to ensure that SF 76 and absentee ballots are correctly and completely filled out so far as identification data is concerned.

9–6. Procedure 9-3 personal property

Procedure 9-3 covers the inventory, safekeeping, and disposition of clothing and property of personnel absent from unit.

a. Primary references are AR 37-103, 190-47, 630-10, 638-1, 640-10, 700-84, 710-2 and DA Pamphlet 710-2-1.

b. Forms used are DA Form 54, 3078, and 3645.

c. This procedure supplements primary references listed above. It clarifies the duties and responsibilities of the unit commander as pertaining to the personal effects of service members who are—

(1) Absent without leave. (See step 1.)

(2) Dropped from the rolls. (See step 1.)

(3) Discharged for hardship reasons while on leave from oversea. (See step 4.)

(4) Reassigned for compassionate reasons while on leave from oversea. (See step 7.)

(5) Confined in a correctional facility. (See steps 10 and 13.)

(6) On emergency leave. (See step 16.)

(7) Hospitalized. (See step 19.)

(8) Reported dead or missing. (See step 22.)

d. This guidance intentionally addresses only the inventory, safekeeping, and disposition of soldier's organizational clothing/equipment, personal military clothing, personal civilian clothing/property, privately owned motor vehicles, and currency.

e. The inventories will be accomplished by a commissioned officer, warrant officer, or noncommissioned officer in grade E5 or higher. A witness is also required. The individual soldier will witness the inventory of his own property if the situation permits. The unit commander will cause all such inventories to be initiated and ensure that they are conducted as prescribed in this pamphlet. If the spouse/family members are present in the command, the commander will designate a commissioned officer, warrant officer, or noncommissioned officer to provide assistance in disposing of the property. The actual inventory and safekeeping procedures of clothing/property are basically the same in all cases, less some minor identified deviations. However, the disposition of personal effects varies greatly and the unit commander should ensure appropriate and timely response to these requirements.

f. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

g. The following actions will be taken for the inventory, safekeeping, and disposition of clothing and property of personnel absent from unit:

Table 9–6
Procedure 9-3 personal property

Step: 1

Action required by: Unit commander/designated representative

Description of actions: Absent without leave (AWOL) dropped from the rolls (DFR). (Also see procedure 9-8, this pamphlet.) Inventory

a. Organizational Clothing/Equipment. Organizational clothing and equipment and other Government property to which the soldier is not entitled will be inventoried and turned over to the appropriate supply officer. Credit entries for the items will be made on the soldier's DA Form 3645. Two copies of DA Form 3645 will be maintained in the unit suspense files. Upon notification that the soldier has been reassigned, died, or DFR, one copy will be transferred with the Military Personnel Records Jacket (MPRJ) in accordance with AR 640-10.

b. Personal Military Clothing. Personal military clothing will be inventoried on DA Form 3078 in four copies. All copies will be signed by the individual conducting the inventory and the witness. The unit commander will initial all copies. The original copy will be placed with the clothing in a suitable container. Copies 2, 3, and 4 will be retained in the unit suspense files. Upon notification that the soldier has been reassigned, died, or DFR, copy 4 will be transferred with MPRJ in accordance with AR 640-10.

c. Personal Civilian Clothing/Property Personal civilian clothing and property will be inventoried on plain white bond paper in four copies, identified with the soldier's name, grade of rank, and SSN. All copies will be signed by the individual conducting the inventory and the witness. The unit commander will initial all copies. The original copy will placed with the clothing in a suitable container. Copies 2, 3, and 4 will be attached to and distributed with the corresponding copies of DA Form 3078 used to inventory personal military clothing in step 1b, above. Upon notification that the soldier has been reassigned, died, or DFR, copy 4 will be transferred with AR 640-10. High dollar value items and items of intrinsic value will be recorded by make, model, serial number, color, etc., and notation as to the condition of each item.

d. Privately Owned Motor Vehicles. Privately owned motor vehicles will be inventoried and will be included with the Personal Civilian Clothing and Property Inventory.

e. Currency. All currency will be deposited with the servicing Finance and Accounting Office (FAO) to Deposit Fund 21X6875 (Suspense, Department of the Army). The transaction will be recorded on DA Form 54 and include the date, collection voucher number, and the disbursing officer's symbol number. Copies of the collection voucher will be maintained with the inventory of personal effects. Upon notification that the soldier has returned or been reassigned, the FAO will refund the deposit. If the soldier has died or DFR, the FAO will refer the case to Commander, USAFAC, ATTN: FINCP-B. Deposits applicable to the Deposit Fund 20X6133 will be referred to the Commander, USAFAC, ATTN: FINCY.

Step: 2

Action required by: Unit commander/designated representative

Description of actions: Safekeeping Immediately upon completion of the inventory, personal military clothing, personal civilian clothing and property, privately owned motor vehicles, and FAO receipts will be secured in the unit facilities or in a secure storage area designated by the installation commander.

Step: 3

Action required by: Unit commander/designated representative

Description of actions: Disposition

a. AWOL. After securing the property, no further action will be taken until the service member returns or is DFR. If the soldier is returned prior to being DFR to military custody at an installation other than the one from which he departed, the commander of the former station will arrange with the local transportation office for shipment of the abandoned effects to the soldier's new station. The abandoned effects can be shipped to the service member collect or charges paid from currency deposited under step 1e, above (with consent of the soldier). In cases where the soldier's spouse/family members located at his former duty station oversea are returned to CONUS at Government expense, the JTR provides for shipment of personal property at Government expense from oversea area. The commander of the soldier's former unit

Table 9–6
Procedure 9-3 personal property —Continued

should contact the MILPO and the Transportation Office to determine the entitlement for movement of the spouse/family members, consequently, personal property.

b. DFR.

(1) Copies of inventory forms, to include DA Form 3645, DA Form 3078 with attached personal clothing/property inventory, and a machine-reproduced copy of the FAO receipt will be included in the DFR packet in accordance with AR 630-10 and procedure 9-8, this pamphlet.

(2) The following actions will also be taken:

(a) Personal military clothing will be turned in through supply channels for reclassification and returned to stock if appropriate turn-in document will be completed, in three copies, to indicate turn-in to the appropriate supply officer and will accompany the clothing upon turn-in. The turn-in document will contain the statement that the soldier was DFR on a specified date and that all recoverable items abandoned as reflected on the inventory are included in the turn-in. The supply officer will retain the original copy and return two receipted copies to the unit. One copy will be filed with the unit supply records and one copy will be provided to the appointed summary court officer.

(b) Personal civilian clothing and property, privately owned motor vehicles, and FAO receipts will be secured. If the soldier's former duty station is in CONUS disposal of those items will be accomplished by a summary court officer appointed by the commanding officer of the installation at which property is located. If the soldier's former duty station is overseas, the soldier is entitled to shipment of personal property to his or her home of record or place of entry on active duty, and to shipment of his or her POV, if authorized to the port servicing the member's home of record or place of entry on active duty. Such shipment is authorized whether or not the soldier's spouse/family members are located overseas. If the spouse/family members are not present overseas, the unit commander will be responsible for ensuring action is taken with the transportation office on behalf of the soldier to arrange for shipment of his or her personal property. To accomplish this, the commander of the soldier's former oversea unit will contact the transportation office to arrange for shipment of the personal property.

Step: 4
Action required by: Unit commander/designated representative
Description of actions: Discharged for Hardship reasons while on Leave from Oversea. (Also see procedure 4-5, this pamphlet.)

a. Organizational Clothing/Equipment. See step 1a.
b. Personal Military Clothing. See step 1b.
c. Personal Civilian Clothing/Property. See step 1c.
d. Privately Owned Motor Vehicles. See step 1d.
e. Currency. See step 1e. FAO will credit the deposit to the soldier's final pay account or refund the deposit upon notification of a mailing address.

Step: 5
Action required by: Unit commander/designated representative
Description of actions: Safekeeping See step 2.

Step: 6
Action required by: Unit commander/designated representative
Description of actions: Disposition

a. Personal civilian clothing, property, and privately owned vehicles (if authorized), belonging to a soldier on leave in CONUS, to be separated for hardship reasons, will be shipped upon receipt of reassignment orders. Spouse/family members, if present in the command, will make arrangements for property shipment. If spouse/family members are not present, the unit commander will assume responsibility. Treasury Checks will be deposited with FAO and considered in computing the final pay account.

b. The personal military clothing will be turned in through supply channels. Turn-in document will be completed, in three copies, to indicate turn-in to the appropriate supply officer and will accompany the clothing. The turn-in document will contain the statement that the soldier was reassigned (specify date). The supply officer will retain the original copy and return two receipted copies to the unit. One copy will be filed with unit supply records and one copy will be transferred with MPRJ in accordance with AR 640-10.

Step: 7
Action required by: Unit commander/designated representative
Description of actions: Reassigned for compassionate reasons while on leave from oversea. (Also see procedure 4-5, this pamphlet)

a. Organizational Clothing/Equipment. See step 1a.
b. Personal Military Clothing. See step 1b.
c. Personal Civilian Clothing/Property. See step 1c.
d. Privately Owned Motor Vehicles. See step 1d.
e. Currency. See step 1e. FAO will credit and deposit to the soldier's final pay account or refund the deposit upon notification of a mailing address.

Step: 8
Action required by: Unit commander/designated representative

Table 9–6
Procedure 9-3 personal property —Continued

Description of actions: Safekeeping. See step 2.

Step: 9
Action required by: Unit commander/designated representative
Description of actions: Disposition. Personal military clothing, personal civilian clothing and property, and privately owned motor vehicles (if authorized), belonging to a soldier who has been assigned from an oversea area to a CONUS installation under compassionate conditions, can be shipped upon receipt of the MILPERCEN message approving the soldier's request for compassionate reassignment provided the message states that "PCS orders reassigning (member) to (gaining unit) will be issued by (losing unit) on or about (date). Movement of spouse/family members and HHG in advance of orders is authorized under paragraphs M7003-4 and M8017, JTR." If message does not contain this statement, shipment will be delayed until orders are issued. Spouse/family members, if present in the command, will make arrangements for property shipment. If spouse/family members are not present, the unit commander will assume responsibility. Treasury Checks will be deposited with the FAO and credited to the soldier's pay account.

Step: 10
Action required by: Unit commander/designated representative
Description of actions: Confinement in a military correctional facility.

Inventory
Individual will witness the inventory of his property, if possible.
a. Organizational Clothing/Equipment. See step 1a.
b. Personal Military Clothing. See step 1b. Army prisoners, upon original confinement, will be transported to appropriate facility with personal military clothing items listed in column 3, table 5-1, AR 700-84. Copy 3 of inventory will be given to the individual.
c. Personal Civilian Clothing/Property. See step 1c. Copy 3 of inventory will be given to the individual.
d. Privately Owned Motor Vehicles. See step 1d.

Step: 11
Action required by: Unit commander/designated representative
Description of actions: Safekeeping. See step 2. Currency will not be collected by the unit commander.

Step: 12
Action required by: Unit commander/designated representative
Description of actions: Disposition

a. Ensure that the prisoner has in his possession authenticated copies of personal military clothing and personal civilian clothing/property inventories when reporting to the confinement or correctional facility.
b. Subsequent to court-martial, prisoners detained at a confinement facility will be transferred to a correctional facility. Prior to transfer action, the losing unit commander will accomplish the following actions, as appropriate:
(1) For soldiers sentenced to unsuspended punitive discharges, items of personal military clothing (other than clothing items listed in column 3, table 5-1, AR 700-84) will be turned in. This personal military clothing will be turned in through supply channels. Turn-in document will be completed, in triplicate, to indicate turn-in to the appropriate supply officer and will accompany the clothing. The supply office will retain the original copy and return two receipted copies to the unit. One copy will be filed with unit supply records and one copy will be transferred with the MPRJ in accordance with AR 640-1.
(2) If the soldier has a punitive discharge suspended or no charge, the authorized personal military clothing inventoried by the unit on DA Form 3078 will be shipped to the gaining correctional facility at Government expense.
(3) The personal civilian clothing/property inventory lists (not the clothing/property) will be reviewed by the prisoner and disposition instructions for its disposal will be obtained. The property will be disposed of in accordance with the written instructions received from the prisoner. These instructions will be maintained in the unit supply records. The authorized options for disposal of personal property are—
(a) If the prisoner is from a duty station in CONUS, shipment, at the prisoner's expense, to a person designated by the prisoner. Property may be shipped collect if appropriate arrangements can be made prior to shipping.
(b) Shipment, at Government expense, if the prisoner is from an oversea command, to the prisoner's home of record or place of entry on active duty. If the prisoner elects to have the property shipped to a designation other than his home or record or place of entry on active duty and additional expenses are incurred, the additional expense will be paid by the prisoner.
(c) Items can be sold and the money deposited to the prisoner's account.
(d) Items can be donated to charitable organizations.
(e) Items can be donated to another individual.
(f) Items can be destroyed.
(g) If prisoner refuses to give disposal instructions for his property, the items can be disposed of as abandoned or unclaimed property in accordance with the Defense Disposal Manual (DOD 4160.21M).
(h) Prisoners to be transferred to the US Disciplinary Barracks (USDB) may elect to have one civilian outfit (coat, trousers, hat, shirt, tie, belt, socks, and shoes) brought with them to the USDB to wear upon release.

Step: 13
Action required by: Unit commander/designated representative

Table 9–6
Procedure 9-3 personal property —Continued

Description of actions: Confinement in a civilian correctional facility. Inventory. Individual will witness the inventory of his property, if possible.

a. Organizational Clothing/Equipment. Organizational clothing/equipment will not be turned in. It will be inventoried with personal military clothing on DA Form 3078.
b. Personal Military Clothing. See step 1b. Copy 2 of inventory will be given to the individual.
c. Personal Civilian Clothing/Property. See step 1c. Copy 2 of inventory will be given to the individual.
d. Privately Owned Motor Vehicles. See step 1d.

Step: 14
Action required by: Unit commander/designated representative
Description of actions: Safekeeping. See step 2. Organizational clothing/equipment will be secured. Currency will not be collected by the unit commander.

Step: 15
Action required by: Unit Commander/Designated Representative
Description of actions: Disposition

a. If the prisoner is from a duty station in CONUS, no further actions will be taken after securing property pending return of the soldier.
b. If the prisoner is from a duty station oversea, he may desire shipment of personal property to CONUS. If such shipment is requested the shipment may be made to the prisoner's home of record, place of entry on active duty, or to another point subject to the prisoner paying any excess costs incurred as a result of shipping the property an excess distance. The commander of the prisoner's former unit should contact the Transportation Office for a determination of entitlements.

Step: 16
Action required by: Unit commander/designated representative
Description of actions: Emergency leave Inventory. Individual soldier will witness the inventory of his property, if possible.

a. Organizational Clothing/Equipment. Organizational clothing/equipment will not be turned in. It will be inventoried with personal military clothing on DA Form 3078.
b. Personal Military Clothing. See step 1b. Copy 2 of inventory will be given to the individual soldier.
c. Personal Civilian Clothing/Property. See step 1c. Copy 2 of inventory will be given to the individual soldier.
d. Privately Owned Motor Vehicles. See step 1d.

Step: 17
Action required by: Unit commander/designated representative
Description of actions: Safekeeping. See step 2. Organizational clothing/equipment will also be secured. Currency will not be collected by the unit commander.

Step: 18
Action required by: Unit commander/designated representative
Description of actions: Disposition. No further action will be taken after securing property pending return of the soldier.

Step: 19
Action required by: Unit commander/designated representative
Description of actions: Hospitalization. (For a soldier stationed oversea, medically evacuated to CONUS, or on leave in CONUS from oversea and hospitalized in CONUS, also see procedure 4-5, this pamphlet.) Inventory. Individual soldier will witness the inventory of his property, if possible.

a. Organizational Clothing/Equipment. Organizational clothing/equipment will not be turned in. It will be inventoried with personal military clothing on DA Form 3078.
b. Personal Civilian Clothing/Property. See step 1b. Copy 2 of inventory will be given to the individual soldier.
c. Personal Civilian Clothing/Property, See step 1c. Copy 2 of inventory will be given to the individual soldier.
d. Privately Owned Motor Vehicles. See step 1d.
e. Currency. Currency will be collected by the unit commander in emergency situations only. (See step 1e.) In non-emergency situations currency will be deposited by the soldier to the patient trust fund.

Step: 20
Action required by: Unit commander/designated representative
Description of actions: Safekeeping. See step 2. Organizational clothing/equipment will also be secured.

Step: 21
Action required by: Unit commander/designated representative

Table 9–6
Procedure 9-3 personal property —Continued

Description of actions: Disposition

a. It the soldier is hospitalized at a medical treatment facility (MTF) at his duty installation, the clothing/property will be secured in the unit facilities pending return of the soldier.

b. It the soldier is hospitalized at an MTF away from his duty installations, direct coordination will be made with the MTF commander for shipment of personal clothing and property (not to exceed 225 lbs.) needed for the soldier's personal use.

c. If the soldier is reassigned to a medical holding detachment, the unit commander will coordinate directly with the medical holding detachment commander and the installation transportation officer for the full or partial shipment/disposition of the soldier's personal military clothing, personal civilian clothing/property, privately owned motor vehicle and, if appropriate, Treasury Checks. The soldier's organizational clothing/equipment will be turned in accordance with step 1a, above. If the MTF commander issues a written statement that the soldier's treatment or hospitalization will be of prolonged duration, the soldier may request shipment of his personal property. The unit commander should contact the installation transportation office to determine entitlement. Spouse/family members, if present in the command, will make arrangements for property shipment. If shipment is to be made, copies of all inventory lists will be included with the property. Shipment will be at Government expense. The unit commander will send inventory lists and the following signed statement to the medical holding detachment commander:

"The items and quantities of personal property belonging to (Grade of Rank, Name, SSN, and Organization) appearing on the attached inventory lists have been shipped on GBL No. dated via (express, motor freight, or LCL freight)."

//signed//

Unit Commander's signature block

Step: 22

Action required by: Unit commander/designated representative

Description of actions: Death or missing. Commander will process personal effects of deceased or missing personnel in accordance with AR 638-1. (For a soldier who dies while on leave in CONUS from oversea, see procedure 4-5, this pamphlet.)

Step: 23

Action required by: Unit commander/designated representative

Description of actions: Safekeeping. See step 2.

Step: 24

Action required by: Unit commander/designated representative

Description of actions: Disposition. The commanding officer of the installation at which effects are located will appoint a summary court to secure and dispose of personal military clothing, personal civilian clothing/property, privately owned motor vehicles, and FAO receipts.

9–7. Procedure 9-4 leave and passes

Procedure 9-4 covers leave and passes.

a. Primary reference is AR 630-5.

b. Forms used are DA Forms 31, 647, 647-1, 2467, 2475-2, 2496, 3686, 4179-R, 4187, DD Forms 2A (green), 345, and 1610.

c. This procedure supplements AR 630-5. Military members accrue 30 days leave a year (2-1/2 days per calendar month). The total amount of accrued leave may not exceed 60 days at the end of each fiscal year unless a special leave accrual is authorized. Without specific authorization, accrued leave in excess of 60 days is dropped at the end of the fiscal year.

d. The day of departure is normally the first day of leave. The day of return is normally the last day of leave, unless it is a nonduty day in which case it is non-chargeable. Day of departure or day of return will not be charged to leave if the member performed duty for at least three-fourths of the normal work day.

e. Emergency leave granted within CONUS will begin and end the same as ordinary leave. Emergency leave travelers normally will not be charged leave for time spent awaiting transportation at aerial terminal or in over-water travel.

(1) Emergency leave from overseas to CONUS begins upon arrival at the CONUS aerial port of embarkation (APOE). It ends upon the member's arrival at the aerial port of debarkation (APOD) for return to the overseas unit.

(2) Emergency leave granted in CONUS for emergency leave outside CONUS begins on departure from the unit. It ends upon arrival at the APOE for movement to the overseas destination.

(3) Leave begins again at the overseas APOD and ends upon arrival at the APOE for return transportation to CONUS. The leave begins on arrival at the CONUS APOD and ends upon the soldier's arrival back at his or her unit.

f. Entries on the DA Form 31 are used by the servicing finance and accounting office (FAO) to determine chargeable leave. It is also used to determine chargeable travel time in connection with PCS or TDY. In addition, reports for strength accounting purposes are made from information on the DA Form 31.

(1) DA Forms 31 are accounted for by entries on DA Form 4179-R. Another control log is maintained by the FAO

to assure receipt and processing of all DA Forms 31. When a unit is redesignated or the UIC is changed, a new control log is not required.

(2) A DA Form 31 is issued for all periods of leave. It is also issued for absences over leave or pass when later excused as unavoidable except when the absence was caused by mental incapacity, detention by civilian authorities or early departure of a mobile unit due to operational commitments.

g. Special passes, not chargeable as leave, may be granted for exceptional performances of duty or for other specific reasons for a period not to exceed 96 hours. Limitations imposed in AR 630-5 are applicable. DD Form 2A (ACT) may be used in lieu of a regular pass for all members. Commanders desiring to control passes may also issue a DD Form 345; however, DA Form 31 will not be issued for pass purposes.

(1) A special pass may not be taken in conjunction with leave.

(2) If a regular or special pass is extended beyond the hours limitation, the period of absence will be charged as leave.

(a) Exceptions may be authorized for that portion, if any, at the beginning of the absence which was during off duty or regular pass period. Commanders may also charge the excess absence as absence without leave (AWOL).

(b) The individual requesting an extension will be informed of that period of absence to be charged as leave. A DA Form 31 will be initiated and processed by the commander authorizing the leave in lieu of the pass.

h. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted per AR 340-17 and AR 640-10.

(1) Information of a personal nature may be disclosed or released under applicable directive only to authorized personnel in accordance with AR 340-17 and AR 340-21 series.

(2) Disposition of documents will be made under applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

i. The following actions will be taken for leave and pass:

Table 9–7
Procedure 9-4 leave and passes

Step: 1
Action required by: Installation/division commander
Description of actions: Leave Control.

a. Ensure establishment and maintenance of DA Form 4179-R for DA Forms 31, for each activity with authority to approve chargeable leave. This form will be reproduced locally on 10-1/2 by 8 inch paper. A copy of the form is at the end of this volume.

b. Each approved leave will be entered on the DA Form 4179-R, including leave granted to attached member. Normally, approval and entry will be made not earlier than one month prior to scheduled departure, unless leave dates are believed to be firm (as in terminal and PCS leave). A suspense file will be established for this purpose.

c. The control number starts with the number "1" with the first leave that begins in each calendar year. However, use "PCS" for members departing on PCS leave; "IPT" for interpost transfers when control log for new unit is maintained elsewhere; "TML" for terminal leave; and "CONV" for convalescent leave. Further, "PCS" "IPT" or "CONV", as appropriate, will be annotated in the column titled "Original Copy" when original copy will not be forwarded to current FAO.

d. When the member is attached and accompanied by records, the unit of attachment will process the DA Form 31. "ATT" will be annotated on the DA Form 4179-R after the member's name. When the member is attached and not accompanied by records or when attached and assigned units are served by the same FAO, parent unit will process the form. This is necessary for reconciliation of DA Form 3686.

e. Initials of the clerk are entered in the applicable column upon completion of all actions required.

f. Hospital commanders are exempt from maintaining leave control logs for convalescent leave. See step 11.

g. Leave control log will be retained by the organization for 12 months and then destroyed.

h. FAO procedural guidance is contained in part one, chapter 3, AR 37-104-3.

i. See fig 9-4-1 for an example of a completed DA Form 31 and fig 9-4-3 for an example of a completed DA Form 4179-R.

Step: 2
Action required by: Unit commander (or designee).
Description of actions: Distribution. Establish procedures to assure timely distribution of DA Form 31 in accordance with chapter 8, DA Pamphlet 600-8. See Step 5 for disapproval, voided or corrected DA Form 31.

a. Original Copy.

(1) For members returning to the organization: Maintain in suspense file until member begins leave. When member begins leave resuspend file until member returns from leave, when applicable, or until procedure 9-8, AWOL and desertion becomes effective. Within 72 hours of return from leave ensure proper completion of DA Form 31 (to include posting requirements for item 26) and forward through the MILPO via the unit transmittal letter (UTL to the servicing FAO. Include 2 copies of leave extension authorization, TDY orders, etc., where appropriate.

(2) For members departing on PCS leave, insert original copy in MPRJ after entries have been made in items 18 through 20, DA Form 31. See procedure 6-1, DA Pamphlet 600-8-10.

(3) For members who have an "IPT", forward Original copy to the gaining unit when the control log is maintained elsewhere. DA Form 137 may be used for this purpose.

Table 9–7
Procedure 9-4 leave and passes —Continued

(4) For member granted terminal leave, Original copy will be attached to a UTL and "handcarried" to FAO within 48 hours after leave begins when stationed at a location collocated with a separation transfer point. Otherwise, Original copy will be forwarded to FAO simultaneously with member's departure.

b. Individual Copy. Give to member for their official leave authorization document. Attach orders or special instructions, when appropriate.

c. Suspense Copy.

(1) Forward through the MILPO, via the UTL, to servicing FAO upon annotation of control number block and signature of approving authority. As applicable, attached TDY orders or other documentation. (When the member is taking PCS or terminal leave, the FAO custodian places the copy in the member's personal financial record. Processing is completed by new unit of assignment or separation transfer point, as applicable.) Ensure arrival at FAO prior to members departure.

(2) Destroy this copy when not required to be forwarded to FAO (i.e., as in the case of some convalescent leave authorizations.

d. Organization Copy. Retain within the organization for six months unless the leave was changed or voided. In these cases, retain the annotated copy for one year.

e. Attached and TDY status. Forward Organization and Suspense copies of the DA Form 31 to the parent unit when member is attached and not accompanied by records or when attached and assigned unit are served by the same FAO. Upon completion, also forward Original copy to parent unit.

Step: 3

Action required by: Unit/BnPAC clerk.

Description of actions: Use of DA Form 4187. (See fig 9-4-2.)

a. When approval authority is HQDA, prepare requests using section III, DA Form 4187. Do not attach DA Form 31.

(1) Advance leave over 45 days (chap 5).

(2) Leave over 60 days that contains a period of excess leave, including extensions (chap 5).

(3) Special leave accrual (chap 3).

(4) Permissive TDY for more than 30 days (chap 12).

b. When approval authority is other than HQDA, DA Form 4187 may be used on an optional basis. DA Form 4187 is not authorized as a substitute for DA Form 31. It will not be used when the DA Form 31 is sufficient to obtain approval for the request. DA Form 4187 will be used:

(1) To furnish justification and/or information which is too lengthy or inappropriate for DA Form 31 (sensitive personal information, for example):

(2) As a transmittal form for documents required to support justification of the request.

(3) To show recommendation for approval or disapproval of supervisors, as required.

(4) To request permission to visit foreign countries in a leave status (chap 8).

(5) As a request for proceed time and other types of leave as deemed appropriate by the commander concerned.

c. When DA Form 4187 is unavailable, DA Form 2496 (Disposition Form (DF)) or letter correspondence may be used.

d. Set up internal office suspense pending receipt of decision from the approval/disapproval authority.

e. Upon receipt of approval of the request, complete and process DA Form 31. (DA Form 31 may be processed concurrent with request if it is more expeditious to do so).

Receipt of leave request.

f. Upon receipt of request for leave, ensure completion of above procedure, where relevant.

g. Assist members in completing applicable portions of DA Form 31, as appropriate. Verify data provided.

h. When DA Form 31 is received and it has been completed by member, verify information provided.

i. When excess leave is involved while awaiting punitive discharge (para 5-4), overstamp/post remarks section of the form in red with "Space Available Travel Restriction Imposed".

j. Post leave control log (Step 1).

k. Post control number or other annotation to DA Form 31, as appropriate.

l. Forward to approving/disapproving authority for signature.

Step: 4

Action required by: Unit commander (or designee).

Description of actions: Leave approval.

a. Ensure policy and processing requirements of this procedure and AR 630-5 are met prior to approving leave.

b. Ensure that all members understand instructions on the reverse side of the Individual copy of the DA Form 31.

Step: 5

Action required by: Unit/BnPAC clerk.

Description of actions: Disapproved/Voided/corrected DA Form 31.

a. When disapproved or voided, line through the entry on the leave control log. Make annotation to reflect that leave period was disapproved or voided. Initial and date the entry.

b. When appropriate, a new DA Form 31 will be prepared with a new control number entered in item 5. When not appropriate, notify FAO of control numbers which have been voided or disapproved by preparing a DF and forwarding it by a UTL to FAO. Have approval authority or designee sign and date voided DA Forms 31.

Table 9–7
Procedure 9-4 leave and passes —Continued

c. The original copy of the old DA Form 31 will be attached to the Suspense copy of the new DA Form 31 and forwarded to the FAO, when applicable.
d. The old Organization copy will be attached to the new DA Form 31, when applicable.
e. The Individual copy of the old DA Form 31 will be destroyed.
f. Initiate corrected DA Form 31, when appropriate.
(1) Use same control number.
(2) Make appropriate entry in item 30, i.e., information concerning absence unavoidable status or item corrected and reason.

Step: 6
Action required by: Unit commander (or designee)
Description of actions: Departure/Return. When DA Form 31 is approved and given to members prior to day of departure, be sure they understand procedures to be followed upon departure/return. Either—

a. Report in person to authenticating authorities to have items 18, 19, and 20 (or items 22, 23, or 24) of the DA Forms 31 completed, as appropriate. Or
b. If authorized after considering mission and readiness requirements, have members report by telephone their date and time of departure/return to authenticating authority.
(1) When members telephone to announce departure or return from leave have them enter on the INDIVIDUAL copy of the DA Form 31 the date and time in item 18 or 22, as applicable; the name and title of the authenticating authority who received the call in item 19 or 23, as applicable.
(2) Authenticating authority will enter the date and time on the Original and Organization copies of the DA Form 31 in item 18 or 22, as applicable. Enter his or her name in items 19 or 23, as applicable; sign the form in item 20 or 24, as applicable. Or
c. If authorized after considering mission and readiness requirements, make entries in items 18, 19, and 20 of all copies of the DA Form 31, except Suspense copy, at the time the leave is approved.
(1) Place the Original and Organization copies in a daily suspense file until the date the member's leave is scheduled to begin.
(2) If there is no change in the member's departure date, the Original and Organization copies will be resuspended pending the member's return to duty.
(3) If a member does not begin leave on the requested beginning date, take necessary corrective actions. Changes in Status (Steps 7 through 13).

Step: 7
Action required by: Unit/BnPAC clerk
Description of actions: Absence unavoidable. (Para 3-7 and 4-6, AR 630-5). Prepare corrected DA Form 31 or issue a new one for an absence determined unavoidable (AR 630-10). However, DA Form 31 will not be issued if the absence was caused by mental incapacity, detention by civilian authorities or early departure on a mobile unit due to operational commitments.

a. Annotate remarks section with absence unavoidable determination.
b. Attach copy of determination to DA Form 31 to be forwarded to FAO under the UTL cover.

Step: 8
Action required by: Unit commander (or designee).
Description of actions: a. Attachments. (Para 4-7, AR 630-5).
(1) Authenticate items 27, 28, and 29 of the Individual copy of DA Form 31. Return the copy to the member.
(2) Make appropriate notification of attachment and leave granted during attachment.
(3) If leave is granted upon release from attachment, forward ORIGINAL and SUSPENSE copies to the member's parent organization unless PCS movement is involved. STEP 2 is applicable when PCS movement is a factor.
b. Confinement (Para 4-8, AR 630-5). Terminate leave status upon expiration of leave. Remaining absence is AWOL unless excused as unavoidable.
c. Death (Para 4-9, AR 630-5). Annotate item 30 to reflect date of death and the last day of leave (day proceeding day of death).
d. Extension of leave. (Para 4-10, AR 630-5).
(1) Parent organization when an extension of leave is approved.
(a) Make appropriate entry in item 21 of Original and Organization copies of DA Form 31.
(b) Have member complete item 21, Individual copy of DA Form 31 with name and organization of the individual who granted the extension.
(c) Provide member with written notification (message, etc.) substantiating extension.
(d) Notify FAO, of extension.
(2) Other organization. When an extension of leave is approved:
(a) Comply with (b) and (c) above.
(b) Provide information copy to parent unit.
(c) Direct member to attach written notification to Individual copy of DA Form 31 upon receipt.
(3) Two copies of any leave extention granted will accompany the Original at the time it is forwarded to the FAO.
e. Recall (Para 4-11, AR 630-5).
(1) Terminate leave the day prior to the day return travel begins unless:

Table 9–7
Procedure 9-4 leave and passes —Continued

(a) Member is in receipt of recall in 72 hours or less after departure and travel time is reasonable. Annotate item 30 to reflect no charge to leave account.

(b) Member is in receipt of recall in 72 hours or less but travel time is excessive. Annotate item 30 to reflect entire absence as being in a leave status.

(2) If member is authorized to return to leave point, issue new DA Form 31 with new control number. Leave begins the day following the day of return to the point of leave. When return to leave point is from TDY location signature in item 14, DA Form 31 is not required. Forward Individual copy to the member, if feasible.

Step: 9
Action required by: Hospital commander (or designee).
Description of actions: Sick-in-hospital (Para 4-12 and 4-14, AR 630-5).

a. Close DA Form 31 with an annotation in item 30. The last day of leave is the day before hospitalization.

b. If member reverts to ordinary leave for the unexpired portion of original leave granted, issue new DA Form 31 upon member's release from hospital. Give Individual copy to the member. Send remaining copies of the leave form to the commander authorizing the original leave or to the gaining commander, as appropriate.

Step: 10
Action required by: Unit/BnPAC clerk
Description of actions: Upon receipt of DA form 31 from hospital commander when member is reverting to ordinary leave for unexpired portion of original leave, assign control number and make distribution.

Step: 11
Action required by: Hospital commander (or designee).
Description of actions: Convalescent leave (chapter 9, AR 630-5).

a. If member is granted convalescent leave after hospitalization, issue DA Form 31.

(1) Annotate item 5, "Control Number", DA Form 31, with Conv for convalescent leave.

(2) Mark item 7, "other" block.

(3) Specify in item 30 whether member is to return to the hospital or place of duty after convalescent leave.

(4) Make distribution of DA Form 31. Maintain Organization copy. Furnish member individual copy. Forward Original and Suspense to the immediate unit commander. See Step 1f.

b. If convalescent leave is being recommended to unit commander, include justification. Include any absences during the continuous period of member's illness or injury.

c. If members' unit is collocated with the hospital, instruct members that if a change in status occurs while on leave, they or someone acting for them should immediately notify the unit.

Step: 12
Action required by: Unit/BnPAC clerk
Description of actions: a. Upon receipt of Original and Suspense copies of DA Form 31 from the hospital commander, check to ensure that leave address is correctly entered in item 13.

b. Make an entry on the DA Form 4179-R.

c. If member's rations and quarters are affected forward Original copy of DA Form 31 to servicing FAO upon individual's return to duty. (See chap 8, this pamphlet).

d. Retain Suspense copy of DA Form 31 to serve as the unit's Organization copy.

e. If a change in status does not occur while the member is on convalescent leave, initiate DA Form 4187 (procedure 9-1). Notify the hospital commander.

Step: 13
Action required by: Unit commander (or, designee).
Description of actions: a. If convalescent leave is granted based on a physician's recommendation apply applicable procedures above.

b. Sick-in-quarters (para 4-13 and 4-14, AR 630-5). Enter period of nonchargeable absence and reason in item 30, upon receipt of attending physician's statement verifying illness and inclusive dates of illness.

c. Unable to rejoin oversea unit. When a member is on leave in CONUS and is unable to rejoin the oversea unit, comply with procedure 4-5, this pamphlet.

d. Pass to leave. (Para 11-6, AR 630-5).

(1) Explain authorization in item 30.

(2) If member is not available to sign item 14, forward individual copy to member, if feasible, with directions to enter signature. Have member sign other copies of the form upon member's return. If not feasible to forward the copy, inform the member by message or telephone of approval. Ensure member understands effect on pay and allowances should an excess leave status be entered.

Table 9–7
Procedure 9-4 leave and passes —Continued

Step: 14

Action required by: Commanders

Description of actions: a. Exercise supervision as needed to ensure that HQDA and local leave policies are complied with.

b. Ensure that leave requests and control logs are accurately maintained.

c. Positive action will be taken to ensure that newly arrived personnel are "signed-in" immediately upon arrival at the installation/division and report for inprocessing as soon as possible.

9–8. Instructions for completing DA Form 31

DA Form 31-R (Privacy Act Statement), figure 9-4-1-1, and the following provide requirements for completing the DA form 31. Items are listed in order of completion.

a. Item 1-4, 6-13, and 25 are completed by the member or as designated by the commander.

(1) Item 1—Enter name as last, first, and middle initial; include any suffixes (e.g., Jr., II).

(2) Item 2—SSN will be entered.

(3) Item 3—Enter pay grade only, such as E-4, E-8, O4, O6.

(4) Item 4—Enter date as day, month, and year; this is the day the form is being completed. December 4, 1985, is 4-Dec-85.

(5) Item 6—Enter organization and station to include zip code or APO number. Also enter unit's telephone number, to include area code, main installation switchboard, and specific extension number.

(6) Item 7—Enter X in appropriate (blocks). Both blocks may be marked.

(a) X ordinary leave is situations involving use of accrued or advance leave. If other than regularly scheduled annual leave is being taken, specify type in item 30 (i.e., emergency; environmental and moral leave (EML); reenlistment; rest and recuperation—designated area; terminal; absence excused as unavoidable except when caused by mental incapacity detention by civilian authorities or early departure of a mobile unit due to operational commitments; awaiting administrative discharge; awaiting disability discharge; awaiting punitive discharge.

(b) X other when nonchargeable leave is a factor. Specify type on line provided or in item 30 (i.e., absence awaiting disability discharge (after maximum accrual has been used); convalescent; excess-leave—specify if awaiting administrative discharge or punitive discharge; graduation, USMA; rest and recuperation—extension of oversea tour).

(7) Item 8a—Enter beginning date of desired leave or absence by day, month and year. Example: 25-May-84.

(8) Item 8b—Enter last day of requested leave or absence by day, month and year. Example: 15-Jun-84.

(a) Leave in conjunction with PCS travel or TDY: Items 8a and 8b will reflect inclusive dates of leave, authorized travel time, TDY, when applicable, and any other period of authorized absence. Enter the itinerary in item 30, when appropriate (e.g., member authorized 3 days ordinary leave prior to TDY).

(b) For PCS moves, item 8b will reflect the established reporting date. If a different date is reflected, explain in remarks section.

(9) Item 9—Enter total number of days chargeable leave. (When PCS is involved, the reporting day is not a day of leave. Neither are absences for nonchargeable reasons, such as TDY, official travel time and absences under (6)(b) above).

(10) Item 10—Enter accrued leave balance as of the date of desired leave. (Use accrued leave balance on current LES and adjust if leave has been taken which has not been recorded. Verify with FAO if not certain of leave data.

(11) Item 11—Enter number of days advance leave requested or "NA" when not applicable. When advance leave is requested, see paragraph 5-li.

(12) Item 12—Enter number of days excess leave requested or "NA" when not applicable. When requested, see paragraph 5-1h and 5-2h and i.

(13) Item 13—Enter complete leave address, including zip code, area code and telephone number when available. (Members on leave must be able to be reached, if necessary, at or through the address or telephone number provided.)

(14) Item 25—Complete when official travel is being performed.

b. Item 14—This is signed by the member. Prior to signing this item member must read the instructions on the back side of the form. When necessary, they must ask for clarification. Members' signature indicates that they have read and understand those instructions. Further, the signature attests that to the best of their knowledge the information provided is correct.

c. Item 15—This item is to be completed by the supervisor. "NA" is entered where recommendation is inappropriate (as indicated by approving authority). When disapproval is recommended, provide reasons in item 30.

d. Item 5—This item is completed by the PAC or unit clerk, as appropriate. Enter control number assigned on DA

Form 4179-R, Leave Control Log. (These numbers are generally affixed NET one month prior to departure unless dates are believed firm, as in terminal and PCS leave).

e. Items 16 and 17 are completed by the approval authority.

(1) Item 16—Enter name, grade, title and organization of the approving/disapproving authority.

(2) Item 17—Prior to approval, ensure compliance with AR 630-5. If disapproved, annotate item 30 with disapproval and reasons for disapproval. Return form to member through PAC or unit clerk and supervisor, when appropriate.

f. Items 18, 19, and 20 are completed by the authenticating authority (adjutant, XO or DO, 1SG, PSNCO, SDNCO or CQ), will ensure proper posting.

g. Item 21—Approval authority or designee will enter any extension of leave granted. (Ensure FAO is notified). If approval authority is other than the parent unit commander, ensure notification to that commander.

h. Items 22, 23, and 24—The authenticating authority (f above) will ensure proper posting for other than PCS leave.

i. Item 26—This item is completed by competent authorities at servicing stations/organization. Date, time and organization may be entered by stamp. (Members on official travel will present form to proper authority for completion when arriving or departing appropriate stations/organization. Upon members return to duty, PAC or unit clerk, as appropriate, will post information from member's suspense copy of the DA Form 31 (item 26) to the original and organization copy of the DA Form 31.)

j. Items 27, 28, and 29—The authenticating authority (f above) will ensure proper posting for PCS movements.

k. Item 30—This item is completed by knowledgeable authority or as specified. It is used to provide clarification or additional information, such as—

(1) "In conj with TDY"—specify period(s) of leave.

(2) Foreign country to be visited or traveled through.

(3) Telephone number to be used for extension of leave request, if different from item 6.

(4) Voiding DA Form 31. Requires signature of initial approving authority or designee and date.

(5) Whether day of departure or return is not chargeable to leave (para 3-5 and table 3-1 AR 630-5). This item is completed by the approving authority or the authenticating authority. This entry will be initialed and dated.

9–9. Procedure 9-5 change name, DOB, and SSN

Procedure 9-5 covers the change of name, birth data, and Social Security Number (SSN).

a. Primary reference is AR 600-2.

b. Forms used are DA Forms 2, 2-1, 201, 2475-2, 4037, 4187, DD Form 4 Series 93, SSA Form 5, SSA Form OAAN-7003, VA Form 29-8286, and Unnumbered Post Card (SSA).

c. This procedure supplements AR 600-2. It prescribes guidance for processing individual requests for changes in name, birth data, or social security number (SSN). Requests for change of name or birth data as recorded on official Army records must be initiated by a signed request to the commander. Authority for approval is delegated to the immediate commander or his designee. Requirements for documentation are listed in chapter 2, AR 600-2. Minor changes involving spelling, correction of transposed names, or the addition or deletion of "Jr.," "Sr.," "III," or a middle name, may be accomplished on the individual's signed application, without documentation.

d. The servicing finance and accounting office (FAO) should be advised of all name changes in case the same correction needs to be made in the JUMPS-Army master file.

e. It is the responsibility of commanders at all echelons to ensure that each individual is assigned only one SSN and that the number is recorded correctly on all records. The SSN Central Registry System is operated by Headquarters, Department of the Army (MILPERCEN), to provide assistance through the MILPO to commanders in resolving discrepancies.

f. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

Note:

1. Provisions of AR 15 - 185 apply for submission of actions to the Army Board for Correction of Military Records (ABCMR). It is not appropriate to request changes of name, birth data, or SSN by the ABCMR unless the administrative procedures provided in this pamphlet have been followed without obtaining the desired correction.

2. Each service member should periodically check to verify that earnings have been credited to his FICA wage credit account at the Social Security Administration (SSA). Appropriate 168 forms for this purpose may be requested by mail or telephone from the nearest SSA once, completed, and returned by mail or in person. This is especially important when there have been errors in the SSN, amount of earnings, or FICA deductions as shown on the Leave and Earnings Statement (LES). There is a statutory limit of 3 years, 3 months, and 15 days of credit of earnings to the FICA wage

credit account of the SSA.

g. The following actions will be taken for change of name, birth data, and social security number (SSN):

Table 9–9
Procedure 9-5 change name, DOB, and SSN

Step: 1
Action required by: Unit Cdr/1SG/BnPAC/ PSNCO
Description of actions: To Effect Change of Record of Name. Counsel individual requesting a change of name to submit request on DA Form 4187 (fig 9-5-1). The following constraints apply:

a. Name change must be legal. Determination of legality is a function of the appropriate legal authority.
b. Within the legal restrictions, choice of name may be exercised by the individual. (For example, upon change of name by marriage).
c. Substantiation is not required for correction of an obvious error when original substantiating documents are correct. Substantiation is required for name changes which are the result of court order, marriage, corrected birth certificate or other such document. Submit 3 copies (authenticated reproduction or affidavit in accordance with sec II, chap 2, AR 600-2). Certificate of naturalization may not be reproduced.

Step: 2
Action required by: Personnel actions specialist
Description of actions: Assist individual as appropriate in completion of DA Form 4187 and documentation required by chapter 2, AR 600-2. After individual is counseled and DA Form 4187 is approved and signed, return original documents to the service member. Complete and have individual sign additional forms or documents related to the change being made.

Step: 3
Action required by: Personnel records supervisor
Description of actions: Check correspondence for accuracy and validity of request and that required documentation is attached. Take necessary action for submission of related pay actions at the same time on the appropriate form; e.g., W-4, DD Form 93, and VA Form 29-8286.

Step: 4
Action required by: Unit Cdr/1SG/BnPAC/PSNCO
Description of actions: To Effect Change of Record of Birth Data. Counsel individual requesting a change in birth data to submit a request on DA Form 4187 and provide evidence as required by chapter 2, AR 600-2. (See fig 9-5-2.)

Step: 5
Action required by: Personnel actions specialist
Description of actions: Assist individual as appropriate in completion of DA Form 4187 and documentation required by chapter 2, AR 600-2. Complete and have individual sign additional forms or documents related to the change being made.

Step: 6
Action required by: Unit Cdr/1SG/BnPAC PSNCO
Description of actions: To Effect Changes in Personnel Data in Social Account Record. Upon receipt of information that any individual has acquired two SSN, or two individuals appear to have been assigned the same SSN, or if the SSN is in error, verify the social security cards in service member's possession. Take corrective action as required to have individuals correct their social security records to acquire corrected cards when the cards are in error. Then proceed to have personnel records corrected.

Step: 7
Action required by: Personnel actions specialist
Description of actions: Assist individual as appropriate in completion of DA Form 4187 and documentation required by chapter 3, AR 600-2. Complete and have individual sign additional forms or documents related to the change being made. (See fig 9-5-3.)

Step: 8
Action required by: Personnel actions specialist
Description of actions: If required, take necessary action for service member to obtain new identification card and tags.

Step: 9
Action required by: Personnel actions specialist
Description of actions: Forward Form SSA5 to nearest SSA District Office.

Step: 10
Action required by: Personnel actions specialist
Description of actions: Upon receipt of approved DA Form 4187 for change of name, birth data, or correction of SSN, obtain MPRJ. Determine in accordance with chapter 3, AR 600-2, what forms/records must be changed and furnish this information to the Personnel Records Supervisor. Accomplish distribution of the approved DA Form 4187 as follows:

a. Forward one copy of the approved DA Form 4187, with a copy of substantiating documents, direct to the servicing FAO by MILPO transmittal letter.

Table 9–9
Procedure 9-5 change name, DOB, and SSN—Continued

b. Additional copies, without substantiating documents, will be distributed as follows:
(1) Commander, US Army Investigation Records Repository, Fort Meade, MD 20755-5000.
(2) Commander, MILPERCEN, or other HQDA staff activities, as follows:
(a) HQDA (DAPC-OP-appropriate career branch), Alexandria, VA 22332-0400, for OPMD managed commissioned and warrant officers.
(b) For Chaplains, forward to HQDA (DACH-PER), Washington, DC 20310-2206.
(c) For AMEDD officers, forward one copy to HQDA (SGPE-AN, DC, MD, MS, SP, or VC), Washington, DC 20324-2000.
(d) For JAGC officers, forward to HQDA (DAJA-PT), Washington, DC 20310-2206.
(e) HQDA (DAPC-EP-appropriate career branch), Alexandria, VA 22331-0400. (See table 1-1, AR 614-200.)
(f) Official Military Personnel Files—Commissioned and Warrant Officers—HQDA (DAPC-MSR) Alexandria, VA 22332-0400.
(g) Official Military Personnel Files—Enlisted Personnel—Commander, US Army Enlisted Records and Evaluation Center, ATTN: PCRE, Fort Benjamin Harrison, IN 46249-5301.
(h) Copy to Personnel Records Specialist for filing in MPRJ.

Step: 11
Action required by: Personnel actions supervisor
Description of actions: Check correspondence for accuracy and completeness of action taken; and that related actions are taken as promptly as possible. Resolve any discrepancies before correspondence is released. AR 340 series and AR 640-10 apply to disposition of documents and correspondence.

Step: 12
Action required by: Personnel actions supervisor
Description of actions: Resolve any discrepancy in SSN with the Personnel Records Supervisor and the unit Commander as necessary.

Step: 13
Action required by: Personnel actions supervisor
Description of actions: Notify unit commander and BnPAC/PSNCO of changes so that DA Form 2475-2 may be changed as necessary.

Step: 14
Action required by: Personnel records supervisor
Description of actions: Exercise supervisory controls to assure that changes and corrections are recorded promptly on all personnel records as required in AR 600-2, DA Pamphlet 600-8-2 (procedures 2-26, 2-43, 2-51, and 2-82), AR 600-10, and AR 640-2-1. Be sure appropriate documents are filed in the individual's MPRJ in accordance with AR 640-10 after the following actions have been completed:

a. DA Form 201—Records pertaining to the current period of service only will be amended.
(1) DD Form 1966 will be amended by drawing a single line through the entry being changed and entering the new data above. Changes will be made by typewriter or printed in blue-black ink. (Old entries will not be obliterated.) Paragraph 2-7, AR 600-2, applies.
(2) DD Form 93 and VA Form 29-8286 will be corrected/changed as required by AR 600-10 and AR 608-2.
b. DA Forms 2, 2-1—Personnel Qualification Records will be changed in accordance with AR 640-2-1 and applicable SIDPERS transactions.
c. DA Form 4037—Corrections/changes to Officer Record Briefs will be accomplished in accordance with procedure 5-1, this pamphlet.

9–10. Procedure 9-6 family care counseling

Procedure 9-6 covers the family care counseling.

a. Primary references are AR 600-20 and 614-30.

b. Forms used are DA Form 2496, 5304-R, and 5305-R.

c. This procedure supplements AR 600-20 and AR 614-30.

d. All officer personnel with less than 3 years active Federal service and all enlisted personnel, regardless of years of service, in the categories listed below must be counseled regarding their responsibilities to the service. Additionally, enlisted personnel will be required to submit a Family Care Plan to the unit commander which if not approved will be forwarded through command channels to the approving authority for evaluation and disposition. The unit commander has authority to approve Family Care Plans.

e. The unit commander will identify—

(1) Army service members who are married to other service members and have minor family members (under age 18).

(2) Army service members who are sole parents or sole guardian of minor family members. This includes service members having sole custody of children because of divorce, legal separation, because spouse is not residing permanently with service member, or because spouse is not capable of self care.

(3) Single Army service members and Army service members who are married to other service members and have

responsibility for the care of family members who are unable to provide for themselves (e.g., handicapped, infirm), regardless of age.

f. Commanders are required to identify service members of their command who have family members, as indicated above, and counsel them regarding their rights and entitlements, responsibilities to the service, and their responsibilities for the care and welfare of family members. Additionally—

(1) Enlisted service members will be counseled regarding the involuntary separation provisions in paragraph 5-8, AR 635-200, which should be invoked whenever parenthood interferes with military responsibilities.

(2) Enlisted service members will be counseled regarding the provisions of AR 601-280, paragraphs 6-4c and 6-4d(14), for bars to reenlistment for failure to provide an approved Family Care Plan or for failure to manage family affairs.

(3) Officers will be counseled regarding the provisions of AR 635-100, chapter 3, section XV, and section IV, chapter 5, and AR 635-120, chapter 4.

(4) Single member sponsors and in-service couples with dependent family members who have received assignment instructions for an overseas assignment and plan to take their family members will be counseled that—

(a) They must arrange for a guardian to care for their dependent family members in CONUS if their family members should be evacuated.

(b) Prior to departure, members required to sign a DA Form 5304-R will be required to provide the name, address, and phone number of a person designated as guardian to care for dependent family members.

(c) The balance of the family care plan will be completed upon arrival at the new overseas unit.

(d) Personnel who are unable to provide required names will be ineligible for family travel and will be deployed on "all others" tours. Such members if careerists will be barred from reenlistment.

(e) Enlisted personnel who are unable to deploy because of parental responsibilities will be processed for separation under AR 635-200, paragraph 5-8, and officers will be processed for separation under AR 635-100, paragraph 5-12.

g. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

h. The following actions will be taken for family care counseling:

Table 9–10
Procedure 9-6 family care counseling

Step: 1
Action required by: Unit Cdr BnPAC/MILPO
Description of actions: Identify officer personnel with less than 3 years service and enlisted personnel, regardless of number of years of service, who are—

a. Married to other service members and have minor family members (under age 18).

b. Married to other service members and have responsibility for the care of family members who are unable to provide for themselves (e.g., handicapped, infirm), regardless of age.

c. Sole parents or sole guardian of minor family members. This includes service members having sole custody of children because of divorce, legal separation, because spouse is not residing permanently with service member, or because spouse is not capable of self-care.

d. Sole parents or sole guardians, as indicated in paragraph c, above, of family members who are unable to provide for themselves (e.g., handicapped, infirm), regardless of age.

Step: 2
Action required by: Unit/BnPAC clerk/PSNCO
Description of actions: Review the Family Care Counseling Report (ACC-C43) see figure 9-6-3 for sample of report. Notify service member(s) of date, time and place of counseling appointment.

Step: 3
Action required by: Unit Cdr
Description of actions: Review pertinent portions of referenced publications. Seek assistance of your BnPAC/PSNCO to accomplish this task.

Step: 4
Action required by: Unit Cdr
Description of actions: Counsel service member(s). Check off each item on checklist as information is presented.

a. For enlisted personnel—

(1) Explain to the service member—

(a) The requirements of each item on the DA Form 5304-R. (See Fig 9-6-1).

(b) What the consequences will be if the completed plan is inadequate or is not returned in sufficient time to be processed within the 2

Table 9–10
Procedure 9-6 family care counseling —Continued

month criterion.

(c) Establish a suspense date (45 days from the date of counseling) for return of the completed DA Form 5305-R. (See fig. 9-6-2)

(2) Sign all copies of DA Form 5304-R. (See fig 9-6-1)

(3) Obtain soldier's signature on all copies of the DA Form 5304-R (E6 and below).

b. For officer personnel, explain to the officer the requirements of each item on the DA Form 5304-R (see fig 9-6-1) and what the consequences will be if he/she does not maintain a personal Family Care Plan.

Step: 5
Action required by: Unit/BnPAC clerk
Description of actions: File DA Form 5304-R in unit files.

Step: 6
Action required by: Unit cdr
Description of actions: Upon receipt of DA Form 5305-R for enlisted personnel in grade E6 and below either approve or disapprove the Family Care Plan—

a. If the Family Care Plan is approved sign the DA Form 5305-R and provide a copy to the individual.

b. If the Family Care Plan is disapproved inform the individual of your decision. Recommendations for disapproval, with full justification, will be forwarded through channels to the officer exercising Special Court Martial authority.

Step: 7
Action required by: Special Court Martial Authority
Description of actions: a. Either approve or disapprove the Family Care Plan.

b. If the plan is approved return the plan to the Unit cdr.

c. If the plan is disapproved forward the plan to the officer exercising General Court Martial Authority.

Step: 8
Action required by: General Court Martial Authority
Description of actions: Evaluate the Family Care Plan. Approve or disapprove plan. If disapproved, record reasons on return reply. Have plan returned to Unit cdr.

Step: 9
Action required by: Unit commander
Description of actions: If DA Form 5305-R has been approved, notify soldier.

Step: 10
Action required by: Unit commander
Description of actions: If DA Form 5305-R has been disapproved, notify soldier and take action in accordance with paragraph chap. 6, AR 601-280. (See procedure 9-14 this pamphlet.)

Step: 11
Action required by: Unit Commander
Description of actions: Establish procedures to ensure DA Form 5305-R is recertified during soldier's birth month.

Step: 12
Action required by: Unit/BnPAC clerk
Description of actions: File DA Form 5305-R in unit files.

9–11. Procedure 9-7 personnel register

Procedure 9-7 covers the preparation of the official personnel register (DA Forms 647 and 647-1).

a. Primary reference is AR 680-1.

b. Forms used are DA Form 647, 647-1.

c. This procedure supplements AR 680-1. DA Form 647 is a source document, which will be used at the lowest level of command having responsibility for strength accounting.

(1) The official register will be used for registering military personnel and DOD civilians upon arrival and departure from Army units on permanent change of station or temporary duty. It may also be used for recording passes, leaves, and visitors. DA Form 647 will be used to the greatest extent possible; however, when this is impractical, the commander may authorize the use of DA Form 647-1.

(2) When an individual's duty station is located away from the organization maintaining the Personnel Register, the

DA Form 647-1 may be mailed at the discretion of the commander. DA Form 647-1 is to be completed by DOD personnel only.

d. Commanders will establish procedures for maintaining the official register and designate the place where it will be located during and after duty hours. The following procedures will be adhered to:

(1) Registers will be used continually until all spaces are filled. The daily closing of the register will be as outlined in paragraph (3), below.

(2) A copy of the instructions in this procedure will be posted in the immediate vicinity of the register, easily accessible to personnel using the register.

(3) Personnel responsible for maintaining the register will be briefed by the designated representative of the commander on the prescribed register entries and any special requirements of the local command. The responsible individual will close out the register as of 2400 hours each day by entering the time, date closed, and their signature to include grade and title in the next unused line.

(4) Registration of visits of less than 12 hours will be at the discretion of the commander except that registrations will be required when visits are at a place where US troops are on duty in connection with a civil disorder.

(5) All entries except signatures will be typed or printed in black ink. All personnel when arriving from or departing to their official duty station should personally sign the register and leave a copy of their orders. The commander may, when personal signatures are impractical, designate a representative to accept a telephonic report and make the appropriate entry and sign for the individual (the name and title of the designated representative will be printed in the remarks block as shown in the fourth entry in fig 9-7-1).

(6) A separate line entry will be made on the DA Form 647 for each individual duty status change requiring sign in or sign out action. This procedure will be followed even though an individual signs out and in from leave, pass, or TDY within the same 24 hour period. When the DA Form 647-1 is used, one form will be prepared for the sign out action and a separate DA Form 647-1 will be prepared for the sign in action.

(7) Remaking the register for the purpose of improving the appearance is prohibited. Care should be taken to ensure that the register is prepared neatly, legibly, and uniformly, and that it is not lost, destroyed, or obliterated. If, prior to the register being used for strength accounting entries, it is lost, obliterated, or destroyed, the individual responsible for maintenance of the document will recreate it with the best information available.

e. Entries on the DA Form 647 need not be made for Regular Army trainees who arrive at a basic combat training or one station unit training organization from a reception station on the same installation.

f. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

g. The following actions will be taken for the preparation of the official personnel register (DA Forms 647 and 647-1):

Table 9–11
Procedure 9-7 personnel register

Step: 1
Action required by: Unit/BnPAC clerk
Description of actions: Open the register by entering the current date in the designated block and enter the unit name (to include location) in the "ORGANIZATION" block.

Step: 2
Action required by: Individual arriving at or departing from the unit
Description of actions: a. "DATE AND TIME" block—Enter current date and the time.
b. "ACTION" block—Place a () or (X) in the appropriate item.
c. "REASON" block—Place a () or (X) in the appropriate item.
Note: Personnel departing on leave in conjunction with separation from the Army will check the "PCS" block and enter the number of days leave in "Remark" block (see the 6th entry in fig 9-7-1).
d. "NAME" and "SIGNATURE" blocks—Print first name, middle initial, and last name on the top line and sign name on the bottom line.
e. "SOCIAL SECURITY NUMBER" block—Self-explanatory.
f. "GRADE" block—Military personnel enter their grade of rank. Civilian personnel enter their civil service rating.
g. "REMARKS" block—To be used at the discretion of the commander for recording such information as deemed appropriate.
h. Individuals arriving at or departing from the unit will leave a copy of their travel orders at the time the DA Form 647 is completed. The orders will then be attached to the back of the form.

Step: 3
Action required by: Unit/BnPAC clerk or designated representative
Description of actions: If an individual's personal signature is impractical as determined by the commander, make the entries specified in

Table 9–11
Procedure 9-7 personnel register—Continued

step 2, above, with the exception of the individual's signature. In these cases, the Unit Clerk or designated representative will print the individual's name on the top line and sign his own name on the bottom of the "NAME" and "SIGNATURE" blocks, respectively. The Unit Clerk or designated representative will then identify himself in the "REMARKS" block. (See the 5th entry in fig 9-7-1.)

Step: 4

Action required by: Unit clerk or designated representative

Description of actions: a. Close out the register as of 2400 hours each day by entering the time, date, and signature to include grade and title in the next unused line of the form.

b. Prepare and submit SIDPERS transactions, if appropriate, on the next day. (See DA Pam 600-8-1.)

c. File the register in the office files. Use file number 716-04, AR 340-2 or AR 340-18-7, as appropriate.

Note: DA Form 647-1 is completed in the same manner as DA Form 647. DA Form 647-1 will be used when it is impractical to use DA Form 647 as determined by the commander. Because of its greater capability for control, the DA Form 647 should be used to the greatest extent possible. The DA Form 647-1 may be mailed in those case where the individual is stationed for duty at a location away from the organization to which the DA Form 647-1 is to be provided. (see fig 9-7-2 for guidance on the completion of the DA Form 647-1.)

9–12. Procedure 9-8 AWOL, DFR, and weekly report of AWOLs by name

Procedure 9-8 covers AWOL desertion, AWOL statistical report, and weekly report of AWOLs by name.

a. Primary references are AR 190-9 and AR 630-10.

b. Forms used are DA Forms 2, 2-1, 137, 268, 2475-2, 2496, 4187, 4384, and DD Forms 458, 553, and 1173.

c. This procedure supplements AR 630-10.

d. The unit commander is responsible for prompt and accurate determination of whether a service member's absence is authorized or unauthorized and if such an absence should be chargeable as time lost to be made good. When a determination is made that a service member has entered into an unauthorized absence status, the unit commander will take action to have DA Form 4187 prepared and the duty status submitted into SIDPERS. (See procedure 2-10, DA Pam 600-8-1, and procedure 9-1, this pamphlet.) Other administrative actions must be taken in accordance with AR 630-10 to include preparation of charge sheets, suspension of favorable personnel actions, discontinuation of allotments, inventory of personal property, and notification of next of kin.

e. When a service member enters dropped from the rolls (DFR) status, a report must be prepared using DD Form 553. This form is initiated by the unit commander and forwarded to the Commander, USAEREC, ATTN: PCRE-RD, Fort Benjamin Harrison, IN 46249-5301. The unit commander will also forward a copy of the DD Form 553 to the local provost marshal for completion. Upon receipt of the forms by the USA Deserter Information Point (USADIP) at the USAEREC, the desertion reports are verified, valid reports entered into the National Crime Information Center (NCIC), and notices disseminated to military and civilian law enforcement authorities.

f. The unit commander is responsible for interviewing and counseling service members who return to military control after an unauthorized absence. The interview will be directed toward determining the reasons for the absence with a view towards resolving the problems and precluding further unauthorized absences.

g. When an individual is erroneously reported as being in an unauthorized leave status, all records and reports must be corrected and a letter of apology sent to the service member's next of kin. A report of the circumstances must be filed in the individual's MPRJ in accordance with table 3-1, AR 640-10. It is important that commanders not report individuals AWOL until an accurate determination has been made as to the individual's true status. In cases of doubt, the final decision must be based on the judgment of the commander after consideration of the facts of each case. The unit commander will take action to have DA Form 4187 prepared (see Procedure 9-1) and the AWOL duty status revoked in SIDPERS by submission of a "RAWL" SIDPERS transaction in accordance with DA Pamphlet 600-8-1, procedure 2-21.

h. The purpose of the AWOL Statistical Report AAC-C09 is to provide commanders at battalion and higher level with information regarding the AWOL status of personnel assigned to their command. The report enables the commander to follow trends within subordinate units. The report also provides military losses and identifies units with a consistently high AWOL rate.

i. The AWOL statistical report reflects each unit's previous AWOL status of personnel compared to the present AWOL, losses to AWOL, erroneous report of AWOL, and man days lost to the unit's accountable strength. Totals are reflected by unit with a summary for the parent unit and overall total of all units contained in the report.

j. A sample of the AWOL statistical report with an explanation is shown in figure 9-8-1. The report will be cut off at the end of the month, held 1 month, and destroyed.

k. The reporting and administration of an individual in an AWOL or DFR status will be in accordance with AR 630-10 and chapter 2 of DA Pamphlet 600-8-2. The Weekly Report of AWOL by Name AAC-C03 must be checked against the DA Form 2475-2 (Personnel Data-SIDPERS) to ensure they are in agreement. When the report is prepared in the

PEACETIME mode it will indicate those individuals who are currently in an AWL, AWC, or deserter (DFR) status and will also indicate citizenship status. When produced in the WARTIME mode, citizenship and DFR will not be printed.

l. The C03 will indicate all individuals who are in an AWOL or DFR status on/or prior to the cycle date (CD) of the report. The report shows those individuals whose duty status code on the SPF is AWL (AWOL), AWC (AWOL—Confined Hands Civil Authorities) or DFR when Transaction Change Number (TCN) is 941 (DFR as deserter) or 971 (erroneously reported as returned from DFR as a deserter).

m. A sample of the Weekly Report of AWOL by name is shown in figures 9-8-2 and 9-8-3. The report will be destroyed upon receipt of a new report.

n. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may only be disclosed or released under applicable directives to authorized personnel according to 340-17 and 340-21 series ARs. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

o. The following actions will be taken for AWOL and desertion.

Table 9–12
Procedure 9-8 AWOL, DFR, and weekly report of AWOLs by name

Step: 1
Action required by: Unit Commander
Description of actions: Whenever a service member is absent under circumstances which make it appear that the member is absent without authorized leave, conduct an immediate inquiry to determine member's true status. (See chapter 2, AR 630-10.) For waivers of time lost to be made good, see AR 635-200. Periods of unauthorized absence which are excused as unavoidable will be creditable for all purposes.

Step: 2
Action required by: Unit Commander
Description of actions: When an individual fails to report to a gaining unit of assignment in conjunction with a PCS, take the following action depending on the format of the PCS order:

a. When the order shows a reporting date that is not contradicted by available SIDPERS/CAP-III information, report the service member "assigned-not-joined" as of the reporting date and take the actions specified in c and e below.

b. When the order shows only an availability date that is not contradicted by available SIDPERS/CAP III information, report the individual "assigned-not-joined" as of the ninth day following the availability date and take the actions specified in c and e below.

c. Immediately after an individual has been reported "assigned-not-joined," query (telephonically or by electrically transmitted priority message) the following agencies:

(1) The losing unit (including en route TDY unit if applicable).

(2) All Military Personnel Transportation and Assistance Offices (PAP) servicing the gaining oversea command (if applicable).

(3) The replacement organization servicing the gaining unit (example: 21st Replacement Battalion, for USAREUR units stationed in Germany) (if applicable).

(4) HQDA (DAPC-OP-appropriate career management division) for officer personnel; HQDA (DAPC-EPT) for enlisted personnel in a training or student status; and HQDA (DAPC-EP-appropriate career management division) for all other enlisted personnel in accordance with table 1-1, AR 614-200. Inquiries on medical department officers will be reported to HQDA (SGPE-appropriate career activity office) and Judge Advocate General Corps officers will be reported to HQDA (DAJA-PT). Chaplains will be reported to HQDA (DACH-PEP) WASH DC 20310-2000.

d. The losing military personnel office (MILPO) that published the PCS orders (request information as to amendments, revocations, and, if applicable, port call dates).

e. Maintain a 15-day suspense file for replies. Retransmit the inquiry if necessary and again set up suspense for 15 days. The individual will be reported AWOL once all inquiries have been answered and no information as to the service member's whereabouts has been provided.

f. If inquiries reveal that the individual was erroneously reported as "assigned-not joined," have a "REVA" SIDPERS transaction to revoke "assigned-not-joined" status in accordance with Procedure 2-24, DA Pamphlet 600-8-1.

Step: 3
Action required by: Unit Commander
Description of actions: Record the results of the inquiry on DA Form 4384.

Step: 4
Action required by: Unit/BnPAC Clerk
Description of actions: a. Prepare DYST SIDPERS transaction in accordance with procedure 2-10, DA Pamphlet 600-8-1, and annotate individual's DA Form 2475-2 (see procedure 9-11, this pamphlet).

b. Submit a completed DA Form 4187 to the MILPO and FAO in accordance with procedure 9-1. If individual was in a leave status, attach original copy of DA Form 31 to FAO copy of DA Form 4187. Enter "ordinary leave to AWOL see DA Form 4187" in Item 30, DA Form 31.

Step: 5

Table 9–12
Procedure 9-8 AWOL, DFR, and weekly report of AWOLs by name —Continued

Action required by: Unit Commander
Description of actions: Notify local provost marshal within 48 hours of member's absence and provide information which could lead to early apprehension.

Step: 6
Action required by: Unit Commander
Description of actions: Initiate suspense of favorable personnel actions (DA Form 268) and distribute in accordance with procedure 9-19.

Step: 7
Action required by: Unit Commander
Description of actions: Initiate action in accordance with Procedure 9-20D, regarding reporting of derogatory information and suspension of access.

Step: 8
Action required by: Unit Commander
Description of actions: a. Inventory personal effects, clothing, the Government property charged to the individual in accordance with paragraph 12-13, AR 700-84, and Defense Disposal Manual 4160.21M. A signed copy of the inventory, whether the absentee was with or without personal effects, will be retained for inclusion in the DFR packet should the individual remain absent longer than 30 days. (See procedure 9-3).

b. The individual who conducts the inventory may examine personal papers and effects in an effort to obtain information as to the absentee's whereabouts.

c. Cash monies left behind by the absentee in either personal effects or unit safe will be deposited with a finance and accounting officer whose receipt will be retained in the organization files. A copy of the receipt will be maintained with the inventory of personal effects. Claims for recovery of funds will be submitted to the same finance and accounting office (FAO) for processing under AR 37-108. See procedure 9-3.

Step: 9
Action required by: Unit Commander
Description of actions: If the individual has access to classified defense information or if information appears to have been compromised, report the incident through command intelligence channels as directed by paragraph 2-5b, AR 381-20. When an individual, regardless of security clearance, has sought political asylum in or is being detained in a foreign country, a report will be made through command intelligence channels as directed in AR 381-20 for knowledgeable personnel. This report is not necessary if a Serious Incident Report (SIR) has been submitted as directed in AR 190-40. A SIR submitted under these circumstances will include HQDA WASH DC//DAMI-GI// as an information addressee. Revoke security clearance. (See fig 9-8-4.)

Step: 10
Action required by: Unit Commander
Description of actions: When applicable, have allotments discontinued in accordance with JUMPS-Army operating instructions (AR 37-104-3).

Step: 11
Action required by: Unit Commander
Description of actions: Notify absentee's next of kin by letter on the 10th day of absence. (See fig 9-8-5.)

Step: 12
Action required by: Unit Commander
Description of actions: Drop the individual from the rolls of the organization effective 0001 on the 31st consecutive day of unauthorized absence, i.e., upon completion of 30 consecutive days of unauthorized absence, unless sooner required in accordance with chapter 3, AR 630-10.

Step: 13
Action required by: Unit commander
Description of actions: Revoke security clearance (see fig 9-6-4) in accordance with AR 604-5, paragraph 15h, appendix C.

Step: 14
Action required by: Unit/BnPAC clerk
Description of actions: When the commander has determined it appropriate to drop an absentee from the rolls of the organization, take the following actions:

a. Submit the "DFR" SIDPERS transactions in accordance with procedure 2-7, DA Pamphlet 600-8-1.
b. Prepare a DA Form 4187 for DFR. Make distribution in accordance with procedure 9-1.
c. Prepare appropriate "OSTR" SIDPERS transaction in accordance with procedure 2-18, DA Pamphlet 600-8-1.
d. Prepare DA Form 137 to have installation clearance completed.

Table 9–12
Procedure 9-8 AWOL, DFR, and weekly report of AWOLs by name —Continued

Step: 15

Action required by: Unit Commander

Description of actions: Take the following actions after the individual has been DFR of the organization:

a. Prepare DD Form 458 (Charge Sheet) in triplicate.

b. Initiate DD Form 553 in accordance with AR 190-9 within 48 hours of the date of DFR. Forward one copy to the local provost marshal for completion and distribution.

c. Forward a copy of the charge sheet, DA Form 4187, and DD Form 553 through the MILPO to the Commander, USAEREC, ATTN: PCRE-RD, Fort Benjamin Harrison, IN 46249-5301 (USADIP) within 48 hours after the member has been dropped from the rolls of a unit.

d. Consolidate documentary evidence of AWOL and DFR with health records to include SF 601, Immunization Record and dental records and forward to the MILPO for construction of the DFR packet. Ensure "FLAG" SIDPERS transaction is submitted to change reason code in accordance with procedure 9-19.

e. When absentee has family members qualified for medical care in a uniformed services facility or who are receiving civilian care under CHAMPUS, notify the appropriate medical facility commander or Director, OCHAMPUS, Denver, CO 80240. (See fig 9-8-6.)

f. Notify the absentee's next of kin by letter informing them that the absentee has been DFR of the organization as a deserter and request their assistance in urging him or her to return to military control. In addition, request the surrender of the next of kin's DD Form 1173 in accordance with paragraph 1-18, AR 640-3. (See fig 9-8-7.) Designate an individual to accomplish installation clearance and complete DA Form 137.

Step: 16

Action required by: Unit Commander

Description of actions: Provide the local provost marshal with additional information which can supplement that provided at the time the DD Form 553 was prepared.

Step: 17

Action required by: Provost marshal

Description of actions: Complete your portion of the DD Form 553; forward it to the Commander, USAEREC, ATTN: PCRE-RD, Ft Benjamin Harrison, IN 46249-5300, within 48 hours of the DFR action.

Step: 18

Action required by: PSNCO

Description of actions: Upon receipt of documents pertaining to AWOL and desertion cases, notify appropriate promotion authority if absentee is on a promotion list. Forward documents to the Personnel Records Specialist.

Step: 19

Action required by: Personnel records specialist

Description of actions: a. Update Personnel Records (AR 640-2-1).

b. File authorized documents in MPRJ in accordance with AR 630-10 and AR 640-10.

c. Upon receipt of DA Form 4187 documenting both AWOL and DFR actions, charge sheets, and DD Form 553, prepare for transfer to the commander USAEREC in accordance with AR 630-10. Be sure documentation records entries are accurate and complete. Check and verify entries in items 21 and 35, DA Form 2-1, and items 1, 2, 3, 14, and 15, section IV, DA Forms 2. (See app B, AR 630-10, for a list of documents to be included in the DFR packet.)

Step: 20

Action required by: PSNCO

Description of actions: Monitor AWOL and desertion cases also C03 to assist. Ensure that reports and records are submitted promptly, orders are published as required, and action is taken to ensure erroneous reports are voided and records corrected in accordance with AR 630-10 and AR 600-31. Initiate action for discharge if and when appropriate.

a. Maintain a 30-day suspense file for all AWOL reports. Require the reporting unit to report the absentee as a deserter or submit a report to show his or her correct status, e.g., AWOL to duty (2C), erroneous AWOL (2J), in hands of civil authorities (2I or 2H), missing (2M), or deserter (PA).

b. Assure all efforts were made to determine whether individual has been diverted or orders were amended, rescinded, or revoked, etc., before the PA is processed. Avoid all unnecessary delays in processing the AWOL/desertion or clearing transactions.

Step: 21

Action required by: Installation coordinating agent of an installation outside CONUS

Description of actions: a. Maintain DFR packet for a period of 30 days past the date the individual was DFR. Should the absentee return to military control within that time, forward the packet to the activity where the individual returned.

b. Should the absentee fail to return to military control within 30 days of the DFR date, forward the packet to the Commander, USAEREC, ATTN: PCRE-RD, Ft Benjamin Harrison, IN 46249-5301.

Table 9–12
Procedure 9-8 AWOL, DFR, and weekly report of AWOLs by name —Continued

c. Ensure that copies of the DA Form 4187 documenting both the AWOL and DFR have been forwarded to the Commander, USAEREC.

Step: 22

Action required by: Installation coordinating agent of an installation within CONUS

Description of actions: a. Maintain DFR packet for a period of 60 days past the date the individual was DFR. Should the absentee return to military control within that time, forward the packet to the activity where the individual returned.

b. Should the absentee fail to return to military control within 60 days of the DFR date, forward the packet to the Commander, USAEREC, ATTN: PCRE-RD, Ft Benjamin Harrison, IN 46249-5301.

c. Ensure that copies of the DA Form 4187 documenting both the AWOL and DFR have been forwarded to the Commander, USAEREC.

Step: 23

Action required by: Personnel records specialist

Description of actions: Upon return of the service member to military control, adjust data on individual's Personnel Records to reflect the time lost to be made good. Adjustments to the basic active service date (BASD), basic enlisted service date (BESD), pay entry basic date (PEBD), date of rank (DOR), expiration of term of service (ETS), and date of expected return from overseas (DEROS), when applicable, will be made in accordance with AR 640-2-1, Procedure 5-11, and SIDPERS procedures in DA Pamphlet 600-8-2.

9–13. Procedure 9-8A AWOL and DFR

(ARNG/USAR personnel)

a. This procedure supplements AR 630-10. It outlines the actions required for reporting Army National Guard (ARNG) and U.S. Army Reserve (USAR) personnel AWOL and DFR when they fail to report as ordered, or absent themselves after reporting to Special Active Duty for Training (SADT), Initial Active Duty for Training (IADT), or Active Duty for Training (ADT). Special procedures are also provided for processing AWOL of Individual Ready Reserve (IRR) and Active Guard/ Reserve (AGR) members.

b. ARNG and USAR personnel are normally ordered to ADT in an attached status. These individuals must be further assigned to an active Army unit prior to being DFR. Commanders must take care to ensure that procedures are followed accurately in order to reflect their true status. In addition to this procedure, procedure 9-1 and procedure 9-11B should be followed in conjunction with AR 630-10 when ARNG and USAR personnel are being reported AWOL.

c. The following actions will be taken for AWOL and DFR or ARNG and USAR personnel.

Table 9–13
Procedure 9-8A AWOL and DFR

Step: 1

Action required by: Active Duty Commander (Reception Station/Training Unit for Special Active Duty for Training/Training Unit for Initial Active Duty for Training /Training Unit for Active Duty for Training)

Description of actions: Whenever ARNG or USAR (excluding IRR and AGR) personnel fail to report for SADT, IADT, or ADT as ordered, notify the ARNG/USAR Liaison Official on the fifth day following the absentee's reporting date. The State Adjutant General (AG) (for ARNG members) or the CONUS Army commander (for USAR members) will be queried as to the absentee's status.

Step: 2

Action required by: Active Duty Commander (Reception Station/Training Unit for Special Active Duty for Training/Training Unit for Initial Active Duty for Training /Training Unit for Active Duty for Training)

Description of actions: When information is received that there are no extenuating conditions that warrant the service member's absence, report the member AWOL from attached status using DA Form 4187. Section II of the DA Form 4187 will show the duty status change of "Attached-Not-Joined to AWOL." The effective date of this change will be the service member's original reporting date.

Step: 3

Action required by: Active Duty Commander (Reception Station/Training Unit for Special Active Duty Training/Training Unit for Initial Active Duty for Training/Training Unit for Active Duty for Training)

Description of actions: Whenever ARNG or USAR (excluding IRR and AGR) personnel go AWOL from an active Army unit after properly reporting as ordered, notify the ARNG/USAR Liaison Official immediately upon determination of the absence. Queries to the State AG or CONUS Army commander need not be initiated for service members who absent themselves after reporting. This inquiry may be made, however, if the circumstances of the case so warrant. Report the service members AWOL from attached status using DA Form 4187. Section II of the DA Form 4187 will show the duty status change of "Present for Duty to AWOL." The effective date of this change will be the first day of AWOL.

Step: 4

Table 9–13
Procedure 9-8A AWOL and DFR—Continued

Action required by: Active Duty Commander (Reception Station /Training Unit for Special Active Duty for Training/Training Unit for Initial Active Duty for Training/Training Unit for Training)

Description of actions: Whenever ARNG or USAR personnel go AWOL from an active Army training unit with less than 30 days remaining on SADT/IADT/ADT orders, extend the service member past the termination date of the original SADT/IADT/ADT order by indorsement. Prepare the indorsement prior to the termination date of the original SADT/IADT/ADT orders. The period of extension will be 30 days or the length of time needed to complete the course, whichever is greater. If the service member fails to return within 30 days of the first day of absence, follow the procedures in steps 6, 7, and 8 below.

Step: 5

Action required by: Active Duty Commander (Reception Station/Training Unit for Special Active Duty Training/Training Unit for Initial Active Duty for Training/Training Unit for Active Duty for Training)

Description of actions: If an IRR member fails to report or is AWOL after reporting for ADT or SADT, call the office within the U.S. Army Reserve Personnel Center (ARPERCEN) initiating the ADT or SADT orders to determine if the member's orders should be revoked or if AWOL processing should take place. If it is determined that AWOL action should proceed, the steps in this chapter will be followed with notification and documents being sent to the orders-issuing office within RCPAC. The Commander, ARPERCEN, will issue the orders reassigning the member to the Active Army unit indicated in the request for orders. If an IRR member fails to report or is AWOL after reporting for IADT, the steps in this procedure will be followed except the notification normally sent to CONUS Army commanders for other RC members will be sent to Commander, ARPERCEN, ATTN: DARP-EPS, 9700 Page Boulevard, St. Louis, MO 63132-5200.

Step: 6

Action required by: Active Duty Commander (Reception Station/Training Unit for Special Active Duty for Training/Training Unit for Initial Active Duty for Training/Training Unit for Active Duty for Training)

Description of actions: If an AGR member fails to report for active duty, call the USAR-AGR-MP office (AV 693-7427 for officers; AV 693-7424 for enlisted) for a status determination. This office will declare the member AWOL or have the orders to active duty revoked. If the member is AWOL after reporting, the steps in this procedure will be followed with notification and documents being sent to Commander, ARPERCEN. The Commander, ARPERCEN, will issue the orders reassigning the member to the Active Army unit indicated in the request for orders.

Step: 7

Action required by: Active Duty Commander (Reception Station/Training Unit for Special Active Duty for Training /Training Unit for Initial Active Duty for Training/Training Unit for Active Duty for Training)

Description of actions: Comply with steps 5 through 10, procedure 9-8.

Step: 8

Action required by: Active Duty Commander (Reception Station/Training Unit for Special Active Duty for Training /Training Unit for Initial Active Duty for Training/Training Unit for Active Duty for Training)

Description of actions: Whenever ARNG or USAR personnel are AWOL for 30 consecutive days, inform the CONUS Army commander and request the absentee be assigned to the active Army unit of attachment effective 0001, the 31st consecutive day of AWOL. Verbally request the order number and order date. These data will be authority for the accession and DFR actions. Subsequently, forward a request for orders (DA Form 2446) to the CONUS Army Commander to preclude cancellation of the order number. Order-requesting activities should include the following addressee in the "Distribution" section of the DA Form 2446:

Commander
USAEREC
ATTN: PCRE-RD
Ft. Benjamin Harrison, IN 46249-5301

Step: 9

Action required by: Unit/BnPAC clerk

Description of actions: a. Forward DA Form 2496 to the MILPO requesting the absentee be accessed into the strength of the active Army effective 0001, the 31st consecutive day of AWOL.

b. Comply with steps 12, 13, and 14, procedure 9-8.

Step: 10

Action required by: Installation Coordinating Agent

Description of actions: Immediately upon the individual being DFR, forward the DFR packet to the Commander, USAEREC, ATTN: PCRE-RD, Fort Benjamin Harrison, IN 46249-5301.

9–14. Procedure 9-8B return to military control

Procedure 9-8B covers the return to military control of AWOL and deserter personnel.

a. This procedure supplements AR 630-10. It outlines the actions required when Army service members are returned

to military control from an unauthorized absence. These procedures apply to absentees and deserters who are physically returned to military control, reported to be receiving treatment in civilian medical facilities, or detained by civil authorities.

b. Individuals are considered returned to military control at the time they surrender to, are delivered to, or are apprehended by or for military authorities. In addition, individuals are considered returned to military control at the time they are available for transfer to military custody after being held by civilian authorities for some reason other than at the request of the military.

c. When an individual is erroneously reported as a deserter, all records and reports must be corrected and a letter of apology sent to the individual's next of kin. The unit commander will take action to have DA Form 4187 prepared (see procedure 9-1) and the DFR status revoked in SIDPERS by submission of a "RDFR" SIDPERS transaction in accordance with procedure 2-22, DA Pamphlet 600-8-1.

d. The following actions will be taken for the return to military control of AWOL and deserter personnel:

Table 9–14
Procedure 9-8B return to military control

Step: 1
Action required by: Unit/BnPAC clerk
Description of actions: When a deserter returns to military control, take the following actions:

a. Request MILPO access the service member into the strength of the Army.
b. Prepare DA Form 4187 documenting the return to military control (see procedure 9-1 and forward a copy directly to the Commander, USAEREC. Also send copies to the servicing MILPO.
c. Annotate the service member's DA Form 2475-2 in accordance with procedure 9-11.
d. Prepare DA Form 2446 accessing the service member to the unit using Format 426, appendix A, AR 310-10.
e. Submit "FLAG" SIDPERS transaction to change reason code in accordance with procedure 9-19.

Step: 2
Action required by: Unit Commander
Description of actions: a. Have action taken to obtain the service member's DFR packet from the appropriate installation coordinating agent (when absentees have been DFR less than 60 days from the CONUS organization, or less than 30 days from an oversea organization).
b. When individuals have been in DFR status longer than the time stated above, request the DFR packet from the Commander, USAEREC, ATTN: PCRE-RD, Fort Benjamin Harrison, IN 46249-5301.
c. For service members who had knowledge of classified information, report their return through command intelligence channels. (See paragraphs 2-5b through 2-5d, AR 381-20.)
d. Take action to obtain the service member's personal effects and any funds left at the time of departure. (See AR 37-108.)
e. Assure reacquisition of military clothing in accordance with paragraph 12-12 or 12-13, AR 700-84.
f. Initiate pay action effective the date it was determined the individual returned to full duty status.
g. Encourage the service member to write the next of kin.
h. Take appropriate disciplinary action under the provisions of the Uniform Code of Military Justice. If disciplinary action does not result in dismissal or discharge, request disposition instructions from the service member's career branch. Comply with procedure 9-19 regarding suspension of favorable personnel actions.
i. Notify the local provost marshal of the service member's return.
j. Refer the service member to the servicing medical treatment facility for completion of a medical examination.

Step: 3
Action required by: Provost marshal
Description of actions: a. Prepare DD Form 616 in three copies. Send original copy to the Commander, USAEREC, ATTN: PCRE-RD, Fort Benjamin Harrison, IN 46249-5300. (See chapter 3, AR 190-9.)
b. For service members confined by civil authorities, place a detainer requesting custody of the individual upon release for civil confinement.

Step: 4
Action required by: Medical Treatment Facility Commander
Description of actions: Complete a type "A" medical examination on deserter returnees as prescribed in paragraph 10-16, and appendix IX, AR 40-501.

Step: 5
Action required by: Personnel records specialist
Description of actions: a. Upon receipt of DA Form 4187 documenting the member's return to military control, adjust data on the individual's Personnel Records to reflect the time lost to be made good. Adjustments to the BASD, BESD, PEBD, DOR, ETS, DEROS, and GCMDL date, when applicable, will be made in accordance with AR 640-2-1 and procedures in DA Pamphlet 600-8-2.
b. Reissue VA Form 29-8286 if returned from DFR.

Table 9–14
Procedure 9-8B return to military control—Continued

Step: 6

Action required by: Unit/BnPAC clerk (organization to which the absentee returned to military control)

Description of actions: When an absentee returns to military control at an organization other than that from which he or she departed, take the following actions:

a. Initiate a DA Form 2475-2 in accordance with procedure 9-11.
b. Attach the member to the organization.
c. Submit the "ATCH" transaction in accordance with procedure 2-4, DA Pamphlet 600-8-1.
d. Prepare DA Form 4187 in accordance with procedure 9-1.

Step: 7

Action required by: Unit Commander (organization to which the absentee returned to military control)

Description of actions: a. Conduct an informal investigation into the actual status of the member.
b. Upon determination of the individual's status, take action as specified in chapter 4, AR 630-10.
c. If it is determined that the member was DFR and that the absence will be administered at the place of return to military control, take actions as outlined in this procedure.

9–15. Procedure 9-9 duty assignments

Procedure 9-9 covers the Assumption of Command, Principal Duty Assignment, Additional Duty Appointment, Detail, and Acting Noncommissioned Officer Appointment/Termination.

a. Primary references are AR 600-20, 600-200, and 614-100.

b. Forms used are DA Form 2475-2, 2496.

c. This procedure supplements the primary references, above. It prescribes guidance to announce (and terminate when appropriate) assumption of command, principal duty assignments to other than authorized TOE or TDA positions, additional duty appointments, details, and acting noncommissioned officer appointments through the use of DA Form 2496. Orders will not be used for these purposes. (See para 1-7, AR 310-10.)

d. Commanders will establish necessary controls to ensure that the principal duty assignment of an individual not assigned to an authorized TOE or TDA position is immediately reported to the servicing MILPO for annotation of DA Form 2-1 and ORB. Assignment of an individual to an authorized TOE or TDA position is reported to the MILPO by the "POSN" SIDPERS transaction (procedure 2-19, DA Pam 600-8-1). The MILPO annotates DA Form 2-1 and ORB from the ACC-P01 report (procedure 4-2, DA Pam 600-8-2). Commanders and Military Personnel Officers will ensure that any changes in duty assignment for enlisted bonus recipients are accomplished in accordance with AR 600-200 and related directives concerning utilization.

e. An additional duty is an assigned task that requires full-time monitorship and which is performed in addition to the designated principal duty.

(1) Normally an additional duty will not appear on nor support unit authorization documents and will not relate directly to tasks performed as part of the individual's principal duty.

(2) Performance requirements are normally part-time or periodic and allow the individual to perform his full-time principal duty. Examples of additional duty are "Unit Voting Officer," "Savings/Insurance Officer," "AER Officer," and "Reenlistment NCO."

(3) Duties which are performed infrequently and to which individuals are detailed from a duty roster or other official instrument such as the "Daily Bulletin" or "Weekly Bulletin" are not considered additional duties; examples are "Duty Officer," "Duty NCO," "Post Exchange Inventory Officer," and "Survey Officer." Assignment of additional duties will be announced in writing only when required by the governing Army Regulation.

f. A duty detail does not affect the specialty in which a commissioned officer is assigned. The number of duty details in which an individual may be directed to perform is not limited except for general staff duty with troops. Generally, duty details are a command function (para 3-3, AR 614-100).

g. Appointment and termination of appointment to acting noncommissioned officer (NCO) will be accomplished in accordance with AR 600-200, chapter 7, section VI. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

h. The following actions will be taken for assumption of command, principal duty assignment, additional duty appointment, detail and acting noncommissioned officer appointment termination:

Table 9–15
Procedure 9-9 duty assignments

Step: 1
Action required by: Unit/BnPAC clerk
Description of actions: Upon direction of the 1SG/BnPAC PSNCO, take the following action as applicable:

a. Assumption of command. Prepare DA Form 2496 announcing assumption of command (fig 9-9-1).
b. Principal duty assignment. Prepare DA Form 2496 announcing the appointment of an individual (officer or enlisted) to a principal duty assignment, only if the individual is not assigned to an authorized TOE or TDA position (fig 9-9-2).
c. Additional duty appointment. Prepare DA Form 2496 announcing the appointment of an individual (officer or enlisted) to an additional duty assignment (include individuals assigned to dual TOE or TDA positions) (fig 9-9-3).
Note: If change of rater/duty necessitates an evaluation report, see procedure 5-8, this pamphlet, for enlisted personnel or procedure 5-15, this pamphlet, for officers.
d. Termination. Request termination action (if required) at the appropriate time. Set up suspense if necessary to ensure that all actions are completed.

Step: 2
Action required by: 1SG/BnPAC PSNCO
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives.

Step: 3
Action required by: Unit Cdr/adjutant
Description of actions: Review actions and sign as required.

Step: 4
Action required by: Unit/BnPAC clerk
Description of actions: Make distribution as indicated in applicable figure (see step 1, above).

Step: 5
Action required by: Unit/BnPAC clerk
Description of actions: Submit SIDPERS transaction if principal duty assignment changes duty specialty (DTSPEC) or DMOS and/or position number (POSN). (See procedure 2-19, DA Pam 600-8-1.)

Step: 6
Action required by: Unit/BnPAC clerk
Description of actions: Post duty assignment change to item 5, DA Form 2475-2, in accordance with procedure 9-11 this pamphlet.

Step: 7
Action required by: Unit/BnPAC clerk
Description of actions: If change in principal duty assignment or in assignment to dual TOE or TDA positions, request enlisted evaluation report (AR 623-205) or officer evaluation report (AR 623-105), as required. See procedure 5-8 and 5-15 this pamphlet.

Step: 8
Action required by: Unit/BnPAC clerk
Description of actions: Post DTSPEC or DMOS and/or POSN change to work copy of Unit Manning Report (UMR) in accordance with procedure 4-21, DA Pamphlet 600-8-1.

Step: 9
Action required by: Unit/BnPAC clerk
Description of actions: File copy of DA Form 2496 in accordance with AR 340-2 or AR 340-18-7, as appropriate.

Step: 10
Action required by: 1SG/BnPAC PSNCO
Description of actions: Maintain close supervisory control to assure required tasks are accomplished in accordance with applicable directives and this procedure.

Step: 11
Action required by: Personnel Management Specialist
Description of actions: Upon receipt of DA Form 2496 announcing principal duty assignment or dual TOE or TDA positions, take the following actions:

a. Determine validity of assignment or additional duty appointment.
b. If assignment or appointment is valid, forward DA Form 2496 to the Personnel Records Specialist.
c. If assignment or appointment is invalid, resolve with BnPAC/PSNCO.

Table 9–15
Procedure 9-9 duty assignments—Continued

Step: 12
Action required by: Personnel Management Supervisor
Description of actions: Maintain close supervisory controls to assure required tasks are accomplished in accordance with applicable directives and this procedure.

Step: 13
Action required by: Personnel Records Specialist
Description of actions: a. Upon receipt of DA Form 2496 from Personnel Management Specialist, post item 35, DA Form 2-1 (AR 640-2-1) or annotate Section IX ORB.
b. File DA Form 2496 as temporary document in MPRJ. Remove and destroy upon termination or assignment to another duty position, reassignment, or upon separation.
Note: Use AAC-P01 report as source document for assignment to authorized duty position. (See procedure 4-2, DA Pam 600-8-2).

Step: 14
Action required by: Commander/designated representative authorized to appoint
Description of actions: Detail.
a. Prepare and sign DA Form 2496 announcing the appointment of a commissioned officer to a specific detail under chapter 3, AR 614-100.
b. Distribute in accordance with instructions contained in figure 9-9-4.

Step: 15
Action required by: Commander/designated representative authorized to appoint acting NCO
Description of actions: Appointment of acting noncommissioned officer.
a. Prepare and sign DA Form 2496 announcing the appointment of acting NCO in accordance with AR 600-200.
b. Distribute in accordance with instructions contained in figure 9-9-5.

9–16. Procedure 9-10 conscientious objector

Procedure 9-10 covers the conscientious objector applicants (1-0 and 1-A-0) (officer and enlisted personnel).

a. Primary reference is AR 600-43.

b. Forms used are DA Forms 2, 2-1, 4037, and 4187.

c. This procedure supplements AR 600-43. It provides detailed guidance on processing applications of military personnel who claim conscientious objection to participation in war in any form or to the bearing of arms by reason of religious training or belief. This procedure applies to commissioned officers, warrant officers, and enlisted personnel of the Active Army, the Army National Guard, and the Army Reserve.

d. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series.

e. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

f. The following actions will be taken for conscientious objector applicants (1-0 and I-A-0) (officer and enlisted personnel):

Table 9–16
Procedure 9-10 conscientious objector

Step: 1
Action required by: Individual
Description of actions: Inform immediate supervisor and unit commander of intention to submit a conscientious objector application.

Step: 2
Action required by: Unit/BnPAC clerk
Description of actions: Assist soldier in preparing DA Form 4187. Provide copy of Privacy Act Statement prior to having the soldier complete DA Form 4187 with information required by appendix B, AR 600-43.

Step: 3
Action required by: Unit commander
Description of actions: Screen application to ensure required information is present. Return to applicant if incomplete or incorrect.

Table 9–16
Procedure 9-10 conscientious objector—Continued

Step: 4
Action required by: Unit commander
Description of actions: Advise applicant of the pertinent provisions of the Privacy Act of 1974 as prescribed by paragraph 2-2a, AR 600-43.

Step: 5
Action required by: Unit commander
Description of actions: Upon acceptance of the formal application counsel the applicant concerning the provisions of Section 3103, Title 38, United States Code for 1-0 requests or fig 2-1, AR 600-43, for 1-A-0 requests. Have the applicant sign and date appropriate statement which will be included as an inclosure to the request.

Step: 6
Action required by: Unit commander
Description of actions: Advise applicant to submit any information considered relevant to the request. Letters from individuals listed as references can be helpful; but, listing references without letters serves little purpose. All information will be submitted through military channels.

Step: 7
Action required by: Unit commander
Description of actions: Determine if applicant submitted a request for classification as conscientious objector to the Selective Service Board prior to entry into the Army. If "yes," obtain a signed and dated statement from the applicant authorizing the appropriate military authorities to obtain the Selective Service records.

Step: 8
Action required by: Unit commander 1SG/BnPAC/PSNCO
Description of actions: Make an appointment for an interview by a military chaplain and provide him a copy of the application. The chaplain's report will include—

a. Nature and basis of applicant's claim.
b. Sincerity and depth of conviction.
c. Opinion as to source of applicant's belief.
d. Comment on applicant's demeanor and life style as they bear on the claim.
e. Specific reasons for chaplain's conclusions

Step: 9
Action required by: Unit commander 1SG/BnPAC/PSNCO
Description of actions: Make an appointment with Mental Health Activity for an evaluation by a psychiatrist (or other medical officer) to determine the presence or absence of any disorder which would warrant treatment or disposition through medical channels.

Step: 10
Action required by: Unit commander 1SG/BnPAC/PSNCO
Description of actions: Place in suspense items in steps 8 and 9, above, ensuring written reports are provided within 14 days from the date of basic application. Upon receipt, items generated in steps 8 and 9 are included in packet provided to the investigating officer and ultimately listed as inclosures to the request by the unit commander.

Step: 11
Action required by: Unit commander 1SG/BnPAC/PSNCO
Description of actions: Request the headquarters of the Special Court-Martial jurisdiction to appoint an officer (0-3 or higher), not in the applicant's chain of command, to investigate the claim.

Step: 12
Action required by: Unit commander 1SG/BnPAC/PSNCO
Description of actions: Ensure that the applicant is retained in the unit. If reassignment orders are received, contact the MILPO and request that the orders be deferred.

Step: 13
Action required by: Unit commander 1SG/BnPAC/PSNCO
Description of actions: Assign duties providing minimum practical conflict with applicant's asserted beliefs.

Step: 14
Action required by: HQ of special court-martial jurisdiction
Description of actions: Appoint an officer (0-3 or higher), not in the applicant's chain of command, knowledgeable in policies and procedures relating to such matters, to investigate the claim. The officer appointed will not be one that has primary responsibility for making recommendations on administrative matters to the commander.

Table 9–16
Procedure 9-10 conscientious objector—Continued

Step: 15
Action required by: HQ of special court-martial jurisdiction
Description of actions: Establish suspense of subsequent actions ensuring timely submission of completed record to MILPO within a maximum of 45 days from the date of applicant's formal application.

Step: 16
Action required by: HQ of special court-martial jurisdiction
Description of actions: Instruct the investigating officer sufficiently to ensure proper and complete fulfillment of responsibilities outlined in the governing regulations. Specific instructions should include but not be limited to counsel from the Staff Judge Advocate and Personnel Actions Officer for such advice and assistance as may be deemed necessary.

Step: 17
Action required by: Investigating officer
Description of actions: Upon receipt of appointment orders and the application packet, afford the applicant the opportunity to appear in person at the hearing with or without counsel. If the applicant desires counsel, such counsel must be retained by the applicant. A reasonable period of time will be given to secure counsel's services.

Step: 18
Action required by: Investigating officer
Description of actions: Have applicant sign statement of understanding. If applicant waived the opportunity to be heard, a written waiver signed and dated will be obtained and made a part of the record.

Step: 19
Action required by: Investigating officer
Description of actions: Follow procedures outlined in paragraph 2-5, and appendix D, AR 600-43, as guides.

Step: 20
Action required by: Investigating officer
Description of actions: No attempt is made here to list the specific duties of the investigating officer's applicable portions of AR 600-43. However, some areas that have been commonly overlooked in previous cases are—

a. The investigating officer is the key figure in processing all conscientious objector applications and as such, must accept the responsibility to correct on the spot noticeable errors or omissions.
b. Failure to have the applicant authenticate summaries of testimony attesting to the accuracy of actual testimony given.
c. Failure to place all witnesses, including the applicant, under oath (or affirmation) and stating that fact in the report.
d. Failure to mark all documents considered as exhibits regardless of other markings required in military correspondence.
e. Failure to list any and all documents generated by the investigating officer as inclosures to the report in addition to exhibits considered. Figure 2-1, AR 600-43, is an inclosure but not an exhibit. All summarized testimonies are to be listed and marked as inclosures to the investigating officer's report.
f. Failure to establish time when applicant's views became fixed.
g. Failure to provide the applicant with a complete copy of the record at the same time the record is returned to the headquarters of the commander who appointed the investigating officer.

Step: 21
Action required by: HQ of special court-martial jurisdiction
Description of actions: Upon receipt of investigating officer's report and the applicant's records, return the whole packet without comment to the commander of the applicant for the additional information required in paragraph 2-6a, AR 600-43.

Step: 22
Action required by: Unit Cdr
Description of actions: Assure applicant has executed figure 2-2, AR 600-43, and been advised on rebuttal rights. (Document becomes an inclosure listed on CMT 2.)

Step: 23
Action required by: Unit Cdr
Description of actions: Provide information required by paragraph 2-6a, AR 600-43, with reasons to support recommendations of approval or disapproval.

Step: 24
Action required by: Unit Cdr
Description of actions: The investigating officer's report also becomes an inclosure listed on Comment 2. Most often the report will contain inclosures which are then inclosures to inclosures.

Step: 25

Table 9–16
Procedure 9-10 conscientious objector—Continued

Action required by: Unit Cdr
Description of actions: Forward entire record, by Comment 2, through normal command channels with applicant's rebuttal, if appropriate and with recommendations based on fact as to disposition of the case. The record is not delayed beyond the 10 day rebuttal period if the rebuttal has not been submitted. In that case, a statement will be made in Comment 2 in explanation.

Step: 26
Action required by: HQ of special court-martial jurisdiction
Description of actions: Examine record ensuring proper administrative procedures have been followed and sufficient copies provided. (Para 2-6c, AR 600-43.)

Step: 27
Action required by: HQ of special court-martial jurisdiction
Description of actions: Ensure compliance with paragraph 2-1b, AR 600-43, and prepare the explanation for delay in the event the application has been held beyond time limit specified.

Step: 28
Action required by: HQ of special court-martial jurisdiction
Description of actions: Forward the record to the next commander in the normal chain of command by Comment 3 (if appropriate) adding the explanation for delay as an inclosure. (See para 2-6d, AR 600-43.)

Step: 29
Action required by: HQ of general court-martial convening Authority
Description of actions: The case will be reviewed for administrative corrections by administrative action personnel.

Step: 30
Action required by: HQ of general court-martial convening authority
Description of actions: The Staff Judge Advocate of the approving authority (para 2-6d, AR 600-43) will review the case for sufficiency in law and fact to include a recommended disposition of the case supported by reasons.

9–17. Procedure 9-11 PDC

Procedure 9-11 covers the DA Form 2475-2, personnel data-SIDPERS.

a. Primary reference is AR 680-1.

b. Forms used are DA Forms 2, 2-1, 2475-2, and 4187.

c. This procedure contains information and guidance for the preparation, maintenance, and use of the DA Form 2475-2, Personnel Data-SIDPERS. It is divided into the following sections:

(1) Procedure 9-11 for active Army members assigned or attached to active Army units. (The definition of attached personnel is explained in Chapter 2, AR 6801.)

(2) Procedure 9-11A for non-active Army persons attached to active Army units.

(3) Procedure 9-11B for Army National Guard (ARNG) and US Army Reserve members (USAR) who are AWOL or dropped from the rolls of an active Army unit.

d. The DA Form 2475-2 is a personnel strength accounting and management tool for use by unit commanders. In the event of SIDPERS outages, it will be the primary record of unit strength accountability.

e. The purpose of the DA Form 2475-2 is to—

(1) Provide commanders, first sergeants, and unit administrators with personnel information. This information, together with data on the DA Form 2 and other reports, assists in the preparation of personnel actions and SIDPERS transactions.

(2) Serve as a historical record of an individual's assignment, attachment, and duty status as they pertain to a particular unit.

(3) Maintain an audit trail of duty status transactions while a member is assigned or attached to a particular unit.

(4) Reconcile the accountable assigned and attached strength of a particular unit against other strength related documents.

(5) Assist the commander in the conduct of Personnel Asset Inventory.

f. The DA Form 2475-2 is divided into 2 parts.

(1) Part I. This part contains basic unit and personnel identification data. Changes to data elements appearing in Part I (fig 9-11-1) will be updated from information on the personnel transaction register by unit (PTRU), or military orders. For items contained in part I, see steps 1 through 19, procedure 9-11 action.

(a) Organization, unit/station—This is the organization that prepares the form and to which the member is assigned or attached. These items will include the complete mailing address and Unit Processing Code (UPC).

(b) Commander's or authorized representative's grade, name and initials—The current commander's name and initials together with other member's authorized by the commander to verify entries on Part II of the form.

(c) Certificate—This section is no longer needed and should be left blank.

(2) Part II. This part (fig 9-11-2) is used to record the assignment, attachment, and duty status changes pertaining to a soldier while a member of the particular unit. Maintenance of this part of the form is mandatory for the following categories of persons. See steps 20 through 26, procedure 9-11 action.

(a) Active Army members assigned to the unit—Record all SIDPERS transactions pertaining to the member and submitted by the unit. Additionally, record all strength related transactions submitted by the MILPO. For this type of entry, place "Submitted By MILPO" in the Remarks column of Part II.

(b) Active Army attached—Record the attached transaction (procedure 2-4, DA Pam 600-8-1) and the relieved from attached transaction (procedure 2-20, DA Pam 600-8-1). All duty status transactions (procedure 2-10, DA Pam 600-8-1) occurring during the period of attachment will be recorded on this part of the form, but will not be entered into SIDPERS. The note "Not Submitted" will be placed in the remarks column of Part II. In these cases, the commander of the unit of attachment will send a DA Form 4187 (Personnel Action), reflecting the duty status change, to the member's unit of assignment for submission to SIDPERS.

(c) Non-Army attached persons—See procedure 9-11A.

(d) Army National Guard and US Army Reserve members AWOL or DFR from an active Army list—See procedure 9-11B.

g. The preparation of SIDPERS input and posting of Part II, DA Form 2475-2 is not required for reporting the departure on, or return from Ordinary Leave (OLV). When a member enters another duty status (such as AWOL, Hospital, Confinement, etc.) prior to returning to duty from OLV, all duty status changes beginning with the original PDY to OLV will be reported. The following example outlines a situation when a member is hospitalized while on OLV:

(1) Prepare and submit the DYST/Transaction OLV according to procedure 2-10, DA Pam 600-8-1, and post part II, DA Form 2475-2, as prescribed in this procedure.

(2) Prepare and submit the duty status change transaction OLV/HOS and post part II, DA Form 2475-2.

(a) Name—The member's name as it is written on the DA Form 201, Military Personnel Records Jacket (MPRJ). No nicknames or abbreviated portions of the name may be used.

(b) SSN—The member's complete Social Security Number as it is written on the DA Form 201, MPRJ.

(c) Grade & pay grade—The member's grade and pay grade.

(d) Blood type—A 2 or 3 character code such as "O POS", or "AB NEG".

(e) Duty assignment—This is the title of the duty position the member is holding in the unit as shown on the Unit Manning Report or DA Form 2496 if not assigned to an authorized duty position. See procedure 9-9, this pamphlet.

(f) Duty phone number—The phone number where the member can be contacted during normal duty hours.

(g) Local address—The address where the member lives after normal duty hours.

(h) Local phone no.—The phone number where the member can be contacted after normal duty hours.

(i) Next of kin—The name and mailing address of the member's spouse or nearest relative. This information is not for use in making casualty notifications. (will be completed, do not reference item 7)

(j) Home of record—City and State, only.

(k) Place of birth—City and State, only.

(1) Highest award(s)—Highest personal award or decoration.

(m) SQT Primary—The latest SQT or MOS test score and date in the member's primary MOS.

(n) SQT Secondary—The latest SQT or MOS test score and date in the member's secondary MOS.

(o) Items 14 through 17 may be used for whatever reason the commander desires.

h. The remarks block may be used for whatever reason the commander desire. Examples of entries include: Pending personnel action, continuation of other items, counselling information, etc.

(1) The effective dates of the transactions will be the actual dates of the status changes.

(2) All later transactions will be submitted according to procedures outlined in this pamphlet.

(3) DA Forms 4187 will be prepared under the procedures outlined in Procedures 9-1 for all duty status changes.

(4) Similar action as described above is necessary if a member fails to report for duty upon completion of ordinary leave and the determination has been made that the member is in another duty status, e.g., AWOL.

i. The guidance in paragraph 2 above also applies to the duty status change of hospital to convalescent leave (HOS/CLV) and convalescent leave to hospital (CLV/HOS). The submission of these transactions and posting of Part II, DA Form 2475-2 are not required unless the member's DYST changes while on CLV. In this case, the procedure in para b (a) through (f) above will be followed.

j. The departure on and return from Temporary Duty (TDY) will be reported to the SIB and recorded on Part II of the PDC except under the following conditions:

(1) Staff visits when the purpose is in conjunction with the normal performance of duty.

(2) Inspections/Assistance visits when the member is not attached for duty or training to a specific unit at the TDY station. For guidance refer to Item 9, DD Form 1610 or the response to the "Purpose" lead line in orders format 400.

(3) The reporting of all other duty status changes occurring between the departure on and return from TDY will be reported beginning with the original present for duty to TDY change. The reporting procedure will be the same as that prescribed for leave in paragraph b(a)through (f) above.

k. All SIDPERS transactions are reflected on the Personnel Transaction Register by Originator (PTRO) as Processed (P) or Unprocessed (U). Unprocessed transactions will be resolved and recorded on the next unused line on Part II, DA Form 2475-2 (see fig 9-11-2, Example #4).

l. Figure 9-11-1 and Figure 9-11-2 show how the Personnel Data Card should look when completed.

m. The maintenance and disposition of the DA Form 2475-2 follows below.

(1) Every unit required to report SIDPERS transactions will maintain a DA Form 2475-2 for each member assigned or attached to that unit. The form may be maintained at the battalion Personnel Administration Center (PAC). When all DA Forms 2475-2 are kept at a battalion PAC, only one form will be used for each member assigned or attached to the battalion. When a reassignment, UIC/Redesignation, or attachment occurs within a battalion/PAC, a new form is not required. The old form will continue to be used and marked as follows:

(a) For intra-assignments, draw a line through the old unit of assignment on Part I of the form and record the new unit directly above this correction. Additionally, the reassignment will be recorded in Part II of the form by showing the "Departure" and "Arrival" SIDPERS transactions. PAC environment, see step 2, procedure 9-11, for pencil entry authority.)

(b) For intra-attachments, all that is needed is to record the "Attached" SIDPERS transactions on the next unused line in Part II of the form.

(2) An exception to the requirement for maintaining a DA Form 2475-2 is granted to the following activities. This exception applies only when the member is assigned or attached to the activity for less than 30 days and NO DUTY STATUS CHANGES OCCUR during this period. If a duty status change occurs, a DA Form 2475-2 will be prepared showing all required transactions.

(a) A replacement company, detachment, battalion or similar unit organized to arrive, process, and depart incoming or outgoing soldiers for further reassignment or separation.

(b) Medical holding units when members are attached to these facilities for hospitalization of 30 days or less.

(c) Separation Transfer Points.

(d) Army service schools less than 4 weeks.

n. Separate units may be organized into provisional battalion-type organizations for administrative purposes. When this occurs, each separate unit will maintain DA Forms 2475-2, even if the SIDPERS transactions are prepared at battalion level. When the transactions are made at battalion level, a duplicate form will be kept at the battalion headquarters. If one or more of the separate units later detaches from the provisional battalion, the DA Forms 2475-2 kept in this unit will continue to be maintained. The duplicate copy of the forms at the battalion level will be retired to the inactive file.

o. When a member is reassigned, separated, relieved from attachment, or dropped from the rolls of the unit, the DA Form 2475-2 will be placed in an inactive file. The inactive file will be cut off at the end of each calendar year. The inactive cards will then be kept for 1 year before being transferred to the records holding area. As an exception to this rule, the DA Forms 2475-2 for trainees in Basic Training and AIT units together with students in DOD service schools will be kept for 6 months after being put in the inactive file. In these cases, the inactive file will be cut off twice yearly on 30 June and 31 December. Further guidance on the retention of the DA Form 2475-2 will be found in the appropriate AR 340-18 series. For further guidance on the disposition of the form when a member is dropped from the rolls (DFR), see Appendix B, AR 630-10, and steps 51 through 54 of procedure 9-11.

p. The DA Form 2475-2, for DFS personnel will be filed separately in alphabetical order after the attached PDC card file. PDC cards for DFS personnel will not be placed in the inactive file until the commander that submitted the DFR transaction (for the purpose of DFS) loses administrative responsibility for the member. Although not assigned, when a DFS member changes unit/PAC for administration, that new unit will maintain a PDC card for manual accountability. When posting the DFR transaction (with a TCN 942/950) to part II of the PDC card, DFS will be entered in the remarks section.

q. Proper physical security must be given to protect the form from loss or destruction. If a form must be remade, take these actions:

(1) For loss or destruction, recreate a new form as accurate as possible to the one lost using the following sources.

(a) The personnel transaction registers by originator and unit (PTRO and PTRU).

(b) Military orders.

(c) Documents in organizational files.

(d) The member's MPRJ and Personal Financial Record.

(2) For forms that are mutilated beyond use, make a new DA Form 2475-2 by copying as much data as possible from the old form. For data that has been completely lost, follow the guidance above.

r. Once the new form has been prepared, the commander or his/her authorized representative will check it for accuracy and enter a statement in the remarks block explaining the reason for reconstruction. After this has been done, mutilated forms will be destroyed. Holes will not be put into the DA Form 2475-2 for any reason.

s. All permanent entries on the DA Form 2475-2 must be typed or legibly hand printed using black or blue-black ink. (Felt tip pens are not authorized for this use.) The use of rubber stamps is authorized for training units and schools where a large volume of forms are prepared at one time. These stamps may be used only when they are legibly applied and properly fit the space on the form. Stamps that are too large for the form or that cannot be neatly applied will not be used. Other entries on the form will be printed in pencil. Corrections to permanent entries will be made directly above the old one. In Part II of the form, entries will be corrected by drawing a single line through the old entry and across every column. Print the new entry in the next unused line. Corrections to all permanent entries will be initialed by the commander or his/ her authorized representative. Corrections to pencil entries will be made by erasing. Pencil corrections need not be initialed. The use of correction tape, fluid, or other opaque material is prohibited on any part of the form.

t. For the commander's or authorized representative's verification the persons listed below will ensure that data entered on the DA Form 2475-2 are correct and that entries on Part II of the form are in agreement with SIDPERS transactions submitted. These persons will initial corrections to permanent entries on the form and all entries on Part II. Ideally, the DA Form 2475-2 should be verified at the same time as a DA Form 4187 (Personnel Action) is verified and signed. These members will be listed in Part I of the form.

(1) The commander.

(2) Officers, warrant officers in positions of adjutant and assistant adjutant.

(3) DA Civilians (GS-7 and above) in positions as authorized representatives for the commander.

(4) Noncommissioned officers, E6 and above, in authorized positions of first sergeant, PSNCO, or PAC supervisor.

(5) Other authorized representatives, E6 and above, appointed in writing by the commander to authenticate for him/ her.

(6) Except for the commander, the members listed above are not authorized to verify and initial their own DA Form 2475-2.

u. For preparation of the DA Form 2475-2 the gaining organization has primary responsibility for initiating the form. The details required to accomplish this tasks are outlined in the following steps.

v. The following actions will be taken for the preparation of DA Form 2475-2 (Personnel Data Card (PDC)).

Table 9–17
Procedure 9-11 PDC

Step: 1
Action required by: Unit/PAC/MILPO or replacement activity clerk
Description of actions: Organization (UPC)—Enter the five character code which identifies the unit (see para 2-7d, DA PAM 600-8-1, for instructions on obtaining the UPC.)

Step: 2
Action required by: Unit/PAC/MILPO or replacement activity clerk
Description of actions: Unit/Station-Self explanatory.
Note: Both above items are permanent (Pen) entries except for units operating under PAC environment. BN PAC's are authorized to enter this data in pencil; however, upon separation, PCS or DFR, the PAC will record the latest unit as a permanent entry. An example of how steps 1 and 2 should look when completed, is shown in the organization (UPC) block of figure 9-11-1.

Step: 3
Action required by: Unit/PAC/MILPO or replacement activity clerk
Description of actions: Item 1, Name (pen)—Enter last name (surname), full first name and full middle name or middle initial (if no middle name), and designations to include JR, II, III, etc. Information is obtained or verified from Item 1, Section I, DA Form 2-series, 2-1, DA Form 4037, DD Form 4, DD Form 47, or DD Form 1966. An example of how this step should look when completed is shown in figure 9-11-1.

Step: 4
Action required by: Unit/PAC/MILPO or replacement activity clerk
Description of actions: Item 2, Social Security Number (pen)—Enter the 9-digit social security number. Enter a dash following the third and fifth digits. Information is obtained or verified from item 2, Section I, DA Form 2-series, 2-1, DA Form 4037, DD Form 4 or DD Form 1066. An example of how this step should look when completed is shown in figure 9-11-1.

Step: 5
Action required by: Unit/PAC/MILPO or replacement activity clerk
Description of actions: Item 3, Grade/Pay grade(pencil)—Enter grade/pay grade. Obtain or verify from Item 1, Section II, DA Form 2-series, DA Form 4037, DA Form 4187, or promotion orders. An example of how this step should look when completed is shown in figure 9-11-1.

Step: 6

Table 9–17
Procedure 9-11 PDC—Continued

Action required by: Unit/PAC/MILPO or replacement activity clerk
Description of actions: Item 4, Blood type (pen)—Enter information obtained from available medical records, identification tag, or individual concerned. Enter both blood type and RH factor (POS or NEG). An example of how this step should look when completed is shown in figure 9-11-1.

Step: 7
Action required by: Unit/PAC/MILPO or replacement activity clerk
Description of actions: Item 5, Duty assignment(pencil)—Enter the Duty Assignment, i.e., PAC clerk, supply Sgt. Information is obtained from the unit manning report or DA Form 2496. An example of how this step should look when completed is shown in figure 9-11-1.

Step: 8
Action required by: Unit/PAC/MILPO or replacement activity clerk
Description of actions: Item 6, Duty phone number(pencil)—As appropriate. An example of how this step should look when completed is shown in figure 9-11-1.

Step: 9
Action required by: Unit/PAC/MILPO or replacement activity clerk
Description of actions: Item 7, Local address(pencil)—Enter the On/Off-Post local address. Obtain information from individual. (Zip code is not required for on-post address.) An example of how this step should look when completed is shown in figure 9-11-1.

Step: 10
Action required by: Unit/PAC/MILPO or replacement activity clerk
Description of actions: Item 8, Local phone number (pencil)—Obtain information from individual. An example of how this step should look when completed is shown in figure 9-11-1. Include area code, if applicable.

Step: 11
Action required by: Unit/PAC/MILPO or replacement activity clerk
Description of actions: Item 9, Next of kin (pencil)—Enter name, relationship and address of next of kin. Obtain information from the DA Form 41 or DD Form 93 (Record of Emergency Data). An example of how this step should look when completed is shown in figure 9-11-1. (Must be completed, do not reference item 7.)

Step: 12
Action required by: Unit/PAC/MILPO or replacement activity clerk
Description of actions: Item 10, Home of record (pencil)—Obtain information from DD Form 1966, DD Form 4 or DD Form 47 for enlisted personnel, or initial active duty orders for officers. Enter city and state. An example of how this should look when completed is shown in figure 9-11-1.

Step: 13
Action required by: Unit/PAC/MILPO or replacement activity clerk
Description of actions: Item 11, Place of birth(pen)—Obtain information from DD Form 1966, DD Form 4 or DD Form 47 or DA Form 4037 during records review upon assignment or obtain information from the individual. Include city and state. (See figure 9-11-1.)

Step: 14
Action required by: Unit/PAC/MILPO or replacement activity clerk
Description of actions: Item 12, Highest award(s)(pencil)—Record highest award individual is authorized. Obtain this information from Item 9, DA Form 2-1 or DA Form 4037 at time of inprocessing. Unit commander/BN PAC may enter additional awards, if desired. (See figure 9-11-1.)

Step: 15
Action required by: Unit/PAC/MILPO or replacement activity clerk
Description of actions: Item 13A/13B, SQT primary (score and date)/SQT secondary (score and date) pencil)—Maintain record of all MOS evaluation scores/SQT results and dates while individual is assigned to unit. Last MOS/SQT test and data will be recorded at time of inprocessing from the DA Forms 2-series or ISR. (See figure 9-11-1.)

Step: 16
Action required by: Unit/PAC/MILPO or replacement activity clerk
Description of actions: Items 14 & 15—These two items are for use in recording additional items of information as desired by local commander(s).

Step: 17
Action required by: Unit/PAC/MILPO or replacement activity clerk
Description of actions: Items 16 & 17—These two items are for use in recording additional items of information as desired by local commanders.

Step: 18

Table 9–17
Procedure 9-11 PDC—Continued

Action required by: Unit/PAC/MILPO or replacement activity clerk

Description of actions: Remarks—The "Remarks" section is reserved for use in recording additional information or remarks as desired by local commander(s)/BN PAC's.

Examples: Pending personnel actions, NEO, separate rations, BAS, BAQ, continuation of Item 13 regarding necessary counseling MOS/SQT evaluation.
Note: In additional, and if space permits, commanders/BN PAC's may utilize this section to record authorized representatives name, grade and intials, in lieu of preparing a continuation card.

Step: 19

Action required by: Unit/PAC/MILPO or replacement activity clerk

Description of actions: Commanders or authorized representative's block (Permanent Entries)—Enter current commander's/BN PAC designated representative's grade and name and those he/she designates as his/her authorized representatives. Have all individuals record their initials opposite their name in the block provided. Line through individual names and initials as they depart from the unit. (Do not obliterate.)

(See this PAM for list of persons the commander may appoint as his/her authorized representatives.)
(When section is filled and new names are to be added, attach a new DA Form 2475-2 and only complete items 1 and 2, name and SSN, in addition to commander's or authorized representative's grade, name and initial's block.)

Step: 20

Action required by: Unit/PAC/MILPO or replacement activity clerk

Description of actions: a. All entries recorded in Part II of DA Form 2475-2 will be printed legibly in ink. Name and SSN must be completed the same as in Part I of figure 9-11-1.

b. Date reported column: Enter the six digits for the year, month and day. This is the date the SIDPERS transaction is submitted. In the example (fig. 9-11-2) the transaction is submitted on 14 January 1982.

Step: 21

Action required by: Unit/PAC/MILPO or replacement activity clerk

Description of actions: Action reported column: Enter the transaction mnemonic and complete info for the Action Data. The following example shows an Arrival transaction submitted on 14 January 1982. In this transaction (fig. 9-11-2) we show the transaction mnemonic, the reporting date, the losing unit's UPC and the gaining unit's UPC in addition to the member's position number in the gaining unit.

Step: 22

Action required by: Unit/PAC/MILPO or replacement activity clerk

Description of actions: Effective date column. This is the date the action reported actually took place. The effective date is determined as follows:

a. For all transactions except DOR, GRCH and RAWL, the effective date is the same date as the event.
b. For transactions of DOR, GRCH, and RAWL, the effective date is the date of the event.

Step: 23

Action required by: Unit/PAC/MILPO or replacement activity clerk

Description of actions: Initials column: Upon verification that a SIDPERS transaction and a DA Form 4187 (if applicable) has been prepared, the Initials column must be identified in the "Discussion" section of this procedure for each transaction recorded. The example (fig. 9-11-1) shows how this step should look when complete:

Step: 24

Action required by: Unit/PAC/MILPO or replacement activity clerk

Description of actions: Cycle/date column: Enter the Shipment Control Number (SCN) in which the action was processed or unprocessed. Also record the date of the cycle (CD). This information can be found on the Personnel Transaction Register by Originator or Unit (PTRO/PTRU). The (fig. 9-11-2) example shows an SCN (cycle) of AC dated 820116.

Step: 25

Action required by: Unit/PAC/MILPO or replacement activity clerk

Description of actions: P/U column: This column is divided into two sub-columns. "P" is for a processed transaction and "U" is for the unprocessed transactions. Place an "X" in the proper column when you discover the status of the transaction from the PTRO. The example (fig 9-11-2) shows a processed transaction. If a transaction processes with a nonessential error, place an "X" in the "P" column and write "NE error" in the Remarks column.

Step: 26

Action required by: Unit/PAC/MILPO or replacement activity clerk

Table 9–17
Procedure 9-11 PDC—Continued

Description of actions: Remarks column: Any remarks considered appropriate to the action reported may be entered in this column. For unprocessed transactions, the reason for failure to process must be entered in this column. For actions that are recorded in Part II (fig. 9-11-2) which need not be submitted, the statement, "Not Submitted" will be entered in this column. For transactions regarding strength which are submitted by the MILPO, the statement "SUBM BY MILPO" will be entered in the remarks column. An example of an Accession transaction submitted by the MILPO is shown in figure 9-11-2).

b. Personnel Data Card (normal processing)

(1) In addition to the previous steps provided which outline the preparation of the DA Form 2475-2, PDC, the following steps will be followed to accomplish the normal processing of members upon assignment to a new organization. This portion of procedure 9-11 will discuss the submission and recording of Arrival and Assigned Not-Joined transactions, in addition to the recording of Attached and Relieved From Attached transactions. The steps will also show the proper procedure for the submission and recording of Duty Status and Dropped From the Rolls transactions in conformity with procedures 2-10 and 2-7 of DA Pam 600-8-1.

(2) All entries recorded on Part II of the PDC (fig 9-11-2) concerning SIDPERS transactions will be made in ink and initialed by one of the individuals listed in this procedure. The only authorized corrections for entries in the SIDPERS transaction portion of Part II will consist of a single line drawn completely through the entire erroneous entry. The new entry will be made on the next unused line.

c. The SIDPERS transactions described in the following steps (27 through 54) are not the only transactions submitted by a unit on an individual. Other transactions submitted and entered on Part II of the PDC include:

(1) Date of Rank changes (DOR) when submitted by the unit.
(2) Accessions (submitted by the MILPO).
(3) Grade changes (GRCH) when submitted by the unit.
(4) Position Number changes (POSN).
(5) Other transactions outlined in this pamphlet when submitted by the unit.

Step: 27

Action required by: Unit/PAC clerk

Description of actions: a. When you have advanced information that a member is to be assigned to your organization, place this information in a suspense file. This suspense file should consist of 31 file folders numbered 1 through 31 which represent the days of the month. The information received will be placed in the folder marked with the number that represents the member's Reporting Date. If the information you have contains an Availability Date instead of a Reporting Date, add 9 days to the availability date, then use that date for the member's reporting date. Follow the examples below to correctly suspense a gaining member's arrival:

(1) When the information you have (such as a PCS order) contains a reporting date to your organization of 13 February, file this information in the folder marked "13"—(See fig 9-17a)

(2) When the information you have (such as a PCS order) contains just an availability date for port call of 13 February, add 9 days to this date and file this information in the folder marked "22"—(See fig 9-17b)

b. When a member fails to report in the prescribed Reporting Date or the Availability Date plus 9 Days, the following action will be taken:

(1) Prepare a DA Form 2475-2 as described in Steps 1 through 32 of the Preparation of DA Form 2475-2 section. Complete as many items as you can from the source documents available.

(2) Prepare an Assigned-Not Joined transaction according to procedure 2-3, DA PAM 600-8-1, and record the entry in Part II of the PDC (see example # 1, figure 9-11-2).

(3) Prepare an Organizational Strength Transaction (OSTR) according to procedure 2-18, DA PAM 600-8-1.

(4) Complete a DA Form 4187, Personnel Action, as outlined in procedure 9-1.

c. When a member arrives in your unit on or before the prescribed Reporting Date or the Availability Date plus 9 Days, the following action will be taken.

(1) If the member has a completed PDC, check all the items for accuracy and enter the information that you are responsible for (see Steps 1 through 30 of the Preparation of the DA Form 2475-2 section of this procedure.)

(2) If the member does not have a PDC or if the PDC is damaged, prepare a new card as described in Steps 1 through 30 of the Preparation of DA Form 2475-2 section of this procedure.

(3) Prepare an Arrival (ARR) or Attached (ATCH) transaction according to procedure 2-2 (ARR), or procedure 2-4 (ATCH), DA PAM 600-8-1. Record this information in Part II of the PDC (see examples #2 and #3, Figure 9-11-2).

(4) Prepare an Organizational Strength Transaction (OSTR) according to procedure 2-18, DA PAM 600-8-1.

Note: This step is not required if an OSTR transaction was submitted according to step 27b(3). Forward the PDC and DA Form 4187 (if applicable), to the unit commander or authorized representative for verification and appropriate signatures and initials.

Step: 28

Action required by: Unit Cdr or Authorized Representative

Description of actions: a. Verify the date on the PDC and DA Form 4187 (if applicable).

b. Initial all entries on Part II of the PDC and sign the DA Form 4187.

c. Follow the instructions in AR 630-10 and in procedure 9-1 and 9-8 when an individual has been reported Assigned—Not Joined (ASNJ).

d. Return all documents to the unit/PAC clerk.

Step: 29

Action required by: Unit/PAC clerk

Table 9–17
Procedure 9-11 PDC—Continued

Description of actions: a. Placed the PDC in the active file in alphabetical sequence.
b. Forward other documents to the MILPO.

Step: 30
Action required by: Unit/PAC clerk
Description of actions: Upon receipt of the Personnel Transaction Register by Originator (PTRO) check to ensure that all transactions processed. Place an "X" in the "P" column on Part II of the PDC and enter the cycle and date. If the transaction failed to process, enter an "X" in the "U" column with the cycle and date. Resolve the error and resubmit the transaction according to the procedure 4-1, DA PAM 600-8-1. Record this new entry on the next unused line in Part II of the PDC. Forward the PDC to the commander for verification and authentication. (See example #4, Figure 9-11-2.)

Step: 31
Action required by: Unit Cdr or authorized representative
Description of actions: a. Verify the data on the PDC.
b. Initial the new entry on Part II of the PDC.
c. Return the documents to the unit/PAC clerk.

Step: 32
Action required by: Unit/PAC clerk
Description of actions: Place the PDC in the active file in proper alphabetical sequence.

Step: 33
Action required by: Unit/PAC clerk
Description of actions: Duty status changes for assigned personnel

a. When a member's duty status changes during the period of assignment to your organization, prepare the DUTY STATUS (DYST) transaction.
b. Prepare a new DA Form 4187, Personnel Action, documenting the change according to procedure 9-1.
c. Record the DYST in Part II of the member's PDC (see example #5, figure 9-11-2).
d. Forward the PDC and DA Form 4187 to the unit commander or authorized representative for verification and appropriate signature and initials.

Step: 34
Action required by: Unit Cdr or authorized representative
Description of actions: a. Verify the data on the PDC and DA Form 4187.
b. Initial the DYST entry on Part II of the PDC and sign the DA Forms 4187.
c. Return the documents to the unit/PAC clerk.

Step: 35
Action required by: Unit/PAC clerk
Description of actions: a. Place the PDC back in the file in alphabetical order.
b. Make distribution of the DA Form 4187 in accordance with procedure 9-1.

Step: 36
Action required by: Unit/PAC clerk
Description of actions: Attached personnel

a. When an individual is being attached to your organization, prepare an Attached (ATCH) transaction (see Example #3, Figure 9-11-2).
b. Prepare an OSTR according to procedure 2-18, DA PAM 600-8-1.
c. Record the ATCH transaction on Part II of the PDC.
d. Forward all documents to the commander or authorized representative for verification and authentication.
e. Whenever an attached member's duty status changes, the following actions will be taken:
(1) Prepare a DA Form 4187, Personnel Action, documenting the change according to procedure 9-1.
(2) Provide the commander of the member's unit of assignment a copy of the DA form 4187.
(3) Record the Duty Status Change (DYST) in Part II of the member's PDC. Enter "Not Submitted" in the remarks column for that entry.
(4) Forward the DA Form 4187 and PDC to the commander or authorized representative for verification and authentication.
f. When members are relieved from attached status, prepare a Relieved From Attached (RATH) transaction according to procedure 2-20, DA PAM 600-8-1. (See example #6, figure 9-11-2.)
g. Prepare an OSTR according to procedure 2-18, DA Pam 600-8-1.
h. Record the RATH transaction on Part II of the PDC.
i. Forward all documents to the commander or authorized representative for verification and authentication.

Table 9–17
Procedure 9-11 PDC—Continued

Note: For attached members who go AWOL, the commander of the member's unit of assignment will submit the AWOL transaction to SIDPERS based on the copy of DA Form 4187 provided by the unit of attachment. The member will be relieved from attachment effective the date of AWOL.

Step: 37
Action required by: Unit Cdr or authorized representative
Description of actions: a. Verify the data on the PDC and the DA Form 4187.
b. Initial the entry on part II of the PDC and sign the DA Form 4187.
c. Return the documents to the unit/PAC clerk.

Step: 38
Action required by: Unit/PAC clerk
Description of actions: a. Place the PDC in the file in alphabetical order.
b. Make proper distribution of the other documents.

Step: 39
Action required by: Unit/PAC clerk
Description of actions: For members who were AWOL for 29 days or less and return to military control at the same organization from which they are assigned. In addition to these steps, follow procedure 9-8. Obtain the member's PDC from the active PDC; file and complete Part II as follows (see EXAMPLE #7, Figure 9-11-2):

a. In the Date Reported Column of the next unused line in Part II, place the date that the transaction is being submitted.
b. In the Action Reported column place "AWL/PDY/Time." The time is the same time as when the member returned from AWOL.
c. In the Effective Date column, write the date that the member actually returned to military control.
d. Report the DUTY STATUS change (see procedure 2-10, DA PAM 600-8-1).
e. Prepare a DA Form 4187 according to procedure 9-1 to report the AWOL to present for duty status change. Forward all documents to the commander or representative.

Step: 40
Action required by: Unit Cdr or authorized representative
Description of actions: a. Verify the DA Forms 4187 and the PDC Entry.
b. Initial the PDC entry and sign the DA Form 4187.
c. Return all the documents to the unit/PAC clerk.

Step: 41
Action required by: Unit/PAC clerk
Description of actions: a. Return the PDC to the active file in the proper alphabetical order.
b. Distribute the DA Form 4187 according to procedure 9-1.

Step: 42
Action required by: Unit/PAC clerk of the organization where the member returned.
Description of actions: For members who were AWOL for 29 days or less and return to military control at an organization other that the one from which they are assigned. Upon the member's return to military control at your organization, prepare a PDC according to procedure 9-11A. On the first line in Part II of the PDC record the following information (see example #3, figure 9-30):

a. In the Date Reported column in Part II, place the date that the Attached transaction is submitted.
b. In the Action Reported column, place "ATCH Date/The UPC of the unit of assignment/The UPC of your unit/Payroll number."
c. In the Effective Date column, place write the date that the member actually returned to military control.
d. Submit an ATCH transaction according to procedure 2-4 and an OSTR according to procedure 2-18, DA PAM 600-8-1.
e. Prepare a DA Form 4187 according to procedure 9-1 to report the Attached status.
f. Forward all documents to the commander or authorized representative.

Step: 43
Action required by: Unit Cdr or authorized representative of the organization where the member returned.
Description of actions: a. Verify the DA Forms 4187 and the PDC entries.
b. Initial the Attached entry in Part II of the PDC and sign the DA Forms 4187.
c. Return all the documents to the unit/PAC clerk.

Table 9–17
Procedure 9-11 PDC—Continued

Step: 44

Action required by: Unit/PAC clerk of the organization where the member returned.

Description of actions: a. Place the PDC in your file in the proper alphabetical order.

b. Distribute the DA Form 4187 according to procedure 9-1. In addition, be sure to forward one copy of the DA Form 4187 to the commander of the member's unit of assignment.

Step: 45

Action required by: Unit/PAC clerk of the organization where the member returned.

Description of actions: a. If it is determined that the member is to be returned to his/her unit of assignment, take the following actions on receipt of orders releasing member from attachment.

(1) Obtain the PDC from the file and record the RATH transaction on Part II of the form.
(2) Prepare the RATH transaction according to procedure 2-20 and complete the OSTR according to procedure 2-18, DA PAM 600-8-1.
(3) Prepare a DA Form 4187 relieving the member from attachment.
(4) Forward all documents to the commander or authorized representative.

b. If it is determined that the member is to be reassigned to your organization, take the following actions:

(1) Obtain the PDC from the file and record the RATH transaction on Part II and take the action in paragraph a(1) through a(3) above.
(2) Prepare an Arrival transaction according to procedure 2-2 and complete an OSTR according to procedure 2-18, DA PAM 600-8-1.
(3) Forward all documents to the commander on authorized representative. See examples #2 and #6, Figure 9-11-2.

Step: 46

Action required by: Unit Cdr or authorized representative of the organization where the member returned.

Description of actions: a. Verify the DA Forms 4187 and the PDC entries.

b. Initial the entries in Part II of the PDC and sign the DA Form 4187.

c. Return all documents to the unit/PAC clerk.

Step: 47

Action required by: Unit/PAC clerk of the organization where the member returned.

Description of actions: a. If the member is to be returned to his/her unit of assignment, place the PDC in the inactive file. If the member is to be reassigned to your unit, return the PDC to its proper place in the active file.

b. Distribute the DA Form 4187 according to procedure 9-1. In addition, be sure to forward one copy of the DA Form 4187 to the commander of the member's (former) unit of assignment.

Step: 48

Action required by: Unit/PAC clerk of the organization where the member was AWOL

Description of actions: a. Upon receipt of information that a member who departed AWOL from your organization has returned to military control at another organization, take the following actions:

(1) Obtain the member's PDC from the active file.
(2) Record the Duty Status change entry AWOL to TDY on the next unused line in Part II of the PDC.
(3) Report the duty status change according to procedure 2-10, DA PAM 600-8-l.
(4) Prepare a DA Form 4187 according to procedure 9-1 showing the duty status change AWOL to TDY.
(5) Forward all documents to the commander or authorized representative.

b. When the member is returned to your organization from the unit of attachment, take the following action:

(1) Obtain the member's PDC from the active file.
(2) Record the Duty Status change entry TDY to PDY on the next unused line in Part II of the PDC.
(3) Prepare the DA Form 4187 as described above. Show the DYST TDY to PDY.
(4) Forward all documents to the commander or authorized representative.

c. When it has been determined that the member will be reassigned from your organization to the one where he/she returned to military control, take the following actions:

(1) Obtain the member's PDC from the active file.
(2) Record the Departure entry in Part II of the PDC.
(3) Submit OSTR and DPRT according to procedures 2-18 and 2-9, DA PAM 600-8-1.
(4) Forward all documents to the commander or authorized representative.

Step: 49

Action required by: Unit Cdr or authorized representative of the organization where the member was AWOL

Description of actions: a. Verify the DA Forms 4187 (if applicable).

b. Initial the entries in Part II of the PDC and sign the DA Form 4187 (if applicable).

Table 9–17
Procedure 9-11 PDC—Continued

c. Return all documents to the unit/PAC clerk.

Step: 50

Action required by: Unit/PAC clerk

Description of actions: a. If the member is returned to your organization, place the PDC back in the active file. If the member is to be reassigned to the organization where he/she returned to military control, place the PDC in the inactive file.

b. Distribute the DA Form 4187 (if applicable) according to procedure 9-1.

Step: 51

Action required by: Unit/PAC clerk

Description of actions: Dropped from the rolls of an organization.

a. When an individual who is AWOL is to be dropped from the rolls (DFR) of your organization, submit ADFR according to procedure 2-7, and an OSTR according to procedure 2-18, DA PAM 600-8-1.

b. Prepare a DA Form 4187 according to procedure 9-1.

c. Record the dropped from the rolls entry in Part II of the PDC (see example #8, figure 9-11-2.)

d. Make a photo copy of the front and back of the PDC.

e. Forward the original and photocopy of the PDC to the commander or authorized representative together with the DA Forms 4187.

Step: 52

Action required by: Unit Cdr or authorized representative

Description of actions: a. Verify the data on all the documents.

b. Make a statement on the photocopy to the effect that it is a true copy. Certify this statement with your signature.

c. Initial the DFR entry on Part II of the PDC and sign the DA Form 4187.

d. Return all the documents to the unit/PAC clerk.

Step: 53

Action required by: Unit/PAC clerk

Description of actions: a. Place the original PDC in the inactive file in proper alphabetical order.

b. Distribute the DA Form 4187 as prescribed in procedure 9-1.

c. Forward the photocopy of the PDC to the MILPO for inclusion in the DFR packet.

Step: 54

Action required by: Unit/PAC clerk

Description of actions: a. If the member returns to military control at the same unit from which they departed and their absences are excused by a competent authority, withdraw the original PDC from the inactive file and continue its use. Submit a Revocation of DFR transaction (procedure 2-22, DA PAM 600-8-1) and enter this information in Part II of the PDC.

b. If the absentees return to military control at the same unit from which they absented themselves and are to be charged for the absence, the following actions will be taken:

(1) Prepare a DA Form 4187 in accordance with procedure 9-1.

(2) Prepare a new DA Form 2475-2 according to steps 1 through 32 in the Preparation of DA Form 2475-2 section of this procedure.

(3) Comply with procedure 9-8 this pamphlet, to have your supporting MILPO prepare the ACCESSION transaction.

(4) On the first line of Part II on the PDC, record the entry “Accessed/Date”. (This date is the one on which the member returned to military control. In the remarks column of Part II, record the entry “SUBM BY MILPO”.)

c. If the Cdr determines that the member should be charged with “Time Lost”, prepare a DA Form 2496 advising the MILPO that the ETS, BEPD, BASD and DOR must be adjusted.

Figure 9–17A. Information in the folder marked "13"

Figure 9–17B. add 9 days to this date and file this information in the folder marked "22"

9–18. Procedure 9-11A PDC (Non-Active ATCH)

Procedure 9-11A covers the DA Form 2475-2, personnel data card non-active Army attached personnel.

a. This procedure outlines the requirement for the preparation and maintenance of the Personnel Data Card (PDC) for strength accounting of non-active Army personnel who have been attached to an active Army unit for duty and/or training. A PDC will be prepared and maintained for each non-active Army member attached to the unit. An entry of Attached-Not Joined will be recorded in Part II of the PDC for all non-active Army personnel who fail to report on or before their prescribed reporting date. (See example in, fig 9-11A-2.) In addition, an AWOL entry will be made when these individuals depart the unit without authority. Neither of these entries, however, will be reported to SIDPERS. Procedures for maintaining a PDC for ARNG and USAR members AWOL from the active Army are described in procedure 9-11B.

b. Non-active Army members are defined as—

(1) Department of Defense civilians.

(2) Public Health Service personnel.

(3) Coast and Geodetic Survey personnel.

(4) Members of the other Armed Services.

(5) Members of the Army National Guard (ARNG).

(6) Members of the US Army Reserve (USAR).

(7) Members in the Armed Forces of foreign countries.

c. Upon attachment or Attached-Not Joined, file the DA Form 2475-2 at the rear of the active PDC file behind a divider. Do not integrate these cards with those in the Active File. Upon relief from attachment, place the attached PDC in a separate Inactive File. Retain these cards for one year in the Inactive File, then destroy. For ARNG and

USAR personnel who are relieved from attachment for reasons of AWOL, follow the instructions for disposition of the card in procedure 9-11B.

d. The following actions will be taken for DA Form 2475-2, Personnel Data-SIDPERS (non-active army attached personnel):

Table 9–18
Procedure 9-11A PDC (Non-Active ATCH)

Step: 1
Action required by: Unit/PAC clerk
Description of actions: a. Complete PART I in accordance with Procedure 9-11, except where indicated below:
(1) Record UPC/Unit Designation.
(2) Block 1—Name as shown on orders. After Name, indicate USAF, USN, USMC, ARNG or USAR if on IADT or ADT, or nationality if foreign personnel.
(3) Block 2—SSN for all US personnel. Not applicable for foreign personnel.
(4) Block 3—Grade/Pay Grade for all US personnel. Grade title for foreign personnel.
(5) Blocks 4 through 13—Optional.
(6) Blocks 14 through 17—Not applicable.
(7) REMARKS Block: Refer to appropriate orders and enter the following:
(a) ARNG Personnel—Complete mailing address of the Adjutant General of the state from which ordered to active duty.
(b) USAR Personnel—Complete mailing address of the Reserve unit or control group from which ordered to active duty.
(c) For other Uniformed Services of US Personnel —Complete mailing address of the control element of that service which accountable.
(d) For Foreign Personnel—Not applicable.
(8) Commander/Authorized Representative Block—As prescribed in procedure 9-11.
(9) Certification Block—Not used.
b. For subsequent processing of AWOL ARNG/USAR personnel on IADT/ADT refer to procedure 9-11B.
c. When a service member, other than foreign personnel, fails to report for attachment on the date specified in the orders or subsequently absents himself without authority, the following actions will be taken:
(1) Complete PART I, DA Form 2475-2 as indicated in paragraph 2 above (see figure 9-11A-1) if not previously prepared.
(2) Complete PART II, DA Form 2475-2 (see fig 9-31) as follows:
(a) Record Name and SSN, as appropriate.
(b) Date Reported Column—Date action is reported.
(c) Action Reported Column—Record "ATCH/Not Joined Date (Reporting date as specified in orders) or AWOL", as appropriate.
(d) Effective Date Column—Reporting Date as specified in orders.
(e) Initials Column—As prescribed in Procedure 9-11.
(f) Disposition Columns (A11)—As prescribed in Procedure 9-11.

Step: 2
Action required by: Unit Cdr or designated representative (PAC 0IC)
Description of actions: a. Record initials in CDR/Auth Rep Block, Part I.
b. Initial entries on Part II as prescribed in Procedure 9-11.
c. If an ATCH/NOT-Joined or a DYST being reported, insure that section II, DA Form 4187, Personnel Action, has been prepared as prescribed in Procedure 9-1.
d. If an ARNG/USAR member on IADT/ADT is being reported as AWOL, request the Army Commander to issue amendatory orders assigning the service member after 30 consecutive days of absence. When such orders are received refer to Procedure 9-11B. Do not access into active army strength via SIDPERS. (See Procedure 9-8A.)

Step: 3
Action required by: Unit/PAC clerk
Description of actions: Filing/Retention/Disposition:

a. Upon Attachment or Attached-Not-Joined processing, file the DA Form 2475-2 at the rear of the total unit PDC file behind a divider. Do not integrate with Active Army Files.
b. Upon Relief from Attachment:
(1) Place in a separate Inactive File, hold 1 year, then destroy.
(2) Upon relief from attachment for ARNG-USAR personnel, relieved by reason of AWOL, return the PDC to the unit file pending further action as prescribed in Procedure 9-11B.

9–19. Procedure 9-11B PDC RC (AWOL/DFR)

Procedure 9-11B covers the DA Form 2475-2, personnel data card ARNG and USAR AWOL/DFR personnel.

a. This procedure outlines the requirement for the maintenance of the DA Form 2475-2, Personnel Data Card (PDC prepared according to procedure 9-11A. It is applicable ONLY to members of the US Army National Guard of the US Army Reserve who are on Initial Active Duty for Training (IADT) or Active Duty for Training (ADT) after they have

been determined to be AWOL or assigned to an active Army unit. This procedure must be used in conjunction with Chapter 5, AR 630-10, Absent Without Leave and Desertion and Procedure 9-8A.

b. Because AWOL transactions are not accepted from a unit of attachment, ARNG and USAR members determined to be AWOL will be assigned and accessed whenever the absentee has been AWOL for 30 consecutive days. The CONUSA Commander will publish orders assigning the AWOL member to the active Army unit of attachment effective 0001 hours, the 31st consecutive day of AWOL. The member will also be dropped from the rolls effective 0001 hours, the 31st consecutive day of AWOL.

c. Once an ARNG or USAR member has been accessed into active Army strength of a unit, all later actions on that individual will be processed according to procedure 9-11.

d. The following actions will be taken for DA Form 2475-2, personnel data card (ARNG and USAR AWOL/DFR personnel).

Table 9–19
Procedure 9-11B PDC RC (AWOL/DFR)

Step: 1
Action required by: Unit/PAC clerk
Description of actions: When an ARNG or USAR member fails to report for active duty as ordered or goes AWOL after reporting, the applicable CONUSA Commander will publish an order assigning the member to the Active Army unit of attachment, effective 0001 hours, the 31st consecutive day of AWOL. Due to delays in publishing the orders, the CONUSA Commander will, at time of verbal request, give the commander the order number and order date. This verbal data will be the authority for the accession and DFR actions. Forward a request for orders to the CONUSA Commander immediately after verbal request to ensure publication of the orders. (See procedure 9-8A and Chapter 5, AR 630-10.) Upon receipt of the assignment order information, prepare a Disposition Form, DA Form 2496, as shown in Figure 9-11B-1, requesting the member be accessed into the strength of the active Army effective the date of DFR, 0001 hours, the 31st consecutive day of AWOL. Forward the DA Form 2496 to the commander or authorized representative for verification and signature.

Step: 2
Action required by: Unit Cdr or authorized representative
Description of actions: Verify and sign the DA Form 2496 and return the document to the unit/PAC clerk.

Step: 3
Action required by: Unit/PAC clerk
Description of actions: Forward the DA Form 2496 to the MILPO for action.

a. Obtain the DA Form 2475-2 which was prepared according to procedure 9-11A when the member was attached. If the member failed to report for attachment, complete a PDC for the member using whatever information is available.
b. Erase the ARNG or USAR entry that was placed in Part I when the member was attached.
c. Complete as many items on the form as possible according to the preparation of the DA Form 2475-2 section of procedure 9-11 using whatever information is available.
d. On the next unused line in Part II, record the following entries:
(1) In the Date Reported column, place the date the action is being taken.
(2) In the Action Reported column, enter “RATH/UPC.”
(3) In the Effective Date column, write the date that the Relief From Attachment, Accession and DFR took place.
e. On the next unused line in Part II, make the following entries:
(1) In the Date Reported column, place date the action is being taken.
(2) In the Action Reported column, place “Accessed in DYST TRA.” TRA means intransit and is used when an individual is being reported AWOL from Attached-Not Joined. For members who are DFR’d after they report, make the entry “Accessed.”
(3) In the Effective Date column, write the date that the Relief From Attachment, Accession and DFR took place.
(4) In the Remarks column, enter “SUBM BY MILPO.”
f. On the next unused line in Part II, record the following entries:
(1) In the Date Reported column, place the date that the transaction was submitted.
(2) In the Action Reported column, place “DYST TRA/DFR/Time.” When the member is DFR’d after reporting for attachment write, “DYST PDY/DFR/Time.”
(3) In the Effective Date column, write the date that the Relief From Attachment, Accession and DFR took place.
g. Prepare two DA Forms 4187. One form will be used to report the Intransit-in to AWOL (or Present for Duty to AWOL) and one form will be used to report AWOL to DFR.
h. Submit DFR in accordance with Procedure 2-7 DA Pamphlet 600-8-1.
i. Forward the PDC and DA Forms 4187 to the commander or authorized representative for verification, signature and initials.
Note: Figure 9-11B-2 shows how the above entries should look when complete.

Step: 4
Action required by: Unit Cdr or authorized representative
Description of actions: a. Verify the DA Form 4187, and the PDC entries.
b. Initial the PDC entries and sign the DA Forms 4187.
c. Return all the documents to the unit/PAC clerk.

Table 9–19
Procedure 9-11B PDC RC (AWOL/DFR)—Continued

Step: 5
Action required by: Unit/PAC clerk
Description of actions: a. Merge the PDC into the active file in the proper alphabetical sequence.
b. Distribute the DA Form 4187 according to procedure 9-1.

Step: 6
Action required by: Unit/PAC clerk
Description of actions: a. Prepare an "OSTR" in accordance with procedure 2-18, DA PAM 600-8-1. In this instance decrease the ATTACHED strength by one and add one to the ASSIGNED strength.
b. Since the member is now a member of the active Army:
(1) Remove all identifying marks or tabs which indicated that the individual was a member of the ARNG or USAR.
(2) Process all following actions according to procedure 9-11.

Step: 7
Action required by: Unit/PAC clerk
Description of actions: Follow steps 27 through 54 of procedure 9-11 (Normal Processing section) for guidance on the PDC when members return to military control or are dropped from the rolls of the organization.

9–20. Procedure 9-12 Reenlistment and extension of AD (enlisted)

Procedure 9-12 covers the Reenlistment and Extension of AD (enlisted) in the Regular Army.

a. Primary references are AR 601-210 and AR 601-280.

b. Forms used are DA Forms 2, 2-1, 200, 201, 1315, 1695, 1696-R, 2446, 2475-2, 3072, 3286, 3339-R, 3340, and 4187; DD Forms 4, 93, 214, and 368; VA Form 29-8286; and Standard Form 88.

c. This procedure supplements AR 601-210 and AR 601-280. It provides guidance pertaining to—

(1) Counseling personnel.

(2) Processing requests for immediate reenlistment in the Regular Army of personnel currently serving on active duty.

(3) Processing requests for voluntary extension of current enlistment of period of active duty for enlisted personnel.

(4) The maintenance and disposition of the DA Form 1315.

(5) Use of the SIDPERS generated Reenlistment and Eligibility for Immediate Enlistment/Reenlistment Report PCN: AAC-C60.

d. The term reenlistment is used in this procedure as an inclusion term; it represents a concurrent action in which the separation documents are not given to the soldier until he or she has been reenlisted in the Regular Army. Eligibility criteria for immediate reenlistment in the Regular Army of soldiers currently serving on active duty are prescribed in AR 601-280. Requests for waiver—

(1) May be initiated to meet basic qualifications when the disqualification of the soldier is waiverable.

(2) If approved by the appropriate authority, are valid for immediate reenlistment only.

(3) Must be supported with documentary evidence. Additional relevant information of value in reaching a decision on the request should be included. The objective is to exclude from enlistment those who are likely to become serious disciplinary problems and those who are likely to be unproductive.

e. The primary emphasis of the reenlistment program is to ensure that quality soldiers are made aware of the benefits and advantages accruing through continued service in the Army. Commanders at all echelons are responsible for ensuring that—

(1) Each soldier who is eligible for reenlistment is counseled and interviewed concerning reenlistment.

(2) Waivers of disqualifications are requested in time to allow for administrative processing before the soldier's scheduled date of expiration of term of service.

(3) Every qualified soldier desiring unbroken service is given the opportunity to reenlist.

(4) Soldiers who are unsuitable for military service are identified and action is taken to bar reenlistment, if necessary.

f. Commissioned and warrant officers currently serving on active duty who have a statutory entitlement as defined in AR 601-280 may apply for immediate reenlistment in the Regular Army in the enlisted grade held immediately before entry on active duty as a commissioned or warrant officer or in grade E5, whichever is higher. Those electing not to reenlist immediately may enlist from civilian life provided they apply for enlistment in accordance with AR 601-210 within 6 months following date of separation. Only a few categories of commissioned or warrant officers without statutory entitlements may be considered for immediate reenlistment. These categories are prescribed in AR 601-280.

g. Reenlistments and availability of reenlistment options are keyed to Career Management Fields, MOS, and grade to ensure proper balance and to permit only the most qualified personnel to reenlist. Soldiers serving in an overage MOS desiring to reenlist should be encouraged to seek retraining into a shortage MOS listed in the appropriate Army regulation. Qualitative management, reclassification, promotion and reenlistment programs are designed to achieve this goal. The reenlistment bonus programs are used to stimulate enlistments in MOSs characterized by chronically inadequate volunteer levels. Quotas for reenlistment, amounts of cash bonus, and term of enlistment for which offered are subject to change depending upon Army manpower requirements.

h. The C60 report is used to identify all enlisted soldiers whose expiration of term of service (ETS) date falls within 1 to 7 months of the cycle process date, using the year and month portions of both dates. The report is prepared in PEACETIME only.

i. The Eligibility for Immediate Enlistment/Reenlistment Report selects all active records less record status codes equal to "X" or "Y" that have a valid ETS and BASD. The report reflects all enlisted personnel that have an ETS date within 1 to 7 months of the cycle date. The report is compiled in three groups as follows:

(1) Group 1. All soldiers who will complete their first term of service upon ETS.

(2) Group 2. All soldiers who will have less than 10 years' service but will complete more than one term upon ETS.

(3) Group 3. All soldiers who will have a minimum of 10 years of service upon ETS.

j. A sample of the report is contained in figure 9-12-1.

k. DA Form 1315 is prepared initially for all personnel in grade E6 and below at the first permanent duty station.

(1) The MILPO receiving and/or having custody of the soldier's personnel records will complete applicable items on the face of the card. DA Forms 1315 are available through normal publications supply channels.

(2) Entries will be legibly recorded in pencil. Upon completion of required entries, the DA Form 1315 will be forwarded to the commander of the soldier concerned, preferably upon completion of inprocessing, but not later than 15 days from the date of assignment.

(3) A new Form 1315 for E6 and below will be prepared by the Personnel Records Specialist and forwarded to the soldier's commander immediately after each reenlistment.

(4) The Primary Duty Reenlistment NCO will not be responsible for the preparation of DA Forms 1315.

(5) Each reenlistment interview will be recorded as well as the unit commander's performance rating and recommendation for reenlistment of the soldiers. Remarks entered on the card should be specific and complete in order to be meaningful to others who might be subsequently concerned with the unit commander's recommendation.

(6) The DA Form 1315 normally will be maintained in the company/battery to which the soldier is assigned. Unit commanders will, prior to the soldier's reassignment, verify the "Reenlistment Status Section" of the DA Form 1315; enter recommendation in the promotion section for soldiers in grade E4; and return the card to the MILPO to be forwarded with the MPRJ to the gaining commander.

(7) The DA Form 1315 serves as an aid to the commander in carrying out his or her responsibility to see that every soldier is adequately interviewed, informed, and counseled concerning the Army Reenlistment Program. Thus every qualified soldier is afforded equal opportunity for immediate reenlistment; and those who are not trainable or are unsuitable for military service are identified early and precluded from further military service.

(8) Interviews indicated on the DA Form 1315 are regarded as a means of identifying potential reenlistees. The success of the Army Reenlistment Program depends upon wholehearted support on a continuing basis.

l. Requests for extension may be submitted in accordance with AR 601-280, to meet length of service requirements, and AR 635-200 for medical treatment required after scheduled ETS.

(1) The first General Officer in the chain of command may also authorize extension for other purposes that are deemed to be in the best interest of the Army.

(2) Voluntary extensions are authorized under AR 601-280 to meet service remaining requirements incurred as the result of training programs (obligations as specified in DA Pam 351-4) and to complete a special assignment when remaining service is insufficient, when reenlistment is not applicable or appropriate, or when the soldier does not desire to reenlist.

(3) Selectees for attendance at any officer training program such as Officer Candidate School or Warrant Officer Training are not authorized discharge and immediate reenlistment if the time remaining requirement can be met by extension.

(4) Extensions to meet service remaining requirements must meet criteria in AR 601-280.

(5) One extension is normally sufficient, although a subsequent extension may be granted later if necessary. The combined total of extensions may not exceed 48 months for a current enlistment of RA soldiers or 12 months of a current period of active duty for reserve soldiers.

(6) A request for cancellation of extension may be submitted in order to request a longer extension when justified or for immediate reenlistment if authorized by the primary Army regulation, unless such action counteracts the original purpose of the extension.

(7) Requests for waivers may be initiated and processed to meet basic qualifications as indicated in AR 601-280 for extension to provide continuous unbroken service for inservice personnel.

(8) Additionally, if a waiver is not specifically prohibited, a soldier who is otherwise qualified may be recommended by his or her unit commander.

m. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may only be disclosed or released under applicable directives to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

9–21. Procedure 9-12-1 Maintenance of DA Form 1315 and Reenlistment

Procedure 9-12-1 covers Reenlistments and the maintenance of DA Form 1315.

Table 9–21
Procedure 9-12-1 Maintenance of DA Form 1315 and Reenlistment

Step: 1
Action required by: Unit commander
Description of actions: If DA Form 1315 is not received after inprocessing for enlisted personnel in grade E6 and below, request Retention NCO to furnish the form (see para 5-4b, AR 601-280).

Step: 2
Action required by: Unit commander
Description of actions: Upon receipt of DA Form 1315, determine whether the soldier is eligible for reenlistment under AR 601-280. If the soldier is not eligible for immediate reenlistment, take the following actions:

a. Interview the soldier and inform the soldier of the reason for ineligibility and what to do, if possible, to attain eligibility.
b. Determine by observation and job performance whether a request for waiver is warranted and desired by the soldier. Request for waiver must be initiated within time frame specified in chapter 22, AR 601-280. When it is determined that waiver is not warranted, the soldier will be informed of this fact. The DA Form 1315 will reflect eligibility/ineligibility for reenlistment when an entry appears in the appropriate block.

Step: 3
Action required by: Unit commander
Description of actions: For utilization and reenlistment purposes, note if soldier—

a. Has an unfulfilled enlistment contract.
b. Has been paid an enlistment bonus or a regular or selective reenlistment bonus (SRB) for the current enlistment.
c. Is receiving or eligible to receive proficiency pay, incentive pay, or special pay.
d. Is eligible for SRS. Note the applicable MOS in each case.

Step: 4
Action required by: Unit commander
Description of actions: Particular attention will be given to the applicant's ability to meet current educational standards for Regular Army service. When the soldier does not meet current standards, the soldier will be encouraged to participate in ongoing educational programs in an effort to become qualified prior to his or her ETS.

Step: 5
Action required by: Unit commander
Description of actions: Reenlistment interview. As soon as possible but not later than 90 days after assignment to unit, discuss job performance.

a. Inform the individual—
(1) Exactly where he or she stands.
(2) Of his or her good points.
(3) Where he or she can improve chances for promotion.
(4) Of any other needed information.
b. It is also during this interview that one finds out something about the individual's family and desires.
c. If the individual has measured up to the standards, the individual should be told of this and informed of just what is expected of the individual. If either the individual's job performance or conduct warrants, inform the individual and take action to bar the individual from future enlistment/reenlistment.
d. Eight to ten months prior to ETS, interview the individual again and again if the individual is undecided about reenlistment, this is the time to help him or her analyze his or her abilities, opportunities, limitations, and personal problems. All problems should be resolved, and a firm commitment to enlist/reenlist should be obtained. For those who do not measure up to standards, action would be taken to bar from future enlistment/reenlistment.

Step: 6
Action required by: Unit commander

Table 9–21
Procedure 9-12-1 Maintenance of DA Form 1315 and Reenlistment —Continued

Description of actions: Recorded interview remarks on the reverse of the DA Form 1315. Do not enter stereotyped remarks such as "will not reenlist" or "does not like the Army". Enter specific remarks, as a result of interview, as to the soldier's objections to reenlistment and future plans. For example, "Return to civilian employment—will work for Smith Construction Company, Boise, Idaho." For soldiers returning to school, show the name and location of the school.

Step: 7
Action required by: Unit commander
Description of actions: Provide for additional counseling by Unit Additional Duty Reenlistment NCO and Primary Retention NCO: Provide details on reenlistment options, bonus programs and/or possibilities for training in shortage MOS.

Step: 8
Action required by: Unit commander
Description of actions: All first-term personnel will be informed concerning entitlement restrictions.

a. A soldier is entitled to no more than one enlistment bonus.
b. A soldier cannot be paid a reenlistment bonus except for periods of obligated service.
c. A soldier who has previously received a reenlistment bonus is not eligible for an enlistment bonus.
d. Actions to be taken when reenlistment option is not fulfilled.

Step: 9
Action required by: Unit commander
Description of actions: For favorable candidates for reenlistment who do not meet basic qualifications—

a. Arrange for participation in educational development programs or other types of training early in soldier's term of enlistment.
b. Initiate requests for waiver of disqualifications in order to qualify soldiers whose retention will be of benefit to the Army. (See criteria for waivers and detailed instructions in chapter 2, AR 601-280.)

Step: 10
Action required by: Unit commander
Description of actions: Provide counseling as necessary for reenlistment (AR 601-280) and enlisted evaluation (AR 623-205). Record on DA Form 1315, as required. Keep a more detailed record of counseling if a bar to reenlistment, board action, court-martial, or separation (chap 13, AR 635-200) is contemplated.

Step: 11
Action required by: Unit commander
Description of actions: Enter the appropriate reenlistment eligibility code on the DA Form 1315. Codes are listed in paragraph 1-25.1, AR 680-29. Check the code for accuracy and change as necessary during each reenlistment interview.

Step: 12
Action required by: Unit commander
Description of actions: When individual personnel actions affecting the soldier's eligibility for reenlistment occur, ensure the reenlistment eligibility code on the DA Form 1315 is changed, if appropriate.
Note: Reenlistment eligibility code 9W will not be entered in SIDPERS if Article 15 is directed for file on the "R" fitche.

Step: 13
Action required by: 1SG
Description of actions: Assist the unit commander in the identification of soldiers ineligible for reenlistment. (See para 1-25.1, AR 680-29, for reasons.)

Step: 14
Action required by: Unit additional duty reenlistment NCO
Description of actions: Reenlistment options interview. Conduct subsequent to unit commander's interview. Discuss opportunities available through reenlistment option. Counsel interested soldiers individually concerning development of a career in the Army, training, and promotion possibilities. Place particular emphasis on those personnel with overage MOS listed in DA Circular 66 series. Recommend waiver if applicable for soldiers with desirable potential for an Army career. Complete applicable entries on DA Form 1315 and date.

Step: 15
Action required by: Unit additional duty reenlistment NCO
Description of actions: Refer personnel who indicate their intention not to reenlist to the In-Service Recruiter and provide the In-Service Recruiter a duplicate copy of DA Form 1315 (para 7-5c, AR 601-280).

Step: 16
Action required by: Unit additional duty reenlistment NCO

Table 9–21
Procedure 9-12-1 Maintenance of DA Form 1315 and Reenlistment —Continued

Description of actions: Inform the Unit/BnPAC clerk of the soldier's reenlistment eligibility code and changes to be made.

Step: 17
Action required by: Unit/BnPAC clerk
Description of actions: Submit "ERUP" SIDPERS transaction in accordance with Procedure 2-11. DA Pamphlet 600-8-1, after soldier completes inprocessing and when informed code has changed.

Step: 18
Action required by: Unit additional duty reenlistment NCO
Description of actions: If the soldier decides to reenlist, verify eligibility requirements. If recommended by unit commander, prepare request for waiver when required. Assist the soldier in completing DA Form 3340 with enclosures as required in accordance with the applicable table (enlistment option) in chapter 4, AR 601-280.

Step: 19
Action required by: Unit additional duty reenlistment NCO
Description of actions: Review documents for accuracy and completeness. Have applicant sign DA Form 3340. Obtain unit commander's indorsement and signature. Forward to Primary Duty Retention NCO.

Step: 20
Action required by: Unit additional duty reenlistment NCO
Description of actions: Review DA Form 3340 to ensure necessary documents are included and have been accurately completed, properly signed, and favorably indorsed by unit commander.

Step: 21
Action required by: Unit additional duty reenlistment NCO
Description of actions: Verify eligibility of the soldier from documents in MPRJ. Note if the soldier has security clearance. Ensure soldier is within the 8-month reenlistment processing window.

Step: 22
Action required by: Unit additional duty reenlistment NCO
Description of actions: Complete DA Form 1696-R for soldiers requiring grade determination.

Step: 23
Action required by: Reenlistment officer/primary duty retention NCO
Description of actions: Review DA Form 3340 to ensure necessary documents are included and have been accurately completed and appropriately signed.

Step: 24
Action required by: Reenlistment officer/primary duty retention NCO
Description of actions: Initiate action by RETAIN or telephonic request to HQDA, retention management branch, for option approval and to obtain Reenlistment Control Number. Prepare DA Form 2446.

Step: 25
Action required by: Primary duty retention NCO
Description of actions: Counsel on bonus entitlements. For a reenlistee eligible for both regular reenlistment bonus and SRB, have the individual elect payment of one or the other after counseling the individual on the benefits and restriction of each. Ensure that the election is entered in the remarks section of DD Form 4. Complete processing of documents before administration of oath of enlistment in accordance with applicable reenlistment option table in chapter 4, AR 601-280. Ensure all requirements are met.

Step: 26
Action required by: Primary duty retention NCO
Description of actions: Arrange for and schedule ceremony for administration of oath of enlistment.

Step: 27
Action required by: Officer administering oath
Description of actions: Administer oath of enlistment.

Step: 28
Action required by: Officer administering oath
Description of actions: Administer oath of enlistment.

Step: 29
Action required by: Officer administering oath
Description of actions: Explain Articles 85 and 86, UCMJ, to the soldier who has just been sworn in.

Table 9–21
Procedure 9-12-1 Maintenance of DA Form 1315 and Reenlistment —Continued

Step: 30
Action required by: Officer administering oath
Description of actions: Sign and date documents requiring signature of enlisting officer.

Step: 31
Action required by: Primary duty retention NCO
Description of actions: Have reenlistee read, sign, and date required documents. Attach waiver documents, when required, to original DD Form 4. Make disposition of 11 documents in accordance with instructions in chapter 5, AR 601-280.

Step: 32
Action required by: Reenlistment officer
Description of actions: Upon receipt of reenlistment document from Primary duty retention NCO, have "RENL" SIDPERS transaction submitted in accordance with Procedure 2-72, DA Pamphlet 600-8-2. (See para 5-22, AR 601-280.)

Step: 33
Action required by: Personnel Records Specialist
Description of actions: Upon receipt of reenlistment documents, take the following actions:

a. Assemble original copy of DD Form 4 and allied documents together in accordance with chapter 4, AR 640-10, and forward to—
Commander
U.S. Army Enlisted Records Center
ATTN: PCRE-RF
Ft Benjamin Harrison, IN 46249-5301
b. Make appropriate entries in items 4 and 5, DA Form 2-1, (See AR 640-2-1.)
c. Submit "DERO" SIDPERS transaction as appropriate in accordance with Procedure 2-24. DA Pamphlet 600-8-2.
d. File documents in MPRJ in accordance with AR 640-10.
e. Prepare new DA Form 1315 and forward to unit commander through BnPAC/PSNCO if soldier is E6 and below.
f. If discrepancies in entries are to be resolved involving reenlistment documents or orders, call to attention of supervisor. Resolve personal information with the soldier in most expeditious manner.

Step: 34
Action required by: Personnel records supervisor
Description of actions: Check records for accuracy and completeness, posting of personnel qualification records, reporting of data, and filing of documents in MPRJ.

Step: 35
Action required by: Personnel records supervisor
Description of actions: Be sure discrepancies in information on records and orders or enlistment documents are resolved and that corrective action is taken as required.

Step: 36
Action required by: Unit commander
Description of actions: Be familiar with utilization requirements (AR 600-200) of enlisted personnel who enlist for special training programs, enlistment/reenlistment options, or bonuses. See applicable table in AR 601-210 or AR 601-280 and enlistment commitment in soldier's MPRJ. Pay entitlement requirements are based on DOD Pay Manual (see 37-104-3).

Step: 37
Action required by: Unit commander
Description of actions: Upon reassignment of the soldier, except for separation, verity accuracy of section II of DA Form 1315 and forward to the Personnel Records Branch for transfer with the MPRJ to the gaining commander.

9–22. Procedure 9-12-2 extensions of enlistment

Procedure 9-12-2 covers extensions of enlistment.

Table 9–22
Procedure 9-12-2 extensions of enlistment

Step: 1
Action required by: Unit commander/Unit additional duty reenlistment NCO
Description of actions: Extension to meet time in service requirements. Counsel individual soldier on requirements for extensions of enlistment (RA) and current periods of active duty (for other than Regular Army (OTRA)) as part of reenlistment interviews and counseling.

Table 9–22
Procedure 9-12-2 extensions of enlistment —Continued

See requirements in AR 601-280, chapter 2, on waivers, chapter 3 for length of service requirements, and appendix C for interviews and counseling.

Step: 2
Action required by: Unit commander/Unit additional duty reenlistment NCO
Description of actions: When an individual soldier incurs a service obligation to be imposed as the result of promotion (chap 7, AR 600-200), completion of military or civilian education/training, or transportation of dependents/household goods, have the soldier submit a request under chapter 3, AR 601-280, for the minimum time needed to meet the service-incurred obligation, prior to compliance with orders.

a. Regular Army. See section I, chapter 3, and table 3-1, AR 601-280. Submit DA Form 3440 (fig 9-12-2).
b. U.S. Army Reserve personnel. See section II, chapter 3, AR 601-280. Submit DA Form 4187 (fig 9-12-3) with DA Form 3339-R (fig 9-12-4) attached.
c. Army National Guard of the United States. See section II chapter 3, AR 601-280. Submit DA Form 4187 (fig 9-12-3) with DA Form 3339-R (fig 9-12-4) attached.
d. Also see the specific regulation or directive under which the service obligation is incurred, for—
(1) Length of required extension.
(2) Date when request should be submitted in order to be processed by date of requirement.

Step: 3
Action required by: Unit commander/Unit additional duty reenlistment NCO
Description of actions: Extension for purpose of completion of oversea tour. See AR 614-30. Action must be taken before compliance with orders, i.e., departure from home station. Counsel all soldiers who extend their current enlistment that any period of extension is considered additional obligated service and may be deductible from the computation of the Selective Reenlistment Bonus or other type of cash enlistment bonus.

Step: 4
Action required by: Unit commander/Unit additional duty reenlistment NCO
Description of actions: Extension for Officer Candidate School (AR 351-5) or other special program. Refer to provisions and restrictions of applicable regulation, or other directives applicable to the case, for the length of the extension needed and appropriate time for submission of request.

Step: 5
Action required by: Unit commander/Unit additional duty reenlistment NCO
Description of actions: Determine if length of extension necessary can be granted with or without waiver, if waiver can be approved by unit commander, or if waiver must be submitted for approval to higher headquarters.

Step: 6
Action required by: Unit commander/Unit additional duty reenlistment NCO
Description of actions: Reenlistment. Counsel concerning bonus entitlements and options. When enlistment or reenlistment becomes necessary, in lieu of or in addition to extension, see instructions in applicable paragraph of AR 601-280; proceed with reenlistment under—

Appropriate regulation pertaining to component concerned and Procedure 9-12.
a. Regular Army. Chapter 4, AR 601-280.
b. Army Reserve and Army National Guard of the United States. See section II, chapter 3, AR 601-280.

Step: 7
Action required by: Unit commander/1SG
Description of actions: Assist soldier (OTRA only) in initiating DA Form 4187 and DA Form 3339-R for extension (see figs 9-12-3 and 9-12-4). Specify applicable directives under which extension is requested. Attach documents as required for type of action being taken in accordance with applicable section in chapter 3, AR 601-280. For USAR and ARNGUS personnel, when sufficient time does not remain in current enlistment to cover the necessary extension of current period of active duty, action must also be taken to extend the enlistment. Note references in step 6. Refer soldier to the additional duty Reenlistment NCO for additional counseling.

Step: 8
Action required by: Unit commander
Description of actions: Complete section IV, DA Form 4187, by entering additional information as required or desired to assist Reenlistment Officer in processing the application. Indicate approval or disapproval (with reason if disapproval is indicated) and sign in section V. Sign other forms as required.

Step: 9
Action required by: Unit commander
Description of actions: Extension for RA enlistment. Complete DA Form 3340 (see fig 9-12-2), to include a statement that soldier meets height and weight standards established in AR 600-9, and sign DA Form 4187 not required.

Table 9–22
Procedure 9-12-2 extensions of enlistment —Continued

Step: 10
Action required by: Unit commander
Description of actions: Be sure the purpose for the requested extension is indicated as appropriate. When in compliance with or related to another action, so indicate. If a waiver is required, be sure it is attached and properly signed (see chap 2, AR 601-280).

Step: 11
Action required by: Unit commander
Description of actions: Forward to the Reenlistment Officer for processing and approval or to forward to higher authority for approval when required.

Step: 12
Action required by: Unit commander
Description of actions: When the request for extension involves other than a routine action, have the soldier prepare papers for submission as early as possible to ensure the action has been finalized before date of compliance with orders. Consult with Primary Duty Retention NCO and Reenlistment Officer, as necessary for guidance.

Step: 13
Action required by: Reenlistment Officer
Description of actions: Review application to ensure that soldier meets requirements of regulatory directives and that necessary documentation is complete, accurate, and in correct format.

Step: 14
Action required by: Reenlistment Officer
Description of actions: Have approved and return to unit commander or send forward to obtain approval of higher headquarters of MILPERCEN. See instructions in AR 601-280 for submission of request for waiver. Review case to ensure approvals have been granted and papers are in order.

Step: 15
Action required by: Reenlistment Officer
Description of actions: Upon receipt of final approval of waiver(s), extension, and purpose (training assignment involved), prepare DA Form 1695 (fig 9-12-5) for signature of officer designated to administer oath of enlistment or extension.

Step: 16
Action required by: Reenlistment Officer
Description of actions: Make disposition of all documents in accordance with instructions in chapter 5, AR 601-280.

Step: 17
Action required by: Primary duty retention NCO
Description of actions: Upon receipt of extension documents, take the following actions:

a. Forward original copy of DA Form 1695 in accordance with chapter 4, AR 640-10, to—
Commander
U.S. Army Enlisted Records Center
ATTN: PCRE-RF
Fort Benjamin Harrison, IN 46249-5301
b. Make appropriate entries in item 5, DA Form 2-1. (See AR 640-2-1.)
c. Submit “AEA” SIDPERS transactions as appropriate in accordance with Procedures 2-6, 2-24, and 2-32, DA Pam 600-8-2.
d. Forward documents to MILPO for filing in MPRJ in accordance with AR 640-10.

Step: 18
Action required by: Additional Duty Reenlistment NCO
Description of actions: When the commander authorizes extension of a soldier as being in the best interests of the Army (AR 601-280)—

a. Determine—
(1) What documents are required.
(2) If the soldier must meet any special qualifications.
(3) If any further approval in connection with authorized extension (voluntary) must be obtained from higher headquarters.
b. Consult with Primary Duty Retention NCO and Reenlistment Officer as necessary for guidance.

Step: 19
Action required by: Reenlistment Officer
Description of actions: Continue processing of extension with step 15 if applicable.

9–23. Procedure 9-13 MILPO visits

Procedure 9-13 covers the control of visits to military personnel offices.

a. There is no primary reference.

b. Forms used are Recommended Inquiry Form Letter (fig 9-13-1) and Recommended Appointment Slip (fig 9-13-2).

c. This procedure prescribes guidance pertaining to the control of visits by individuals to the military personnel office (MILPO). An important factor in contributing to an increase in the operational effectiveness of the MILPO is the control of visits by military personnel. Responsibility for controlling these visits rests jointly with the MILPO and supported unit commanders. When it becomes necessary for an individual to visit the MILPO, the following guidelines are suggested:

(1) In coordination with serviced units, each MILPO chief should establish a flexible visitation policy that meets the needs of the serviced units without disrupting the normal functions of the MILPO.

(2) Visits should be by appointment only. Consideration should be given to utilizing an inquiry type of form letter (fig 9-13-1) to satisfy requests for information that cannot be handled by telephone or are not available within the unit. Such a form letter could be locally reproduced and serve as the instrument upon which the individual specifically states the nature of his inquiry. The letter would then be sent directly to the MILPO for reply.

d. An appointment slip (fig 9-13-2) should also be adopted to preclude excessive time utilized by an individual authorized to visit the MILPO.

e. Military personnel records and documents containing information of a personnel nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

f. The following action will be taken for control of visits to military personnel offices:

Table 9–23
Procedure 9-13 MILPO visits

Step: 1
Action required by: Individual
Description of actions: When a problem arises that would appear to require a visit to the MILPO, contact the 1SG.

Step: 2
Action required by: 1SG
Description of actions: Upon determination of the nature of the individual's problem, consider the following factors:

a. Is the required information available within the unit?
b. Can the information be obtained by telephone from the PSNCO?

Step: 3
Action required by: 1SG
Description of actions: If required information can be obtained within the unit or from the PSNCO, provide such information to the individual.

Step: 4
Action required by: PSNCO
Description of actions: If information requested by individual must be obtained from the MILPO, have an inquiry letter (fig 9-13-1) prepared and forwarded.

Step: 5
Action required by: PSNCO
Description of actions: If individual must visit the MILPO, contact the Customer Services Activity and arrange for an appointment. (In units without a PSNCO, appointment is normally made by the 1SG.)

Step: 6
Action required by: PSNCO
Description of actions: Notify individual of time and place of appointment and arrange for any required transportation. (In units without a PSNCO, these actions can be accomplished by the 1SG.)

Step: 7
Action required by: PSNCO
Description of actions: Prepare an appointment slip (fig 9-13-2). Brief individual on its use and have individual carry it to the MILPO.

Step: 8
Action required by: PSNCO

Table 9–23
Procedure 9-13 MILPO visits —Continued

Description of actions: Upon return of individual from MILPO, check appointment slip to ensure that requested action has been completed. Send individual back to his unit.

9–24. Procedure 9-14 bars to reenlistment

Procedure 9-14 covers bars to reenlistment.

a. Primary reference is AR 601-280.

b. Forms used are DA Forms 2, 2-1, 559, 1315, 2475-2, 4126-R and DD Form 214WS.

c. This procedure supplements AR 601-280. It prescribes guidance for administration of bars to reenlistment. The privilege of reenlistment may be denied to members whose reentry into or continued service with the Army is not considered to be in the best interests of the military service. This procedure (AR 601-280, chap 6) is applicable to enlisted personnel whom the commander determines to be untrainable or unsuitable for military service, but whose level of conduct and/or performance do not warrant separation for unfitness or unsuitability under the provisions of AR 635-200, chapter 13.

d. The failure of an individual soldier to measure up to required standards may become apparent soon after entry into the military service; or it may develop after many years of service. In either case, it becomes the responsibility of the commander to take appropriate action.

e. Particular attention must be given to the soldier's ability to meet evaluation standards for Regular Army service and to provide encouragement and the opportunity to participate in educational development programs.

(1) To achieve the desired effectiveness, counseling cannot be restricted to the last few months of a soldier's term of service, especially with first-term personnel.

(2) It is the responsibility of each soldier to establish eligibility for continued military service through development of potential and demonstration of capability for efficient duty performance.

(3) The resourceful soldier will use his initiative to make use of every opportunity possible to progress in his self-development, i.e., service libraries, education center, service school training courses, after-hours studies and development of related hobbies.

(4) Commanders must evaluate self-development and duty performance in relation to leadership given and opportunities provided to each soldier. However, the optimum objective is the upgrading of the qualitative content of the enlisted force; then, only when that effort fails, to protect the Army from continued service of nonproductive personnel, should a bar to reenlistment be initiated.

(5) The bar to reenlistment is not to be used as a substitute for punitive action, elimination proceedings, or separation action when those courses of action are more appropriate.

f. It is necessary that all soldiers be provided on duty opportunity for consultation with education officers and career counselors and with on duty training for MOS qualification/verification when necessary to meet Department of the Army standards.

g. Service members who can benefit from the programs should be encouraged to participate in Army Continuing Education System (ACES) programs. The Predischarge Education Program (PREP), a valuable adjunct to ACE, is authorized (AR 621-5) for remedial action in overcoming educational deficiencies to qualify for promotion and for increased effectiveness for career retention. Commanders are expected to use constructive leadership techniques to anticipate early in the soldier's service and to preclude the development of, conditions indicative of the soldier's becoming a problem, to the extent that punitive or administrative board action could result in stigmatization of the soldier in the future. Pamphlets listed above may be requisitioned and distributed as the commander desires to provide material for self development and conduct of personal affairs of each soldier.

h. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

i. The following actions will be taken concerning bars to reenlistment:

Table 9–24
Procedure 9-14 bars to reenlistment

Step: 1

Action required by: Unit Cdr

Description of actions: When denial of reenlistment is being considered for untrainable or unsuitable enlisted soldier, try to find underlying causes. Determine if the problem is lack of ability or lack of motivation, and if personal problems are interfering with the conduct and/or

Table 9–24
Procedure 9-14 bars to reenlistment —Continued

performance of duty of the soldier. Determine if the problems or circumstances are temporary or permanent, and what constructive actions can be taken for alleviation.

Step: 2

Action required by: Unit Cdr

Description of actions: Make up a synopsis of data pertaining to the soldier. Include age, length of active Federal service, grade, time in grade, date of last efficiency report, latest three skill evaluation scores, civilian and military schooling (see step 3 below), leave record, assignment limitations, decorations and awards, punishment record, and any other information applicable to the case. Information may be obtained from the soldier's MPRJ, DA Forms 2 and 2-1, and DA Form 2475-2.

Step: 3

Action required by: Unit Cdr

Description of actions: Request the Army Education Center (AEC) to provide a critical analysis of the soldier's ability and a program of self-development. (All newly assigned personnel are required to receive counseling at the AEC within 30 days after arrival at new installation.)

Step: 4

Action required by: Unit commander

Description of actions: Review record of previous counseling to include DA Form 1315 for personnel in grade E6 and below. Determine what can be accomplished by additional counseling and if the soldier needs additional training or schooling to meet required evaluation standards. Take follow-up action with the AEC (from step 3, above) when a self-development program or other training is applicable.

Step: 5

Action required by: Unit commander

Description of actions: Keep 6 written record of counseling sessions, keeping in mind that HQDA policy is not to force separation of those who possess the potential to become assets to the military service. See app C, AR 601-280; and requirements for retention in service in chapter 4, AR 600-200.

Step: 6

Action required by: Unit commander

Description of actions: Evaluate the soldier's potential for a military career, aptitude, ability, and responses to counseling, in relation to the following areas:

a. Type of assignment and duties performed.
b. SQT scores.
c. Length of time in current duty assignment and if in PMOS.
d. Desirability of further training, both on and off duty.
e. Physical condition.
f. Promotion to the next higher grade of rank.
g. Conduct and management of personal affairs.

Step: 7

Action required by: Unit commander

Description of actions: Consider reassignment when different duty assignment would appear to be beneficial or constructive under the circumstances. Consult with the military personnel officer as to availability of alternate assignments; and if appropriate and applicable, additional on-the-job (OJT) training with subsequent MOS reclassification action. Before initiating a bar to reenlistment, take note of the following guidelines:

a. Bar to reenlistment procedures will not be used in lieu of trial by court-martial, nonjudicial punishment, or other appropriate administrative action.

b. Bar to reenlistment will not be used in lieu of separation action under appropriate regulations, such as AR 635-200.

c. The fact that disciplinary or administrative action not resulting in separation has been taken does not preclude initiation of bar to reenlistment procedures if such action is deemed appropriate.

d. The fact that a soldier may be issued an honorable or general discharge for the current period of service does not preclude initiation of bar to reenlistment procedures to deny the soldier subsequent service in the Regular Army.

e. The fact that a soldier may have served honorably for a number of years, although to be considered in the evaluation of his service, does not prohibit the initiation of bar to reenlistment procedures.

f. Restrictions and exceptions when circumstances justify under paragraph 6-5, AR 601-280. Normally, a bar to reenlistment will not be initiated within 90 days of assignment or 30 days of date of departure from current assignment.

g. A bar to reenlistment is inappropriate for soldiers who cannot qualify for reenlistment under the Qualitative Management Program (chapter 4, AR 600-200). Such lack of qualification already constitutes a bar to reenlistment. (See procedure 4-14 this pamphlet.)

h. Be sure disqualification is not waiverable under AR 601-210 or AR 601-280. When waiver can be considered, consider initiation of bar to reenlistment procedures.

Step: 8

Table 9–24
Procedure 9-14 bars to reenlistment —Continued

Action required by: Unit commander
Description of actions: Upon determination that a bar to reenlistment is the proper course of action, prepare DA Form 4126-R, signed in duplicate, summarizing the bases for your intention to initiate bar to reenlistment procedures. Include, if appropriate, the number and dates of courts-martial, incidents of punishment under Article 15, and other factual and relevant information supporting your recommendations.

Step: 9
Action required by: Unit commander
Description of actions: Refer DA Form 4126-R to the soldier concerned for review in accordance with paragraph 2-6, AR 600-37.

Step: 10
Action required by: Unit commander
Description of actions: The soldier will be allowed a period of 15 days for the preparation of his comment and/or the collection of pertinent materials. An extension to this period may be granted by you on an individual basis.

Step: 11
Action required by: Unit commander
Description of actions: Upon receipt of the comment of the soldier, the DA Form 4126-R will be indorsed personally by the brigade, regimental or separate battalion commander and approved or disapproved as provided in paragraph 6-5, AR 601-280.

Step: 12
Action required by: Unit commander
Description of actions: When the DA Form 4126-R has been approved by the appropriate commander, take the following actions:

a. Notify the soldier concerned that he is barred from reenlistment, but has the right to appeal (para 6-5, AR 601-280).
b. Present 1 copy of the approved DA Form 4126-R to the soldier.
c. Have "ERUP" SIDPERS transaction submitted (See Procedure 2-11, DA Pam 600-8-1). Code will also be entered on DA Form 1315 (See Procedure 9-12 this pamphlet).
d. Forward a copy of the approved DA Form 4126-R to the Personnel Records Specialist for filing in the soldier's MPRJ.

Step: 13
Action required by: Personnel records specialist
Description of actions: Enter in item 4, DA Form 2-1, the remark "Not recom for further svc," in accordance with table 3-1, AR 640-2-1.

Step: 14
Action required by: Personnel records specialist
Description of actions: Submit "AEA" SIDPERS transaction in accordance with procedure 2-6, DA Pamphlet 600-8-2, as applicable. Soldier who is barred from reenlistment will be given an AEA Code "A" (in accordance with procedure 5-3, this pamphlet.)

Step: 15
Action required by: Unit Cdr
Description of actions: Subsequent to an approved DA Form 4126-R having been placed in the MPRJ of a soldier who remains assigned or attached for duty and administration, you may submit a recommendation to have the DA Form 4126-R voided.

Step: 16
Action required by: Unit Cdr
Description of actions: A recommendation to void a bar to reenlistment may be submitted at any time you feel the soldier has proven that he is worthy of retention in the Army. (See para 6-5, AR 601-280.)

Step: 17
Action required by: Unit Cdr
Description of actions: An approved bar to reenlistment will be reviewed at least each 6 months after the date of approval and 30 days prior to the soldier's scheduled departure date from current unit or date of separation, whichever occurs first.

Step: 18
Action required by: Unit Cdr
Description of actions: If you believe the bar to reenlistment should remain in effect, notify the custodian of the soldier's Personnel Records, who will enter on the soldier's DA Form 2-1 (item 4) the following remarks: "Bar to reenlistment reviewed, not recom for removal (date)." Subsequent reviews will occur at 6 month intervals and will be reflected by appropriate entries on the soldier's DA Form 2-1. The same entry will be made on the soldier's DA Form 1315.

Step: 19
Action required by: Unit Cdr
Description of actions: Upon completion of each 6 month review, inform the soldier concerned that the bar to reenlistment has been

Table 9–24
Procedure 9-14 bars to reenlistment —Continued

reviewed and what action was taken. Continue to emphasize the seriousness of the bar to reenlistment and the effect it has on promotion eligibility, continued service in the Army, type of discharge received, and possible civilian employment opportunities.

Step: 20
Action required by: Personnel records specialist
Description of actions: Upon receipt of an approved removal of the bar to reenlistment, the entry or entries on the soldier's DA Form 2-1 pertaining to the bar to reenlistment will be deleted, with date of approval entered after the deletion. The bar to reenlistment will be removed from the MPRJ and returned to the unit for file.

Step: 21
Action required by: Personnel records specialist
Description of actions: Submit "AEA" SIDPERS transaction in accordance with procedure 2-6, DA Pamphlet 600-8-2, to update AEA code (remove code "A") when appropriate. (See procedure 5-3, this pamphlet and AR 614-200).

Step: 22
Action required by: Personnel records specialist
Description of actions: Upon separation, when bar to reenlistment is in effect and DD Form 214-WS is prepared at the MILPO, ensure that the following remark is entered in item 30: "Para 2-23, AR 601-280 applies; AR 600-37 complied with." This code will not be entered on copies furnished the soldier, the Veterans Administration, or the Selective Service.

9–25. Procedure 9-15 Education System

Procedure 9-15 covers the Army Continuing Education System (ACES), Education Level Survey, Veterans Educational Assistance Suspense Data, Civilian Education Counseling Report, and Civilian Education Statistical Report.

a. Primary references are ARs 37-104-3, 621-5, and 621-45.

b. Forms used are DA Forms 2, 2-1, 669, 1059-1, and 4037.

c. This procedure supplements AR 37-104-3, 621-5, and 621-45. It is applicable to Active Army personnel including members of the National Guard and Army Reserve on Active Duty. It prescribes guidance for the ACES and for preparation and maintenance of the DA Form 669.

d. The purpose of ACES is to—

(1) Provide educational opportunity as an integral part of the life of military personnel through a system of coordinated career and self developmental education which will enable service members to develop professionally and personally to their maximum potential.

(2) Provide assistance to each military person in the development and implementation of a career education plan which will be relevant to the service member's military career. It is imperative that the Military Personnel Office (MILPO) and Army Education Center (AEC) work together in order to provide complete support for the ACES programs.

e. The DA Form 669 is the basic educational development record for individual service members. In accordance with AR 621-5 the form is initiated as follows:

(1) Upon entry into remedial instruction under the Basic Skill Education Program (BSEP) conducted during initial training or upon identification English Comprehension Level testing.

(2) Upon inprocessing when the Personnel Records Specialist identifies an enlisted service member who has a GT score below 90, who has not completed high school (diploma or equivalency), or has a Skill Qualification Test (SQT) score below the cutoff for MOS verification. Upon inprocessing when the Personnel Records Specialist identifies an officer who does not possess a bachelor's degree.

(3) Upon initial participation in an education program. At the discretion of the Education Service Officer (ESO), DA Form 669 may be initiated for a nonparticipant should circumstances warrant this action. For example, if a person plans to enroll in a program in the future, has documents pertaining to his or her educational background, or has received extensive counseling, creation of a DA Form 669 should be considered. If the soldier is reassigned locally from one unit to another, installation clearance procedures must ensure that the ESO is informed of the new unit. If the member is reassigned (PCS), outprocessing procedures (DA Pam 600-8-10) must include member's visit to AEC to pick up the DA Form 669 to accompany records. If member is to be discharged, released from active duty, or retired, the form will be given to the member during final counseling. In the event of death of the member, the ESO must be notified by the unit commander to destroy the form in accordance with AR 340-18-10.

f. The purpose of the education level survey (AAC-C17) is to provide educational statistics for all assigned personnel by Military Personnel Class (MPC).

(1) This report reflects the number of personnel at various education levels by MPC and may be used by the education officer to establish the number and types of education classes required.

(2) The Education Level Survey reflects the number of personnel by MPC at various educational levels.

(3) The report is sequenced by grade categories within Parent Unit Designator (PUD), by Report Sequence Code (RSC) or Mail Code (MC), or by grade categories within educational level within Parent Unit Designator.

(4) Totals are shown for each MPC listed (commissioned officers, warrant officers, enlisted personnel in grades E4 through E9, and enlisted personnel in grades El through E3).

(5) Samples of the Education Level Survey with explanations are shown in figures 9-15-1 and 9-15-2.

g. The purpose of the Veterans Educational Suspense Roster (AAC C02) is to identify, 2 months prior to their anniversary month of entry on active duty or obligated tour of active duty, officer and enlisted personnel to be scheduled for counseling on the VEAP by the Education Center.

(1) All soldiers will receive educational counseling annually on the anniversary month of entry on active duty throughout the first enlistment or obligated tour of active duty, and within 30 days after arrival at a new duty station.

(2) BASD must be later than or equal to 1 January 1977. Anniversary month of BASD equals current month plus 2 months. Officers must have less than 5 years' active duty. Enlisted must have less than 3 years' active duty.

(3) A sample of the report with explanation is shown at figure 9-15-3.

h. The purpose of the Civilian Education Counseling Report (AAC-C76) is to select all personnel (officer, warrant officer, and enlisted) regardless of grade who require educational counseling. A sample of the report is shown at figure 9-15-4.

i. The purpose of the Civilian Education Statistical Report (AAC-C77) is to display statistics accumulated by MOS and Skill Level indicated by the level of education completed for all enlisted personnel having a skill level of 3, 4, or 5, and warrant officers. A sample of the report is shown at figure 9-15-5.

j. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may only be disclosed or released under applicable directives to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

k. The following actions will be taken for the education system:

Table 9–25
Procedure 9-15 Education System

Step: 1

Action required by: Post/Installation Commanders

Description of actions: a. Annually prepare ACES plan to allocate manpower, funds, facilities, and purchase of school-unique equipment in support of planned educational services with the following standard common programs as a minimum.

(1) Academic education which includes BSEP, off-duty High School Completion Program (HSCP), and Servicemen's Opportunity College Associate Degree Program (SOCAD). General associate degree, baccalaureate, and master's degree programs are desirable.

(2) Skill development programs for language, MOS, and occupational-oriented courses.

(3) Skill recognition programs which include Army Apprenticeship, Industry Recognition and Specialists, and Certificate Testing.

(4) Education services including counseling, MOS libraries, testing, Servicemen's Opportunity College (SOC), Veteran's Educational Assistance Program (VEAP), and Defense Activity for Nontraditional Education Support (DANTES).

b. Ensure that newly assigned soldiers are given educational counseling stressing educational opportunities, VEAP policies, and post-service educational benefits. As a minimum, counseling will be provided within 3 calendar days after arrival at the post, annually during the first enlistment, and 30 days prior to separation from active duty.

c. Ensure that AEC is in an easily accessible area and stays open during off periods, when feasible, so that all soldiers may be counseled and tested; and that they receive their obligated funds and prepare ACES reports as required by AR 621-5.

d. Ensure proper coordination—

(1) With local educational agencies and organizations supporting ACES.

(2) With State educational agencies and boards of education on the educational needs of the soldiers and their dependents.

(3) Between the MILPO and AEC so that required information is obtained in order to maintain the different ACES programs.

e. Review the Education Level Survey (SIDPERS Report AAC-C17).

Step: 2

Action required by: SIDPERS Interface Branch

Description of actions: Ensure that the Army Education Center is provided a copy of the VEAP Suspense Roster (AAC-C02), Education Level Survey (AAC-Cl7), Civilian Education Counseling Report (AAC-C76), and Civilian Education Statistical Report (AAC-C77).

Step: 3

Action required by: BnPAC/PSNCO

Description of actions: Upon receipt of the C02 and C17 reports, arrange with the education counselor to schedule those individuals requiring counseling on Army educational opportunities. Upon completion of action, annotate one copy of rosters, as appropriate, and return to SIB.

Step: 4

Action required by: BnPAC/Unit Clerk

Table 9–25
Procedure 9-15 Education System—Continued

Description of actions: File and destroy upon receipt of new rosters.

Step: 5
Action required by: Unit commander
Description of actions: a. Upon receipt of DA Form 669, review information on the form.
(1) Counsel soldiers who—
(a) Are not high school graduates (or equivalent).
(b) Have GT scores of less than 90 and/or SQT scores less than the minimum required for their MOS.
(2) Discuss with each soldier individually the basic educational opportunities and services available and his or her willingness to learn.
b. Decide whether or not to refer the soldier to the AEC for his or her BSEP II identified in AR 621-5.
c. Whether or not the soldier is referred to AEC for the BSEP II, ensure that all soldiers receive counseling by AEC within 30 days as required by AR 621-5.
d. If the soldier is referred to the AEC for the BSEP, and AEC concurs, mutual arrangements must be made on his or her schedule for enrollment and participation during duty hours.

9–26. Procedure 9-16 Unit Manning

Report (UMR) Position and Incumbent Data PCN: AAC-C07

a. The purpose of this procedure is to provide information that will assist in determining whether or not enlisted personnel are being properly utilized. Additionally, it is used to assist in the preparation of the unit readiness report.

b. Required references used in this procedure are AR 614-100 and AR 600-200.

c. The Unit Manning Report contains basic information pertaining to the unit organization and personnel data. The following descriptions apply.

(1) The UMR is normally sequenced by unit processing code (UPC) and within each UPC by position number. At the option of the originator, the report may be sequenced by report sequence code or mail code. For each position authorized by a paragraph and line number, a separate position number will be shown depicting the authorization data. Only one individual will be slotted against each authorized position number. For example, if a unit were authorized three E5 grades with an authorized MOS of 74G20 in paragraph 3, line 4, the UMR would reflect three separate position numbers showing that information and information pertaining to each incumbent.

(2) The UMR also indicates the total number of commissioned officers, warrant officers, and enlisted personnel assigned. Attached personnel will appear on the UMR and the totals will include personnel who are in the attached status.

d. A sample of the UMR with explanation is shown in figure 9-16-1.

e. The following actions will be taken for Unit Manning Report and Incumbent data—

Table 9–26
Procedure 9-16 Unit Manning

Step: 1
Action required by: PSNCO
Description of actions: Upon receipt, forward original and a copy of the UMR to the unit.

Step: 2
Action required by: Unit/BnPAC Clerk
Description of actions: Upon receipt of the original and the copy of the UMR from the PSNCO, complete the following actions:

a. Verify the following data elements on the UMR by checking those data elements against the previous posted UMR.
(1) The paragraph and line number to which the individual is assigned.
(2) The DMOS that has been reported for the individual.
(3) The DMOS ASI and language identity that have been reported for the individual.
(4) The security clearance applicable to a specific position.
b. Ensure that there are no changes to those individuals presently reported as 9990 through 9999.
c. If changes are required based upon verifying the data elements at a and b above, post the new UMR.

Step: 3
Action required by: Unit/BnPAC Clerk
Description of actions: If an individual is to be deleted from UMR, refer to individual's PDC to verify that appropriate SIDPERS transaction has been processed. If necessary, input appropriate SIDPERS transaction to have individual deleted from the unit's accountability.

Step: 4

Table 9–26
Procedure 9-16 Unit Manning—Continued

Action required by: Unit/BnPAC Clerk

Description of actions: If an individual is to be added to the UMR, refer to individual's PDC to verify that the appropriate SIDPERS transaction has been processed. If necessary, input appropriate SIDPERS transaction to have individual added to the unit's accountability.

Step: 5

Action required by: Unit/BnPAC Clerk

Description of actions: a. Check with the first sergeant and the unit commander for changes to the following data elements appearing on the authorization portion of the UMR.

(1) Authorized ASI
(2) Security clearance required
(3) Language identity required
(4) Substitute MOSC
(5) Position status code
(6) Year and month position status code (effective year and month)
(7) Position assignment priority

b. If a change is required to one of the above elements, follow Step 9.

Step: 6

Action required by: Unit/BnPAC Clerk

Description of actions: Check the following and if, in conjunction with verifying the UMR, errors are detected, follow step 10.

a. Name of the individual
b. Social security number of the individual
c. PMOSC of the individual
d. Grade abbreviation of the individual
e. SMOSC of the individual
f. ETS for enlisted personnel or ESA for officer personnel.
g. Anticipated date of loss of the individual
h. Date of rank of the individual

Step: 7

Action required by: Unit/BnPAC Clerk

Description of actions: If, in conjunction with verifying steps 2a and b of this procedure, a change is required—

a. Prepare a SIDPERS change (POSN) for those personnel who are assigned to a paragraph and/or line other than the one indicated on the UMR in accordance with Procedure 2-19, DA Pam 600-8-1. If the DMOSC and/or DMOS ASI changed in conjunction with the position number change, report the DMOSC and/or DMOS ASI in the POSN transaction.

b. Prepare a SIDPERS change ("POSN") for those personnel whose DMOSC is not equal to the authorized MOSC for the position number they are occupying in accordance with Procedure 2-19, DA Pam 600-8-1.

c. Prepare a SIDPERS change ("POSN") for those personnel whose DMOS ASI is not equal to the authorized SMOS ASI in accordance with Procedure 2-19, DA Pam 600-8-1.

d. Review the records of those individuals with position numbers of 9990 through 9999 to ensure that these are the proper conditions under which they have been assigned.

e. Check with the first sergeant and unit commander to ensure that those individuals with comments on their records are in the most advantageous positions.

Step: 8

Action required by: Unit/BnPAC Clerk

Description of actions: If a change is required to one of the data elements indicated at step 5a, enter the position number, the data element name, and the change to be made. Prepare DF (fig 9-16-2).

Step: 9

Action required by: Unit/BnPAC Clerk

Description of actions: If a change is required to one of the data elements for the individual indicated at step 6a through 6g, enter the individual's name, SSN and grade abbreviation as they appear on the UMR, and the name of the data element to be corrected and the correct data element. Prepare DF (figure 9-16-2).

Step: 10

Action required by: Unit/BnPAC Clerk

Description of actions: Attach DF to the UMR to the DF and give to the first sergeant for verification of accuracy and content.

Step: 11

Table 9–26
Procedure 9-16 Unit Manning—Continued

Action required by: 1SG
Description of actions: a. Check the UMR and the DF received from the unit clerk.
b. Obtain the signature of the unit commander.
c. Return the UMR and DF to the clerk.

Step: 12
Action required by: Unit/BnPAC Clerk
Description of actions: Retain the original of the UMR for use as a work copy. Keep the UMR posted daily by entering changes reflecting reassignment/assignments based upon orders, changes or changes to individual data elements indicated at 5a through 5h.

Step: 13
Action required by: Unit/BnPAC Clerk
Description of actions: Send the DF and the copy of the UMR to the PSNCO.

Step: 14
Action required by: Unit/BnPAC Clerk
Description of actions: Withdraw the copy of the UMR and file in accordance with retention and disposition instructions.

Step: 15
Action required by: Unit/BnPAC Clerk
Description of actions: Forward the DF to the MILPO.

Step: 16
Action required by: Personnel Management Supervisor
Description of actions: Upon receipt of three copies of the UMR, distribute as follows:

a. One copy to Management Specialist.
b. One copy to "Enlisted" Records Element.
c. One copy to "Officers" Records Element.

Step: 17
Action required by: Personnel Management Specialist
Description of actions: a. Upon receipt of DF (fig 9-16-2) from the unit, furnish a copy to the Records Specialist and prepare necessary change reports that are related to utilization of personnel in accordance with procedures contained in chapter 2, DA Pam 600-8-1.
b. Review remarks section of the UMR in conjunction with malutilization of personnel and advise unit commanders.
c. In accordance with chapter 3, AR 600-200, extreme situations of malutilization of personnel will be brought to the attention of the military personnel officer for resolution.

Step: 18
Action required by: Personnel Records Specialist
Description of actions: a. Upon receipt of DF from Management Specialist, prepare necessary Change Reports to update individual's record in accordance with procedures contained in chapter 2, DA Pam 600-8-1.
b. Review the Personnel Transaction Register by Unit (PTRU) (P01) for POSN and DMOS transactions. Based upon the Position Number shown on the UMR for that unit, update item 35, DA Form 2-1, for enlisted personnel.

Step: 19
Action required by: Personnel Management/Personnel Records Specialist
Description of actions: Cut off monthly, hold 1month and destroy.

9–27. Procedure 9-17 Weight Control Program Report PCN: AAC-C32

The weight control program report has been rescinded and incorporated into Procedure 9-19.

9–28. Procedure 9-18 Army Individual Training Evaluation Program (ITEP)

Procedure 9-18 covers ITEP.

a. Primary references are AR 350-37 and DA Pam 350-37.

b. Forms used are DA Forms 2, 2-1, and 2496.

c. This procedure supplements the primary references. It provides guidance for identification of personnel requiring Common Task Test (CTT) and the skill qualification test (SQT). This procedure also provides guidance for use of the

SIDPERS generated Personnel Eligible for Skill Qualification Test AAC: P87. An ITEP consists of the following three primary methods to evaluate the individual soldier:

(1) Common Task Test (CTT). Describe the critical combat and survival skills. The CTT is used to evaluate proficiency in the performance of common tasks.

(2) Commander's Evaluation. As part of the unit training program, battalion and company level commanders will routinely evaluate soldier ability to perform MOS-specific and common tasks critical to the unit mission. The job book is used to record results of the above evaluations. It is used by the noncommissioned officer (NCO) according to AR 350-1 to record demonstrated proficiency in soldier's manual tasks for skill level 1 and 2 soldiers.

(3) Skill Qualification Test (SQT). The SQT is a performance-oriented written test that evaluates a soldier's ability to perform tasks and/or apply the knowledge necessary to perform tasks in his or her MOS and skill level.

(a) Testing is scheduled on a fiscal year cycle and is announced in a DA circular.

(b) All Active Component soldiers in skill levels 1 through 4 with a primary MOS (PMOS) as awarded by AR 600-200, chapter 2, will be tested annually in their PMOS.

(c) All soldiers will take the SQT specified for their MOS and skill level as of the test date. Except as stated in paragraph 4-6b(4) AR 350-37, soldiers will be allowed 90 days' experience in a new MOS or skill level before testing. Initial entry training graduates will not be tested until they have been in a unit for 180 days.

(d) Active Component soldiers may be required to take SQT for other EPMS purposes, i.e., MOS and grade determination for officers and warrant officers who revert to enlisted status or for secondary MOS verification as directed by DCSPER.

(e) Soldiers who are exempted from testing are not required to take the current fiscal year SQT. The exemptions are outlined in paragraphs 4-6a(1) and (2), AR 350-37.

(f) Soldiers who are deferred from testing during the normal test period are required to take the current fiscal year SQT, but will take it after the normal test period is over. Commanders will reschedule soldiers for testing within 60 days after the deferment is terminated or the administrative error was discovered. Authorized deferments are outlined in paragraphs 4-6b(l) through (4), AR 350-37. The limit on deferments is outlined in paragraph 4-6c, AR 350-37.

d. The AAC: C75 report consists of four parts and each is obtained on an optional basis. Part I is a roster of individuals. Part II is a file consisting of SQTT transactions in skeletal format (card).

(1) Part I contains names of soldiers requiring PMOS SQT. A sample of Part I is shown at figure 9-18-1.

(2) Part II is a card file consisting of SQT transactions generated when Part I is requested. The SPF records which produce Part I are the sources used to produce Part II. See procedure 2-91, DA Pamphlet 600-8-2, for format.

(3) Part III is A listing of Primary MOS statistics. A sample of Part II is shown at figure 9-18-3.

(4) Part IV is a listing on invalid TSO displays. A sample of Part IV is shown at figure 9-18-4.

e. The AAC-P87 roster is shown at figure 9-18-2. The cards Part II C-75 report (d above, this procedure) furnished by the TSO with additional data to be entered by the SIB, will be used to generate the SQT Transmittal Roster.

f. Guidance and procedures, for field organization, planning, scheduling, and conduct of SQTs are contained in DA Pamphlet 350-37.

g. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10.

h. The following actions will be taken for CTs and SQTs:

Table 9–28
Procedure 9-18 Army Individual Training Evaluation Program (ITEP)

Step: 1
Action required by: TSO
Description of actions: Upon receipt of RCS CSGPO-441 (ITEP Requisitioning Announcement) approximately 10 months before the test availability date (A-date), request appropriate form from the supporting SIB. An AAC-C19, AAC-C31, and/or AAC-C33 Report should be requested. A copy of the RCS-CSGPO-441 or a separate MOSC listing should be provided the SIB for use in processing the report. Advise SIB of the number of copies of the reports needed for use in determining test requirements.

Step: 2
Action required by: SIB
Description of actions: Provide required reports to the TSO in the quantity requested.

Step: 3
Action required by: Unit commander
Description of actions: A DA circular normally serves as the first official notice that soldiers will be tested during a given period. Commanders must ensure this information is given to soldiers as soon as the circular is received.

Step: 4
Action required by: TSO
Description of actions: Approximately 45 days prior to the month in which test sessions for an SQT are scheduled, request the AAC: C75

Table 9–28
Procedure 9-18 Army Individual Training Evaluation Program (ITEP)—Continued

from the SIB. The card decks for the AAC: C75 may also be requested. Advise the SIB of the number of copies of the roster/card decks required.

Step: 5
Action required by: SIB
Description of actions: Provide the appropriate roster and cards (if requested) in the number of copies required. These rosters will identify all soldiers eligible for testing.

Step: 6
Action required by: TSO
Description of actions: If the test sessions for the SQT are spread out over more than 1 month, the TSO will request a C75 roster 45 days before each month in which the test sessions are scheduled.

Step: 7
Action required by: SIB
Description of actions: Provide the appropriate roster and cards (if requested) in the number of copies required. These rosters will identify all soldiers eligible for testing by MOSC and by unit.

Step: 8
Action required by: TSO
Description of actions: 30 days before a month with scheduled SQT test sessions, provide the C75 roster and cards to the unit commander.

Step: 9
Action required by: Unit Commander
Description of actions: a. Use the C75/Card deck to identify soldiers eligible for SQT.
b. Provide TSO with a C75/Card deck of personnel to be tested at least 10 days before test session. This roster will identify the name, SSN, grade, MOD, and track designation of each soldier to be tested.

Step: 10
Action required by: TSO
Description of actions: Send annotated AAC-C75 card which identifies soldiers tested to the SIB for update of SIDPERS data base. If cards are not available, submit SIDPERS (SQTT) transactions (Procedure 2-91, DA Pamphlet 600-8-2). If AAC-P87 roster is needed, request number of copies required from the SIB.

Step: 11
Action required by: SIB
Description of actions: Use cards or transaction provided by step 10 to update soldiers records. Provide P87 roster to TSO in the number of copies requested.

Step: 12
Action required by: TSO
Description of actions: Upon receipt of Individual Soldier's Report (ISR), distribute as follows:

a. 1 copy to the soldier through the unit commander/lSG.
b. 1 copy to the unit commander/1SG for use as a training tool.
c. 1 copy to the MILPO for placement in the MPRJ.

Step: 13
Action required by: Personnel Records Specialist
Description of actions: In case of corrected ISR, upon receipt of ISR file in action pending section of MPRJ, file the ISR with the most recent date and destroy superseded one. If soldier has departed the installation, forward ISR to the gaining MILPO.

9–29. Procedure 9-19 suspension of favorable personnel actions

Procedure 9-19 covers suspension of favorable personnel actions.

a. Primary references are AR 600-9, 600-31, 600-37, and 340-17.

b. Forms used are DA Forms 2, 2-1, 67-8, 268, 2475-2, and 4187.

c. This procedure supplements the primary references, above. It prescribes guidance for suspension of favorable personnel actions in accordance with AR 600-31 and related directives which are listed at the beginning of this procedure. Favorable personnel actions include reassignments; appointments as commissioned or warrant officers; reenlistments; promotions; awards and decorations; attendance at service schools, civilian schools, or institutions under

the military service education or training program; excess leave voluntary retention (officers); and separations, unless exempt or specifically authorized as provided in AR 600-31.

d. Suspension of favorable personnel actions under AR 600-31 is applicable to all military members of the United States Army. Commanders are responsible for appropriate investigation of matters of a derogatory nature, initiation of suspension, submission of reports on DA Form 268, completion and closing of the case, SIDPERS input, and lifting of the suspension.

e. Dissemination of information pertaining to suspension of favorable personnel actions, including knowledge of the suspension, is strictly on a need-to-know basis. Commanders are responsible for establishing and lifting controls as required for protection of personal information and the military careers of the individuals concerned.

f. This procedure also provides guidance for use of the SIDPERS-generated Suspension of Favorable Personnel Action Roster (AAC-C95) (fig 9-19-1). It may be used for various personnel actions, including the monitoring of all SPF records that are flagged, to ensure necessary action is taken to remove flag when appropriate.

Note. If the individual is flagged on the SPF, he/she is also flagged on HQDA(OMF/EMF) data bases since flagged data are input from the unit and passed to HQDA through SIDPERS.

g. The Suspension of Favorable Personnel Action Roster reflects, by name and by unit, each individual whose SPF record is flagged for the suspension of any favorable personnel action under AR 600-31. The report also identifies the date an individual completed a previous Weight Control Program. The completion date will remain on the SPF and HQDA (OMF/EMF) data bases for 36 months. A sample of the report with explanation is shown in figure 9-19-1.

h. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with 340-17 and 340-21 series Army regulations. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

i. The following actions will be taken for suspension of favorable personnel actions.

Table 9–29
Procedure 9-19 suspension of favorable personnel actions

Step: 1
Action required by: Unit commander
Description of actions: Upon receipt of derogatory information pertaining to a service member, conduct required investigation for verification of circumstances and to determine the validity of the charges. Disseminate information only on a need-to-know basis. Submit a separate report (DA Form 268) on each suspension action if an individual becomes involved in another incident before the first is closed.

Step: 2
Action required by: Unit commander
Description of actions: Determine if provisions of AR 600-31 are applicable. If so, prepare and sign DA Form 268 or initiate a DA Form 4187 requesting that the DA Form 268 be prepared by the Personnel Administration Center (PAC) if suspension is appropriate for reasons specified in AR 600-31, paragraph 5a, DA Form 268 will be completed in three copies. Distribution is as follows:

a. Original to MPRJ
b. Copy to individual
c. Copy for unit file.

Step: 3
Action required by: Unit commander
Description of actions: a. Ensure that all items in DA Form 268, applicable to circumstances, are completed. Item 17 will be used for additional pertinent information. In this regard, "Reason Statements" listed in DA Pamphlet 600-8-10, table 4-1, will be included in item 17 when suspension of favorable personnel actions may cause the initiation of deletion or deferment requests for enlisted personnel pending reassignment. Initial reports, for individuals with a suspension action as a result of being in The Army Weight Control Program (AR 600-9), will indicate "Other" in item 16 of the DA Form 268 and the following statement will be made in item 17, "IAW AR 600-9, SM entered The Army Weight Control Program effective (date)." The date will be the same as shown in block "Date Suspension Action Initiated" (upper right corner of DA Form 268).

b. List all offices/officials who receive a copy of the DA Form 268 in the "DISTRIBUTION" block.

Step: 4
Action required by: Unit commander
Description of actions: Caution all individuals who have knowledge of or are involved in processing DA Forms 268 that the circumstances and existence of the DA Form 268 and the SIDPERS transaction mnemonic "FLAG" are restricted items of information, accessible to others on a need-to-know basis only.

Step: 5

Table 9–29
Procedure 9-19 suspension of favorable personnel actions—Continued

Action required by: Unit commander
Description of actions: If completed DA Form 268 contains or involves classified defense information (AR 380-5), be sure appropriate defense classification and protective markings are properly assigned. If in doubt, consult with supporting security manager.

Step: 6
Action required by: Unit commander
Description of actions: Authenticate all copies of the DA Form 268.

Step: 7
Action required by: Unit commander
Description of actions: Provide a copy of DA Form 268 to the individual concerned. Annotate item 17 to indicate whether this was done personally or by mail.

Step: 8
Action required by: Unit commander
Description of actions: If favorable personnel actions are suspended under the provisions of AR 604-10, comply with procedure 9-20 regarding suspension of access.

Step: 9
Action required by: Unit commander
Description of actions: Report derogatory information to the U.S. Army Central Personnel Security Clearance Facility (CCF) in accordance with AR 604-5. See procedure 9-20.

Step: 10
Action required by: Unit commander
Description of actions: If the individual is enlisted obtain his/her DA Form 1315. Based on the reason the suspension of favorable personnel actions was initiated review the soldiers eligibility for reenlistment. Change the soldiers reenlistment eligibility code on the DA Form 1315 in accordance with procedure 9-12 this pamphlet.

Step: 11
Action required by: Unit commander
Description of actions: Forward DA Form 268 to BnPAC or unit clerk as appropriate. Ensure the BnPAC or unit clerk is informed of any changes to the soldier's reenlistment eligibility code.

Step: 12
Action required by: Unit commander
Description of actions: If individual is on a promotion list or command selection list, has been identified to attend a professional military or civilian school, or if any other personnel action is pending which would be affected by suspension of personnel actions, consult with BnPAC Supervision or PSNCO. Comply with provisions of AR 600-31, paragraph 5b. Requests for reassignment, disposition instructions, or related personnel actions should be forwarded to the MILPO with justification as required for action by major command or HQDA.

Step: 13
Action required by: Unit commander
Description of actions: If individual is on a promotion list, immediately inform the MILPO Personnel Management Branch through the PSNCO.

Step: 14
Action required by: Unit commander
Description of actions: Retention beyond expiration of term of service (ETS) or mandatory release date is not authorized under AR 600-31. For individuals whose separation is pending, send written request for disposition instructions as follows:

a. Security cases. Submit request to major command at least 90 days before the individual's ETS or mandatory release date. AR 604-10 applies.
b. Other than security cases.
(1) Officers. Submit request to HQDA (DAPC-OP appropriate career management division), Alexandria, VA 22332-0400, at least 60 days prior to the mandatory release date, except for those to whom AR 635-100, paragraph 3-12, applies.
(2) Enlisted. Submit request to HQDA (DAPC-EPA-A-S), Alexandria, VA 22332-0400, at least 60 days prior to ETS. AR 635-200 chapter 1, section IV, applies.

Step: 15
Action required by: Unit commander
Description of actions: HQDA must approve reassignment of individuals who are under suspension of favorable personnel actions when they are in receipt of HQDA assignment instructions. Comply with DA Pamphlet 600-8-1, procedures 4-1 or 4-2 as appropriate. Even though

Table 9–29
Procedure 9-19 suspension of favorable personnel actions—Continued

suspension of favorable personnel action exists, assignments and reassignments may still be processed in certain situations under AR 600-31, paragraph 6b.

Step: 16
Action required by: Unit commander
Description of actions: Request for authority to reassign officers who are under suspension of favorable personnel actions will be sent to the addresses shown below. Request must justify the reassignment.

a. For AMEDD officer—HQDA (SPGE-AN, DC, MC, MS SP, or VC as appropriate) Washington, DC 20324-2000.
b. For Chaplains—HQDA (DACH-PER) Washington, DC 20310-2700.
c. For JAGC officers—HQDA (DAJA-PT) Washington, DC 20310-2206.
d. For all other officers—HQDA (DAPC-OP appropriate Career Management Division), Alexandria, VA 22332-0400.

Step: 17
Action required by: Unit commander
Description of actions: Request for authority to reassign enlisted personnel who are under suspension of favorable personnel actions, except as authorized in AR 600-31, paragraph 6b(1), will be sent to HQDA (DAPC-EPA-S) Alexandria, VA 22331-0400. Request must justify the reassignment.

Step: 18
Action required by: Unit/BnPAC clerk
Description of actions: Submit “FLAG” SIDPERS transaction in accordance with DA Pamphlet 600-8-1, procedure 2-11.2.

Step: 19
Action required by: Unit/BnPAC clerk
Description of actions: Submit “ERUP” SIDPERS transaction in accordance with DA Pamphlet 600-8-1, procedure 2-11, if appropriate.

Step: 20
Action required by: Unit/BnPAC clerk
Description of actions: Annotate individual’s DA Form 2475-2 in accordance with procedure 9-11, this pamphlet.

Step: 21
Action required by: Unit/BnPAC clerk
Description of actions: Forward one copy of the DA Form 268 to the PSNCO by the most expeditious means. Transmit in sealed envelope when appropriate.

Step: 22
Action required by: Unit/BnPAC clerk
Description of actions: Retain one copy of DA Form 268 for unit file. Place unit file copy in a restricted access file.

Step: 23
Action required by: Unit/BnPAC clerk
Description of actions: Forward request for disposition instructions or reassignment if appropriate to PSNCO. Retain copy of request. Set up suspense for receipt of replies and completion of actions by higher headquarters or other officials. Take follow-up actions as necessary to see each case to completion.

Step: 24
Action required by: PSNCO
Description of actions: Upon receipt of DA Form 268, take the following actions:

a. Review DA Form 268 for accuracy and completeness.
b. Forward DA Form 268 to the MILPO Records Branch by most expeditious means.

Step: 25
Action required by: PSNCO
Description of actions: Coordinate and inform MILPO Personnel Management Branch of any individuals on a promotion list.

Step: 26
Action required by: PSNCO
Description of actions: Coordinate and inform MILPO Personnel Actions Branch and Personnel Records Branch of any retention beyond ETS or mandatory release date.

Step: 27
Action required by: PSNCO

Table 9–29
Procedure 9-19 suspension of favorable personnel actions—Continued

Description of actions: Coordinate and inform MILPO Personnel Management Branch of any individuals in receipt of assignment instructions.

Step: 28
Action required by: PSNCO
Description of actions: Follow-up action for disposition instructions or reassignment request. When action is required to obtain authority from higher headquarters, be sure request is submitted at the proper time. Set up suspense for reply. If receipt of reply is unreasonably delayed, coordinate with MILPO for action to be taken.

Step: 29
Action required by: Personnel Records Specialist
Description of actions: Upon receipt of DA Form 268, take the following actions:

a. Check to see if individual has received assignment instructions. A distinctive label should be affixed to the MPRJ in accordance with DA Pamphlet 600-8-10 procedure 3-1. Immediately inform the Personnel Management Specialist.
b. Submit "AEA" SIDPERS transaction in accordance with DA Pamphlet 600-8-2 procedure 2-6 and procedure 5-3 this pamphlet if appropriate.
Note: AEA code "B" will not be awarded to soldiers whose suspension of favorable personnel actions will end within 90 days.
c. Submit "DSEP" SIDPERS transaction in accordance with DA Pamphlet 600-8-2 procedure 2-30, if appropriate.
d. File DA Form 268 in MPRJ in accordance with AR 640-10. If DA Form 268 contains classified defense information, file DA Form 268 in classified file and file a cross-reference sheet in the MPRJ.

Step: 30
Action required by: Personnel Records Specialist
Description of actions: Maintain records in a file accessible for official purposes only on a need-to-know basis.

Step: 31
Action required by: SIB
Description of actions: a. Schedule the Suspension of Favorable Personnel Action Roster (AAC-C95) during each SIDPERS update cycle.
b. Make distribution of the AAC-C95 as follows:
(1) Original to unit.
(2) Copy to Personnel Records Branch.
(3) Copy to Personnel Management Branch for use in accordance with Procedure 3-30.
(4) Two copies to Battalion.
(a) PSNCO
(b) Unit Security Manager/S-2

Step: 32
Action required by: Unit/BnPAC clerk
Description of actions: Upon receipt of AAC-C95, take the following actions:

a. Check names against unit copies of DA Form 268.
b. If a name appears on the C95 in error, submit "FLAG" SIDPERS transaction in accordance with DA Pamphlet 600-8-1 procedure 2-11.2 to delete flag. Annotate the report accordingly.
c. If a DA Form 268 was initiated, but the name does not appear on the report, submit "FLAG" SIDPERS transaction in accordance with DA Pamphlet 600-8-1 procedure, 2-11.2 to properly flag the individual. Annotate the report accordingly.
d. If a name appears on the report, but the DA Form 268 was finalized, submit "FLAG" SIDPERS transaction in accordance with DA Pamphlet 600-8-1 procedure 2-11.2 to terminate the flag. Annotate the report accordingly.
e. Annotate individual's DA Form 2475-2 in accordance with procedure 9-11, this pamphlet.
f. Forward C95 to unit commander for his/her review.

Step: 33
Action required by: Unit commander
Description of actions: Upon receipt of AAC-C95, take the following actions:

a. Review C95 for accuracy and update.
b. Check the reason bodes. If the reason for suspension has changed, annotate the C95 with the new reason code and date of change, e.g., AWOL codes "A" to Article 15 code "B."
c. Check the date of suspension. If the initial flag (second code is A) has been in force for 6 months and continues to be in force, annotate the C95 with the following remark "submit interim flag." If the interim flag (second code is B) has been in force for 6 months and continues to be in force, no further action required. Commands should, however, closely monitor interim flags over 6 months old to ensure the flag is still valid.

Table 9–29
Procedure 9-19 suspension of favorable personnel actions—Continued

d. If a name appears on the report, but the suspension should be terminated, go to step 39.
e. If a soldier is returned to military control from an AWOL status, also comply with procedure 9-8B.
f. Return the updated C95 to the unit/BnPAC clerk.

Step: 34
Action required by: Unit/BnPAC clerk
Description of actions: Upon receipt of AAC-C95 from unit commander, screen for his/her annotations and take the following actions:

a. If unit commander indicated a reason code change, take the following actions.
(1) Submit "FLAG SIDPERS" transactions in accordance with DA Pamphlet 600-8-1 procedure 2-11.2 to terminate the flag.
(2) Submit "FLAG" SIDPERS transaction in accordance with DA Pamphlet 600-8-1, procedure 2-11.2, to change reason code.
b. If unit commander indicated "submit interim flag," submit "FLAG" SIDPERS transaction in accordance with DA Pamphlet 600-8-1, procedure 2-11.2, to change type of report.
Note: Currently SIDPERS will only accept one interim type of report change. Change to SIDPERS has been initiated for a future change to the SIDPERS system.
c. Annotate individual's DA Form 2475-2 in accordance with procedure 9-11, this pamphlet.
d. File C95 in unit files. Upon receipt of new C95, compare with new report. Make annotation on new report as appropriate and destroy previous C95.

Step: 35
Action required by: PSNCO
Description of actions: Upon receipt of AAC-C95 take the following actions:

a. Provide copy of C95 to Unit Security Manager/S-2 (See procedure 9-20 this pamphlet).
b. Review the C95 for accuracy. Use AAC-C60 and AAC-C03 to assist in review process. Advise unit commander when review indicates an individual should be flagged based on duty status or reenlistment eligibility.
c. Review the C95 for flags with dates over 6 months old. Advise unit commander of requirement for review of flag.
d. Suspense C95 pending receipt of new C95. Take follow-up actions as appropriate. Destroy previous C95.

Step: 36
Action required by: Personnel Records Specialist
Description of actions: Use AAC-C95 to assist in keeping records of individuals under suspension of favorable personnel action filed separately.

Step: 37
Action required by: PSNCO
Description of actions: Upon receipt of information from higher headquarters that a case is closed or of other action which generates a report, notify unit commander with instructions as to course of action to be taken.

Step: 38
Action required by: Unit commander
Description of actions: When authority has been received from higher headquarters to reassign an individual while under suspension of favorable personnel actions, take the following actions:

a. Notify the gaining commander by letter or electrical message, with acknowledgement or receipt required. Include the individual's name, grade, and social security number; the authority for reassignment; and estimated date of arrival.
Note: If the individual's suspension depends on collecting forfeitures imposed by a court-martial or UCMJ, Articl 15, and the suspension will expire while the individual is en route to the gaining command, the suspension can be removed when the individual is reassigned.
b. Send the complete suspension file (DA Form 268 and supporting documents) and any investigation report to the gaining commander.

Step: 39
Action required by: Unit commander
Description of actions: Upon completion of action for which suspension of favorable personnel actions was initiated or other action that would warrant a final report, prepare and sign DA Form 268. DA Form 268 will normally be completed in three copies. If the individual is on a HQDA promotion list, one additional copy will be prepared. The following additional instructions apply for final reports.

a. Upon termination of investigation and favorable closing of case, submit final report.
b. For individuals undergoing punishment or in confinement, submit final report upon completion of term of punishment for term of suspension of punishment imposed (AR 27-10).
c. For individuals released from active duty or retired while case is being processed, transfer control of case to Commander, RCPAC, ATTN: AGUZ-PAD-PT, 9700 Page Blvd, St Louis, MO 63132-5200. Send the complete suspension file (DA Form 268 and supporting documents), any investigation reports, and a copy of separation orders.
d. For individuals assigned to a transfer activity or returned from overseas for separation or relief from active duty, final report will be

Table 9–29
Procedure 9-19 suspension of favorable personnel actions—Continued

submitted the day the individual leaves the unit.

e. For individuals whose suspension of favorable personnel actions was solely a result of being in the Army Weight Control Program (AR 600-9), the final DA Form 268 will be closed as follows:

(1) For individuals who satisfactorily complete The Weight Control Program, the DA Form 268 will be closed on the date the commander determines individual is in compliance with AR 600-9. This determination is evidenced by the compliance date shown in the body of the correspondence (not the date of the correspondence) signed by the commander to the MILPO (AR 600-9 fig 1, 6th Ind,). Item 17 DA Form 268, will reflect the following statement, "SM is in compliance with AR 600-9. Suspension Closed Effective (date)." For enlisted and warrant officer personnel, Item 19, DA Form 268, will be checked as "Other Final Action." For officer personnel, Item 19 will be checked as "Case Closed Favorably."

(2) For individuals being separated for failure to make satisfactory progress in The Weight Control Program, the DA Form 268 will be closed with an effective date on the day the separation is approved. Item 17, DA Form 268, will reflect the following statement, "SM is not in compliance with AR 600-9. Awaiting Separation. Flag Closed Effective (date)." Item 19 will be checked as "Other Final Action". In these cases, a new, initial DA Form 268 will be simultaneously initiated, with the same effective date, in accordance with AR 600-31 paragraph 8d (Administrative Separation), and attached to the final DA Form 268 for distribution. Item 16 of the initial DA Form 268 will indicate "Elimination/ Dismissal" and the following statement will be made in item 17, "Separation Approved. SM not in compliance with AR 600-9." Once separation has been accomplished, the suspension will be closed in the usual manner (item 19, "Member Discharged by Reason of Elimination").

(3) For individuals who are voluntarily separated prior to being released from The Weight Control Program, Item 19 of the final DA Form 268 will indicate "Member Separated by Reason of . . ." (ETS, Retirement, etc); Item 17 will reflect the following statement, SM has ... (Retired, ETS'd, etc) on (date). Not in compliance with AR 600-9.

f. For individuals whose suspension of favorable personnel actions was initiated under AR 604-10, the final report will be submitted only when the case is closed according to AR 604-10 or when informed by the Commander of the U.S. Army Central Personnel Security Clearance Facility that suspension may be removed.

g. When a final suspension of favorable personnel action is closed (favorable or unfavorable) for an officer on a promotion list, documentation must be forwarded, to include endorsement by the GCM authority, to HQDA (DAPC-MSP-O), 200 Stovall Street, Alexandria, VA 22332-0400. This documentation must include the reason for the flagging action, date the flag closed, type of punishment received, date all punishment is completed (including all periods of suspension), and/or date that a Letter of Reprimand (LOR) is directed to be filed in an officer's OMPF (not the date the LOR is actually imposed or the date it is actually filed). Copy of DA Form 268 will be included in documentation forwarded to HQDA.

h. When final suspension of favorable personnel action closed (favorable or unfavorable) for an enlisted member or a HQDA promotion list, documentation must be forwarded to HQDA through the MILPO personnel Management Branch. A copy of the final report (DA Form 268) will be used. The following information must be included on the DA Form 268: promotion sequence number, reason for the flagging action, date the flag is closed, type of punishment received, date all punishment is completed (including all periods of suspension, and/or date a letter of reprimand (LOR) was actually imposed.

Step: 40
Action required by: Unit commander
Description of actions: Provide a copy of DA Form 268 to the individual concerned.

Step: 41
Action required by: Unit commander
Description of actions: If actions under AR 604-5 are applicable, take appropriate action in accordance with procedure 9-20 this pamphlet (AR 604-5).

Step: 42
Action required by: Unit commander
Description of actions: If the individual is enlisted, obtain his/her DA Form 1315. Review the soldier's eligibility for reenlistment. Change the soldier's reenlistment eligibility code on the DA Form 1315 in accordance with procedure 9-12 this pamphlet.

Step: 43
Action required by: Unit commander
Description of actions: If individual is in receipt of HQDA assignment instructions, inform the MILPO Personnel Management Branch through the PSNCO that the suspension has been removed.

Step: 44
Action required by: Unit commander
Description of actions: Forward final DA Form 268 to BnPAC or unit clerk as appropriate. Ensure the BnPAC or unit clerk is informed of any changes to the soldier's reenlistment eligibility code.

Step: 45
Action required by: Unit/BnPAC clerk
Description of actions: Submit "FLAG" SIDPERS transaction in accordance with DA Pamphlet 600-8-1 procedure 2-11-2.

Step: 46

Table 9–29
Procedure 9-19 suspension of favorable personnel actions—Continued

Action required by: Unit/BnPAC clerk
Description of actions: Submit "ERUP" SIDPERS transaction in accordance with DA Pamphlet 600-8-1 procedure 2-11 if appropriate.

Step: 47
Action required by: Unit/BnPAC clerk
Description of actions: Annotate individual's DA Form 2475-2 in accordance with procedure 9-11, this pamphlet.

Step: 48
Action required by: Unit/BnPAC clerk
Description of actions: Forward one copy of the DA Form 268 to the PSNCO by the most expeditious means. Transmit in sealed envelope when appropriate. If the individual is on a HQDA promotion list, also forward one additional copy of DA Form 268 and other required documentation to the PSNCO.

Step: 49
Action required by: Unit/BnPAC clerk
Description of actions: Retain one copy of DA Form 268 for unit file. The complete suspension file to include DA Forms 268s, related correspondence, references, and all sources of control will be held in a restricted access file for 90 days from date of final report.

Step: 50
Action required by: PSNCO
Description of actions: Upon receipt of final DA Form 268, take the following actions.

a. Review DA Form 268 for accuracy and completeness.
b. Forward DA Form 268 to the MILPO Records Branch by most expeditious means.

Step: 51
Action required by: PSNCO
Description of actions: If the individual is on a HQDA promotion list, review the additional copy of DA Form 268 and other documentation for accuracy and completeness. Resolve discrepancies with unit commander and forward documents to MILPO Personnel Management Branch.

Step: 52
Action required by: PSNCO
Description of actions: Coordinate and inform MILPO Personnel Management Branch of any individuals in receipt of assignment instruction of suspension removal.

Step: 53
Action required by: PSNCO
Description of actions: Monitor the AAC-C95, AAC-C60, and AAC-C03 to ensure all related actions are accomplished after a final report is submitted. Advise unit commander accordingly.

Step: 54
Action required by: Personnel Records Specialist
Description of actions: Upon receipt of final DA Form 268, take the following actions:

a. Check to see if individual has received assignment instructions (step 29a). Inform the Personnel Management Specialist.
b. Submit "AEA" SIDPERS transaction in accordance with procedure 5-3 this pamphlet if appropriate.
c. Remove initial copy of DA Form 268 from MPRJ (or cross-reference sheet in lieu of classified form) and destroy both copies of DA Form 268. Return MPRJ to regular file location.

9–30. Procedure 9-20 Personnel Security Program (PSP)

Procedure 9-20 covers the Personnel Security Program

a. Primary references: AR 380-380 and AR 604-5.

b. Forms used: DA Form 2, 873, 2475-2, 4037, 5247-R, and 5248-R.

c. Procedure supplements the above listed primary references. It prescribes guidance governing the Personnel Security Program (PSP), to include identification of requirements in authorization documents, request for personnel security investigation and security clearances, granting of interim security clearances, reporting derogatory information, suspension of access, and the Personnel Security and Surety Program (PSSP). Procedures for the Personnel Reliability Program (PRP) and the Chemical Personnel Reliability Program (CPRP) are contained in procedure 9-21 this pamphlet.

d. Investigative resources conservation and personnel security investigations limited to those essential for current operations and clearly authorized by DOD and DA policies. Organizations requiring and requesting investigations and

clearances must assure that continuing command attention is given to the investigative and clearance request process. In this connection, the following guidelines apply.

(1) Limit personnel security position requirements in authorization documents and personnel requisitions to those that are essential to current operations and clearly authorized by DOD and DA policies.

(2) Limit requests for investigations/clearances to individuals who have a clear, need for access to classified information.

(3) Ensure that individuals on whom investigation/clearances are requested have sufficient time remaining in service after completion of the investigation/clearance process to warrant conducting it.

(4) Ensure that request forms and prescribed documents are properly executed in a timely manner.

e. Personnel security position requirements. MTOEs and TDAs provide the means for recording job related qualifications for duty positions in the authorization document system (AR 310-49). Personnel security position requirements are currently identified in TAADS documents by a two-position code that reflects the security investigation requirement. (See AR 310-49, para B-22a(6). The personnel security position requirements for the authorization system are not scheduled to be changed until the Vertical Force Development Management Information System (VFDMIS) is fielded. The PSP contains three data elements that pertain to the authorization system. These data elements must be entered into the SIDPERS Authorized Strength File (SAIF) and maintained manually until VFDMIS is available. The data elements are as follows:

(1) Personnel security investigation required. This one character data code describes the type of personnel security investigation which is needed for a specific duty position. If a specific investigation is not required for the position as the basis for a clearance or personnel reliability purposes, the position will be coded "Y" to reflect "none."

(2) Position personnel security status. This one character data code reflects the highest level of personnel security eligibility (for access to classified defense information) required for a specific duty position.

(3) Position personnel security requirement. This one character data code describes the unique personnel security requirement for a specific duty position. The purpose is to identify and communicate the age limit/recency requirements and/or scope of investigations for certain positions, and to identify nuclear, chemical, and ADP personnel reliability requirements for the position.

f. Individual personnel security status. The PSP contains seven data elements pertaining to individuals. All data elements with the exception of field determined personnel security status (FDPS) are on the SIDPERS and HQDA (OMF/EMF) data bases. Field determined personnel security status is only on the SIDPERS data base. The data elements are as follows:

(1) Personnel security investigation initiated. This one-character data code reflects the type of personnel security investigation which was started on an individual. This data element will be top-fed by U.S. Army Central Personnel Security Clearance Facility (CCF).

(2) Date personnel security investigation initiated. This six-character data element reflects the date on which a new personnel security investigation was opened by the Defense Investigative Service. This data element will be top-fed by CCF.

(3) Personnel security investigation completed. This one-character data code describes the type of personnel security investigation which was finalized on an individual. This data element will be top-fed by CCF.

(4) Date personnel security investigation completed. This six-character data element reflects the date on which a personnel security investigation was finalized. This data element will be top-fed by CCF.

(5) Department determined personnel security status. This one-character code reflects the highest level of personnel security eligibility (for access to classified defense information) granted on a final basis by CCF. This data element will be top-fed by CCF.

(6) Field determined personnel security status. This one-character code reflects the highest level of personnel eligibility (for access to classified defense information granted by the unit commander. This data element is posted to the local SIDPERS data base only.

(7) Personnel reliability program assignment status. This one character code describes an individual's status in the nuclear, chemical, and automatic data processing personnel reliability programs. This status is determined by the unit commander. This data element is input through SIDPERS and is posted to the local SIDPERS data base and passed to HQDA (OMF/EMF) data based.

g. Use of the SIDPERS-generated Personnel security notices (PCN: AAC-C69). The AAC-C69 report provides a listing of individual personnel status situations existing relative to the PSP, which may require action by the unit commander. The report is produced in Peacetime only.

(1) The report shows the name, SSN, and grade of rank for each individual for whom a notice is displayed. When the following conditions are met, the individual will appear on the report.

(a) The field-determined personnel security status is higher than the department-determined personnel security status.

(b) The position personnel security status is higher than the field-determined personnel security status.

(c) The position personnel security status is higher than the department-determined personnel security status.

(d) The personnel security investigation required is higher than the personnel security investigation completed.

(e) The personnel security investigation required is higher than the personnel security investigation initiated.

(2) The fixed report sequence is by name within military personnel class (MPC) and unit processing code (UPC). An optional sequence of Report Sequence Code (RSC, RS or R) or Mail Code (MC) is available.

(3) A sample of the personnel security notices is shown in figure 9-20-1.

h. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted in accordance with AR 340-17 and AR 640-10. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 340-17 and AR 340-21 series. Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

9–31. Procedure 9-20A Personnel Security Position Requirements

Procedure 9-20A covers the identification of personnel security requirements in authorization documents.

Table 9–31
Procedure 9-20A Personnel Security Position Requirements

Step: 1

Action required by: Unit commander

Description of actions: Upon determination that due to mission requirements a specific personnel security investigation, personnel security clearance, or a unique, personnel security requirement exists for a specific duty position, take the following actions—

a. Review the personnel security position requirement codes in paragraph 3-9, AR 680-29 and determine the codes most appropriate for the duty position. If in doubt, consult with supporting security manager.

b. Have DA Form 2496 prepared in three copies to inform the Force Development Officer of the personnel security position requirements (fig 9-20-2). Retain one copy of DA Form 2496 for unit file.

Step: 2

Action required by: Force Development Officer

Description of actions: Process change to authorization documents in accordance with AR 310-49. Currently, neither required personnel security investigation request, position personnel security status, nor position personnel security requirement is provided in VTAADS. Security investigation status codes contained in VTAADS are not directly translatable into the new position security data elements. Upon determination that the requested change is valid, forward a copy of DA Form 2496 to MILPO SIDPERS Branch by comment to DA Form 2496.

Step: 3

Action required by: SIB

Description of actions: Upon receipt of DA Form 2496, take the following actions:

Note: The three personnel security position data elements supersede the VTAADS data elemt "Security Investigation Status" and replace SIDPERS data element "Security Clearance Required" used in the SASF. These data must be loaded to the SASF and maintained manually.

a. Prepare "ASLC" SIDPERS transaction in accordance with DA Pamphlet 600-8-4 chapter 3.

b. Retain DA Form 2496 with unit's MTOE/TDA document.

Step: 4

Action required by: Unit commander

Description of actions: Continually review personnel security position requirements to ensure they remain valid based on unit's mission. Use AAC-C07 and AAC-C69 to assist in review process. (See procedure 9-20C this pamphlet). Inform Force Development Office by DA Form 2496 of changes to the MTOE/TDA regarding personnel security requirements.

Note: The AAC-A11 which contains all three personnel security position data elements can also be used in the review process. See DA Pamphlet 600-8-1 procedure 4-5.

9–32. Procedure 9-20B Personnel Security Investigations/Clearances

Procedure 9-20B covers requests for personnel security investigations and security clearances to include granting of interim security clearances.

Table 9–32
Procedure 9-20B Personnel Security Investigations/Clearances

Step: 1
Action required by: Unit commander
Description of actions: Upon determination that an individual requires a higher level of clearance or access authorization, consult with the supporting security manager to determine what action is required.

Step: 2
Action required by: Supporting security manager
Description of actions: Based on information from the unit commander as to the level of clearance or access required of the individual, take the following actions:

a. Screen the individual's MPRJ for results of personnel security investigations and/or DA Form 873.
b. Based on the MPRJ review, advise the unit commander of actions required as follows:
(1) If an investigation is required, assist the unit commander in processing the request for investigation in accordance with AR 604-5, appendix C.
(2) If a final or upgraded security clearance is required, assist the unit commander in processing the request for clearance (DA Form 5247-R) in accordance with AR 604-5, appendix C.
(3) If granting an interim security clearance is appropriate, assist commander in processing the required documents to grant the interim security clearance. Ensure the MILPO Records Branch is furnished DA Form 873 and the unit commander is informed of the individual's interim access level.

Step: 3
Action required by: Unit commander
Description of actions: Provide assistance to the individual in completing applicable documents and obtaining verification documents as applicable, in accordance with AR 604-5, appendix C, for the security investigation and/or security clearance required.

Step: 4
Action required by: Unit commander
Description of actions: If the individual is granted an interim security clearance or a higher level of access, inform the BnPAC or unit clerk as appropriate.

Step: 5
Action required by: Unit/BnPAC clerk
Description of actions: If individual was granted an interim security clearance or a higher level of access, submit "FDPS" SIDPERS transactions in accordance with DA Pamphlet 600-8-1 procedure 2-11-1.

Step: 6
Action required by: Unit/BnPAC clerk
Description of actions: Annotate individual's DA Form 2475-2 in accordance with procedure 9-11, this pamphlet.

Step: 7
Action required by: Personnel records specialist
Description of actions: File DA Form 873 in MPRJ in accordance with AR 640-10.

Step: 8
Action required by: Unit commander
Description of actions: During unit inprocessing of newly assigned individuals, determine the degree of access to classified defense information the individual will require for his/her assigned duty position and take the following actions.

Note: Limit access to strict need-to-know.
a. Review the individual's unit copy of DA Form 2 to determine his/her personnel security status (see DA Form 2 sec II).
b. If it is determined that an individual requires a higher level of clearance or access authorization, consult with the supporting security manager to determine what action is required.
c. If it is determined that the individual meets the duty position access requirements, or access is not required for the duty position, inform the BnPAC or unit clerk as appropriate.

Step: 9
Action required by: Supporting security manager
Description of actions: Based on information from the unit commander as to the level of clearance or access required for the individual, go to step 2 above.

Step: 10
Action required by: Unit/BnPAC clerk

Table 9–32
Procedure 9-20B Personnel Security Investigations/Clearances—Continued

Description of actions: Submit "FDPS" SIDPERS transactions in accordance with DA Pamphlet 600-8-1 procedure 2-11.1 to report access granted. If no access is granted, report code "L." Do not leave data element blank.

Step: 11
Action required by: Unit/BnPAC clerk
Description of actions: Annotate individual's DA Form 2475-2 in accordance with procedure 9-11, this pamphlet.

Step: 12
Action required by: Unit commander
Description of actions: Upon receipt of reassignment instruction notification that an individual requires a personnel security action, consult with the supporting security manager to determine what action is required. (DA Pamphlet 600-8-10 Procedure 3-1.)

Step: 13
Action required by: Supporting security manager
Description of actions: Upon notification from the unit commander or G2/installation security manager that an individual is in receipt of reassignment instructions which requires a personnel security action, take the following actions (DA Pamphlet 600-8-10 Procedure 3-1, and AR 612-2 para 1-4k.)

a. Coordinate with G2/installation security manager regarding required actions.
b. If an investigation is required, assist the unit commander in processing the request for investigation in accordance with AR 604-5 appendix C.
c. If a final clearance or special access is required, assist the unit commander in processing the request for clearance (DA Form 5247-R (Request for Security Determination)) in accordance with AR 604-5, appendix C.
d. If individual requires PRP/CPRP certification, assist the unit commander in processing the action in accordance with AR 604-5, appendix C, and procedure 9-21, this pamphlet.
e. If individual requires PSSP certification, assist the unit commander in processing the action in accordance with AR 604-5, appendix C, and procedure 9-20E, this pamphlet.

Step: 14
Action required by: Unit commander
Description of actions: Provide assistance to the individual in completing applicable documents and obtaining verification documents as applicable, in accordance with AR 604-5, appendix C, for the personnel security action required.

Step: 15
Action required by: Unit commander
Description of actions: Ensure all required actions are completed within the time frames established by the MILPO and G2/installation and supporting security managers.
Note: The Office of the joint Chiefs of Staff has established a goal of 21 days from receipt of assignment notification to submission of required personnel security investigation requests.

Step: 16
Action required by: (G2/installation security manager
Description of actions: Comply with DA Pamphlet 600-8-10 procedure 3-1 regarding processing of personnel security actions. Ensure MILPO suspense dates are met and applicable documents are furnished the MILPO for file in the individual's MPRJ.
Note: Upon receipt of any information that would make the individual ineligible for the required security clearance to support the reassignment, immediately inform the MILPO Personnel Management Branch of necessity for deletion/deferment action.

Step: 17
Action required by: Personnel records specialist
Description of actions: File documents in the MPRJ in accordance with AR 640-10.

9–33. Procedure 9-20C Personnel Security Notices

Procedure 9-20C covers the personnel security notices (AAC-C69) SIDPERS report

Table 9–33
Procedure 9-20C Personnel Security Notices

Step: 1
Action required by: SIB
Description of actions: a. Schedule the Personnel Security Notices (AAC-C69) monthly. Schedule the C69 during a cycle that the C07 is

Table 9–33
Procedure 9-20C Personnel Security Notices —Continued

also scheduled.

b. Make distribution of the C69 as follows:

(1) Original and copy to unit.

(2) Copy to battalion for unit security manager/S-2.

Step: 2

Action required by: Unit commander

Description of actions: Upon receipt of AAC-C69, obtain a copy of the AAC-C07 (procedure 9-16, this pamphlet). Using these two reports, review the security related data elements and take the following actions:

Note: The C07 oly contains position personnel security status and field-determined personnel security status.

a. If the type notice is "Field status is higher than Department status," take the following actions:

(1) Verify position status on the C07.

(2) If the position requirement is no longer valid, process a change to the unit's MTOE/TDA in accordance with procedure 9-20A, this pamphlet. Annotate the report accordingly.

(3) If the position requires a higher level of access, process the individual for the required access in accordance with procedure 9-20B, this pamphlet. Annotate the report accordingly.

b. If the type notice is "Position status is higher than Field status," take the following actions:

(1) Verify position status on the C07.

(2) If the position requirement is no longer valid, process a change to the unit's MTOE/TDA in accordance with procedure 9-20A, this pamphlet. Annotate the report accordingly.

(3) If the position requirement is valid and the individual's department determined personnel security status access (see DA Form 2, sec II) is lower, process the individual for the required access in accordance with procedure 9-20B, this pamphlet. Annotate the report accordingly.

(4) If the position requirement is valid and the individual's department-determined personnel security status (see DA Form 2, sec II) in the same or higher than the position requirement annotate the appropriate access code on the C69.

c. If the type notice is "Position status is higher than Department status," take the following actions.

(1) Verify position status on the C07.

(2) If the position requirement is no longer valid, process a change to the unit's MTOE/TDA in accordance with procedure 9-20A, this pamphlet. Annotate the report accordingly.

(3) If the position requirement is valid, process the individual for the required access in accordance with procedure 9-20B, this pamphlet. Annotate the report accordingly.

d. If the type notice is "Investigation required is higher than investigation completed," take the following actions:

(1) If the position requirement is no longer valid, process a change to the unit's MTOE/TDA in accordance with procedure 9-20A, this pamphlet. Annotate the report accordingly.

(2) If the position requirement is valid, process the individual for the required investigation in accordance with procedure 9-20B this pamphlet. Annotate the report accordingly.

e. If the type notice is "Investigation required is higher than investigation initiated" take the following actions:

(1) If the position requirement is no longer valid, process a change to the unit's MTOE/TDA in accordance with procedure 9-20A this pamphlet. Annotate the report accordingly.

(2) If the position requirement is valid, process the individual for the required investigation in accordance with procedure 9-20B this pamphlet. Annotate the report accordingly.

Step: 3

Action required by: Unit commander

Description of actions: Retain one copy of C69 for follow-up action. Forward second copy to unit/BnPAC clerk.

Step: 4

Action required by: Unit/BnPAC clerk

Description of actions: Upon receipt of AAC-C69 from unit commander, screen for his/her annotations for changes in field determined personnel security status and take the following actions:

a. Submit "FDPS" SIDPERS transactions in accordance with DA Pamphlet 600-8-1 procedure 2-11.1 to report change in access.

b. Annotate individual's DA Form 2475-2 in accordance with procedure 9-11 this pamphlet.

c. File C69 in unit file. Upon receipt of new C69, compare with new report. Make annotation on new report as appropriate and destroy previous C69. Forward new C69 to unit commander.

9–34. Procedure 9-20D Reporting Derogatory Information and Suspension of Access

Procedure 9-20D covers the reporting of derogatory information and suspension of access to classified defense information

Table 9–34
Procedure 9-20D Reporting Derogatory Information and Suspension of Access

Step: 1
Action required by: Unit commander
Description of actions: Upon receipt of credible derogatory information pertaining to a service member, consult with the supporting security manager to determine what action is required.

Step: 2
Action required by: Supporting security manager
Description of actions: Based on information from the unit commander regarding the derogatory information, take the following actions:

a. Screen the individual's MPRJ for results of a security clearance.
b. If individual does not possess a security clearance, assist the unit commander in preparing a report (DA Form 5248-R) (Report of Unfavorable Information or Suspension of Access) to CCF in accordance with AR 604-5, appendix C.
c. If individual possesses a security clearance, assist the unit commander in preparing a report (DA Form 5248-R) to CCF in accordance with AR 604-5, appendix C.

Step: 3
Action required by: Unit commander
Description of actions: If suspension of access is warranted, take action in accordance with AR 604-5, appendix C. Inform the BnPAC or unit clerk, as appropriate, that access is suspended.

Step: 4
Action required by: Unit commander
Description of actions: Have suspense set up for follow-up reports (DA Form 5248-R) to CCF. Reports are required at 60-day intervals. Prepare report in accordance with AR 604-5, appendix C.

Step: 5
Action required by: Unit commander
Description of actions: Prepare final report (DA Form 5248-R) to CCF upon completion of action in accordance with AR 604-5, appendix C. *Note:* Once access to classified data is suspended, only CCF can reinstate the access.

Step: 6
Action required by: Unit/BnPAC clerk
Description of actions: Upon being informed by unit commander that an individual's access is suspended, take the following actions.

a. Submit "FDPS" SIDPERS transaction in accordance with DA Pamphlet 600-8-1 procedure 2-11.1 to report change in access. Report code "M."
b. Annotate individual's DA Form 2475-2 in accordance with procedure 9-11 this pamphlet.

Step: 7
Action required by: Supporting security manager
Description of actions: Monitor the AAC-C03 (procedure 9-8 this pamphlet) and AAC-C95 (procedure 9-19 this pamphlet) to ensure all security related actions are accomplished. Advise unit commander accordingly. Ensure provisions of AR 604-5, appendix C, paragraph 15h, are complied with for individuals incarcerated by military or civilian authorities as a result of a conviction of a criminal offense, or when dropped from the rolls as a deserter.

9–35. Procedure 9-20E Personnel Security and Surety Program (PSSP)

Procedure 9-20E covers the screening and evaluation of military personnel for assignment to personnel security and surety program positions.

Table 9–35
Procedure 9-20E Personnel Security and Surety Program (PSSP)

Step: 1
Action required by: Unit commander
Description of actions: Screening of personnel and local records and evaluation by the commander are required prior to assignment to PSSP positions. The screening will consist of an examination of all records related to the individual's loyalty and reliability. Consult with the supporting security manager to determine what action is required regarding the individual's personnel security status.

Step: 2
Action required by: Supporting security manager

Table 9–35
Procedure 9-20E Personnel Security and Surety Program (PSSP) —Continued

Description of actions: Based on information from the unit commander regarding individual's qualifications for assignment to a PSSP position, take the following actions.

a. Screen the individual's MPRJ for results of personnel security investigations, clearance, and prior PSSP screening.
b. Based on the MPRJ review, advise the unit commander of actions required.
c. Assist the unit commander in processing request for investigation/clearance and/or PSSP screening in accordance with AR 380-380 and AR 604-5, appendix C.

Note: Personnel security investigation must have been completed within the 5-year period immediately preceding initial assignment to an ADP sensitive position.

Step: 3
Action required by: Unit commander
Description of actions: Upon determination that an individual is qualified for assignment to a PSSP position, inform the BnPAC or unit clerk as appropriate.

Step: 4
Action required by: Unit/BnPAC clerk
Description of actions: Upon being informed by unit commander that an individual is assigned to a PSSP position, take the following actions:

a. Submit "PRPA" SIDPERS transaction in accordance with DA Pamphlet 600-8-1 procedure 2-19.1. Report code "N."
b. Annotate individual's DA Form 2475-2 in accordance with procedure 9-11 this pamphlet.

Step: 5
Action required by: Unit commander
Description of actions: Upon determination that an individual is not qualified for assignment to a PSSP position, take the following actions:

a. Inform the BnPAC or unit clerk as appropriate.
b. Consult with the PSNCO to determine if the individual's PMOS requires him/her to be qualified for PSSP. If reclassification action is required, process in accordance with procedure 3-46 this pamphlet.

Step: 6
Action required by: Unit/BnPAC clerk
Description of actions: Upon being informed by unit commander that an individual is not qualified for PSSP, take the following actions:

a. Submit "PRPA" SIDPERS transactions in accordance with DA Pamphlet 600-8-1 procedure 2-19.1. Report code "S."
b. Annotate individual's DA Form 2475-2 in accordance with procedure 9-11 this pamphlet.

Step: 7
Action required by: PSNCO
Description of actions: Upon being informed by unit commander that an individual is not qualified for PSSP, take the following actions:

a. Review the MOS qualifications in AR 611-201 for the individual's PMOS.
b. If reclassification action is appropriate, advise unit commander.

9–36. Procedure 9-21 personnel reliability programs

Procedure 9-21 covers screening, evaluating, and certifying military personnel for assignment to nuclear or chemical weapons duty.

a. Primary references: AR 50-5, chapter 3, and AR 50-6.
b. Forms used:
(1) DA Forms 2, 2-1, 873, 3180, 4515, and 5242-R.
(2) DD Forms 398, 398-2, and 1879.
(3) SFs 88, 93, and 600.
c. Labels used: DA Label 164.

9–37. Procedure 9-21 discussion

a. This procedure supplements the above listed primary references. It provides guidance governing the Personnel Reliability Program (PRP) and the Chemical Personnel Reliability Program (CPRP). Guidance covers requisitioning, selection assignment suspension, disqualification, requalification and administrative termination of military personnel in

chemical or (Critical or Controlled) nuclear weapons positions. Guidance also covers monitoring personnel records of individuals who are in training or are assigned to such positions.

(1) Individuals performing chemical or nuclear weapons duties must meet high standards of reliability.

(2) Every individual in the PRP/CPRP must be continually evaluated by fellow workers and supervisors; changes in attitudes or behavior which reflect adversely upon an individual's reliability must be promptly reported to the immediate commander.

b. In the interest of nuclear and chemical surety, the immediate commander must remove from such duties any individual whose reliability is suspect; reinstatement is precluded until suspicion is resolved.

(1) An individual will be suspended or temporarily disqualified when, in the opinion of the commander, the individual's judgment or reliability may be affected for a short time. Individuals suspended temporarily or disqualified from their positions will be processed as prescribed by AR 50-5, section IV, or AR 50-6.

(2) Personnel officers and others who perform initial screening actions must ensure that all possible disqualifying information is forwarded promptly to the individual's commander for consideration. (The final decision on an individual's acceptability rests with the commander.)

c. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 340-17 and AR 640-10.

(1) Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel according to AR 340-17 and the AR 340-21 series.

(2) Disposition of documents will be in accordance with applicable directives or by destruction when the purpose for which authorized has been served. Destruction should be by burning, shredding, or other appropriate method.

9–38. Procedure 9-21A Nuclear Duty Position Roster

Procedure 9-21A covers the preparation, authentication, disposition, and use of the Nuclear Duty Position Roster (NDPR) or Chemical Surety Position Roster (CSPR) AR 50-5, sec II, or AR 50-6).

Table 9–38
Procedure 9-21A Nuclear Duty Position Roster

Step: 1
Action required by: Cdr of unit w/nuclear/chemical-related or operational mission
Description of actions: a. Identify nuclear duty (PRP) or Chemical Surety (CPRP) positions.
b. List PRP or CPRP position titles on an NDPR or CSPR.
c. Identify PRP positions as Critical or Controlled on the NDPR.
d. Leave space beside each position to enter name, SSN, and personnel security investigation (PSI) completed for each incumbent, when and as certified acceptable and assigned.

Step: 2
Action required by: Nuclear or chemical unit cdr or designated rep (if asgd to a PRP/CPRP psn)
Description of actions: a. After names of incumbents are listed verify the heading, date, and page numbering of the NDPR or CSPR.
b. Verify that each incumbent has the requisite training and is qualified to perform the duties assigned.
c. Authenticate the final page of the NDPR or CSPR (this also constitutes a certification that listed personnel are trained and qualified).
d. Transmit copies of the NDPR or CSPR to the following:
(1) MILPO
(2) Medical treatment facility
(3) Alcohol and Drug Control Officer
(4) Dental activity.
e. If unclassified, the NDPR or CSPR will be marked and protected as FOUO information.

Step: 3
Action required by: Military personnel officer/MEDDAC cdr, ADCO, etc.
Description of actions: a. Use the NDPR or CSPR to verify that the personnel and medical records of listed personnel are identified (AR 50-6, para 3-17 and 3-18).
b. If any records are not identified or if records are found to be so identified for persons not on an NDPR or CSPR, verify the status of the individual before adding or removing identification. (Make sure there is a DA Form 3180, completed through Part IV, in the MPRJ of each person whose MPRJ is identified.)

Step: 4
Action required by: Nuclear or chemical unit cdr
Description of actions: Review annually the designation of nuclear duty or chemical surety positions for essentiality and optimal surety.

9–39. Procedure 9-21 B selection for assignment or training

Procedure 9-21B covers selection and preliminary qualification for PRP or CPRP assignment or training.

Table 9–39
Procedure 9-21 B selection for assignment or training

Step: 1

Action required by: Military personnel officer (in MILPOs supporting both losing and gaining units)

Description of actions: a. Immediately upon nomination or arrival, scan the personnel record for evidence of obviously disqualifying information. Examples:

(1) Copy of DA Form 3180 showing disqualification in file.

(2) Disqualification entry in item 4, DA Form 2-1, or

(3) Evidence of a disqualifying factor or condition (see AR 50-5, para 3-12, or AR 50-6).

b. If probably unable to qualify for the assignment, discuss with the certifying commander.

c. If the commander decides to recommend disqualification, defer further action until the review has been completed.

d. If disqualified, or if disqualification was upheld on review, take deletion action (chap 4) DA Pam 600-8-10, if on levy for reassignment. Go to procedure 9-211, step 2, if disqualification has not already been recorded.

e. If not disqualified or disqualifiable, as above, look for evidence that a personal security investigation (PSI) has been requested or completed and make certain it is the correct level—BI or SBI for a Critical PRP position, NAC, or ENTNAC for all others—and is current if completed (see table 9-21-1, note 1).

9–40. Procedure 9-21C screening for PRP or CPRP positions

Procedure 9-21C covers screening and medical evaluation of candidates for PRP or CPRP positions.

Table 9–40
Procedure 9-21C screening for PRP or CPRP positions

Step: 1

Action required by: Certifying official (who must be the unit or activity commander unless designated to act by cdr in 0-6 position or by any cdr having personnel performing CPRP duties at a location remote from the parent unit.

Description of actions: Screening of personnel and local records and evaluation of medical history and physical condition are required prior to any nuclear duty or chemical surety assignment. When the replacement is being reassigned from one PRP or CPRP position to another (like) position at the same station, and personnel and medical records are not moved to a new location or custodian, rescreening and reevaluation of medical history are not mandatory. Should either record move in connection with the reassignment, both records will rescreened. A personal interview with the new commander and certification or recertification of acceptability are always required, regardless of prior assignment or status. To conserve travel and training funds, persons not already in PRP-CPRP positions are screened, medically evaluated, interviewed, and administratively determined acceptable by losing cdrs before departing for nuclear MOS training or for assignment to a nuclear duty or chemical surety position in another unit. In any event personnel and medical records will be rescreened and reevaluated at least once every 5 years. To initiate screening and medical evaluation, conduct a preliminary interview, furnish Privacy Act Statement, and initiate DA Form 3180 (per AR 50-5 para 3-13, and AR 50-6).

Step: 2

Action required by: Military personnel officer or designated representative

Description of actions: a. Enter the personal data in Part I, DA Form 3180, and show date PSI was completed in parentheses after date security clearance was granted.

b. Determine the candidate's citizenship and, if not a citizen, insert the word, "Noncit." after the name.

c. Using the decision-logic information in table 9-21-1, determine whether the personnel security investigation (PSI) of record is current and the type required by this assignment. If the PSI is outdated or inadequate, promptly notify the Security Manager and request action be taken to initiate the investigation.

Step: 3

Action required by: Official conducting screening (when another person has not been specifically designated and trained to perform this function, the local G2/S2 or a member of that office is usually better qualified and should be designated to screen records for potentially disqualifying information)

Description of actions: a. Screen personnel and other available local (e.g., Provost Marshal) records for evidence of relevant behavior or other potentially disqualifying information.

b. Complete Part I, DA Form 3180, and return all copies to unit. If adverse information is found, enclose documentation with the DA Form 3180 in a sealed envelope marked "EXCLUSIVE FOR" the certifying official.

Step: 4

Action required by: Medical facility Commander

Description of actions: a. Arrange for a U.S. military medical officer or a U.S. (citizen) civilian physician, or designate qualified medical personnel, to screen medical history and records of nuclear or chemical surety position nominees, in comparison with program standards, for

Table 9–40
Procedure 9-21C screening for PRP or CPRP positions —Continued

potentially disqualifying conditions, and to annotate the SF 600.

b. Sign Part II, DA Form 3180, or designate a representative to do so.

c. If potentially disqualifying medical information is discovered or developed as a result of the medical screening, the medical officer or physician will notify the certifying official. This includes cases where the patient is taking prescribed medication for control of a chronic condition such as diabetes. Notification will be confirmed in writing, which will be enclosed with the DA Form 3180 in a sealed envelope marked "EXCLUSIVE FOR" the certifying official.

d. Return all copies of the DA Form 3180 to the unit.

Step: 5

Action required by: Certifying official

Description of actions: Upon receipt of adverse or potentially disqualifying information, determine whether or not the individual is unsuitable for the assignment. If unsuitable, proceed to procedure 9-21G. If not unsuitable, continue the screening process (the source of potentially disqualifying information may be noted on the reverse of the DA Form 3180).

9–41. Procedure 9-21D counseling

Procedure 9-21D, counseling, certification, and processing of PRP or CPRP acceptable personnel

Table 9–41
Procedure 9-21D counseling

Step: 1

Action required by: Certifying official

Description of actions: a. If no disqualifying factors are identified, arrange for final interview and briefing of member. During the interview, determines whether a determination of acceptability is, on the basis of all available information, clearly consistent with the interests of national security.

b. If acceptable, execute Part III, as appropriate, brief the member as required and execute DA Form 3180, Part IV.

c. Pass the DA Form 3180 to the Unit/Bn/PSNCO for action.

d. Place the member's name, SSN, and PSI on the NDPR or CSPR, opposite the position to which assigned. If assigned more than one function, list additional duties after name.

e. If individual is interim—assigned pending completion of an investigation, annotate name entry conspicuously and show date when a tracer is required it results have not been received.

Step: 2

Action required by: Unit/Bn/PSNCO

Description of actions: a. Process a PRPA transaction IAW procedure 2-19.1, DA Pam 600-8-1 to report PRP/CPRP status, see table 9-21-3.

b. Distribute DA Form 3180 as follows:

(1) Original and one copy to MILPO (for MPRJ).

(2) Copies to the supporting Medical Treatment Facility (MTF) and Dental Activity (DENTAC) for identification of medical and dental records.

Step: 3

Action required by: Military personnel officer

Description of actions: Upon receipt of the signed DA Form 3180 indicating the member has been accepted. Affix DA Label 164 to the MPRJ and file the DA Form 3180 (in duplicate) in the MPRJ.

Step: 4

Action required by: Cdr, medical facility

Description of actions: Upon receipt of the signed DA Form 3180, identify the member's Health Record, Dental Record, and any other clinical record maintained for treatment purposes apart from the Health Record by inserting DA Form 4515 as the top document on the right side of the folder.

9–42. Procedure 9-21E suspension

Procedure 9-21E covers suspension from nuclear or chemical surety duties.

Table 9–42
Procedure 9-21E suspension

Step: 1
Action required by: Nuclear unit cdr/chemical unit cdr
Description of actions: Suspension (15 days or less). Upon receipt of information indicating a member's ability to reliably perform nuclear or chemical duties may be impaired for a short period (no specific maximum, but usually recommended by physician or dentist because of short term stress or medication), take positive steps to restrict the individual from performing such duties while so affected. No formal action to disqualify or record such a suspension is required. (Students in technical school courses need not be restricted as above.)

Step: 2
Action required by: Nuclear unit cdr/chemical unit cdr
Description of actions: When period of impairment is terminated, remove restriction. If it involves or is diagnosed to be a long term or permanent condition, go to procedure 9-21F or 9-21G.

9–43. Procedure 9-21F temporary disqualification

Procedure 9-21F covers temporary disqualification (formal) from nuclear or chemical surety duties.

Table 9–43
Procedure 9-21F temporary disqualification

Step: 1
Action required by: Unit Cdr
Description of actions: Temporary disqualification (formal)

a. Upon receipt of information which casts doubt upon the reliability of an individual, immediately remove the member from nuclear or chemical duties and explain to member your reason(s) for doing so, without compromising any formal investigation which may be in progress.
b. Confirm these actions in writing within 15 working days and notify the custodian of the MPRJ, and the unit/Bn/PSNCO.
c. Consider whether or not disciplinary action is warranted.
d. If temporary disqualification later is removed by reinstatement, counsel member, recertify acceptability on DA Form 3180, and notify MILPO, and the unit/Bn/PSNCO.
e. If to be permanently disqualified, go to procedure 9-21g.
f. Temporary disqualification does not require review by higher authority.
g. Students who are temporarily disqualified need not be removed from class, but will not be permitted to travel to next assignment until the matter is resolved.

Step: 2
Action required by: Unit/Bn/PSNCO
Description of actions: Temporary disqualification (formal)

a. If member is not permanently disqualified or restored to duty within 15 days, process a PRPA transaction IAW Procedure 2-19.1, DA Pam 600-8-1 to report temporarily disqualified status.
b. If later reinstated without permanent disqualification, process a PRPA transaction to reverse temporary disqualification entry.

Step: 3
Action required by: Military personnel officer
Description of actions: Temporary disqualification (formal)

a. Make pencil entry on DA Form 3180 to show date temporarily disqualified.
b. Establish suspense to make certain temporarily disqualified entry is removed (by reinstatement or by permanent disqualification) in or in about 6 months and in any event prior to permanent reassignment or change of station.
c. If reinstated, erase entry re temporary disqual (a above).

9–44. Procedure 9-21G permanent disqualification

Procedure 9-21G covers permanent PRP or CPRP disqualification (preliminary).

Table 9–44
Procedure 9-21G permanent disqualification

Step: 1
Action required by: Certifying official
Description of actions: Permanent disqualification (Preliminary). Review of disqualification is mandatory, therefore no action is taken to record disqualification on DA Form 3180 or in personnel records until the case has been reviewed and only then if upheld.

Table 9–44
Procedure 9-21G permanent disqualification —Continued

a. Remove member from PRP/CPRP duty and member's name from NDPR/CSPR, inform and counsel member as to reason(s).
b. Confirm disqualification in writing within 5 workdays to member giving reason(s) and advise member of mandatory review.
c. Obtain written acknowledgement from the member and statement as to whether or not a rebuttal will be forthcoming within 6 working days.
d. On the 11th work day, forward case to review authority with member's acknowledgement and rebuttal, if any, and provide the review authority with all the information considered as the basis for the disqualification. If member did not or could not acknowledge notification in writing, attach an explanation, showing date notification was furnished or reason it was not furnished.

9–45. Procedure 9-21H review of permanent disqualification

Procedure 9-21H covers the review of permanent disqualification.

Table 9–45
Procedure 9-21H review of permanent disqualification

Step: 1
Action required by: Review authority
Description of actions: Consider case and decide whether or not to approve disqualification and order permanent decertification (or denial of certification)

Step: 2
Action required by: Review authority
Description of actions: Furnish a written decision on the review, within 15 calendar days of receipt, addressed to the individual through the unit commander.

9–46. Procedure 9-21I completion of review of permanent disqualification

Procedure 9-21I covers actions upon completion of review of permanent disqualification.

Table 9–46
Procedure 9-21I completion of review of permanent disqualification

Step: 1
Action required by: Certifying official
Description of actions: If disqualification is not upheld by the reviewing authority:

a. Endorse the reviewing authority's decision to the service member.
b. Advise the MILPO to terminate the entry if any regarding temporary disqualification on the DA Form 3180.
c. If the member is to be assigned again to PRP or CPRP duties, obtain the DA Form 3180 from the MPRJ, counsel the member, execute Part IV, and enter the member's name again on NDPR or CSPR.
d. If the member is not being assigned to PRP or CPRP duties, determine whether or not administrative termination is required (if not projected for such assignment) (see procedure 9-21L).
e. Decide whether or not to make reference to the source of the potentially disqualifying information on the reverse of the DA Form 3180. (Make sure you have complied with AR 600-37, if you do so.)
f. Return the DA Form 3180 to the MPRJ.

Step: 2
Action required by: Certifying official
Description of actions: If permanent disqualification is upheld by the Reviewing Authority, take decertification action as follows:

a. Endorse the Reviewing Authority's decision to the service member.
b. Obtain the original and duplicate of the DA Form 3180 and complete Part V. (Be sure to show status when disqualified (to include type of position—CRITICAL, CONTROLLED, or CHEMICAL) if disqualified subsequent to assignment, grade or rank when disqualified, and specific reason for disqualification.) If drug-related, the specific drug or type of drug—NARCOTIC, DEPRESSANT, STIMULANT, HALLUCINOGEN, OR CANNABIS—must be stated. Also, remember to insert your unit identification code (UIC) in the commander's identification block (see AR 50-5, paragraph 3-22a, or AR 50-6).
c. Forward the DA Form 3180 and copies of associated correspondence to the Unit/bn/ PSNCO for action and distribution.
d. Utilize the member in a nonnuclear position in the unit unless directed to reassign to another unit.

Step: 3

Table 9–46
Procedure 9-21I completion of review of permanent disqualification —Continued

Action required by: Unit/Bn/PSNCO

Description of actions: a. Process a PRPA transaction IAW DA Pam 600-8-1, procedure 2-19.1 to report disqualification or denial of certification, codes "P", "Q", "R", or "X".

b. Reproduce the face of the DA Form 3180 and mail one copy to HQDA (DAPC-ALS) Alex, VA 22332-0400.

c. Make local distribution of the DA Form 3180 as follows (table 9-21-2):

(1) Send original with a file of the correspondence in the case (to include signed copy of the member's acknowledgement) to the MILPO for transmittal to the OMPF.

(2) Send copy to the MILPO for the MPRJ, with a copy of the reviewing authorities action.

(3) Send a reproduced copy or memo to the supporting medical facility to clear files.

Step: 4

Action required by: Personnel management supervisor

Description of actions: a. If the individual holds any MOS requiring PRP qualification (app C, AR 50-5), immediately process to the SIB a personnel change report (DA Pam 600-8-2, procedure 2-58) to adjust the enlisted MOS to skill level "0" and then show loss of technical qualification, effective on the date disqualified from the PRP. If bonus recoupment applies, make sure the order announcing the loss of technical qualification contains the bonus recoupment statement required by AR 600-200, para 8-23.

b. Take action to obtain the RCN to withdraw any MOS (or ASI) listed in AR 50-5, appendix C, if held, or forward request for reclassification, if required. If retraining is necessary, award new enlisted PMOS at "0" (zero) skill level as soon as RCN is received.

c. Forward original DA Form 3180 with the file of correspondence to the OMPF custodian (see table 9-21-2).

Step: 5

Action required by: Personnel records supervisor

Description of actions: a. Make entries on individual's DA Form 2-1 as required by AR 50-5, paragraph 3-22c, AR 50-6 paragraph 3-22e, and AR 640-2-1, and remove DA Label 164.

b. File a copy of the DA Form 3180 in the MPRJ with a copy of the final action by reviewing authority (see table 9-21-2).

Step: 6

Action required by: Cdr, medical support facility and alcohol/drug control officer

Description of actions: Remove DA Form 4515/3180 from individual's health records and annotate SF 600 as prescribed in AR 50-5 and AR 50-6.

9–47. Procedure 9-21J requalification

Procedure 9-21J covers requalification, request, and recommendation.

Table 9–47
Procedure 9-21J requalification

Step: 1

Action required by: Individual

Description of actions: Requalification request (decertified member who desires to requalify). Applies to unit Cdr, stating reason(s) why no longer considers self to be disqualifiable.

Step: 2

Action required by: Certifying official

Description of actions: Requalification request

a. If recommending approval or initiating the request, forward request for requalification to the reviewing authority as indicated in AR 50-5, paragraph 3-24b, and AR 50-6, after screening and evaluation have been conducted. Include in the request the following information.

(1) Results of screening and evaluation

(2) Cause or causes for initial decertification.

(3) Action taken which corrects the cause or causes for initial decertification.

b. If unwilling to recommend approval, return request to SM, stating decision and reasons.

Step: 3

Action required by: Reviewing official

Description of actions: Consider the case and decide whether to approve or disapprove requalification. Furnish a written decision to the author of the request or recommendation, through channels, within 15 days of receipt. If approved, furnish copies of the file and your approval direct to:

a. The OMPF custodian, via your MILPO, and to

Table 9–47
Procedure 9-21J requalification —Continued

b. HQDA (DAPC-ALS), Alexandria, VA 22332-0400.

9–48. Procedure 9-21K approval or disapproval or requalification

Procedure 9-21K covers action upon approval or disapproval of requalification recommendation.

Table 9–48
Procedure 9-21K approval or disapproval or requalification

Step: 1
Action required by: Certifying official
Description of actions: a. Forward original of approval of disapproval of requalification, by endorsement to SM.
(1) Remove old DA Form 3180 and evidence of disqualification now in MPRJ or personnel records.
(2) Adjust PRP/CPRP status code.
b. If appropriate, counsel SM; execute DA Form 3180 Part IV, and place SM's name on CSPR or NDPR (not mandatory); or
c. Optionally, enter PRP (or CPRP) Status Administratively Terminated (date) in Part IV, DA Form 3180.
d. Pass the new DA Form 3180 completed through Part IV to the Unit/Bn/PSNCO for action.

Step: 2
Action required by: Unit/Bn/PSNCO
Description of actions: Upon requalification.

a. Process a PRPA transaction IAW procedure 2-19.1, DA Pam 600-8-1 to report the member's new PRP/CPRP status determined by certifying official (Step 1b or c, above).
b. Forward copies 1 & 2, DA Form 3180 to the MILPO with instructions to remove and destroy the old DA Form 3180 and any evidence of disqualification now in MPRJ or personnel records.
c. If assigned or projected for assignment to a PRP or CPRP position forward copies 3 & 4 to the supporting MTF and DENTAC for identification of medical and dental records.
d. Double check with the reviewing authority to make certain copies of the requalification file were sent to the OMPF and to HQDA.

Step: 3
Action required by: Personnel records supervisor
Description of actions: Upon requalification:

a. Annotate the DA Form 2-1, "Requalified (date) for assignment to nuclear duty (chemical surety) positions per AR 50-5 (50-6)."
b. Remove from the MPRJ and destroy the 9A Form 3180 showing previous disqualification and replace with the new DA Form 3180.
c. If assigned or projected for assignment to a PRP or CPRP position, identify MPRJ with DA Label 164.
d. Consider possible reversal of any reclassification actions taken when SM was disqualified.

Step: 4
Action required by: MEDDAC cdr
Description of actions: a. If approved, annotate SF 600, "Requalified (date) for assignment to nuclear duty (chemical surety) positions in accordance with AR 50-5 (50-6)."
b. Insert DA Form 4515 as top document on right side of health and dental or other clinical records if SM is assigned or projected for assignment to PRP/CPRP duties.

9–49. Procedure 9-21L administrative termination

Procedure 9-21L covers administrative termination.

Table 9–49
Procedure 9-21L administrative termination

Step: 1
Action required by: Unit cdr
Description of actions: a. When for administrative reasons a member is to be reassigned to other duties or cannot be utilized in a PRP/CPRP position, counsel the SM and notify the Unit/Bn/PSNCO.

Table 9–49
Procedure 9-21L administrative termination —Continued

b. If now assigned to a PRP/CPRP position, remove SM's name from NDPR or CSPR.

Step: 2
Action required by: Unit/Bn/PSNCO
Description of actions: Administrative termination

a. Process a PRPA transaction IAW DA Pam 600-8-1, procedure 2-19.1 to report member as formerly PRP or CPRP certified (codes J or W, table 9-21-3).
b. Notify custodians of MPRJ and health and dental records.

Step: 3
Action required by: Military personnel officer
Description of actions: Administrative termination. Upon receipt of notice of administrative termination, remove DA Label 164 from the MPRJ. Type the following in the next blank space in Part IV of the original DA Form 3180, "PRP (or CPRP) status administratively terminated (date)." Return the original only, to MPRJ. Destroy other copies. (This procedure does not apply to disqualification.) See that PRP/CPRP status code is changed to "J" or "W" as applicable (see table 9-21-3) and submit "PRPA" SIDPERS transaction in accordance with DA Pam 600-8-1, Procedure 2-19.1.

Step: 4
Action required by: MEDDAC cdr
Description of actions: Administrative termination. Upon receipt of notice of administrative termination, remove DA Form 4515 or DA Form 3180 from health, dental, and other clinical records.

9–50. Procedure 9-21M annual strength reporting

Procedure 9-21M covers annual strength reporting.

Table 9–50
Procedure 9-21M annual strength reporting

Step: 1
Action required by: Unit cdr
Description of actions: a. Forward annual PRP strength data (number of persons assigned to CRITICAL and to CONTROLLED positions on NDPR as of 31 Dec) by letter or message in accordance with instructions issued locally by MACOMs for consolidation at MACOM level and submission to arrive HQDA NLT 1 February. Use format in AR 50-5, paragraph 3-27. (Make sure you also report the total disqualified during the year in two ways: first, disqualified while assigned on the NDPR to Critical vs. Controlled positions; and, second, numbers disqualified by reason of disqualification.
b. For chemical surety positions, forward a copy of the CSPR in effect on 31 Dec, as above (SSNs may be obliterated or excised).

Chapter 10
Strength Accounting

Section I
General

10–1. Military strength accounting

This chapter prescribes procedures for strength accounting and reporting at the unit, BnPAC, and MILPO level. It is also used during wartime or mobilization (SIDPERS-Wartime) to satisfy the military strength accounting requirements of commanders.

10–2. Central Transient Accounting System (CTAS)

CTAS will account for transient personnel. The policies and procedures pertaining to CTAS are contained in AR 680-1.

Section II
Procedures

10–3. Procedure 10-1 Reconciliation of Personnel Strength Zero Balance Report (PZB) PCN: AAC-C27 and Personnel Asset Inventory

a. The purpose of this procedure with regard to the PZB is as follows:

(1) Part I—To inform the commander of the reconciliation of the totals of duty status categories on the SIDPERS Organization Master File (SOMF) and the SIDPERS Personnel File (SPF).

(2) Part II—To provide the means of reconciling the strength of a unit on a by-name basis for each individual assigned or attached to the unit.

b. The purpose of the personnel asset inventory is to meet the standards for reporting accurate strength data. Involvement of commanders at all levels in military personnel strength and the generation of timely, error-free, data on the individual soldier comprise the PAI objectives.

c. Required references used in this procedure are as follows:

(1) AR 680-1

(2) AR 680-31

(3) DA Pam 600-8, Procedures 9-8 and 9-11

d. The objective of Army strength reporting is zero strength deviation; the following applies:

(1) Any unit that has a strength variance of reported and accountable strength will first be required to take administrative corrective action to reconcile the strength variance on a by-name basis for each individual assigned or attached using Part II of the Personnel Strength Zero Balance Report (PZB). This will be accomplished within 3 work days after receipt of the PZB from the SIDPERS Interface Branch (SIB).

(2) The PZB and the PDCs (DA Form 2475-2) will be reconciled monthly. The reconciliation will be based upon military personnel class, duty status code, grade, name, and SSN of each individual assigned or attached to the unit. The PZB and PDCs should be reconciled the third or fourth last cycle of the month so necessary SIDPERS transactions can be submitted and processed prior to the end of the month cycle. The unit commander will validate the PZB with his or her signature.

(3) Failure to administratively reconcile strength imbalances within the prescribed periods will require the unit commander to conduct a personnel asset inventory in accordance with AR 680-31 and procedure 10-2B, this chapter, as directed by the military personnel strength monitor (MPSM).

e. The Personnel Strength Zero Balance Report is divided into two parts as follows:

(1) Part I, Strength Reconciliation by Duty Status shows a comparison between duty status categories on the SOMF and totals of duty status codes on the SPF grouped into those categories for each MPC. The result of the comparison is shown as a plus or minus for each category and MPC. The date of the last reported strength based on the OSTR transaction is shown on the report. Total SOMF and the actual, based upon the SPF and reported accountable and attached strength, are shown to include a plus or minus difference. The duty status categories and the duty status codes associated with the categories are as follows:

Duty Status Category: Present
Duty Status Code: PDY
Duty Status Category: Temp Duty
Duty Status Code: TDY
Duty Status Category: Leave
Duty Status Code: CLV, OLV, SLV, XLV, ADM
Duty Status Category: Hospital
Duty Status Code: HOS, HOW, SND
Duty Status Category: Confined
Duty Status Code: CCA, CMA, SCA, SMA
Duty Status Category: AWOL
Duty Status Code: AWC, AWL
Duty Status Category: Missing
Duty Status Code: CAP, MIA, MIS, INT
Duty Status Category: Intransit
Duty Status Code: TRA, TRO (Note)
Duty Status Category: Attached
Duty Status Code: ATC and record status codes N or P regardless of duty status
Note: TRO—Intransit out is defined as personnel which have been arrived by another unit; however, your unit has not depart the individual

(2) Part II, Duty Station List for Reconciliation of Part I shows all personnel currently assigned or attached based

upon the SPF. The sequence of Part II is name (10 positions) within duty status within military personnel class within UPC. An individual's name will appear on Part II of the report for a specific unit based upon the following conditions:

(a) Unit 1 UPC, providing that the unit 1 DPRT (departure date) is blank.

(b) GAIN (gaining) UPC, providing that the unit 1 DPRT (departure date) is not blank.

(c) UPC 2, providing that the unit 2 DPRT (departure date) is blank.

f. A sample of the Peacetime SIDPERS Personnel Strength Zero Balance Report Part I, Strength Reconciliation by Duty Status with an explanation is shown in figure 10-1-1.

g. A sample of the Wartime SIDPERS Personnel Strength Zero Balance Report, Part I, Strength Reconciliation by Duty Status with an explanation is shown in figure 10-1-2.

h. A sample of Peacetime SIDPERS Personnel Strength Zero Balance Report Part II, List by Duty Status for Reconciliation of Part I, with an explanation is shown in figure 10-1-3.

i. A sample of the Wartime SIDPERS Personnel Strength Zero Balance Report, Part II, List by Duty Status for Reconciliation of Part I, with an explanation is shown in figure 10-1-4.

j. A Personnel Asset Inventory (PAI) will be conducted—

(1) No later than the 5th working day before a change of unit commander.

(2) No later than 14 calendar days before a unit inactivation, discontinuance, redesignation, move to another installation, or temporary depletion to zero strength.

(3) By direction of commanders in the chain of command.

(4) When the unit strength variance is 2 percent or more and after validation of the PZB (C-27) fails. For units with a strength of 49 or less, an imbalance of two or more individuals which cannot be resolved by PZB (C-27) validation will require a PAI.

(5) No later than a year after the preceding PAI.

(6) No later than 30 days after activation and assignment of personnel to the unit.

k. When a PAI is performed, for whatever reason, the annual PAI requirement is considered satisfied for that unit. The annual PAI will be scheduled by the MPSM in coordination with the servicing SIDPERS Interface Activity. Conduct will be in accordance with chapter 3 of AR 680-31 and Procedure 10-1B, this pamphlet.

10–4. Procedure 10-1A Reconciliation of the Personnel Zero Balance Report

Procedure 10-1A covers the reconciliation of the Personnel Zero Balance Report

Table 10–4
Procedure 10-1A Reconciliation of the Personnel Zero Balance Report

Step: 1
Action required by: Unit/BnPAC Clerk
Description of actions: Upon receipt of the Personnel Strength Zero Balance Report, Part II, accomplish the following steps.

Step: 2
Action required by: Unit/BnPAC Clerk
Description of actions: Compare the individual shown on the report to the PDC (DA Form 2475-2) for each individual assigned or attached to the unit.

a. If an individual appears on the report and is not actually assigned or attached to your organization, go to step 3.
b. If an individual is not on the report and is actually assigned or attached to your organization go to step 4.

Step: 3
Action required by: Unit/BnPAC Clerk
Description of actions: Check the previous three PTRO's (P11) based upon required lapsed cycle time to determine if one of the following transaction mnemonics appears in the Not Processed portion of the PTRO.

(1) DECD—Deceased
(2) DFR—Dropped from the rolls
(3) DPRT—Departure
(4) RATH—Relieved from attached
(5) REVA—Revocation of arrival, and assigned—not joined.

a. If one of the transaction mnemonics at (1) through (5) above does appear in the Not Processed portion of the PRTO for the individual in question and if corrective action has not been taken, complete the corrective action in accordance with Procedure 4-1, DA Pam 600-8-1.

b. Check the latest unresolved error report, Part II (P29), to see if one of the transaction mnemonics defined at (1) through (5) above appears on the report for the individual in question. If corrective fiction has not been taken, complete the corrective action in accordance with Procedure 4-4, DA Pam 600-8-1.

c. Check the Unit Personnel Accountability Notices Report (C40) for a Failure to Lose which indicates that your unit has not processed one of the transaction mnemonics defined at (1) through (5) above. If corrective action has not been taken, complete the corrective action in accordance with Procedure 10-5, this chapter.

Table 10–4
Procedure 10-1A Reconciliation of the Personnel Zero Balance Report —Continued

d. If, after completing a through c above, the conditions still exist, go to step 5.

Step: 4
Action required by: Unit/BnPAC Clerk
Description of actions: Check the previous PTRO (P11) based upon required lapsed cycle time to determine if one of the following transaction mnemonics does appear in the NOT PROCESSED portion of the PTRO.

(1) ARR—Arrival
(2) ASNJ—Assigned not—joined
(3) ATCH—Attached
(4) RDFR—Revocation of dropped from the rolls
(5) REVD—Revocation of departure

a. If one of the transaction mnemonics at (1) through (5) above appears in the Not Processed portion of PTRO for the individual in question and, if corrective action has not been taken, complete the corrective action in accordance with Procedure 4-1, DA Pam 600-8-1.

b. Check the latest Unresolved Error Report, Part II, to determine if one of the transaction mnemonics defined at (1) through (5) above appears on the report for the individual in question and, if corrective action has been taken, complete the corrective action in accordance with Procedure 4-4, DA Pam 600-8-1.

c. Check the Unit Personnel Accountability Notices Report (C40) for a Failure to Gain which indicates that another unit processed a departure transaction and your unit failed to process one of the transaction mnemonics defined at (1) through (5) above. If corrective action has not been taken, completed the corrective action in accordance with Procedure 10-5, this chapter.

d. If, after completing a through b above, the conditions still exist, complete step 6.

Step: 5
Action required by: Unit/BnPAC Clerk
Description of actions: If an individual is to be deleted from the report, complete the following actions:

a. If substantiating documents are available (orders, DA Form 647/647-1 and DA Form 2475-2), prepare a SIDPERS change using the appropriate loss transaction in chapter 2, DA Pam 600-8-1.

b. If substantiating documents are not available, submit a DF with the name, grade, SSN, and duty status to the MILPO (fig 10-1-5).

Step: 6
Action required by: Unit/BnPAC Clerk
Description of actions: If an individual is to be deleted from the report, complete the following actions:

a. If substantiating documents are available (orders, DA Form 647/647-1 and DA Form 2475-2), prepare a SIDPERS change using the appropriate loss transaction in chapter 2, DA Pam 600-8-1.

b. If substantiating documents are not available, submit a DF with the name, grade, SSN, and duty status to the MILPO (fig 10-1-6).

Step: 7
Action required by: Unit/BnPAC Clerk
Description of actions: Forward to the unit commander through the 1SG.

Step: 8
Action required by: Unit Commander
Description of actions: Have the report reconciled to see that all necessary changes have been made. Sign the PZB and return to 1SG.

Step: 9
Action required by: Unit/BnPAC Clerk
Description of actions: File in accordance with retention and disposition instructions.

10–5. Procedure 10-1B Conduct of a Personnel Asset Inventory (PAI)

The following actions will be taken for conduct of a PAI.

Table 10–5
Procedure 10-1B Conduct of a Personnel Asset Inventory (PAI)

Step: 1
Action required by: MPSM
Description of actions: Notifies unit to conduct a PAI.

Step: 2

Table 10–5
Procedure 10-1B Conduct of a Personnel Asset Inventory (PAI) —Continued

Action required by: MPSM
Description of actions: Request SIB to furnish unit with a PZB (C-27).

Step: 3
Action required by: Unit Cdr
Description of actions: Schedule PAI to include notification of the PAI date to the unit, MPSM, and SIB.

Step: 4
Action required by: Unit Cdr
Description of actions: Call master formation.

Step: 5
Action required by: Unit clerk
Description of actions: Match soldier identification card to C27 and PDC (DA Form 2475-2).

Step: 6
Action required by: Unit clerk
Description of actions: Account for all soldiers listed on the C27. Add or delete an individual as needed depending on arrival or departure status. Verify arrival and departure on PDC.

Step: 7
Action required by: Unit clerk
Description of actions: Determine status of personnel not present for formation. See table 3-1, AR 680-31.

Step: 8
Action required by: Unit clerk
Description of actions: Take appropriate steps to resolve differences by furnishing documentation to the SIB IAW procedure 10-1, this chapter.

Step: 9
Action required by: Unit clerk
Description of actions: Prepare DA Form 3986 IAW table 3-1, AR 680-31.

Step: 10
Action required by: Unit Cdr
Description of actions: Review and sign DA Form 3986 and forward to the SIB.

Step: 11
Action required by: SIB
Description of actions: Reconcile and forward to MPSM.

10–6. Procedure 10-2 daily strength summary and unit strength recap

Procedure 10-2 covers the daily strength summary (AAC: C61) and unit strength recap (AAC: C05).

a. Primary references are AR 220-1, AR 680-1, AR 680-29, and AR 680-31.

b. This procedure supplements AR 220-1, AR 680-1, AR 680-29, and AR 680-31.

c. The purpose of the daily strength summary is to provide the battalion commanders with the authorized and assigned strength status of units by military personnel class (MPC). The daily strength summary may be used to provide strength figures in the preparation of readiness reports and in determining critically short units.

d. A sample of the daily strength summary with explanation is shown in figure 10-2-1.

e. The purpose of the unit strength recap is to provide the brigade, battalion, and unit commanders statistical information concerning the strength of their unit on a weekly basis. The Unit Strength Recap (USR) is prepared in five parts.

(1) Part I will always be produced. The sequence of Part I is: By-grade within military personnel class (MPC) within unit processing code (UPC). Subtotals and aggregate totals are shown for each level. It is designed to provide the strength reporting needs at the unit level and to report the unit level strength to the installation/division staff level for the unit concerned.

(2) Part II is produced only if the requested sequence is mail code or report sequence code. The sequence of part II is the same as part I. However, if the sequence is based upon report sequence code, part II will contain a roll-up for all units based on a change in each element of report sequence code; for example, all units in a battalion. If the sequence is based upon mail code, part II will contain a summary of all units with the same two character mail code, for example, all units serviced by a military personnel office (MILPO).

(3) Part III will be produced only if the sequence is based upon report sequence code. The normal sequence is the same as parts I and II plus a grand total for the entire report labeled aggregate report strength.

f. The following describes the report.

(1) Part of the USR shows the unit's authorized strength and accountable strength by grade. The accountable strength is further broken down into groups based upon the duty status of individuals assigned to the unit. Included in the accountable strength is the group identified as INT-IN—Intransit Incoming (personnel who have departed the previous unit of assignment, but current unit has not arrived the individual). INT-OUT—Intransit Outgoing (personnel reported as gained by another unit but have not been departed by unit identified on report), and ATCH—Attached (personnel who are in a duty status of Attached are also shown on the report by grade). In addition, totals for each of these groups are shown on the report. A sample USR, part I, with explanation is shown in figure 10-2-2.

(2) Part II contains the same information as the USR, part I. A sample of the USR, part II is shown in figure 10-2-3.

(3) Part III contains the same information as the USR, part II. Part III is shown in figure 10-2-4.

(4) The USR, Part IV, contains the same information as the USR, Part I. A sample of the USR, Part IV, with explanation, is shown in figure 10-2-5.

(5) The USR, Part V, contains the same information as the USR, Part I. A sample of the USR, Part V, with explanation, is shown in figure 10-2-6.

10–7. Procedure 10-2A Daily Strength Summary

Procedure 10-2A covers the Daily Strength Summary.

Table 10–7
Procedure 10-2A Daily Strength Summary

Step: 1
Action required by: PSNCO
Description of actions: a. Use the daily strength summary to monitor strength variances of unit. Use this report in conjunction with the C05 and C27 report, procedure 10-1 this pamphlet.
b. Cut off monthly, hold 1 month, and destroy.

Step: 2
Action required by: Personnel Management Specialist
Description of actions: Upon receipt of daily strength summary take the following actions:
a. Review percent of fill of units.
b. Notify military personnel management supervisor of units critically short of personnel.

Step: 3
Action required by: Military personnel management supervisor
Description of actions: a. Take appropriate action to place priority fill for those units that are critically short of personnel.
b. Return the daily strength summary to the personnel management specialist.

Step: 4
Action required by: Personnel Management Specialist
Description of actions: Cut off the report monthly, hold 1 month, and destroy.

10–8. Procedure 10-2B Unit Strength Recap

Procedure 10-2B covers the unit strength recap

Table 10–8
Procedure 10-2B Unit Strength Recap

Step: 1
Action required by: Brigade
Description of actions: Go to steps 5, 6, and 7

Action required by: Battalion/PAC
Description of actions: Go to steps 2, 3, and 4

Action required by: Unit
Description of actions: Go to steps 8, 9, and 10.

Step: 2

Table 10–8
Procedure 10-2B Unit Strength Recap —Continued

Action required by: BnPAC/PSNCO (Battalion)
Description of actions: Upon receipt of the original and one copy of the USR, Parts I and II, take the following action:

a. Forward the original of Part I to the appropriate unit clerk.
b. Forward the original of Part II and a copy of Part I to the adjutant for review.

Step: 3
Action required by: Adjutant (Battalion)
Description of actions: a. Review the USR, Parts I and II for information
b. Forward to the battalion commander for review.
c. Return the USR, parts I and II to the PSNCO for filing.

Step: 4
Action required by: BnPAC/PSNCO (Battalion)
Description of actions: Cut off the report monthly, hold 1 month, and destroy.

Step: 5
Action required by: PSNCO (Brigade)
Description of actions: Upon receipt of the original of part III and a copy of part II, forward to the adjutant for review.

Step: 6
Action required by: Adjutant (Brigade)
Description of actions: a. Review the USR, parts II and III for information.
b. Forward to brigade commander for review.
c. Return the USR, parts II and III to the PSNCO for filing.

Step: 7
Action required by: PSNCO (Brigade)
Description of actions: Cut off the report monthly, hold 1 month, and destroy.

Step: 8
Action required by: Unit Clerk
Description of actions: Upon receipt of the original of the USR, part I, forward to the first sergeant for review.

Step: 9
Action required by: 1SG
Description of actions: a. Review the USR, part I for information.
b. Forward the USR, part I to the unit commander for review.
c. Return the USR, part I to the unit clerk for filing.

Step: 10
Action required by: Unit Clerk
Description of actions: Cut off the report monthly, hold 1 month, and destroy.

Step: 11
Action required by: Personnel Management Supervisor
Description of actions: Upon receipt of the USR, Parts I, II, III, IV and V, review rosters for overages and shortages. If necessary, reassign personnel as required.

Step: 12
Action required by: Personnel Management Specialist
Description of actions: Cut off the report monthly, hold 1 month, and destroy.

10–9. Procedure 10-3 Personnel Qualification Roster

Procedure 10-3 covers the Personnel Qualification Roster (PQR) PCN: AAC-C37. References applying to this procedure are AR 621-5, AR 640-2-1, and AR 680-29.

a. This procedure supplements AR 621-5, AR 640-2-1, and AR 680-29. The report is alphabetical within Unit Processing Code (UPC) with an optional breakout by mail code or report sequence code. The roster shows all personnel assigned or attached to each unit serviced by the SIDPERS activity. Totals are shown by grade and with a

summary of assigned or attached personnel. The PQR shows data contained in all transactions which were not rejected by the system.

b. A sample of the PQR is shown in figure 10-3-1.

c. The following actions will be taken for the PQR:

Table 10–9
Procedure 10-3 Personnel Qualification Roster

Step: 1
Action required by: Unit/Bn PAC Clerk
Description of actions: Upon receipt of the PQR, give roster to the commander.

Step: 2
Action required by: Unit Commander
Description of actions: Review roster for information to assist in personnel management actions.

Step: 3
Action required by: Unit/Bn PAC Clerk
Description of actions: Destroy upon receipt of new report.

Step: 4
Action required by: Personnel Management Specialist
Description of actions: Forward copy of report modified to include SQT score with the GT score, to the Army Education Center (AEC) as required by AR 621-5.

Step: 5
Action required by: Personnel Management Specialist
Description of actions: Destroy upon receipt of new report.

10–10. Procedure 10-4 Loss Roster

Procedure 10-4 covers the Loss Roster PCN: AAC-C13.

a. References applying to the procedure are AR 614-185, AR 614-200, AR 635-10, AR 680-10, DA Pam 600-8-10, and DA Pam 600-8-11

b. The loss roster identifies individuals projected to be a loss from a unit in increments of 30, 60, 90, 120, 150, 180, 270, and 300 days. Past due losses are included in the 0-30 day increment. The following descriptions apply:

(1) The report is sequenced by name, within type of loss, within UPC, within mail code (MC) or report sequence code (RSC).

(2) Subtotals are by type of loss, within military personnel class (MPC) and service component and by type of loss within MPC.

(3) Grand totals are all losses (type, MPC, svc comp) by 30-day increments (up to 180 days; and thereafter to 270-300 days).

(4) A sample of the loss roster with explanation is shown in figures 10-4-1 through 10-4-3.

(5) A sample of the Preparation Processing/Interview DF is shown in figure 10-4-4. A sample of the transmittal of loss roster DF is shown in figure 10-4-5.

c. The following actions will be taken for the Loss Roster.

Table 10–10
Procedure 10-4 Loss Roster

Step: 1
Action required by: 1SG/BN PAC/PSNCO
Description of actions: a. Use report to assist in identification of projected losses.
b. Any past due losses will be resolved IAW procedure 10-5

Step: 2
Action required by: Unit/Bn PAC Clerk
Description of actions: Destroy upon receipt of new roster.

Step: 3
Action required by: Personnel Records Specialist
Description of actions: Where necessary, initiate required action to separate or PCS personnel IAW DA Pam 600-8-10 or 600-8-11.

Step: 4

Table 10–10
Procedure 10-4 Loss Roster—Continued

Action required by: Personnel Records Specialist
Description of actions: Destroy upon receipt of new roster

10–11. Procedure 10-5 Unit Personnel Accountability Notices

Procedure 10-5 covers the Unit Personnel Accountability Notices PCN: AAC-C40.

a. References applying to this procedure are AR 680-29 and Procedure 9-8, this pamphlet.

b. The purpose of this report is to inform the unit of individuals whose SIDPERS personnel file (SPF) records contain specified unit accountability conditions for which action must be taken by the unit.

c. The report displays such conditions as failure to gain, failure to lose, expired DEROS, and assigned—not joined over 10 days.

d. The unit personnel accountability notice report reflects individuals whose records on the SPF contain specified unit accountability conditions for which action must be taken by the unit. The report shows the following conditions:

(1) AWOL for a period of 25 days or more. Date reflected on the report is the effective date of duty status.

(2) Assigned—not joined in excess of 10 days. Date reflected on the report is the reporting date.

(3) Failure to gain. The unit indicated on the report as the "Gain-from Unit" submitted a departure transaction which processed to the SPF. The gaining unit has failed to submit an arrival transaction of the individual.

(4) Failure to lose. The unit indicated on the report as the "lose-to unit" submitted an arrival transaction which processed to the SPF. The losing unit has failed to submit a departure transaction for the individual.

(5) Expiration of term of service (ETS) or expiration of service agreement (ESA). The report reflects the actual ETS or ESA. Possible failure to depart to transfer point.

(6) Expired date eligible to return from overseas (DEROS). Applicable to non-CONUS units only. The SPF record contains a DEROS which is prior to the effective date of the report. Possible failure to report departure to CONUS or another oversea unit.

(7) Expired report date. Indicates those personnel 10 days beyond cycle date.

e. The report shows the name, SSN, and grade abbreviation for each individual for whom a notice is displayed. When more than one notice is displayed for the same individual, the name, SSN, and grade abbreviation are printed for the first notice only.

f. The report sequence is by-name within unit processing code (UPC). It may be further sequenced by report sequence code (RSC) or mail code (MC).

g. Totals at the end of the report are given for each report sequence code and/or mail code when either sequence is requested. Overall totals are given for each type of notice.

h. A sample to the unit personnel accountability notice, with explanation, is shown in figure 10-5-1.

i. The following actions will be taken for Personnel Accountability Notices:

Table 10–11
Procedure 10-5 Unit Personnel Accountability Notices

Step: 1
Action required by: PSNCO
Description of actions: Upon receipt of the original and one copy of the unit personnel accountability notices report, compare the correct roster to the previous week's roster to identify those individuals who are still reflected in the same conditions as the previous notice.

Step: 2
Action required by: PSNCO
Description of actions: If the condition defined at Step 1 does exist, prepare a DF (fig 10-5-2) to the unit concerned, otherwise go to step 5. Do not include expired DEROS or expiration of term of service/service agreement. Resolution of these conditions may be either unit or MILPO responsibility.

Step: 3
Action required by: PSNCO
Description of actions: Obtain the signature of the adjutant, attach the original of the unit personnel accountability notices report to the DF.

Step: 4
Action required by: PSNCO
Description of actions: Forward the DF and/or the original unit personnel accountability notices report to the unit concerned.

Step: 5
Action required by: PSNCO

Table 10–11
Procedure 10-5 Unit Personnel Accountability Notices—Continued

Description of actions: File one copy of the unit personnel accountability notices report in accordance with retention and disposition instructions.

Step: 6
Action required by: Unit/Bn PAC Clerk
Description of actions: Upon receipt of the DF and the original of the unit personnel accountability notices report, complete the following actions: If the notice is FAILURE TO GAIN:

a. The above expired suspense indicates that another unit processed one of the following transactions and your unit failed to accomplish one of the actions at step 6b.
b. DPRT—departure
c. REVA—revocation of arrival or assigned-not-joined.
d. If the corrective action has not been taken, complete one of the following action as appropriate:
(1) If the individual was assigned, and arrived on or prior to the reporting date specified in the reassignment orders, submit a SIDPERS change, Procedure 2-2, DA Pam 600-8-1.
(2) If the individual was assigned, and arrived after the reporting date specified in the reassignment order, and:
(a) If it is determined that the individual was in the AWOL status, submit SIDPERS change per procedures in chapter 2, DA Pam 600-8-1, using the following transaction mnemonics:
ASNJ—Assigned-not-joined
DYST—Duty status (TRA to AWL/AWC).
DYST—Duty status (AWL/AWC to the appropriate duty status. It may be necessary to report more than one DYST depending on the situation).
JOIN—Join (The JOIN transaction mnemonics would be reported only if the individual physically arrived).
(b) If it is determined that the individual was not AWOL, submit a SIDPERS change (ARR) Procedure 2-2, DA Pam 600-8-1.
(3) If reassignment orders have been received on the individual and the reporting date has expired, submit a SIDPERS (ASNJ) Procedure 2-3, DA Pam 600-8-1.
(4) If revocation of reassignment orders have been received, request the losing unit to submit a revocation of departure.

Step: 7
Action required by: Unit/Bn PAC Clerk
Description of actions: If the type notice is FAILURE TO LOSE:

a. Verify the current duty status of the individual and take the following action based on that status:
(1) If the individual has departed your unit, submit a SIDPERS change (DPRT) Procedure 2-9, DA Pam 600-8-1.
(2) If the individual has not departed, take the following actions:
(a) If the reassignment orders have been revoked or amended, notify the gaining unit to submit a SIDPERS change (REVA) Procedure 2-24, DA Pam 600-8-1.
(b) If reassignment orders are present in the 31-day suspense file, determine if the reporting date has expired, then verify the reason the individual has not departed your unit.
b. If the individual has not departed your unit and it the failure to lose notice shows unit location on the second line—
(1) Submit a SIDPERS change (JOIN), Procedure 2-14, DA Pam 600-8-1.
(2) Notify the supposed gaining unit shown in the report that their gain report is false.

Step: 8
Action required by: Unit/Bn PAC Clerk
Description of actions: If the type notice is ASNJ over 10 days—

a. If an individual fails to report on the established reporting date and amendatory orders or data authorizing or explaining the absence are not received, action will be taken per Procedure 9-8.
b. Verify the current duty status of the individual using Part II of the PDC-SIDPERS.
c. If the individual has reported and if a SIDPERS change was not prepared prior to the date this report was produced, prepare a SIDPERS change (JOIN), Procedure 2-14, DA Pam 600-8-1.
d. If AWOL status is confirmed, or if the individual is determined to be in a hospital or missing status, submit the appropriate SIDPERS change (DYST), Procedure 2-10, DA Pam 600-8-1.
e. If appropriate, suspend for preparation of a SIDPERS change (DFR) Procedure 2-7, DA Pam 600-8-1.

Step: 9
Action required by: Unit/Bn PAC Clerk
Description of actions: If the type of notice is AWOL OVER 25 DAYS—

a. Verify the current duty status of the individual using the information maintained on the reverse side of the Personnel Data Card (DA Form 2475-2, short title PDC-SIDPERS).
b. If the individual is still AWOL, suspend for preparation of a SIDPERS change (DFR), Procedure 2-7, DA Pam 600-8-1.
c. If the individual is no longer in an AWOL (AWL) duty status, and if a SIDPERS change was prepared prior to the date the unit personnel

Table 10–11
Procedure 10-5 Unit Personnel Accountability Notices—Continued

accountability notices report was prepared, prepare a SUPERS change (DYST) Procedure 2-10, DA Pam 600-8-1.

Step: 10
Action required by: Unit/Bn PAC Clerk
Description of actions: If the type notice is EXPIRATION OF SERVICE AGREEMENT, EXPIRATION OF TERM OF SERVICE, OR EXPIRED DEROS—

a. If the individual has departed your unit, to the installation transfer point or on completion of overseas tour, submit a SIDPERS change (DPRT), Procedure 2-9, DA Pam 600-8-1.
b. If the individual is still in your unit (due to reenlistment, extension of term of service, extension of overseas tour, or a delay in separation), prepare a DF to your MILPO, through the PSNCO, requesting the appropriate SIDPERS change be reported (fig 10-5-3).

Step: 11
Action required by: Unit/Bn PAC Clerk
Description of actions: File report in accordance with retention and disposition instructions.

10–12. Procedure 10-6 Projected

DEROS Report PCN: AAC-C15

a. The purpose of this procedure is to provide commanders with information on number of personnel, by type, scheduled to depart the oversea command by year, month, and day for the next 6 months.

b. Required references used in this procedure are AR 614-30, AR 614-200, and AR 640-2-1.

c. The report shows the number of personnel and the number of accompanying command sponsored family members scheduled to depart the oversea command for the next 6 months. It is sequenced by DEROS within personnel class (MPC (commissioned officers, warrant officers, enlisted personnel, and spouse/family members). Report has optional major breakout by mail code or report sequence code.

d. A sample of the projected DEROS report with explanation is shown in figure 10-6-1.

e. The following actions will be taken for the Projected DEROS Report;

Table 10–12
Procedure 10-6 Projected

Step: 1
Action required by: Unit Cdr/1SG/Bn PAC PSNCO
Description of actions: Use report to assist in identifying personnel scheduled for reassignment, for replacement, and for outprocessing scheduling.

Step: 2
Action required by: Unit/Bn PAC Clerk
Description of actions: Destroy the report upon receipt of a new report.

10–13. Procedure 10-7 Roster of Officers PCN: AAC-C49

a. The purpose of this procedure is to provide a listing of all commissioned and warrant officers assigned or attached to a SIDPERS activity.

b. The Roster of Officers may be used for management purposes or as a locator roster.

c. The Roster of Officers is prepared by grade and alphabetically within grade of all commissioned and warrant officers assigned or attached. The roster also may be by Report Sequence Code (RSC) or Mail Code (MC) or produced by overall SIDPERS.

d. A sample of the Roster of Officers with explanation is shown at figure 10-7-1.

10–14. Procedure 10-8 Roster of Senior Enlisted Personnel PCN: AAC-C47

a. The purpose of this procedure is to provide an alphabetical listing by-grade of all senior enlisted personnel assigned and inter-attached to a SIDPERS activity.

b. The senior enlisted roster may be used for management purposes or as a locator roster.

c. The senior enlisted roster is a listing of all assigned and inter-attached senior enlisted personnel by grade and within grade alphabetically by name. The roster is by report sequence code or mail code.

d. A sample of the roster of senior enlisted personnel is shown in figure 10-8-1.

10–15. Procedure 10-9 Authorized/ Accountable Strength by UPC

a. The purpose of this procedure is to provide the originator a summary, by UPC, of current authorized and accountable strength by three position MOS and grade authorization.

b. The report displays the authorized accountable and net by MOS and grade for each unit. Net figure will show as plus (+) if accountable exceeds authorized and as minus (-) if authorized exceeds accountable.

c. A sample of the authorized/accountable strength, by UPC, is shown in figure 10-9-1.

d. The following actions will be taken for Authorized/Accountable Strength by UPC:

Table 10–15
Procedure 10-9 Authorized/ Accountable Strength by UPC

Step: 1
Action required by: Personnel Management Specialist
Description of actions: Use the report in conjunction with the enlisted MOS inventory to determine filler action to be taken for deploying units during mobilization. Destroy upon receipt of new report.

10–16. Procedure 10-10 TDR Inquiry

Request Report PCN: AAC-P94

a. The purpose of this procedure is to provide an automatically generated prepunched card (in INQY transaction format) 60 days or less to DLOS, to be used at a later (NET 30 days or NLT 21 days prior to departure) to obtain. FID "N" and copies of the DA Form 2.

b. The report sequence is MC, MPC, UPC, NAME, SSN. If anticipated date of loss (or DEROS for personnel overseas) is equal to or greater than the 1st day of the following month and less than 61 days beyond, the record will be selected if the RSC is "A" and the anticipated date of loss (or DEROS for personnel overseas) is not equal to the ETS. A sample of the TDR Inquiry Request Report is shown in figure 10-10-1.

c. The following actions will be taken for the TDR Inquiry Request Report.

Table 10–16
Procedure 10-10 TDR Inquiry

Step: 1
Action required by: Personnel Records Clerk
Description of actions: a. Once a determination has been made that the soldier will depart the losing organization for either reassignment or separation, forward INQY transaction to the SIB (NET 30 days or NLT 21 days prior to departure) to obtain FID "N" TDR and DA Form 2.
Note 1. Use INQY Transaction Cards generated by AAC-C94 report.
Note 2. If soldier is to be separated at the same installation serviced by the same SID/SIB or the soldier is being reassigned to a unit serviced by the same SID/SIB, the INQY transaction will not be submitted.
b. Establish a suspense of 14 days prior to outprocessing date.
c. Within 14 to 7 days prior to outprocessing date, file TDR cards received per INQY transaction in MPRJ as action pending document. Place cards in sealed envelope annotated "TDR Cards."
Note: Do not punch holes or put staples in cards.

Step: 2
Action required by: Personnel Records Supervisor
Description of actions: a. To be used in conjunction with departure/separation. See procedure 3-1, DA Pam 600-8-10.
a. Destroy upon receipt of new report.

10–17. Procedure 10-11 Alpha Roster PCN: AAC-C11

a. The purpose of this procedure is to provide an alphabetical listing of all personnel assigned or attached to SIDPERS serviced units. The Alpha Roster is used primarily as a locator and to research input transactions that have been rejected as being incompatible with SSAN on the SIDPERS Personnel File (SPF).

b. The Alpha Roster is an alphabetical listing of all personnel assigned or attached. The roster includes all pending gains (with reporting dates shown) and losses for the previous 2 months (with loss date shown). A sample of the Alpha Roster is shown in figure 10-11-1 and 10-11-2.

c. The following actions will be taken for the Alpha Roster:

Table 10–17
Procedure 10-11 Alpha Roster PCN: AAC-C11

Step: 1

Action required by: Personnel Management Specialist

Description of actions: Review and file. Destroy upon receipt of new rosters.

Table 3–4–3
Conditions for reporting surplus personnel Section I—CONUS

[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]

Table 3–41–1
Geographical regions for assignment to international and overseas joint headquarters, US military missions, MAAG, JUSMAG, and similar activities

Overseas area/country	Missions, MAAG, JUSMAG, assistance organizations	International headquarters	United Cmd HQ	USA Cmd HQ	USA element of int school
Europe					
Austria	X				
Belgium/Luxembourg	X	X			
Denmark	X	X			
Germany	X	X	X	X	
Finland	X				
France	X				
Italy	X	X			
Netherlands	X	X			
Norway	X	X			
Portugal	X				
Spain	X				
Sweden	X				
Switzerland	X				
Yugoslavia	X				
Africa and Middle East					
Afghanistan	X				
Ethiopia	X				
Ghana	X				
Greece	X	X			
India	X				
Iran	X				
Jordan	X				
Lebanon	X				
Liberia	X				
Malawi	X				
Morocco	X				
Nepal	X				
Nigeria	X				
Pakistan	X				
Saudi Arabia	X				
Senegal	X				
Sri Lanka	X				
Tunisia	X				
Turkey	X	X			
Zaire	X				
Far East and Pacific					
Australia	X				
Hawaii				X	
Indonesia	X				
Japan	X			X	
Laos	X				
Korea	X	X		X	
Malaysia	X				
Philippines	X				
Singapore	X				
Thailand	X				
Taiwan	X				
Inter-American Region					
All South/Central American Countries (except Panama)	X				
Panama	X		X	X	
Alaska			X	X	X

Table 3–41–2
Criteria for assignment to international and overseas joint headquarters, US military missions, MAAG, JUSMAG, and similar activities

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
1. Personal Qualifications:				
a. Possess personality, ability to meet, understand and live in warm working relationship with foreign people	X	X	X	
b. No personal habits or traits of character which are questionable from a security or social standpoint (e.g., financial irresponsibility, foreign holdings or interest, heavy drinking or gambling, emotional instability)	X	X	X	X
c. Good health appearance, excellent character and good moral background			X	X
d. Meet height and weight standards under AR 600–9	X	X	—	—
2. Citizenship: Must be a US citizen	X	X		
3. Character and Efficiency:				
a. Possess mature judgment	X	X		
b. Be diplomatic and courteous	X	X		
c. Superior actively seeking and responsible	X	X		
d. No record on current or last prior assignment of—				
(1) Conviction by DCM, Special or Summary Court-Martial	X	X		
**(2) Last three to be made (and under Title 10, USC 815 (Note 5)	X	X		
(3) Hospitalized under Article 15, UCMJ	X	X	—	—
(4) No record of civil convictions except for minor offenses	X	X	X	X
**4. Education Level: Six HS, grad or equivalent (Note 6)	X			
**5. Mental: IIT score of 100 or higher (Note 2)	X			
6. Medical and physical: Meet standards in AR 40–501 for overseas service	X	X	X	X
7. Security Clearance: Possess or be eligible for Secret Clearance	X	X		
**8. Grade:				
a. Grade O5 or above	X			
b. Grade E7 or above (Notes 3 and 4)		X		
9. Dependents:				
a. Have sufficient remaining service to dependents a normal tour (or area tour where selected (AR 614–30)	X	X		
b. Dependents indicating their desire that all duty point in transitory (dependent will not normally be accepted for MAAG/JUSMAG)	X	X		
**10. Other General Criteria:				
a. Be tactful, patient and capable of working through military personnel and conducting courses of instruction effectively	X			
b. All previous discharge must have been under honorable conditions	X	X		
c. Fully qualified in MOS and skill level as determined by most recent rated NCO* and minimum rating requirements for MOS and skill level				
d. Be eligible for foreign service	X	X		
e. No assignment restrictions for area to which applying, nominated, or assigned	X	X		

Notes: 1. For the purpose of this section, the following abbreviations of terms apply:
a. Instructor Duties: Personnel assigned to military missions, military advisory groups, and similar activities whose principal duty is the training and advising of foreign troops and personnel.
b. Administrative and Other: Personnel assigned to military missions, military advisory groups, and other activities who perform administrative, clerical, communication and logistic support type duties and those assigned to international and foreign joint headquarters.
2. Except Allied Command Europe (ACE), individuals must be E4 or above.
3. Paragraph 6–20, AR 614–200, does not apply to NCO.

Table 4–1
Documentation list for Regular Army Commissioned applications

Documents	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
1. DA Form 61 (Application for Appointment)	1	1	1	1	1	1	1	—	1	1	1
2. Photograph, mount, 4" x 10", full length, standing, (Class A uniform for all active military personnel)	1	1	1	1	1	1	1	—	1	—	1
3. Documentary evidence of birth or statement of citizenship (Item 1 (1))	1	1	1	1	1	1	1	—	1	—	1
4. Transcript(s) of accumulated college credits[1]	1	1	1	1	1	1	1	—	1	1	1
5. Statement verifying the completion of 2 or more years of credit for a baccalaureate degree (Item 1 (2))	1	1	—	—	1	—	—	—	—	—	—
6. DA Form 483 (Official Assignment Maintenance Statement)	1	1	—	—	—	1	1	1	—	—	—	—
7. National Agency Check (statement of disposition)	1	1	1	1	1	1	1	1	—	1	—	1
8. National Agency Check (statement of favorable completion). Photocopies of DA Form 873 are not authorized	1	1	1	1	1	1	1	1	1	1	1	1
9. Correspondence courses attained[2]	1	1	1	1	1	1	1	1	—	1	—	1
10. Statement of final class standing	—	1	—	—	—	—	—	—	—	—	—	—
11. Designation as a distinguished graduate of the OCS	—	1	—	—	—	—	—	—	—	—	—	—
12. Letter of recommendation (character) (minimum from 3 individuals)	—	—	—	—	—	1	1	1	—	—	—	—
13. DA Form 6083-1 (Master Sheet, Officer Qualification Inventory, OQI-1)[3]	1	—	—	—	—	—	—	—	—	—	—	—
14. DA Form 6087 (Interview Record, Officer Leadership Board Interview, OLB-1)	1	—	—	—	—	—	—	—	—	—	—	—
15. DA Form 6217 (Interview Form, Form A, Work Sheet C), and DA Form 6217-1 (Board Rating and Recommendation, Form A, Work Sheet D)	—	—	—	—	—	1	—	—	—	—	—	—
16. DA Form 6217-2 (Interview Board Biographical Information Blank, Form E)	—	—	—	—	—	1	—	—	—	—	—	—
17. DA Form 6274-6 (Army Adaptability Inventory—AAI Work Sheet)	—	1	1	—	—	—	—	—	—	—	—	—
18. DA Form 6229 (Assessed Sheet 5, Interview Appraisal Sheet 5)	—	—	—	—	—	1	—	—	—	—	—	—
19. (1) Form 398 (Statement of Personal History)[4]	1	1	1	1	1	1	1	1	—	—	—	—
20. (1) Form 258 (FD Fingerprint Card)[5]	1	1	1	1	1	1	1	—	—	—	—	—
21. Evaluation letter[6]	—	—	—	—	1	—	—	—	—	1	—	—
22. Designation as a distinguished military student	—	—	1	1	—	—	—	—	—	—	—	—
23. Statement relative to appointment in JAGC, MC or QC (para 2–1.5b)	—	—	1	1	—	—	—	—	—	—	—	—
24. DA Form 4856-R (NCTC Detail Performance Evaluation)	—	—	1	—	—	—	—	—	—	—	—	—
25. TRADOC Form 858-R (NCTC Adaptability Camp Detail Evaluation)[7]	—	—	1	1	—	—	—	—	—	—	—	—
26. Photocopy copy of current registration as a nurse[8]	—	—	—	—	—	—	—	—	—	—	—	1
27. Photocopy summary of internship, residencies, fellowships completed (as appropriate)[9]	—	—	—	—	—	—	—	—	—	—	—	1
28. Evidence of licensure[10]	—	—	—	—	—	—	—	—	—	—	—	1
29. Evidence of certification for foreign medical graduates[11]	—	—	—	—	—	—	—	—	—	—	—	1

Table 4–1
Documentation list for Regular Army Commissioned applications—Continued

Table 4–2
Documents required to process warrant officer applications

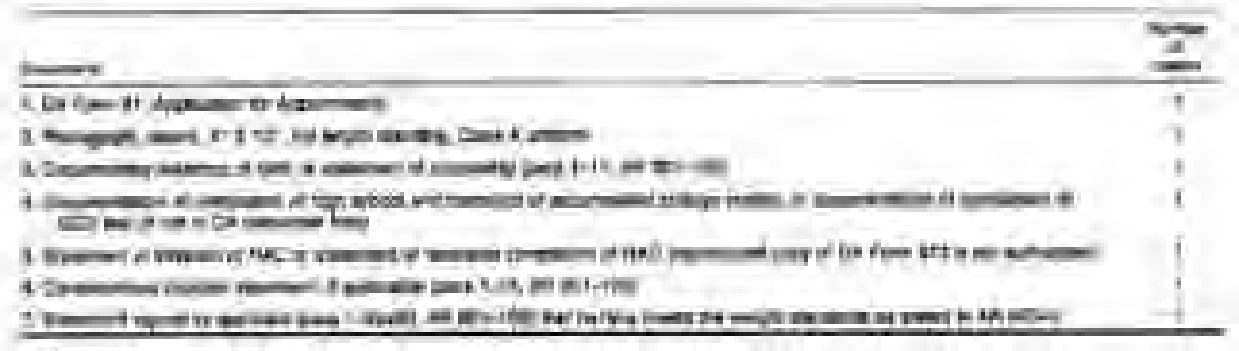


Table 5–1–1
ORB corrections procedures

Data item	Data item explanation	Source document	Corrective procedure
Control No	For use in HQDA only		
Brief date	Year, month, and day, see Table 5–1–2		
Date of audit	Blank		
Permanent grade—PGOR	For Warrant Officers Only Enter year, date of rank (YYMMDD) in which member holds permanent appointment Regular Army or Reserve components. Applicable to grade held in US Army only. If PGOR is verified, date will be followed by a "V". For USAR, PGOR is effective date of promotion eligibility. For commissioned officers deceased prior to 1 Sep 81 this entry will be blank	RA Officers ARMPERS to enter in HQDA letter only RES/USAR Officers Appointment or promotion letter or order	RA Warrant Officers Letter, with documentation (fig 5–1–1) to HQDA (DAPC-MSP-O) ALEXANDRIA 22332-0400. RES/USAR Warrant Officers a. For OWI Procedure 2–17A "Initial" transaction DA Pam 600–8–2. b. For WO1 and CW4 and CW2 CPGD transaction as well. c. For CW4 and CW5 Procedure 2–21A, "CPGD" transaction DA Pam 600–8–2
BARCODE 81	Data Control Number A. (Code No 0, AR 680–29)	Appointment letter or order	Data Bank: Procedure 2–18, DA Pam 600–8–2 Control Record: Letter with documentation (fig 5–1–1) to approving address in paragraph 5–8
Bd 171 (spare)	Year and month (year-mo) board expires. Applicable to ARNG officers only	Assignment order	Letter, with documentation (fig 5–1–1) to HQDA (DAPC-OPP-M) WASH, DC 20310–0300.
Component	The component (RA, NG, USAR, USAR, or AUS) in which the officer is currently a member (Code No 07, AR 680–29)	DA Form 71, Oath of Office	RA or Prior RA: Letter, with documentation (fig 5–1–1) to HQDA (DAPC-OPP-M) ALEXANDRIA 22332-0400 Or to Prior NG/AUS/USAR/USAR: Procedure 2–21, "CDMP" transaction DA Pamphlet 600–8–2
Temporary grade TOGR (warrant officers only)	For Warrant Officers This is the grade in which a member holds a temporary (AUS) appointment (chapter 3, AR 600–100)	Appointment letter or order Promotion letter to order	a. TOGR and below: a. TOGR—Procedure 2–20, DPCH transaction DA Pamphlet 600–8–2 b. TOGR—Procedure 2–21, DPR transaction DA Pamphlet 600–8–2
Active duty ADOR (commissioned officers only)	For Commissioned Officers This is the active duty (or active duty for training) date of rank. For officers (or recommended for promotion), "P" will follow the grade abbreviation. Temporary Date of Rank (TDOR) or Active Duty Date of Rank (ADOR)—year, month and day. If TDOR or ADOR is verified, date will be followed by a "V"		DPT/DOA source: Letter, with documentation (fig 5–1–1) to HQDA (DAPC-MSP-O) ALEXANDRIA 22332-0400
SSN	Social Security Number. If SSN is verified, the number will be followed by a "V"	Social Security Card	Procedure 2–22, "SSAN" transaction DA Pamphlet 600–8–2
Name	Last name, first name, middle name. Maximum of 27 characters (including blank spaces). For special instructions, see AR 680–29	Birth certificate Baptism certificate Naturalization certificate Marriage certificate or license Divorce decree Alien Registration card Court Order	Legal name change: Procedure 2–23, "LNAM" transaction DA Pamphlet 600–8–2 Other name change: Procedure 2–24, "NAME" transaction DA Pamphlet 600–8–2

Table 5–1–1
ORB corrections procedures—Continued

Data item	Data item [illegible]	Source [illegible]	Correction procedures
Section I Assignment information			
Overseas duty	Maximum of six years (see AR 614-30). For officers and WO's with prior enlisted service, the overseas tours as an enlisted person will be shown. All enlisted service performed under the authority of the USCC will be recorded in the sign.		
YR/MO/YYYN	Year and month reached tour average.	Travel voucher PCS orders AR 614-30.	Note: If a zero sign (0) appears in the TCS column, "ADT" transaction has been processed at HQDA (office making tour average), or "TAV" transaction has been received. (Procedure 2-30A, "TAV" Transaction DA Pamphlet 600-8-1).
Country	Overseas country of assignment.	Travel voucher PCS orders AR 614-30.	Note: If a zero sign (0) appears in the TCS column, "ADP" transaction has been processed at HQDA (office making tour average), or "TAV" transaction has been received. (Procedure 2-30, DA Pamphlet 600-8-1).
Months	Duration of tour in months.	Travel voucher PCS orders AR 614-30.	Note: If a zero sign (0) appears in the TCS column, "ADP" transaction has been processed at HQDA (office making tour average), or "TAV" transaction has been received. (Procedure 2-30, DA Pamphlet 600-8-1).
TCS	Type of tour completion. (Code reg. 70, AR 600-37.)	Travel voucher PCS orders AR 614-30.	Note: If a zero sign (0) appears in the TCS column, "ADP" transaction has been processed at HQDA (office making tour average), or "TAV" transaction has been received. (Procedure 2-30, DA Pamphlet 600-8-1).
Number of CB count	Not applicable to general officers.	Travel voucher PCS orders AR 614-30.	Note: If a zero sign (0) appears in the TCS column, "ADP" transaction has been processed at HQDA (office making tour average), or "TAV" transaction has been received. (Procedure 2-30, DA Pamphlet 600-8-1).
Short	Number of short overseas tours officer has completed.	Travel voucher PCS orders AR 614-30.	For TCS Codes "C" and "N" Procedure 2-32A, "NSLT" transaction DA Pamphlet 600-8-1.
Long	Number of long overseas tours officer has completed.	Travel voucher PCS orders AR 614-30.	For TCS "C" and "N" Procedure 2-32A, "NSLT" transaction DA Pamphlet 600-8-1.
DRCR	Year, month, and day of return from overseas. DRB will extract "NA" if officer is coded as "NC" if officer has never been overseas.	Travel voucher PCS orders AR 614-30.	Procedure 2-28, "DRCR" transaction or 2-28A, "RNLD" transaction DA Pamphlet 600-8-1.
DERDS	Year, month, and day eligible to return from overseas. DRB will extract "NA" if officer is in CONUS. Not applicable to general officers.	Travel voucher PCS orders. Tour length statement AR 614-30.	Procedure 2-29, "DERD" transaction DA Pamphlet 600-8-1.
CONUS departure date	Year and month departed for overseas from a port in CONUS. Item will be blank if officer is in CONUS.	AR 614-30.	Procedure 2-32C, "CONS" transaction DA Pamphlet 600-8-1.

Table 5–1–1
ORB corrections procedures—Continued

[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	DA Form [illegible] DA Form [illegible] Orders AR [illegible] AR [illegible]	[illegible]
[illegible]	[illegible] [illegible] [illegible] [illegible] [illegible]	[illegible] [illegible] [illegible]	[illegible] [illegible] [illegible] [illegible]
[illegible]	A specialty designation is commissioned officer for assignment during professional development and utilization no later than the 8th year of active commissioned service. a. OPMD commissioned officers—the highest numerical specialty code will appear, followed by appropriate alpha characters. b. AMEDD commissioned officers—first three positions indicate specialty, last two indicate degree of proficiency (00 or 04–05 only). c. JAGC and Chaplain commissioned officers—first three positions indicate specialty, last two are zeros. d. Full applicability to warrant officers.	[illegible]	[illegible]
Additional SSI/MOS	Maximum of five SSI/MOS in which an officer has skills or another to SSI/MOS alpha. a. OPMD commissioned officers—this table indicates previously held SSI's. b. AMEDD commissioned officers—first three positions indicate specialty, last two indicate degree of proficiency (00 or 04–05 only). c. OPMD WO's use five positions MOS and one position SSI.	[illegible]	[illegible]
AIS data	Additional SSI Identifier Commissioned and warrant officers may have multiple AIS. Awarded AIS are recorded in Awards/qualifying qualifications block and are not protected in the [illegible]. HAD AIS will be in HAD Designations area.		OPMD commissioned officers AIS 97. Letter with documentation (fig [illegible]) to appropriate address in paragraph 5-6. Other commissioned & warrant officers AIS—Procedure 2-5A, "AIDS" [illegible]

Table 5–1–1
ORB corrections procedures—Continued

[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]		[illegible]
[illegible]	[illegible]		[illegible]
[illegible]	[illegible]		[illegible]
[illegible]	[illegible]		[illegible]
[illegible]	[illegible]		[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]

Table 5–1–1
ORB corrections procedures—Continued

[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible] **Security data**			
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]

Table 5–1–1
ORB corrections procedures—Continued

Data item	Data item explanation	Source Document	Correction Procedure
Section III **Service Data**			
PEBD (For commissioned officers only) SAD (appears in the block for warrant officers only)	Key Entry Basic Date—year, month and day. If date has been verified, "V" will follow the date. Basic Active Service Date—year, month, and day. If date has been verified, "V" will follow the date.	DCD Pay Manual Army Regulations Active duty letter or order DA Form 3349 DA Form 1506 DD Form 200 DA Form 47 DA Form 2627 DD Form 4 DD Form 1966/1	a. Unverified PEBD/SAD: Procedure 2-16, "BED" transaction DA Pamphlet 600-8-2. b. Verified PEBD/SAD: Request reconsideration of service by letter with documentation to HQDA(MILPO-OPR-R), ALEX VA 22332-0400.
Current FPN	Procurement Program Number (see AR 601-100, Code No. 04, and 600-8).	Active duty letter or order	a. If track, Procedure 2-16, "PPN" transaction DA Pamphlet 600-8-2. b. To change letter with documentation as appropriate addressed in paragraph 5-8.
EAD current tour	Date of Entry on Active Duty for current tour (year, month, and day).	DA Form 1371 DA Form 71 Active duty letter or order DA Form 1506 DD Form 200 Travel vouchers Appointment order	Procedure 2-20, "EDAT" DA Pamphlet 600-8-2.
BASIC DATE OF ACT	a. For commissioned officers who were both RA and had an EAD current tour prior to 15 Sep 81, this is the date specified in HQDA orders. Year, month and day. b. RA commissioned officers with an EAD current tour prior to 15 Sep 81 may have had an adjusted basic date, i.e., date of 21st or 27th birthdate, or if deceased, one year later. c. For RA and OTRA commissioned officers with an EAD current tour on or after 15 Sep 81, the date the officer was appointed in the RA/REGULAR/USAR. Year, month, and day. d. For OTRA commissioned officers with an EAD current tour prior to 15 Sep 81, the date the officer was appointed in the HQUS/USAR. e. For OTRA commissioned officers that were on active duty prior to 15 Sep 81 and became RA on or after 15 Sep 81, it is the date he was appointed in the USAR. f. For OTRA commissioned officers that were on active duty prior to 15 Sep 81 who left active duty and: (1) resigned their USAR/NGUS appointment, it is the date of the officer's most recent appointment in the USAR/NGUS. (2) transferred to an Active status in the USAR/NGUS and returned to active duty at a later date, it is the date of the original appointment as a USAR/NGUS officer.	RA Commissioned Officers: MILPERCEN's point HQDA SO NGUS/USAR Officers: Appointment Letter or order	a. RA Officers that were RA prior to 15 Sep 81: If order or DPR is available, send letter with documentation (fig 5-1-1) to HQDA(DAPC-MSP-E), ALEX VA 22332-0400. b. NGUS/USAR Officers: Procedure 2-17C, "BOAP" transaction DA Pamphlet 600-8-2. c. RA Officers that became RA on or after 15 Sep 81: Send letter (fig 5-1-1) to HQDA (DAPC-OPP-P).

Table 5–1–1
ORB corrections procedures—Continued

Data item	Data item Explanation	Source Document	Corrective Procedure
	(3) remained in an active status, returned to active duty at a later date and became RA on or after 15 Sep 81, it is the date of his original appointment as a USAR/ARNGUS officer. g. For RA warrant officers, it does not apply. h. For USTAR warrant officers, it is as announced in appointment letter or date on which DA Form 71 is executed in the USAR or NGUS.		
BASIC YRGP	Commissioned Officers. Basic Year Group represents the fiscal year in which the officer entering the service as a 2LT, given that his Appointment Date for 2LT and his Entry to Active Duty Date falls in the same fiscal year. An officer who enters the service in a grade other than 2LT, or who enters in a fiscal year other than that associated to 2LT, will have his Basic Year Group determined at the time of entry to active duty, based upon the Basic Year Group of the first cadet commissioned serving RA officer of the grade and date or rank of the grade which he is appointed. The Basic Year Group will not change because of an demote or fallow the date of promotion. Basic Year Group for Regular Army and other than RA officers will be computed in the same manner within the given parameters. All Basic Year Group computations will be done at HQDA. Warrant Officers. The Basic Year Group is the Fiscal Year of BASD. Example: If a person joins the Army in April 1975 and has no breaks, his Basic Year Group is 1975. (BASD is adjusted for breaks in service. BASD measures APS.)	Appointment letter or order. For RA Officer: MILPERCEN orders as HQDA SO only. For NGUS/USAR Officers: Active Duty letter or order. DD Form 4, 47 DA Form 1506 DD Form 220	For Commissioned Officers: Letter with documentation in appropriate address in paragraph 5-6. For RA Warrant Officers: Letter with documentation (Fig 5-1-1) to HQDA(DAPC-MSP-TD) ALEX, VA 22332-0400. NGUS/USAR Officers. Warrant Officers: a. Unverified: AFS/AFCS Procedure 2-14, "AFS" transaction. DA Pamphlet 600-8-2. b. Verified: AFS/AFCS. Request recomputation of service by letter with documentation to HQDA(DAPC-OPP-J), ALEX, VA 22332-0400.
SOURCE OF COMM APT	The organization from which a commissioned officer received his original commission, not applicable to warrant officers. If officer had a break in service, the source of appointment will be that of the current appointment. (Code No. 70, AR 600-200)	Appointment order or order	Procedure 2-10A, "APTD" transaction DA Pamphlet 600-8-2.

Table 5–1–1
ORB corrections procedures—Continued

Data item	Data item definition	Source documents	Correction procedures
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
TYPE OF ORIG APT	[illegible]	[illegible]	[illegible]
CURR SVC AGAIN (YR/MO DATE)	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]		
TDOR/PDOR	[illegible]	[illegible]	[illegible]

Table 5–1–1
ORB corrections procedures—Continued

Data item	Data item explanation	Source documents	Correction procedures
Section IV Personal family data			
Date of birth	Year, month, and day of birth	Birth Certificate. Baptism certificate. Marriage certificate or license.	Procedure 2–26, "DOB" transaction DA Pamphlet 600-8-2
Birthplace	Place of birth (state or country)	Birth Certificate. Baptism certificate. Naturalization certificate. Alien Registration card.	Procedure 2–26, "DOB" transaction DA Pamphlet 600-8-2
Citizenship status	Country of Citizenship of officer	Birth Certificate. Naturalization certificate. Alien Registration card.	Procedure 2–26, "DOB" transaction DA Pamphlet 600-8-2
Sex/race	Official's sex and race. (Code for SR (race) and Code for SR (sex), AR 680-29.)	Officer	See Procedure 2–12, "SEX" transaction DA Pamphlet 600-8-2 Have Procedure 2–28, "RACE" transaction DA Pamphlet 600-8-2
No. dependents and no. children	Number of dependents adults and children. Maximum of nine dependents reportable. (Code for AR 640-010.)	Officer. DCSPER/J DD Form 93 DD Form 1172 DD Form 137-1W4 DA Form 1560 FB Form 348 FB Form 260 SA Form 2058-R	Procedure 2–22, "DEPN" transaction DA Pamphlet 600-8-2
Religion	Officer's religious preference. (Code for 51, AR 600-43.)	Officer	Procedure 2–17, "RELIG" transaction DA Pamphlet 600-8-2
Marital status	Marital status of officer. (Code for 51, AR 600-29.)	Marriage Certificate or license. Divorce Decree. Interlocutory decree. Other. DD Form 1300/2 DD Form 1173 DD Form 93	Procedure 2–40, "MARIT" transaction DA Pamphlet 600-8-2
Service completion	Country, State of birth and country of citizenship of spouse	Birth certificate. Baptism certificate. Naturalization certificate. Alien registration card.	Procedure 2–233, "DCFO" transaction DA Pamphlet 600-8-2
P.L.-PES-date	PARES—Physical profile serial system based primarily upon the function of body systems and their relationship to military duties. Six factors have been designated P.U.L.H.E.S. (chapter 3, AR 40-501.) Four numerical designations reflect different levels of functional ability. (Code for 32, AR 600-29.) Date—Year and month of last medical examination. (Chapter 40, AR 40-501.)	SF 88 DA Form 2349	Procedure 2–61, "PHYS" transaction DA Pamphlet 600-8-2 If data are correct on the local SPF and incorrect on the DA File, send letter with correct data to HQDA (DAPC-PSC-APF) ALEX, VA 22332-0400.
Height/weight	Height in inches. Weight in pounds.	SF 88 Officer	See procedure 2–57, "HWTS" transaction DA Pamphlet 600-8-2. Annual verification of height and weight is required. To fulfill this requirement, only the signature of officer concerned is required, no private physical is NOT required to accomplish the verification (AR 600-9).
Home of record (US)	State or country of residence at time of last entry into active duty. (Code 25)	Active duty letter or orders	Procedure 2–100, "STAT" Transaction DA Pamphlet 600-8-2.

Table 5–1–1
ORB corrections procedures—Continued

Data item	Data item Explanation	Source Document	Corrective Procedure
Mailing address	Mailing Address. This is the address at which personal mail is received, or from which personal mail will be forwarded if officer participates moving. This is not the unit address. Note: for officers leaving overseas, the mailing address may be that of the unit.	Officer	Procedure 2-20A, "MA" transaction DA Pamphlet 600-8-2.
Section V **Foreign language**			
Language	Identifies a foreign language individual has or has had proficiency in. See AR 611-6 (Code No. 9L, AR 680-29). None code an officer has proficiency in a language. It will not be deleted from the ORB.	DA Form 330 (AR 611-6)	Procedure 2-40A, "LANG" transaction DA Pamphlet 600-8-2. If individual has never had any proficiency in a language and one is listed, send letter to: HQDA(DAPC-OPA-E) Alex, VA 22332-0400.
Read	Reading comprehension level for a foreign language.	DA Form 330 (AR 611-6)	If individual has never had any proficiency in a language and one is listed, send letter to: HQDA(DAPC-OPA-E) Alex, VA 22332-0400.
Listen	Listening comprehension level for a foreign language.	DA Form 330 (AR 611-6)	If individual has never had any proficiency in a language and one is listed, send letter to: HQDA(DAPC-OPA-E) Alex, VA 22332-0400.
DLAT (now DLAB)	Defense Language Aptitude Battery (DLAB). DLAT scores already on the ORB are identified by the letter "A" preceding the numeric score. (See AR 611-6 and Procedure 3-6B this pamphlet.)	DA Form 2446	Procedure 2-6C, "DLAB" transaction DA Pamphlet 600-8-2. DO NOT submit DLAT scores.
Section VI **Military education**			
MEL	Highest military education level (MEL) attained. (Code No. 3L, AR 680-29.)	Transcripts Diploma certificate DA Forms 1582 DA Form 1058-2 AR 351-1	Input of MEL codes 1 through 6 (CAS 1) and the associated school codes is accomplished by HQDA. A list of these associated school courses (cities) with the corresponding MEL is in AR 680-29. To add/correct/delete MEL Codes 1 through 6, Letter with documentation to the Professional Development Branch, appropriate career management division. To add/correct/delete MEL Codes 6 through 8 for commissioned officers and "A" through "C" for warrant officers. Procedure 2-4B, "MLED" transaction DA Pamphlet 600-8-2. To add course for which there is no code in appendix F, AR 680-29, send letter with documentation to HQDA(DAPC-OPA-E) ALEX, VA 22332-0400 for OPMD managed officers and to the address shown at paragraph 3-8.

Table 5–1–1
ORB corrections procedures—Continued

Data item	Data item explanation	Source documents	Correction procedure
Course type	Description of military school course attended and year of completion. Maximum of 10 military schools. The following criteria will be used to determine if a school will be coded for entry on the ORB: a. Enlisted field course in duration. b. Must be nationally supporting. c. Is not a locally taught instructor preparation course designed solely to prepare personnel at the installation level for instructor duty. d. Is not a course taught in a Visual Association Center. e. Is not a correspondence course or sub courses, with the following exceptions: AFSC, MOAC, OBC, OAC (Phase 1), CGSC, CGC, AWCCS. f. Unless short courses will not be coded nor will any courses taught by a civilian contractor to school personnel for new equipment orientation. Senior Staff College and Command & Staff Level schools are entered by HQDA on the ORB when an officer has been selected for or is currently attending. Expected year of completion is recorded and may be a future year. Do not request that these courses be deleted from the ORB. Courses recorded in this block are those attended while an officer and/or those attended as an enlisted soldier which are open to both enlisted and officers. (See DA Pamphlet 351-4.)	Transcripts Diploma/certificate DA Form 1059 DA Form 1059-E AR 351-1	Input of MEL codes 1 through 6 and the associated school codes is accomplished by HQDA. A list of these associated school course codes with the corresponding MEL is in AR 600-20. To add/correct/delete MEL Codes 1 through 3. Letter with documentation to the Professional Development Branch, appropriate career management division. To add/correct/delete MEL Codes 4 through 6 for commissioned officers and "4" through "6" for warrant officers. Procedure 3-48, "MLED" transaction DA Pamphlet 600-8-2. To add courses for which there is no code in appendix F, AR 600-20. Send letter with documentation to HQDA(DAPE)-DPA-E), ALEXANDRIA 22332-0400 for OPMD managed officers and to the address shown in paragraph 5-8.
Section VII **Civilian education**			
CEL	Highest civilian education level (CEL) attained (Code No. 22, AR 600-20)	Transcripts Degree Diploma Certificate DA Form 1059-E AR 621-1 AR 621-5	Note: Before an initial entry can be made in CEL (See for levels 1-5), proper documentation must be submitted (received by the MILPO, or PSI, and submitted to the OPD via USPFO). The field be the operator with a record and showing that degree was conferred, along with a copy of the diploma. The degree must have been received from an accredited institution. If previous documentation had been lost/not, a correction had to be made (i.e., losing school or deactivated school of the institution and degree is acceptable). CEL Codes 1 through 3 for OPMD and RMEC Officers. For additional information/correction, forward letter with documentation to the Professional Development Branch, appropriate career management division, (para 5-8).

Table 5–1–1
ORB corrections procedures—Continued

Data item	Data item [illegible]	Source [illegible]	Corrective Procedure
Institution	Institution where education was received. Institutions recorded are those above high school level recognized by the US Dept of Education. Maximum of 3 institutions or equivalent are shown		Codes 4 through 8: Procedure 2-64A, "DCVE" transaction DA Pamphlet 600-8-2. For additional corrections/deletions, DEL Dashes 1 through 8 for JAGC and Disclosure Procedure 2-64A, "DCVE" transaction DA Pamphlet 600-8-2. Report attendance only at those schools listed in AR 690-20. Unlisted institution: Request assignment of a code by letter to appropriate address listed above. If approved, follow instructions above. Unlisted Discipline: If not shown in AR 690-20, request assignment of a code by letter to appropriate address listed above. Approved codes will be published in AR 690-20.
Discipline	Major subject of study. (Code No. 45 (Major subject of College Education, AR 690-20)) Academic discipline may differ from that posted by the school for officers under Educational programs. If so, enter the appropriate address listed in the correct procedure column.		
Degree	Degree obtained (if any) at the institution attended. (Code No. 19, AR 690-20.)		
Program source	This is a one-position alpha code that identifies type of degree program for officer/warrant officers. (Code No. 20 E, AR 690-20.)		
Year	Year in which education was completed or degree was awarded.		
Section VIII Awards and decorations			
Awards and decorations	Awards and decorations received by officer. (AR 672-5-1) Code No. 8, AR 690-20.	Orders. Letters. Memorandums.	Procedure 2-175, "AWOR" transaction DA Pamphlet 600-8-2. If award is not listed in AR 690-20, send letter, with documentation, to HQDA(DAPC-ALA) ALEX, VA 22332-0400, requesting assignment of a code (the number which appears after the abbreviation as shown on the OPR is the number of awards received, i.e., AWCOM2 & OLC would be AWCOM-10). If approved, add after code is received, update OPR by appropriate procedure. Codes will not be requested on issue for foreign awards or memorandums/orders resulting from periodic weapons qualification.
Section IX Assignments history			
Date of Availability	Blank		
Date to last PCS	Date of last permanent change of station (PCS)—year, month, and day.	PCS orders. Travel vouchers. DA Form 87-R. DA Form 1063. DA Form 1059-1. DA Form 1059-2.	Procedure 2-41, "UPCS" transaction DA Pamphlet 600-8-2.

Table 5–1–1
ORB corrections procedures—Continued

Data item	Data item explanation	Source document	Corrective procedure
Date of last [illegible]	Closing date—year, month, and day of last evaluation or academic report. (AR 623–1 and AR 623–105.)	DA Form 67–9 DA Form 1059 DA Form 1059–1 DA Form 1059–2	If incorrect, the MILPO with where HQDA(DAPC-MSP-R) at the [illegible] 22332–0400. Date does not closing date, mayor may be made concerning receipt of latest OER. (See paragraphs 5–10, this pamphlet.) Date of last OER in the ORB is posted to the DMF at HQDA. This is separate from the [illegible] transaction submitted the MILPO to update the RPT.
Org DP name	Organizational DP name	Official address	Not applicable
Assignment history	Assignment history area contains maximum of 20 assignments, reflected by a change in organization, duty title, or duty MOS/SSI. The first five projected assignments will be blank for all officers. However if officer is on orders the line will reflect the projected assignment. The second line indicates the officer's current assignment, the third line the last previous assignment, the fourth line the second previous assignment, the fifth line the third previous assignment, and so on. Every 1 million feet a break in service. Neither prior KD Unemployed or overall service can be added to assignment history. The DORS will include periods of AGT, MS, Reserve or entire time.		Consecutive or consecutive entries in which "Organization", "Station", "Duty MOS", and "Duty Title" are substantially the same. Delete all but the earliest entry. Delete entries in which duties were casual, student, patient, or of less months or less duration. Use authorized abbreviations (AR 310–50).
Asgt	Type of assignment, indicates whether assignment is projected, current, or a previous assignment.	RCB orders. DA Form 2408 DA Form 67–9 DA Form 1059 DA Form 1059–1 DA Form 1059–2 ADC CDT report DA Form 67–9–1 DA Form 24 73–E Assignment Maintenance (AR 614–100).	Projected assignment Not applicable. Current assignment All data except "Duty Title" is generated from an "AAR," "ADR," "ASR," or "PCSR" transaction.
From date	Date the assignment began—year, and month, except that "From date" for current assignment will reflect year, month, and day.		Previous assignments. Prepare a "AAR," "CAT" transaction DA Pamphlet 600–8–2.
Mo	Number of months officer served in assignment. Blank for current assignment.		Note when changing an assignment you remember the "PCSR CATR" must be same as on the line being changed, otherwise it creates a new duty entry. When an assignment is deleted, remember to add the number of months from the deleted line to the assignment line before or after the the deleted line.
Unit Mo	Number of unit assignment year in conjunction with the organization address.		Current Duty: Field use DA Form 67–9–1 SOFII Worksheets as source of data for current duty title. Alternate if necessary (AR 310–50).
Organization	Description of unit of assignment. Maximum of 18 characters.		
Station	Station of assignment, e.g., Pentagon, Ft Polk, maximum of 9 characters.		

Table 5–1–1
ORB corrections procedures—Continued

Data Item	Data Item Description	Source Document	Correction Procedure
LOC	Location of assignment. COMMS–LOC: Army area followed by a mail abbreviation. DCONUS–LOC: Country abbreviation.		
COMD	Major command to which officer was assigned.		
Duty Title	Title of the duty performed in the current or in a previous assignment. Maximum of 20 characters. Do not abbreviate unless duty title exceeds the 20 characters. When necessary to abbreviate, use only the authorized abbreviations in AR 310-50. Duty titles used on DA Form 87 will coincide with those used on DA Form 87-R. (TAG)	DA Form 87-R DA Form 87-R-1 DA Form 3400 Assignment memorandum	Procedure 2-[illegible], "JIT" transaction (DA Pamphlet 600-8-2). To delete, add, or change a duty title, the effective date of the duty title must match the "FROM DATE" of the assignment line in question. When making such correction ensure: a. Not to submit a duty title entry based on the submission of an OER when duty assignment remains the same. b. That when the duty title is changed to reflect a different means of describing the same duty, submit a correction change to the obsolete duty title, reflecting the most current duty title description.
DMOS	Duty MOS/Position Requirement Code (PCN) during the assignment. Maximum of 8 characters.	DA Form 87-R DA Form 87-R-1 DA Form 2426 DA Form 2476-R Assignment Memorandum AAC-CET Report AR 611-101, AR 611-112, and 611-[illegible]	Procedure 2-[illegible], "JIT" transaction (DA Pamphlet 600-8-2).
Section II Remarks			
Medical data	Applies to AMEDD officers only		
American board certification	Maximum of 3 board certifications (Group No. 1, AR 611-101)	ABC Certificate or Board Certification Equivalency issued by letter from address shown in paragraph 1a, paragraph 5-8	American board certification: Procedure 2-[illegible], "ABCD" transaction (DA Pamphlet 600-8-2). If ABC title or specialty is not in AR 611-101, send letter from MILPO with documentation to HQDA(DASG-PT), WASH, DC 20310-[illegible].
Title	Title of American Board	ABC Certificate or Board Certification Equivalency issued by letter from address shown in paragraph 1a, paragraph 5-8	American board certification: Procedure 2-[illegible], "ABCD" transaction (DA Pamphlet 600-8-2). If ABC title or specialty is not in AR 611-101, send letter from MILPO with documentation to HQDA(DASG-PT), WASH, DC 20310-[illegible].
Specialty	Specialty of board certified	ABC Certificate or Board Certification Equivalency issued by letter from address shown in paragraph 1a, paragraph 5-8	American board certification: Procedure 2-[illegible], "ABCD" transaction (DA Pamphlet 600-8-2). If ABC title or specialty is not in AR 611-101, send letter from MILPO with documentation to HQDA(DASG-PT), WASH, DC 20310-[illegible].

Table 5–1–1
ORB corrections procedures—Continued

[illegible]	[illegible]	[illegible]	[illegible]
Trade	[illegible]		
[illegible]	[illegible]	ASBC Certificate or Board Certification Equivalency issued by [illegible]	[illegible]
[illegible]	[illegible]	ASBC Certificate or Board Certification Equivalency issued by [illegible]	[illegible]
[illegible]	[illegible]	ASBC Certificate or Board Certification Equivalency issued by [illegible]	[illegible]
[illegible]	[illegible]	ASBC Certificate or Board Certification Equivalency issued by [illegible]	[illegible]
Trade	[illegible]	ASBC Certificate or Board Certification Equivalency issued by [illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
Cost of Engineers and Medical Patient Corps Enlisted Professional Qualification	[illegible]	Professional Engineer Certificate or License	[illegible]
[illegible]	[illegible]	Officer Preference Statement	[illegible]
[illegible]	[illegible]		[illegible]
Date of last photograph	[illegible]	DA Form [illegible] Photograph	[illegible]
Security Clearance Data	[illegible]		[illegible]

Table 5–1–1
ORB corrections procedures—Continued

Data Item	Data Item Explanation	Source Document	Corrective Procedure
Reimbursement (Personal)	Attended advance course of instruction at government expense and thereby incurred an active duty service obligation. Fill the positions are for program identifier letters. a. ACDP—Advanced Civil Schooling Programs b. JAAEP—Judge Advocate's Advanced Education Program c. CAEP—Chaplain Advanced Education Program d. HPSP—Health Professions Scholarship Program e. USUHS—Uniformed Services University of the Health Sciences f. LTOT—Long-Term Civilian Training g. USMA—United States Military Academy h. SROTC—Senior Reserve Officers' Training Corps First date is the date obligation started and second date is when obligation ends. Amount shown is for total cost of education that is recoupable if service months separation prior to ending date of obligation.	DA Form 5315-R	Letter with copy of LTR DA Form 5315-1 showing RECOUP info to appropriate address in Table 5-1-2.

Table 5–3
Enlisted Assignment Availability Codes

Row	If the soldier	Then the soldier	And the soldier	Under
1	is temporarily ineligible for any overseas assignment or ineligible for any future assignment (see page 5-7 [illegible])	is temporarily or permanently ineligible for overseas assignments	is assigned Code "A"	Termination date for soldiers who are not eligible for any future assignments will be the ETS date or effective date of retirement
2	is being considered for promotion from the senior, or if assignment precludes selection for overseas service for an uncertain period of time (see page 5-7[illegible])	is identified for an unspecified period (USPM)	is assigned Code "B"	Indefinite tenure, except retire early training
3	is temporarily ineligible for an overseas assignment for such reasons as medical, administrative, DPR assignment as a result of conversion by a MPOM or DCSM and between tours for soldiers attempting home entry training	is temporarily ineligible for overseas assignments	is assigned Code "C"	Termination date will be the date temporary ineligible expires
4	is qualifying under special category personnel (listed in AR 614-[illegible] Table 2-2 except as outlined in paragraph 5-[illegible] step 3) the component	is identified as outlined in AR 614-[illegible], Table 2-2	is assigned Code "D"	
5	is identified under the ICDP/SOTA Overstrength Rule Stricter Detailed Program	is identified for 12 months	is assigned Code "E"	MILPERCEN will put the ACA code and termination date on the DAP
6	is attending TV office training (see page 5-7[illegible])	is identified for 12 months	is assigned Code "F"	Termination date will be 1 year from the soldier's arrival at the installation. Upon expiration of termination date, soldier will be available for assignment
7	is identified in positions requiring assignment restriction in DCSPER code AR 614-[illegible] Chapter 2, Section 5	is identified for 2 years	is assigned Code "W"	Termination date will be 2 years from date of approval
8	is assigned to Different Coordinated Field Force and Training (DCFORTT) code	is identified for 36 months	is assigned Code "G"	Termination date of Code "G" will be 36 months from the validation status date (PSC) of the DCFORTT unit and will not be removed if unit deactivate premature
9	is experiencing extreme family problems (see page 5-7[illegible])	is identified for 12 months	is assigned Code "H"	Soldiers may be reassigned sooner if the problem is resolved. MILPERCEN will put ACA code and termination date on the DAP
10	is processing 2-year tour as directed by MILPERCEN (page 5-7[illegible])	is identified for duration of tour	is assigned Code "I"	ACA Code and termination date will be reported on the DAP by MILPERCEN
11	has an assignment commitment (see page 5-7[illegible])	is assigned based on termination date of assignment	is assigned Code "J"	Termination based on relocation tours or enlistment contract
12	is identified under numbers of AR 614-[illegible] or by other HQDA authority (see page 2-[illegible])	is identified for duration of duty	is assigned Code "K"	Termination date will be reported by MILPERCEN
13	is expected for promotion and is in organizations listed in AR 614-[illegible], Table 2-1 except as outlined in paragraph 5-[illegible] (see 5-[illegible]) the component	is identified as outlined in AR 614-[illegible], Table 2-1	is assigned Code "M"	

Table 5–3
Enlisted Assignment Availability Codes—Continued

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	[illegible]	[illegible]		
	[illegible]	[illegible]		
19	[illegible]	[illegible]	[illegible]	

Notes:
1 [illegible]
2 [illegible]
3 [illegible]

Table 5–8–2
Conditions Requiring Preparation and Submission of Enlisted Evaluation Report (DA Form 2166-6)

[illegible]	[illegible]	[illegible]	[illegible]
1	[illegible]	[illegible]	[illegible]
2	[illegible]	[illegible]	[illegible]
3	[illegible]	[illegible]	[illegible]
4	[illegible]	[illegible]	[illegible]
5	[illegible]	[illegible]	[illegible]
6	[illegible]	[illegible]	[illegible]
7	[illegible]	[illegible]	[illegible]
8	[illegible]	[illegible]	[illegible]
9	[illegible]	[illegible]	[illegible]
10	[illegible]	[illegible]	[illegible]
11	[illegible]	[illegible]	[illegible]

Table 5–14
Reconciliation schedule

[illegible]	A	B	C	D
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
1	[illegible]	4 times per year	[illegible]	[illegible]
2		2 times per year	[illegible]	[illegible]
3	[illegible]	4 times per year	[illegible]	[illegible]
4		2 times per year	[illegible]	[illegible]

Table 5–15–1
Conditions for preparation and submission of US Army officer evaluation reports

[illegible]	[illegible]	[illegible]	[illegible]
(1) Change of Rater	[illegible]	[illegible]	[illegible]
(2) Change of Duty	[illegible]	[illegible]	[illegible]
(3) [illegible]	[illegible]	[illegible]	[illegible]
(4) [illegible]	[illegible]	[illegible]	[illegible]
(5) [illegible]	[illegible]	[illegible]	[illegible]
(6) [illegible]	[illegible]	[illegible]	[illegible]
(7) [illegible]	[illegible]	[illegible]	[illegible]
(8) [illegible]	[illegible]	[illegible]	[illegible]
(9) [illegible]	[illegible]	[illegible]	[illegible]
(10) [illegible]	[illegible]	[illegible]	[illegible]
(11) [illegible]	[illegible]	[illegible]	[illegible]
(12) [illegible]	[illegible]	[illegible]	[illegible]
(13) [illegible]	[illegible]	[illegible]	[illegible]
(14) [illegible]	[illegible]	[illegible]	[illegible]
(15) [illegible]	[illegible]	[illegible]	[illegible]
(16) [illegible]	[illegible]	[illegible]	[illegible]
(17) [illegible]	[illegible]	[illegible]	[illegible]
(18) [illegible]	[illegible]	[illegible]	[illegible]
(19) [illegible]	[illegible]	[illegible]	[illegible]

Table 5–15–1
Conditions for preparation and submission of US Army officer evaluation reports—Continued

[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]

[illegible]

Table 6–14–1
Suspense Actions

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Table 7–1
Document routing chart

Subject	Primary Local Organization	MILPO	Information PCI Local Organization
1. Assumes (leave to pass). CPP formally approves without referral except:			
a. Excess leave	X	X	
b. Leave to foreign countries	X	X	
2. Appointment of enlisted personnel:			
a. Promotion	X	X	
b. Reduction	X	X	
3. Assignment or reassignment:			
a. Reassignment:			
(1) Enlisted	X	X	X
(2) Officer	X	X	X
b. Curtailment or extension of foreign service tour:			
(1) Enlisted	X	X	X
(2) Officer	X	X	X
c. Deferment from overseas service:			
(1) Enlisted	X	X	X
(2) Officer	X	X	X
d. Exchange assignment	X	X	X
e. Intra/extra-unit reassignment	X	X	X
f. Passageway assignment	X	X	X
g. Special assignment (SAMAS, JUSMAG, POTC, etc)	X	X	
h. Volunteer for overseas service:			
(1) Enlisted	X	X	X
(2) Officer	X	X	X
4. Awards and decorations:			
a. Awards and decorations (other than the Good Conduct Medal)	X	X	X
b. Good Conduct Medal	X	X	
5. Classification:			
a. Language testing	X	X	
b. On-the-job training	X	X	
c. Professional plan	X	X	
d. Reclassification	X	X	
e. Retain in Army Personnel Tests	X	X	
6. Deaths:			
a. Casualty reports	X	X	(see note)
b. Condolence letters	X	X	(see note)
7. Enlistment and reenlistment:			
a. Bar from reenlistment	X	X	X
b. Discharge and reenlistment	X	X	
c. Extension of enlistment	X	X	
d. Waiver for reenlistment	X	X	X
8. Officer actions:			
a. Appointment, RA officer and warrant officer	X	X	X
b. Appointment, USAR officer and warrant officer	X	X	X
c. Branch transfer	X	X	X
d. Category distribution or crossing	X	X	X
e. Relief from active duty	X	X	X
f. Resignation	X	X	X
g. Retirement	X	X	X
h. Terminal promotion	X	X	X
9. Reports:			
a. MRCs (inventory of personal property)	X	X	
b. MRCs (report)	X	X	(info only)
c. Deserters	X	X	(info only)
d. Officer evaluation report	X	X	(as required)
e. Enlisted evaluation report	X	X	
f. Personnel daily summary	X	X	
10. School or special training:			
a. Airborne training	X	X	
b. Ranger schooling	X	X	X
c. Officer Candidate School	X	X	X
d. Ranger training	X	X	
e. Service school	X	X	
f. Special Forces training	X	X	
11. Special actions:			
a. Change of name, SSN, date of birth	X	X	
b. Family member(s) ID card(s)	X	X	
c. Family member(s) travel	X	X	
d. Mortgage moratorium	X	X	
e. ID cards	X	X	
f. ID tags	X	X	
g. Letters of hospitalization	X	X	

Table 7–1
Document routing chart—Continued

Subject	Primary Level Organization	MILPO	Intermediate HQ Level Organization
h. Medical/dental records	X	X	
i. Medical examination/immunization notification	X	X	
j. Orders	X	X	
k. Request for information	X	X	
l. Security clearance	X	X	X
m. Suspension of favorable personnel actions	X	X	X

Table 8–1
Completion of Military Personnel Office/Finance Office verification of MPRJ and PFR (DA Form 4188)

Item	DD Form section	DA Form [illegible]		DA Form [illegible]		DA Form [illegible]	
		Section	Item	Section	Item	Item	
1. Name	Heading	1	1	1	1	1	—
2. SSN	Heading	1	2	1	2	2	—
3. Pay Grade	Heading	1	3	1	3	3B	—
4. Component	Heading	1	4	4	4	—	—
5. Active/Delayed/In Date	—	—	—	—	—	3H	DA Form 647, 647-1 or [illegible]
6. DPEST	—	—	—	—	—	—	[illegible]
7. PEBD	3	10	1	1N	1	—	—
8. BASIC	3	1V	2	6V	2	—	—
9. ETS-GM	—	10	3	—	—	—	—
10. BAS-CPS	3	—	—	10	3	—	—
11. SGLI-PFD-PM	—	3	3B	—	—	—	[illegible]
12. ADD Pay Elig (BHA) (PHA)	—	3	2B & 3H	3	2B & 3B	—	[illegible]
13. ADD DEROT/ETS/DPT PAY	—	—	—	6	2B	—	[illegible]
14. SGLI	—	—	—	—	—	—	VA Form 29-4336 or 29-[illegible]
15. Leave time	—	—	—	—	—	2T	DA Form 3-[illegible] or 4187
16. Marital status	1V	1	1B	1	1B	—	DD Form [illegible]
17. SGLI-PFD-CPS	—	—	—	—	—	4	DD Form 4 or [illegible]
18. MCTA-DUR-Kickers or	—	—	—	—	—	—	[illegible] Agreement

Table 9–1–1
Duty status change remarks (Section II, DA Form 4187)

Code	If you use this Remark ####	and use this Remark to	enter the following in Section II, DA Form 4187
1	Present for duty	AWOL	None
2	Present for duty	Terminated TDY	None
3	Present for duty	Hospital	Indicate type injury, location of hospital, and whether line of duty (Yes/Not Determined). Include date. Location of hospital.
4	Present for duty	Continued Military Authority	Indicate commission or approximate location, position or assignment continuation.
5	Present for duty	Continued Civil Authority	Indicate commission or approximate location, pending trial or disposition of charges. Also indicate if detained by a foreign country for commission of civil offenses. (See Note 7, below.)
6	Present for duty	Civil	Civil prosecution according to art 14 of paragraph 3-5, AR 635-10. (See Note 7, below.)
7	Present for duty	Deceased	Indicate circumstances, place (AR 600-10)
8	Present for duty	Prisoner	Indicate circumstances. (See Note 5, below.)
9	Present for duty	Interned	Same as previous.
10	Present for duty	Missing	Same as previous. Also indicate battle or non-battle.
11	Ordinary Leave	Terminated TDY	None
12	Ordinary Leave	Hospital	Indicate type injury, location of hospital and whether line of duty (Yes/Not Determined). (See Notes 3 and 5, below.)
13	Ordinary Leave	Continued Military Authority	Indicate commission or approximate location, position or assignment continuation. (See Notes 3 and 5, below.)
14	Ordinary Leave	Continued Civil Authority	Indicate commission or approximate location, pending trial, disposition of charges. Also indicate if detained by foreign country for commission of civil offenses. (See Notes 3, 5, and 7, below.)
15	Ordinary Leave	AWOL	None.
16	AWOL	Present for Duty	Indicate commission, apprehension, location, date of AWOL, or indicate whether absence was excused or unexcusable (para 1-9, AR 630-10).
17	AWOL	Continued Military Authority	Indicate commission or approximate location, position or assignment continuation.
18	AWOL	AWOL DOR/FBI & Hands of Civil Authorities	Indicate commission or approximate location, pending trial or disposition of charges. Also indicate if detained by a foreign country for commission of civil offenses. (See Note 7, below.)
19	AWOL	DFR (Desertion)	Indicate effective date of AWOL.
20	AWOL	Hospital	Indicate type of injury, location of hospital and whether line of duty (Yes/Not Determined).
21	AWOL	Deceased	Indicate circumstances, place (AR 600-10).
22	AWOL	Prisoner	Indicate circumstances. (See Note 5, below.)
23	AWOL	Interned	Same as previous.
24	AWOL	Missing	Same as previous.
25	TDY	Terminated TDY	None
26	TDY	Hospital	Indicate type of injury, location of hospital, whether line of duty (Yes/Not Determined).
27	TDY	AWOL	None
28	TDY	Continued Military Authority	Indicate commission or approximate location, position or assignment continuation.
29	TDY	Continued Civil Authority	Indicate commission or approximate location, pending trial or disposition of charges. Also indicate if detained by a foreign country for commission of civil offenses. (See note 7, below.)
30	TDY	Deceased	Indicate circumstances, place (AR 600-10)

Table 9–1–1
Duty status change remarks (Section II, DA Form 4187)—Continued

Item	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]

Table 9–1–1
Duty status change remarks (Section II, DA Form 4187)—Continued

[illegible]

Table 9–21–1
Personnel Security investigations (PSI) for Nuclear and chemical PRP assignments

Note	[illegible]	[illegible]	[illegible]	[illegible]
1	[illegible]	[illegible]	[illegible]	[illegible]
2	[illegible]	[illegible]	[illegible]	[illegible]
3	[illegible]	[illegible]	[illegible]	[illegible]
4	[illegible]	[illegible]	[illegible]	[illegible]
5	[illegible]	[illegible]	[illegible]	[illegible]
6	[illegible]	[illegible]	[illegible]	[illegible]
7	[illegible]	[illegible]	[illegible]	[illegible]
8	[illegible]	[illegible]	[illegible]	[illegible]
9	[illegible]	[illegible]	[illegible]	[illegible]

Table 9–21–1
Personnel Security investigations (PSI) for Nuclear and chemical PRP assignments—Continued

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Table 9–21–1
Personnel Security investigations (PSI) for Nuclear and chemical PRP assignments—Continued

[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]

Table 9–21–2
Final disposition of records—PRP or CPRP disqualifications

Document	Correspondence file						
	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	original	—	—	copy	—
[illegible]	[illegible]	[illegible]	original	—	—	[illegible]	—
[illegible]	[illegible]	[illegible]	original	—	—	[illegible]	—
[illegible]	[illegible]	[illegible]	original	—	—	copy	—
[illegible]	[illegible]	[illegible]	original	[illegible]	—	copy	—
[illegible]	[illegible]	—	original	—	—	copy	—
[illegible]	—	—	—	[illegible]	[illegible]	original	[illegible]

[illegible]

Table 9–21–3
Rules for assignment of PRP/CPRP status codes

ACKNOWLEDGEMENT OF AOSP SHIPMENT

ACTION TO BE TAKEN BY WILPO

☒ ACKNOWLEDGE RECEIPT WITHIN 5 DAYS.

☐ OTHER

POC IN WILPO AND AUTOVON NUMBER

SPC Mary Ridgeway 231-0175

SIGNATURE AND DATE

Mary Ridgeway 14 Jan '85

COMPLETE AND RETURN

☒ I ACKNOWLEDGE RECEIPT OF THIS SHIPMENT

☐ ACCORDING TO THE ALLOCATION LETTER, I AM SHORT

_____ INCUMBENT ANSWER BOOKLETS

_____ INCUMBENT QUESTIONNAIRE BOOKLETS

_____ TRAINING FACTOR ANSWER BOOKLETS

_____ TRAINING FACTOR QUESTIONNAIRE BOOKLETS, NUMBER _____

POC IN WILPO AND AUTOVON NUMBER

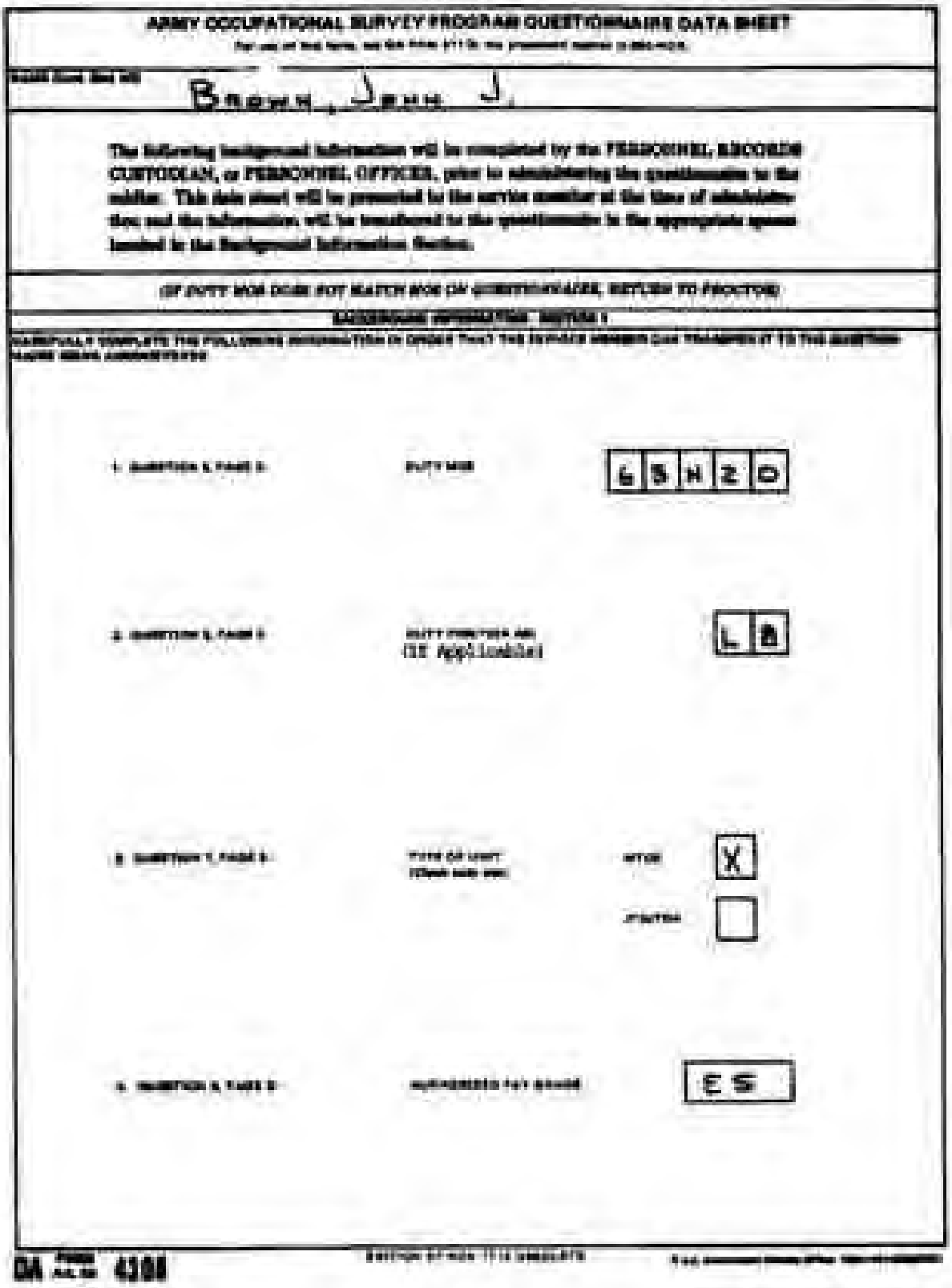
SGT William A. Smith 978-1234

SIGNATURE AND DATE RECEIVED

William A. Smith 28 Jan '85

DA FORM 4256, JAN 80

Figure 3–2–1. Sample Acknowledgement of AOSP Shipment



ARMY OCCUPATIONAL SURVEY PROGRAM QUESTIONNAIRE DATA SHEET

BROWN, JOHN J.

The following background information will be completed by the PERSONNEL RECORDS CUSTODIAN, or PERSONNEL OFFICER, prior to administering the questionnaire to the soldier. This data sheet will be presented to the survey monitor at the time of administration and the information will be transferred to the questionnaire in the appropriate spaces located in the Background Information Section.

(IF DUTY MOS DOES NOT MATCH MOS ON QUESTIONNAIRE, RETURN TO PROCTOR)

BACKGROUND INFORMATION SECTION I

MANUALLY COMPLETE THE FOLLOWING INFORMATION IN ORDER THAT THE SERVICE MEMBER CAN TRANSFER IT TO THE QUESTIONNAIRE WHEN ADMINISTERED

1. QUESTION 5, PAGE 5 — DUTY MOS — 6 5 H 2 0

2. QUESTION 5, PAGE 5 — DUTY PREFIXES AND (If Applicable) — L B

3. QUESTION 7, PAGE 5 — TYPE OF UNIT (Check one only) — ARTY [X] — ATCHTRY [ ]

4. QUESTION 8, PAGE 5 — HIGHEST PAY GRADE — E 5

DA FORM 4308

TRANSMITTAL RECORD

ENCLASSIFIED

ADEP Answer Booklets

DA Pamphlet 611-1

SGT William A. Smith 719-1234

1

11

US Army Soldier Support Center –
National Capital Region
ATTN: ATZI-NCR-D
200 Stovall Street
Alexandria, VA 22332-0400

US Army Air Defense Center and Fort Bliss
ATTN: ABCS-ET
Fort Bliss, TX 79916

SGT William A. Smith
ADEP Project Officer

William A. Smith

1. This shipment contained:

a. 70 (number) answer booklets MOS 71L

b. 5 training factor answer booklets MOS 71L

c. 5 (number) answer booklets MOS 71L received were not completed (state reason)

DA FORM 202, APR 83

Figure 3–2–3. Sample Transmittal Record

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGCEN.

SUBJECT: Reporting Immediately Available Personnel

TO THRU: Commander
1st Bn, 34 Inf
99th Inf Div
Ft Defense, VA 22310

FROM: Commander
Co A, 1st Bn, 34 Inf
99th Inf Div
Ft Defense, VA 22310

DATE:

CMT 1:

TO: MILPO
99th Inf Div
Ft Defense, VA 22310

1. References:

a. Section VI, chapter 2, AR 614-200.

b. Procedure 3-5, DA Pamphlet 600-8.

2. SGT Guy S. Foxx, 123-45-6789, 11B2H, currently assigned to this unit, is reported immediately available. Code _*_, because _____ (Reason)

//signed//
TERRY E. LEADER
CPT, Inf
Commanding

* - If Code D, E, or I is used, include recommendation concerning soldier's retention in the unit.

DA FORM 2496

Figure 3–5–1. Sample DF for reporting immediately available personnel

UNCLASSIFIED

01 01 301515Z NOV 00 RR UUUU

COR 99TH INF DIV FT DEFENSE VA//ABCB-EF//

CDRMILPERCEN ALEX VA//DAPC-EP-A//

UNCLAS

SUBJ: REPORT OF IMMEDIATELY AVAILABLE PERSONNEL FOR ASSIGNMENT

1. PART A: FOR QUALIFIED PERSONNEL**

A. FOXR. GUV S/M/SGT/123-45-6789/WAJ/26/327 INF REGT

B. CS/NO BONUS.

C. P11020/S71L20/A71C20.

D. V/791104/L/860NOF.

E. B.

F. 85/2/.

G. 751021/0/19/ALICH5CAN8284/N0/131313/.

H. INDIV HAS MEDAL COMMITMENT AT STABILIZATION AT FORT DEFENSE UNTIL A30401.

K. FOXR. GLENDA M/C-3/987-65-4321/P71L10/WTN AG ADMIN CO FT CARTON CO/YES.

2. PART B: NON-FOR QUALIFIED PERSONNEL**

A - INSERT APPROPRIATE OFFICE SYMBOL FROM PARAGRAPH 2-34, AR 614-200

**- ENTER LINES A THROUGH H AND K FOR EACH SOLDIER REPORTED.

UNCLASSIFIED

Figure 3–5–2. Sample report of immediately available personnel for assignment message

PERSONNEL ACTION

DA FORM 4187

Figure 3–6–1. Sample personnel action for language training

[illegible]

SUBJECT: Request for Language Training

TO: Commander
[illegible] Inf Div
ATTN: [illegible]
Ft Defiance, VA [illegible]

FROM: Commander
[illegible] Bn, [illegible] Inf
[illegible] Inf Div
Ft Defiance, VA [illegible]

Date [illegible]

1. SSG [illegible], [illegible], [illegible], [illegible]. [illegible] [illegible] [illegible]

[illegible]
SUBJECT: Request for Language Training

TO [illegible] appropriate career management division

FROM Commander
[illegible]
ATTN: [illegible]
Ft Lee[illegible], VA [illegible]

DATE

CMT 3

1. Recommend approval of language training for [illegible] Cpl S. Pvte, [illegible], [illegible].

2. Applicant's personnel records have been screened and contain no information which would preclude assignment to language training. Information given in the application has been verified.

3. (If in CONUS) Applicant has not been alerted for foreign service.

FOR THE COMMANDER:

. . . Encl

//signed//
ROBERT G. [illegible]
CPT, AGC
Asst AG

Figure 3–6–3. Sample comment 3 request for language training

STATEMENT

SUBJECT: Request for Language Training

1. I volunteer for language training under the provisions of AR 611-6. I meet the requirements contained in paragraph 4-4, AR 621-5, and submit the following information:

a. DLAB score. (List standard score (80 or over).
(Note that DLAB scores are no longer acceptable.)

b. Language spoken (for languages having and reading proficiency and date of proficiency-Greek, LE, R1, (0) Apr 2000; Portuguese-Brazilian, LE, R1, 30 Feb 2000).

c. I have no speech impediment. As of the date of this application, I meet the hearing acuity standards as prescribed in paragraph 4-4a(7), AR 611-6. My physical profile is PULHES 111111, 79/11.

d. PMOS 11B4000; DMOS 00BA100; DMOS 11B4000.

e. DEROS: 0 May 0000.

f. My language preferences are (NO Order) _____.

2. Training in any other language (Military) unacceptable if one of the three preferred languages indicated above is not available.

3. Geographic Area of Assignment Preference: ..... (Fill) See procedure 5-2, this pamphlet).

4. I understand I will incur a service obligation of ..... to be computed from completion (graduation date) of the course.
Check one of the following statements:

..... (Enlisted) I understand that I will be required to extend my term of enlistment or reenlist in order to meet the length of service requirement for service obligation. (AR 601-280 applies.)

..... (Officer) I am submitting an application for extension of active duty service in order to meet the service obligation (AR 135-210).

5. I further understand that, upon completion of language training, I will be subject to permanent assignment in accordance with the needs of the Army.

6. Attach request for waiver of enlistment (reenlistment) incentive (if applicable). (See figure 3-12-3.)

7. If individual is not immediately available, indicate date and circumstances; for example, completion of enlistment tour, completion of overseas tour, or other applicable circumstances.

..... Fail
..... (Date) .....

Signature of Applicant
Name, Grade, SSN

Figure 3–6–4. Sample request for language training statement

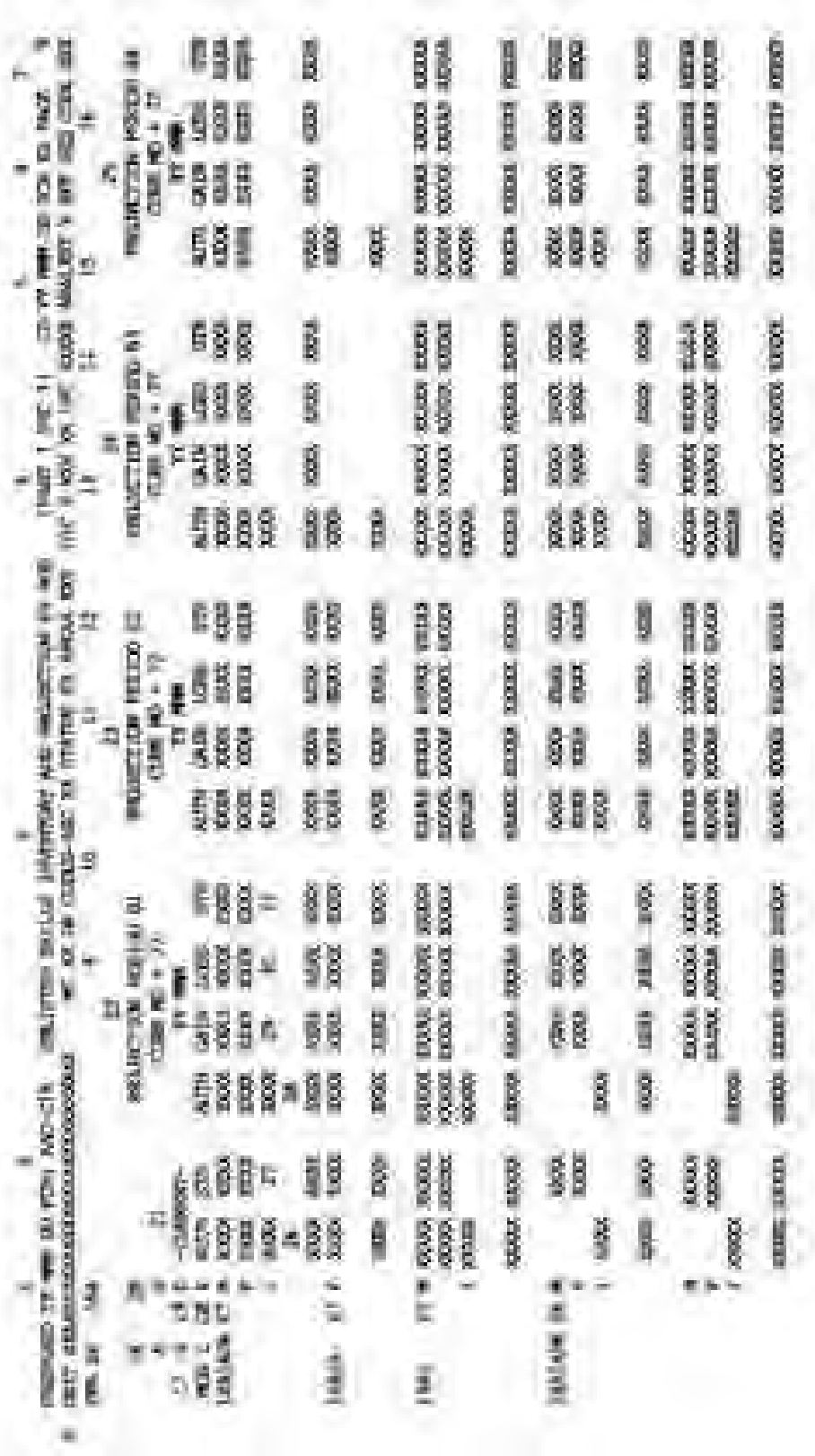


Figure 3–8–1. Sample format for part 1, section 1—Enlisted Skills Inventory and Projection by MOS

PREPARED YY MMM DD FOR: AAC-CIP ENLISTED SKILLS INVENTORY AND PROJECTION BY MOS (PART 1 SEC 1) CD YY MMM DD HH:MM XX PAGE #
UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXX MC XX DA CODES-ASD XX STATUS XX AREAS XXX USC X XXX XX UMC XXXXX ANALYST X RPT DSQ CODE XXX
FOR AA

				PROJECTION PERIOD 01				PROJECTION PERIOD 02				PROJECTION PERIOD 03				PROJECTION PERIOD 04			
A	D			CUMM MO + 77				CUMM MO + 77				CUMM MO + 77				CUMM MO + 77			
S	E	<-CURRENT->		YY MMM				YY MMM				YY MMM				YY MMM			
MOS I	CM	A	AUTH STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR
TOTAL-UAC																			
		M	XXXXX XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
		F	XXXXX XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
		C	XXXXX	XXXXX				XXXXX				XXXXX				XXXXX			
			XXXXX XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX

Figure 3–8–1. Sample format for part 1, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

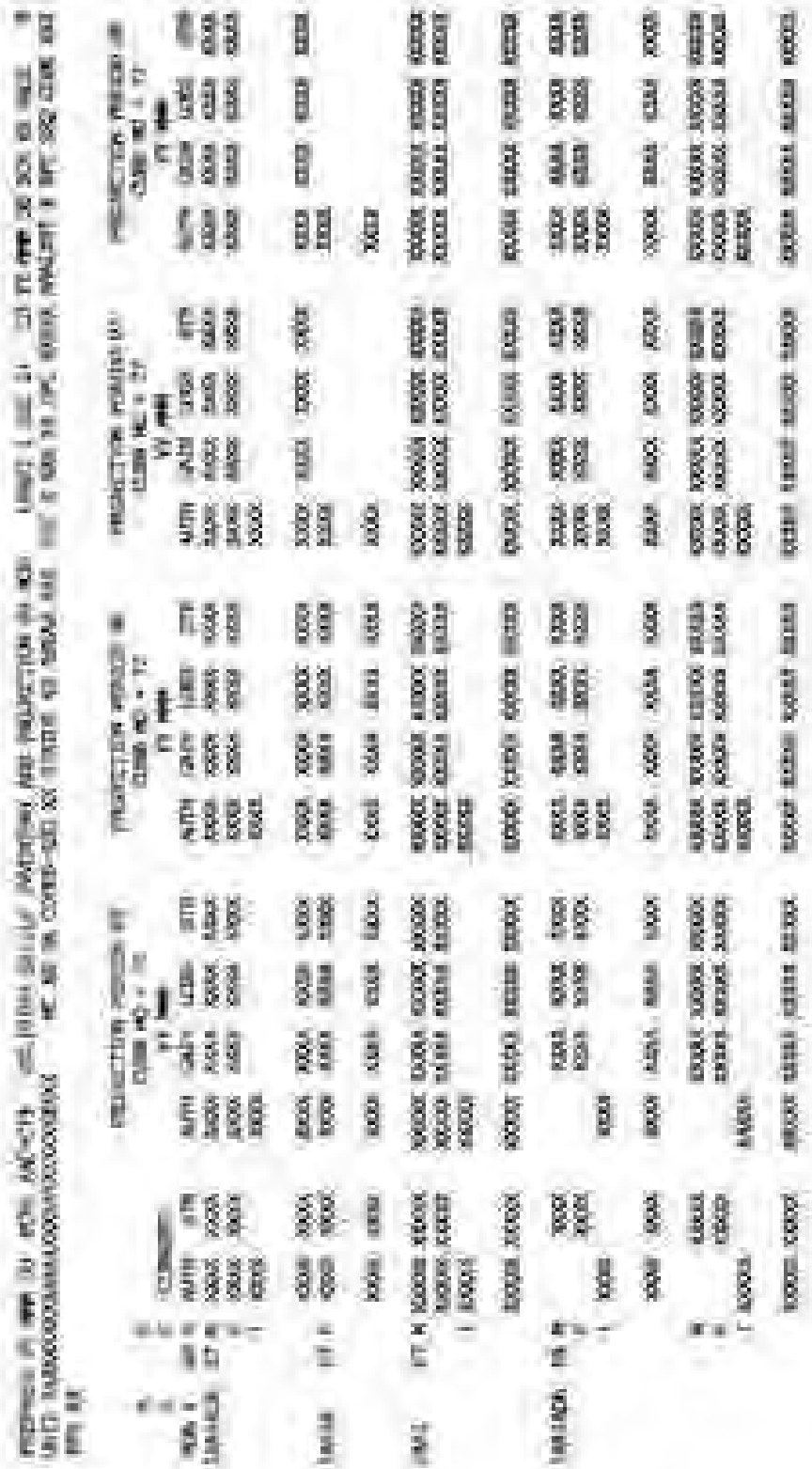


Figure 3–8–1. Sample format for part 1, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

PREPARED YY MMM DD PCN: AAC-C19 ENLISTED SKILLS INVENTORY AND PROJECTION BY MOS (PAGE 1 SEC 21 CO YY MMM DD DCN XX PAGE X
UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXX MC XX DA CODES-ASG XX STATUS XX AREAS XXX UIC X XXX XX OPC XXXXX AVAILBTY X RPT SEQ CODE XXX
PPR XX

				PROJECTION PERIOD 05 CUMR MO + 77 YY MMM				PROJECTION PERIOD 06 CUMR MO + 77 YY MMM				PROJECTION PERIOD 07 CUMR MO + 77 YY MMM				PROJECTION PERIOD 08 CUMR MO + 77 YY MMM			
A	S																		
U	X	<CURRENT>																	
MOS I	GP X	AUTH	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR
TOTAL-GRP																			
	M	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
	F	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
	T	XXXXX		XXXXX				XXXXX				XXXXX				XXXXX			
		XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX

Figure 3–8–1. Sample format for part 1, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

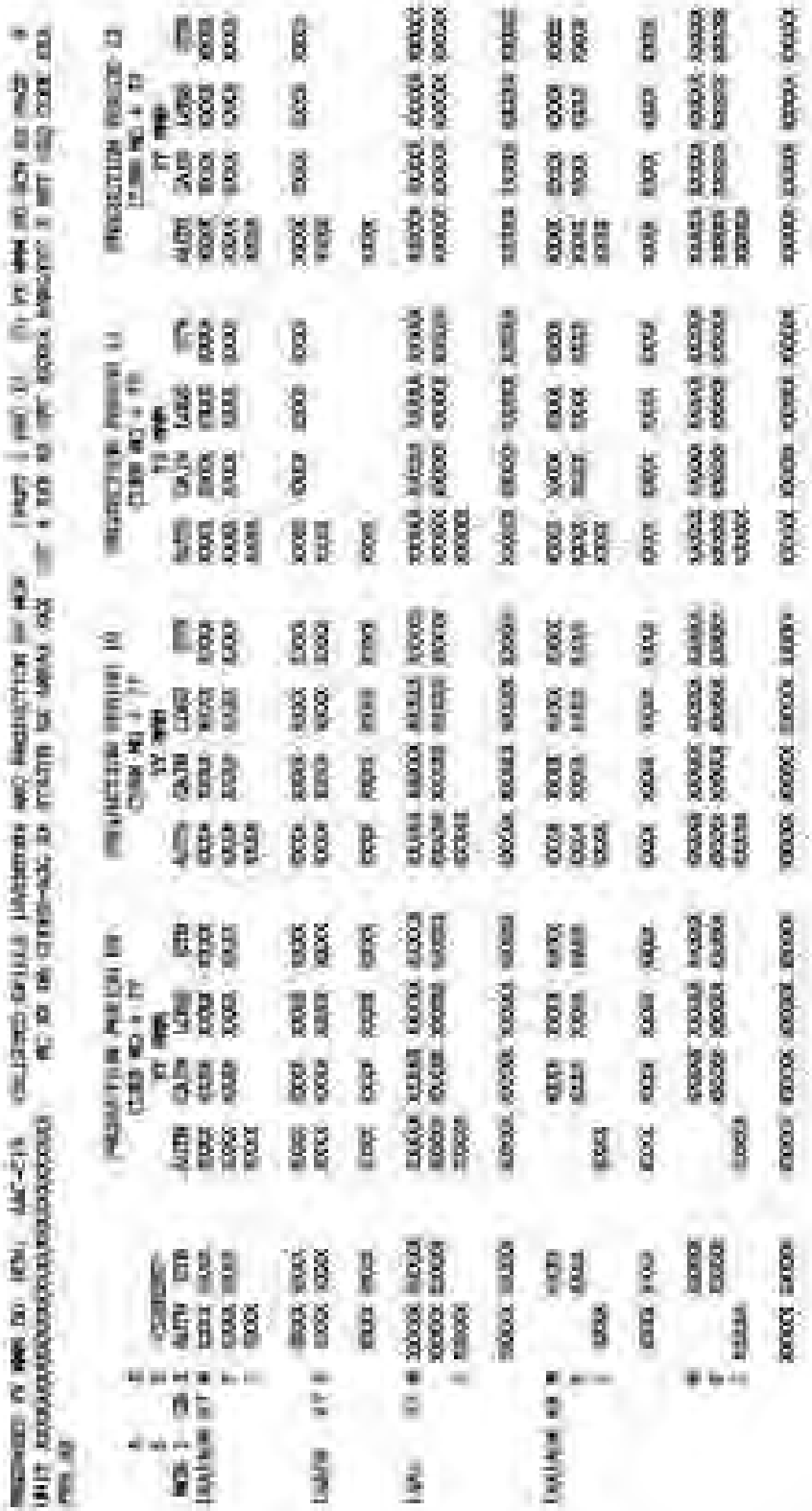


Figure 3–8–1. Sample format for part 1, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

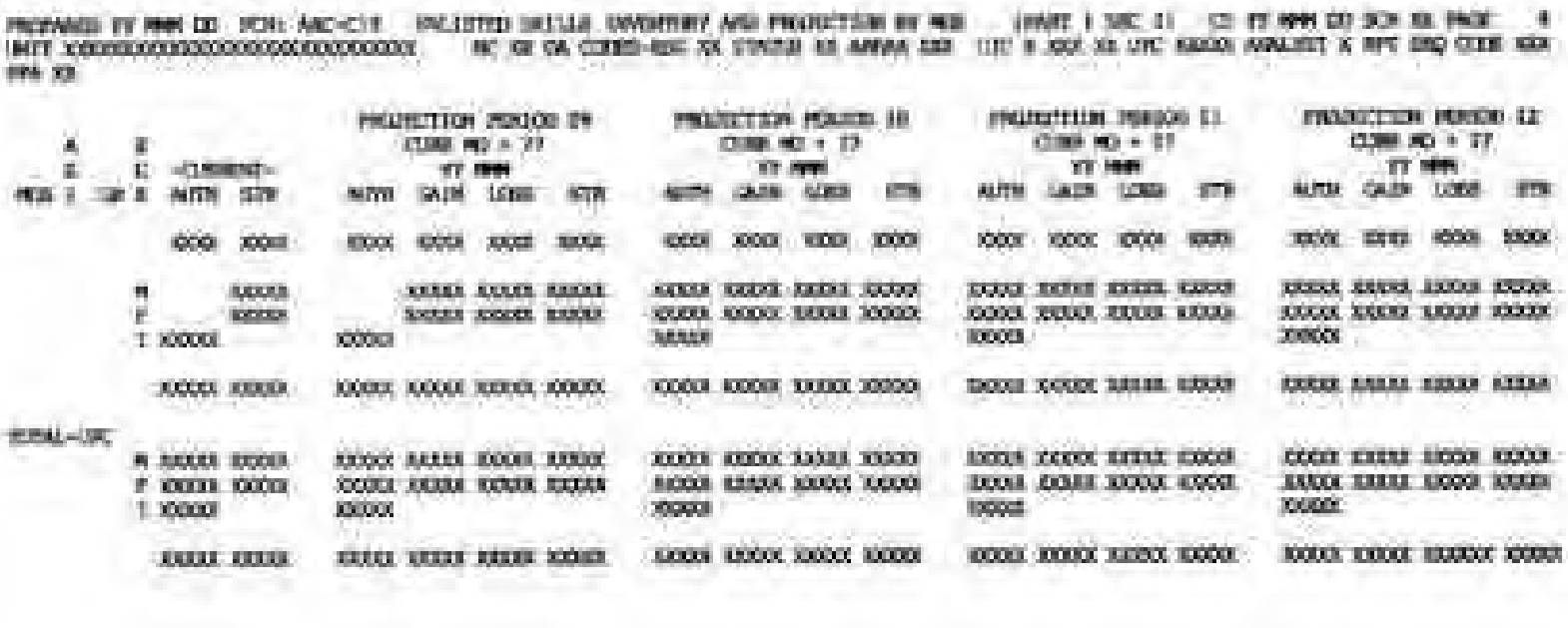


Figure 3–8–1. Sample format for part 1, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

Figure 3–8–1. Sample format for part 1—enlisted Skills Inventory and Projection by MOS—Continued

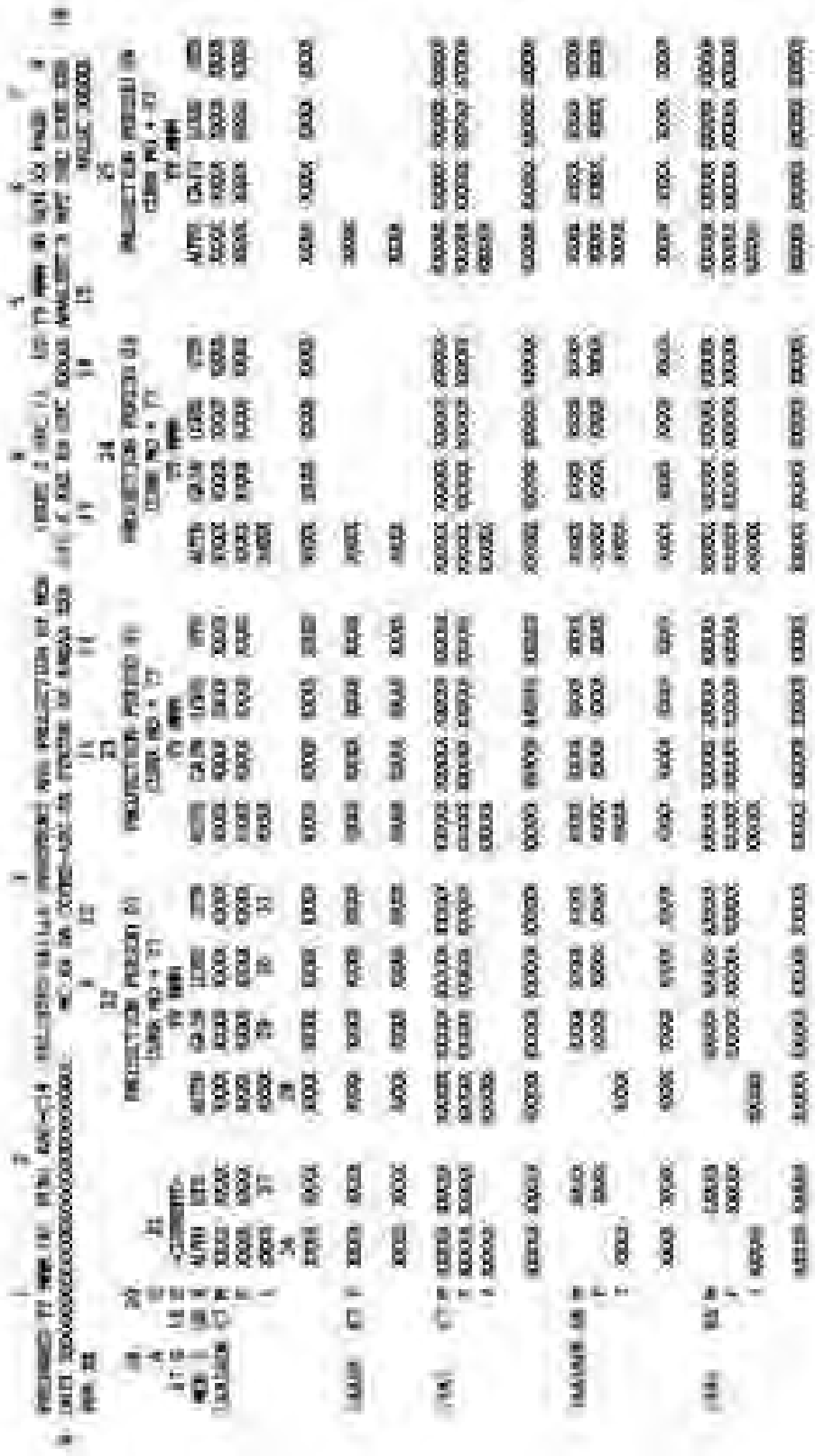


Figure 3–8–2. Sample format for part 2, section 1—Enlisted Skills Inventory and Projection by MOS

PREPARED YY MMM DD RCS: AAC-C10 ENLISTED SKILLS INVENTORY AND PROJECTION BY MOS (PART 2 SEC 1) CD YY MMM DD SCN XX PAGE 9
UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXX MC XX SR CODES-ASO XX STATUS XX AROAM XXX UIC X XXX XX UPC XXXXX AVAILSET X RPT REQ CODE XXX
PPA XX AALOC XXXXX

A	S			PROJECTION PERIOD 01				PROJECTION PERIOD 02				PROJECTION PERIOD 03				PROJECTION PERIOD 04			
				CORR MO + YY				CORR MO + YY				CORR MO + YY				CORR MO + YY			
G	E	-CURRENT-		YY MMM				YY MMM				YY MMM				YY MMM			
MOS	CM	AUTH	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR
XX TOTAL-UPC																			
	M	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
	F	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
	T	XXXXX		XXXXX				XXXXX				XXXXX				XXXXX			
		XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX

Figure 3–8–2. Sample format for part 2, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

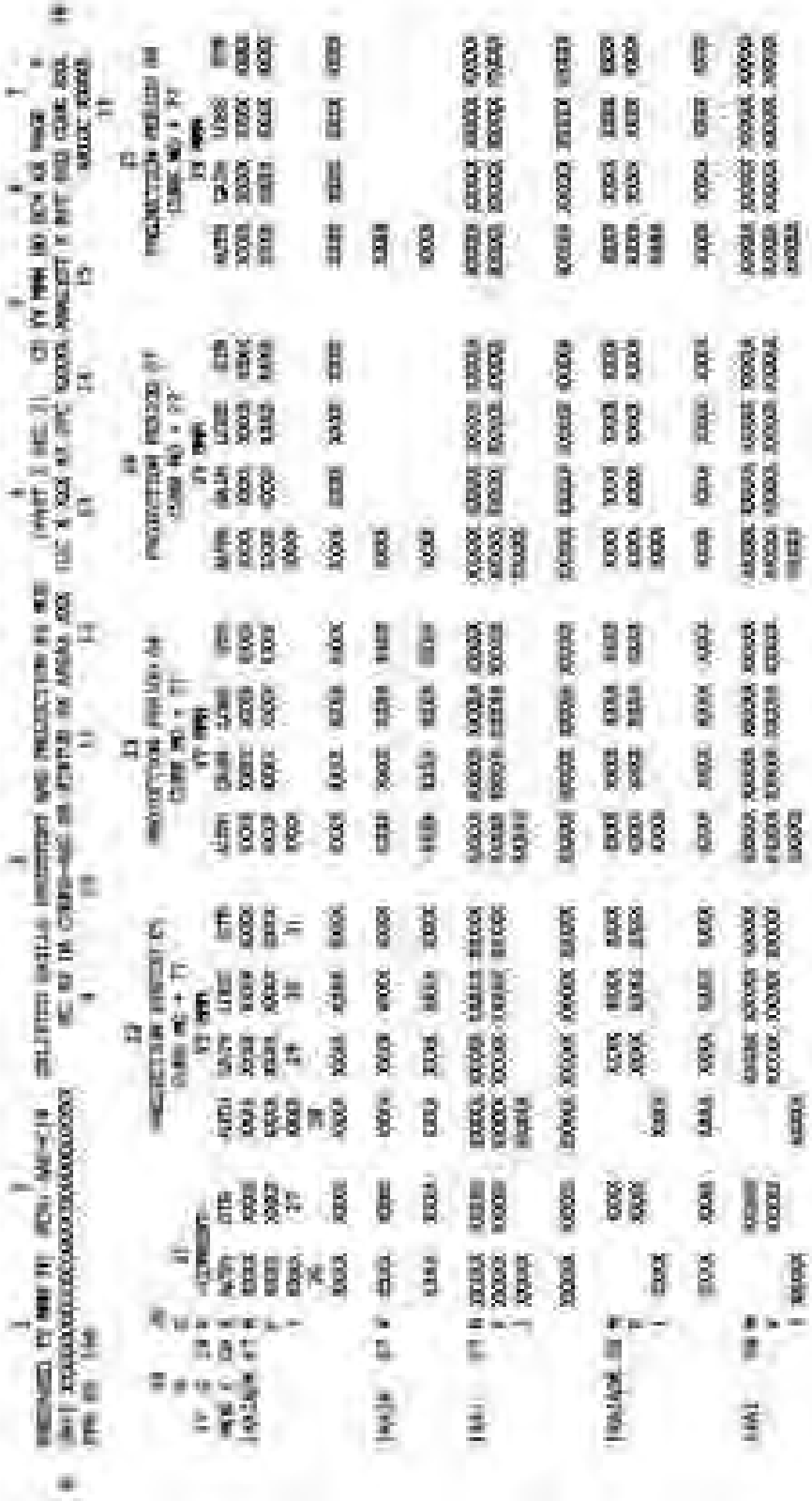


Figure 3–8–2. Sample format for part 2, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

PREPARED YY MMM DD PCN: AAC-C19 ENLISTED SKILLS INVENTORY AND PROJECTION BY MOS (PART 2 SEC I) CU YY MMM DD DCN XX PAGE
UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXX MC XX DA CODES-ASC XX STATUS XX GREAT XXX LOC X XXX XX LMC XXXXX ANALYST X RPT SEQ CODE XXX
PPA XX MEOC XXXXX

				PROJECTION PERIOD 05 CURR MO + 77 YY MMM				PROJECTION PERIOD 06 CURR MO + 77 YY MMM				PROJECTION PERIOD 07 CURR MO + 77 YY MMM				PROJECTION PERIOD 08 CURR MO + 77 YY MMM			
A E MOS I	E GR X	-CURRENT- AUTH	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR
		XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
TOTAL-MED																			
	M	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
	F	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
	I	XXXXX		XXXXX				XXXXX				XXXXX				XXXXX			
		XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX

Figure 3–8–2. Sample format for part 2, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

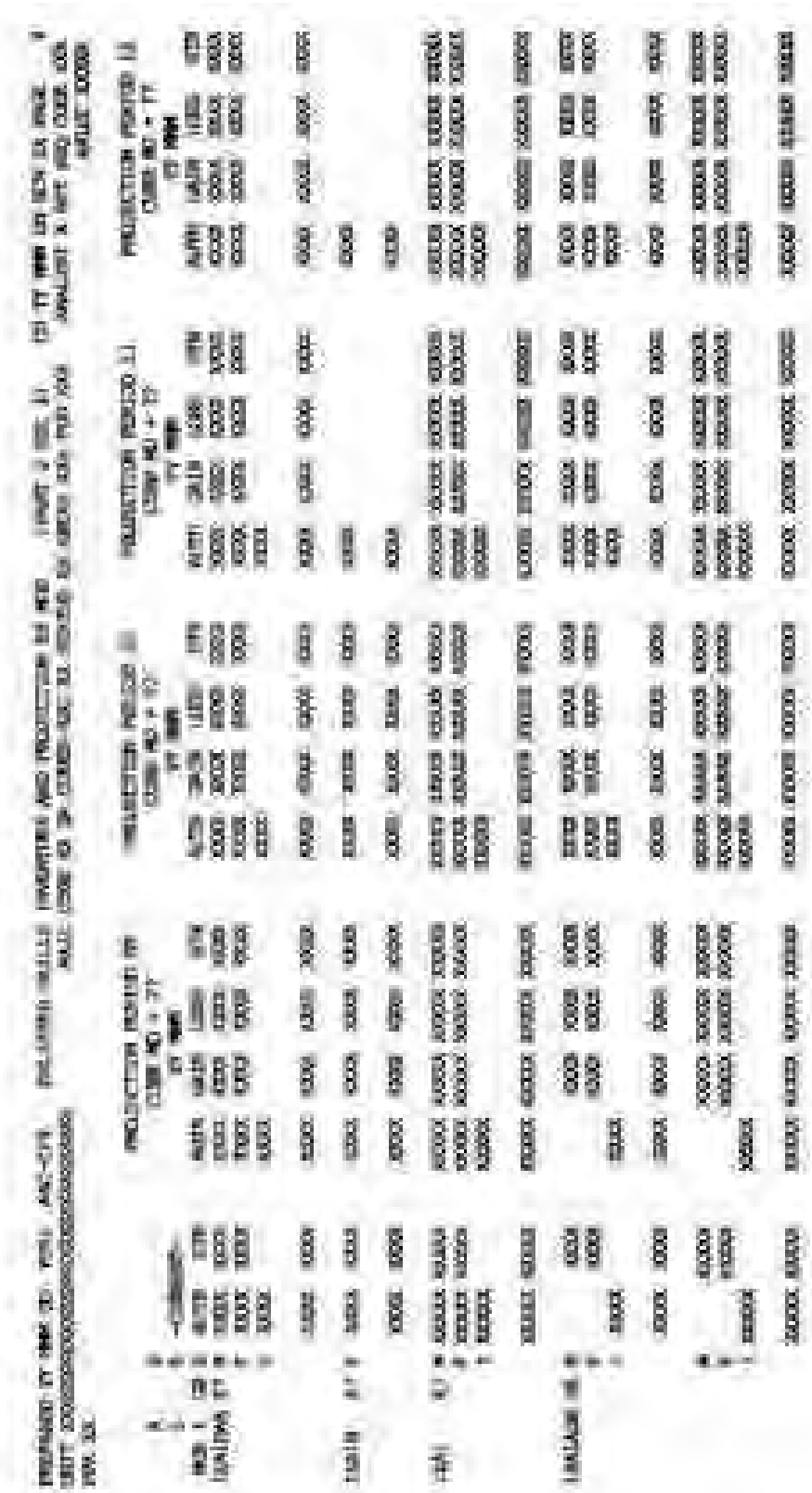


Figure 3–8–2. Sample format for part 2, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

PREPARED YY MMM DD PCN: AAC-C19 ENLISTED SKILLS INVENTORY AND PROJECTION BY MOS (PART 2 SEC 3) CD YY MMM DD SCH XX PAGE 9
UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX MAIL CODE XX DA CODES-ASC XX STATUS XX ARMAY XXX PUB XXX ANALYST X RPT SEQ CODE XXX
PPA XX ARLOC XXXXX

				PROJECTION PERIOD 09 CUBE MO + 77 YY MMM				PROJECTION PERIOD 10 CUBE MO + 77 YY MMM				PROJECTION PERIOD 11 CUBE MO + 77 YY MMM				PROJECTION PERIOD 12 CUBE MO + 77 YY MMM			
MOS	A U I	G R F X	-CURRENT- AUTH	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR
TOTAL PUB																			
		M	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
		F	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
		I	XXXXX		XXXXX				XXXXX				XXXXX				XXXXX			
			XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX

Figure 3–8–2. Sample format for part 2, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

Figure 3–8–2. Sample format for part 2, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

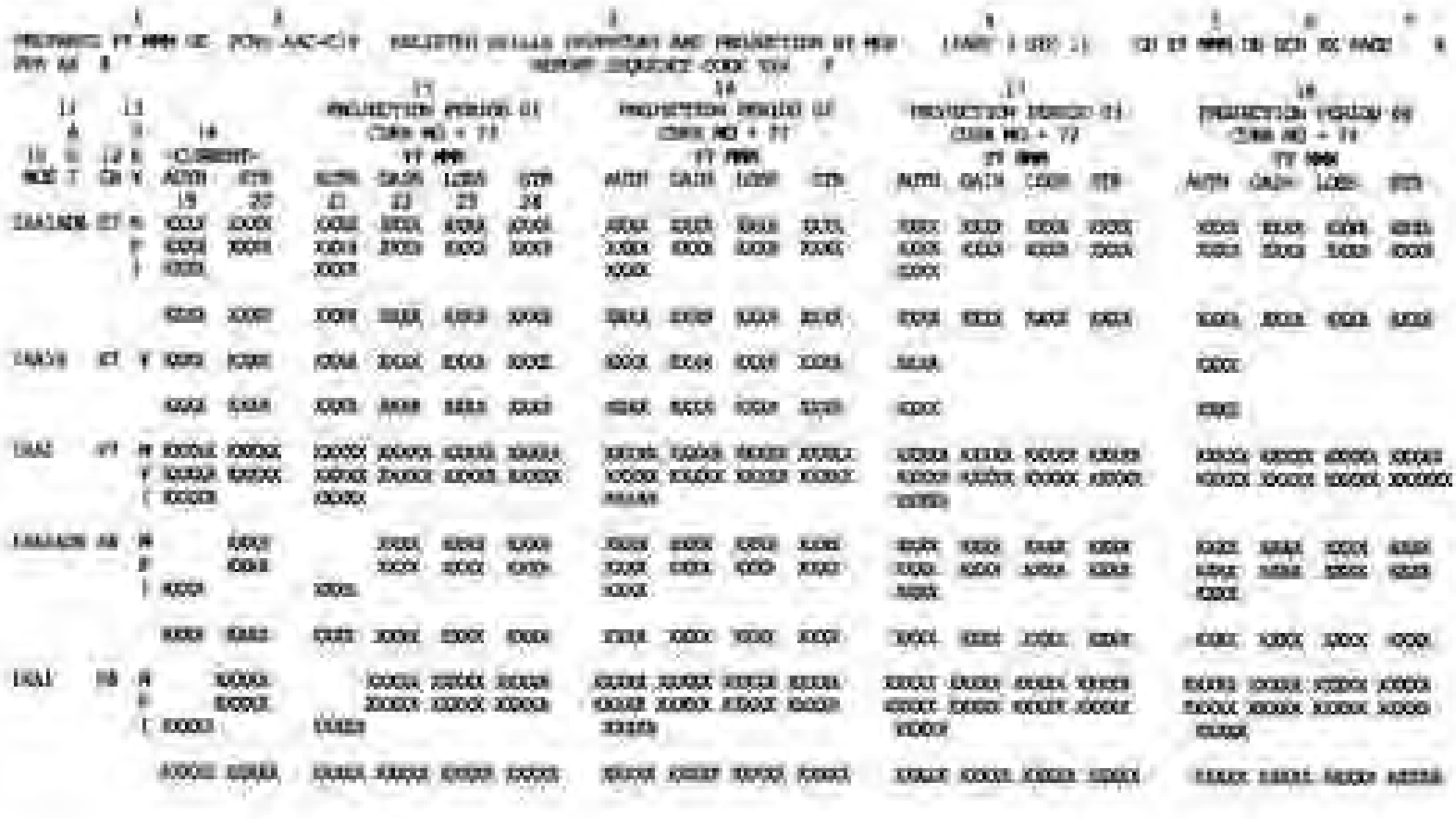


Figure 3–8–3. Sample format for part 3, section 1—Enlisted Skills Inventory and Projection by MOS

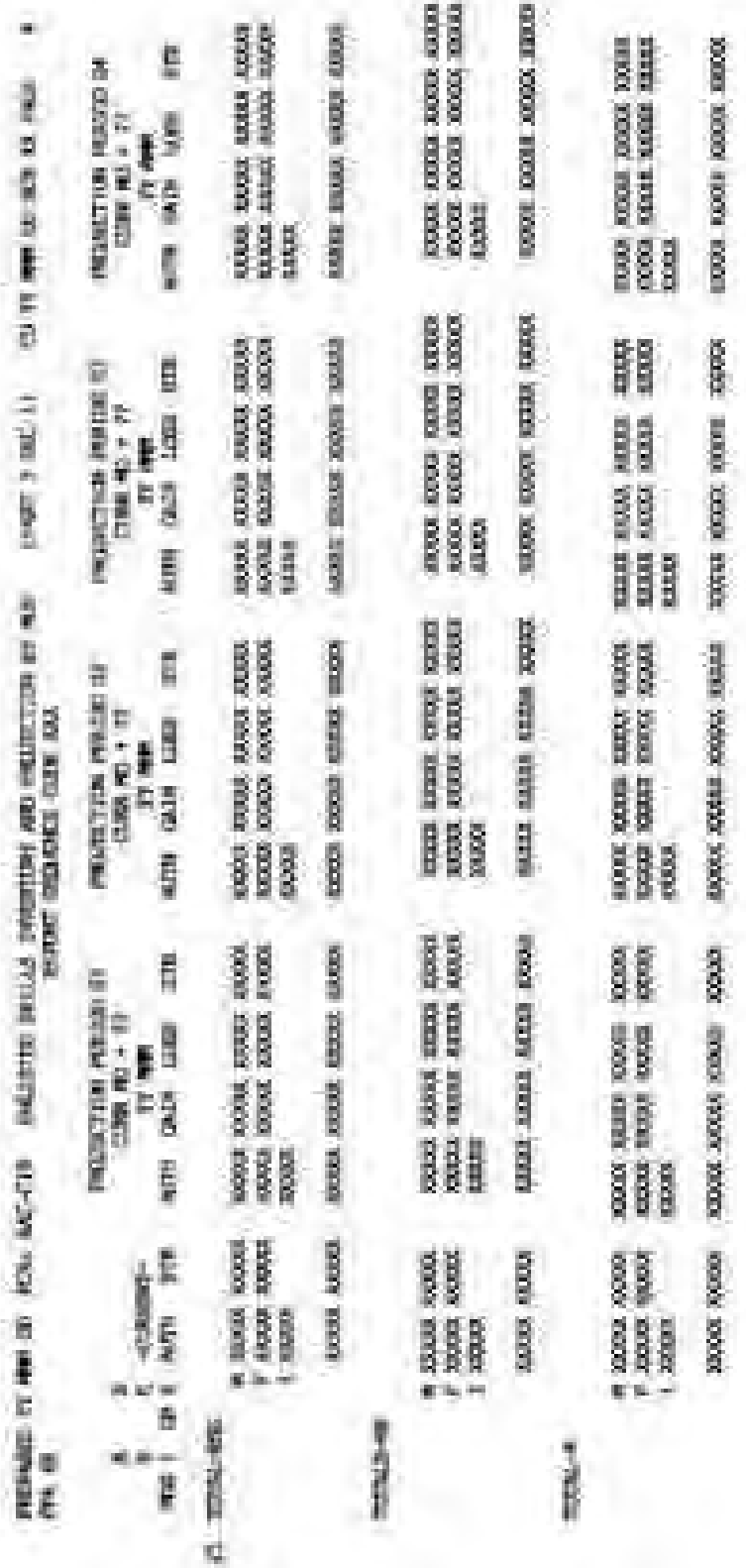


Figure 3–8–3. Sample format for part 3, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

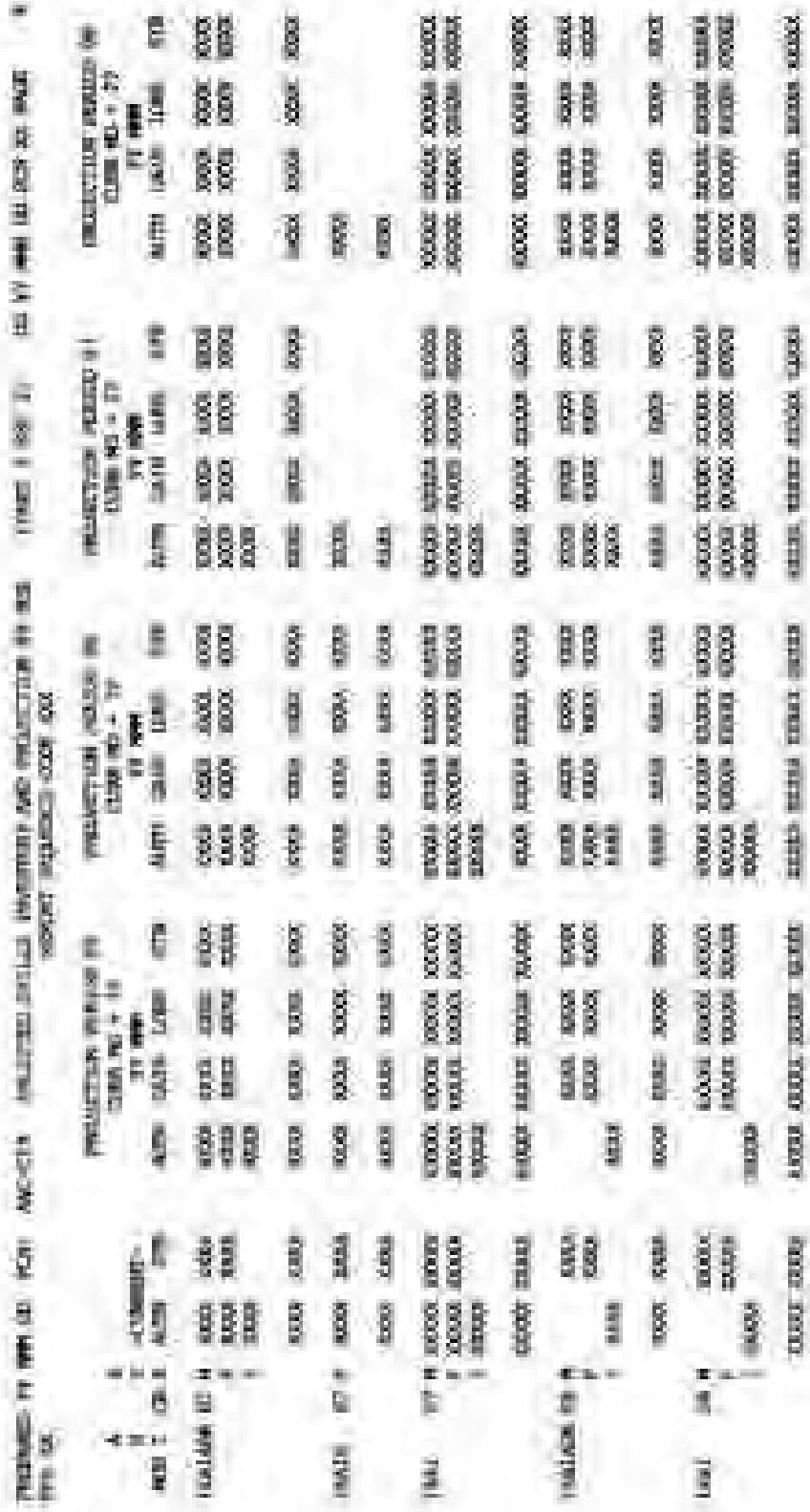


Figure 3–8–3. Sample format for part 3, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

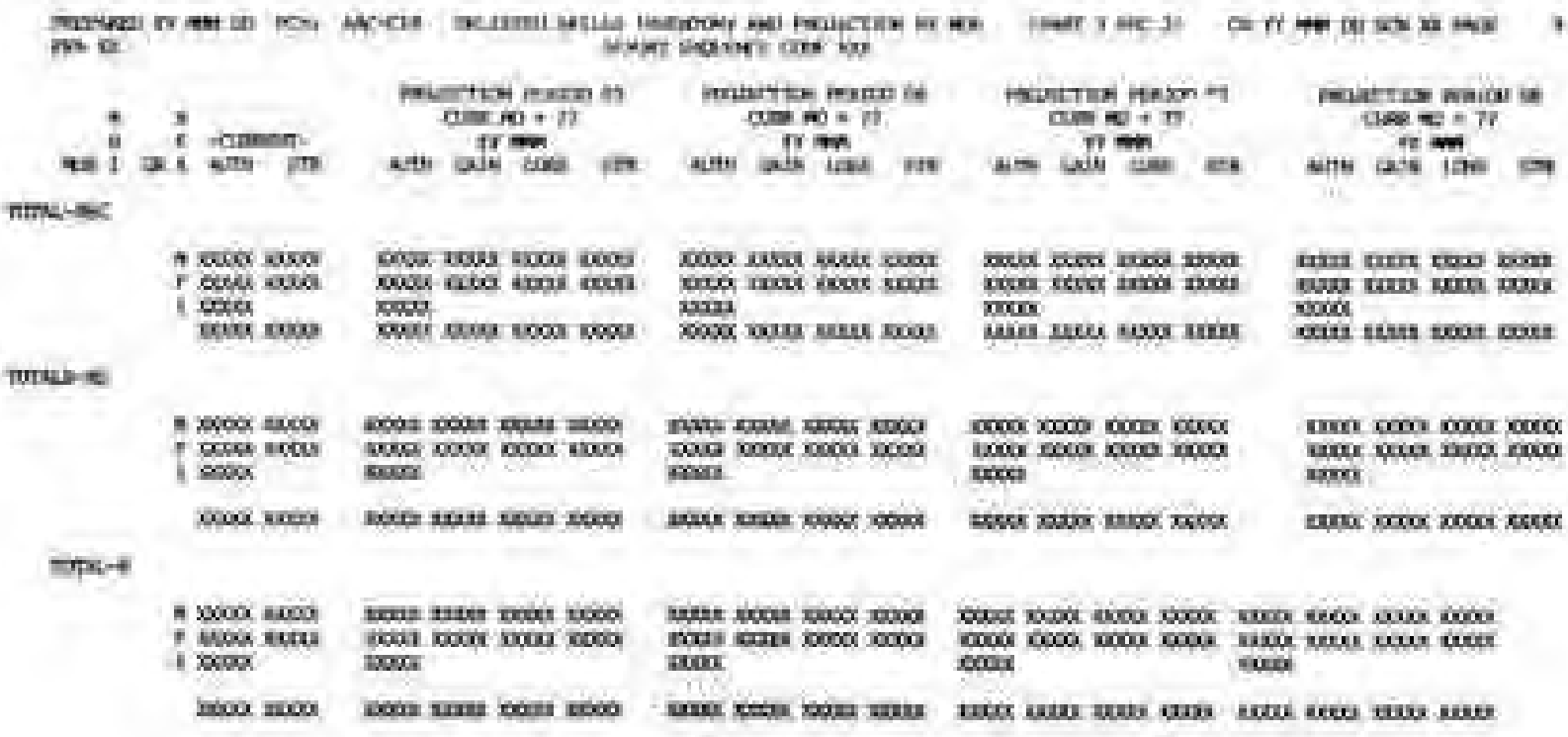


Figure 3–8–3. Sample format for part 3, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

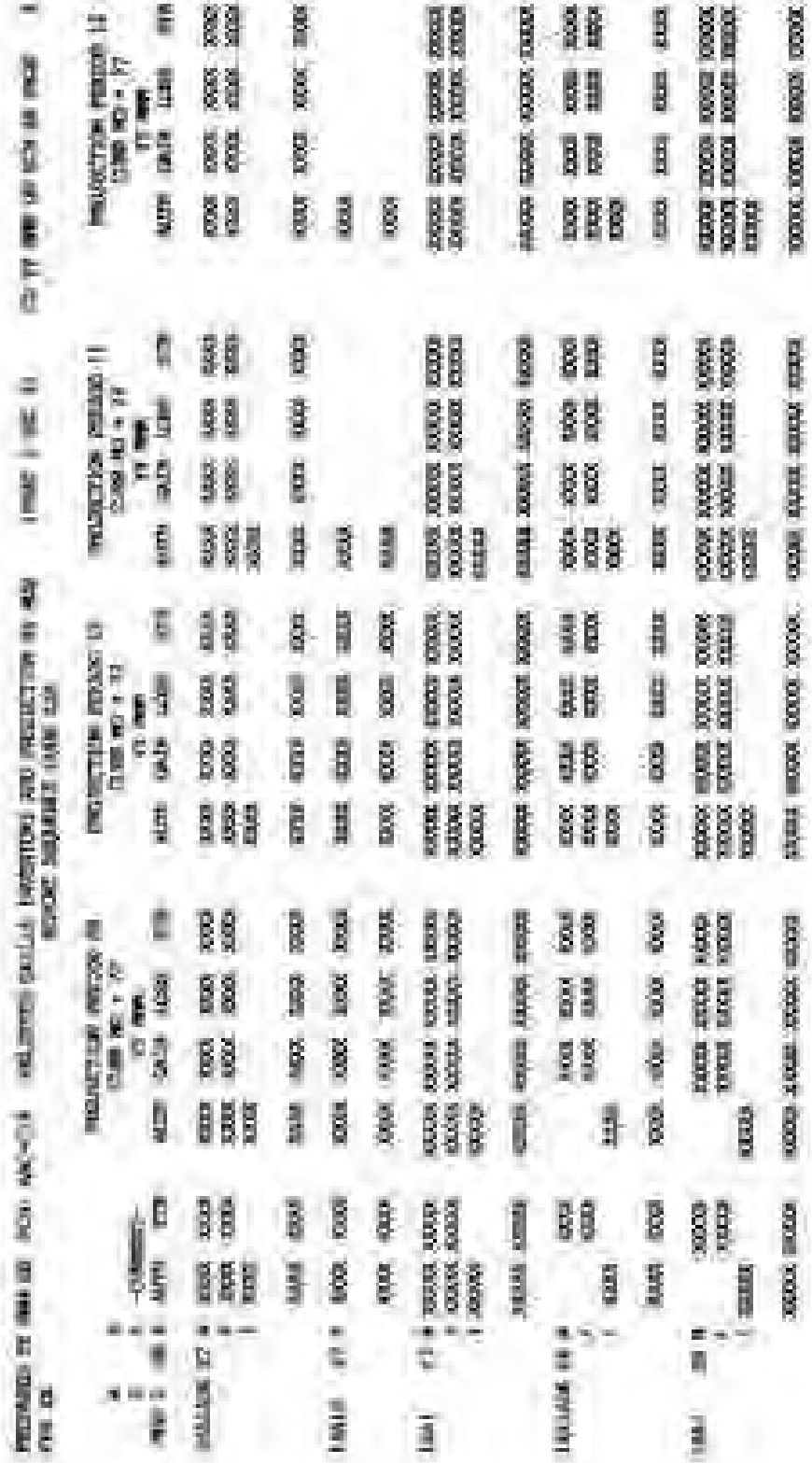


Figure 3–8–3. Sample format for part 3, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

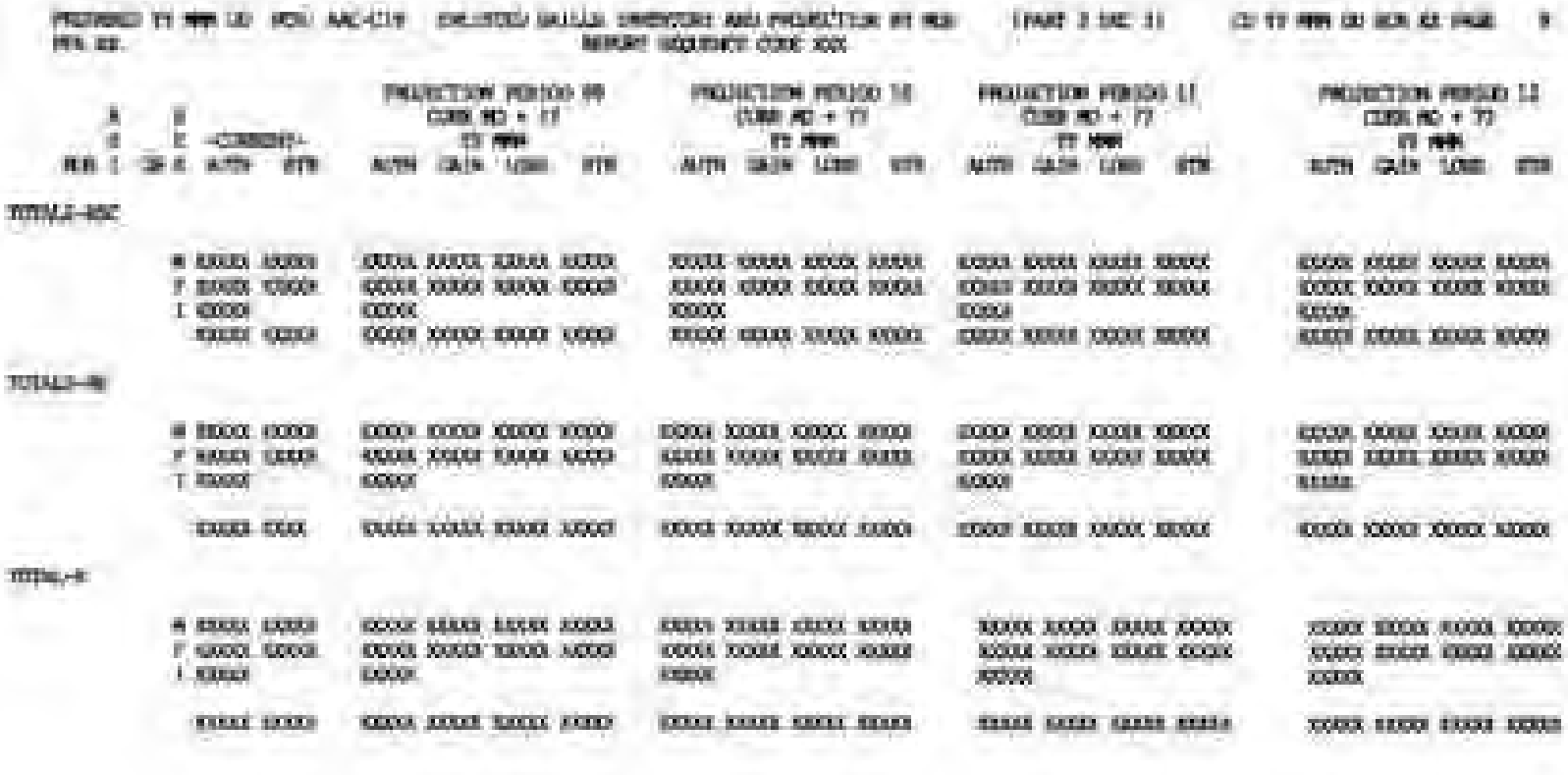


Figure 3–8–3. Sample format for part 3, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

Figure 3-8-3. Sample format for part 3—Enlisted Skills Inventory and Projection by MOS

REPORT HEADING

Item Number	Explanation of Item
(1)	PREPARED—The date the report was prepared.
(2)	FOR AAC-CTR—The Evaluation Control Number of the report.
(3)	PART 3, SECTION 1, ENLISTED SKILLS INVENTORY AND PROJECTION BY MOS—The title of the report.
(4)	PART AND SEC—The Part and Section Numbers of the report.
(5)	CD—Cycle Date. The "as of" date of the SIDPORS processing cycle that produced the report.
(6)	SCN—Shipment Control Number. The Shipment Control Number is a two character code that identifies the month and day the report was prepared by the DPI.
(7)	PAGE #—The page number of the report.
(8)	PPA—PERSINS Processing Activity Code.
(9)	REPORT SEQUENCE CODE. XXX—A code assigned to the RS to group units in a desired sequence for report purposes.

REPORT CONTENTS

Item Number	Explanation of Item
(10)	MOS—Military Occupational Specialty Code. The authorized MOSC and the primary MOSC.
(11)	ASI—Additional Skill Identifier. The Authorized MOS ASI and PMOS ASI.
(12)	GR—Grade. The Authorized and Accountable Grade.
(13)	ASI—Also of interest.
(14)	CURRENT STR—Current Strength. The strength as of the MR system date—Strength shown in Authorized and Accountable.
(15)	Projected gains, losses and strength one month from the report month.
(16)	Projected gains, losses and strength two months from the report month.
(17)	Projected gains, losses and strength three months from the report month.
(18)	Projected gains, losses and strength four months from the report month.
(19)	AUTH—Authorized. The number of personnel authorized with a particular PMOSC, ASI and Grade.
(20)	STR—Assigned. The assigned number of personnel with a particular PMOSC, ASI, and Grade.
(21)	AUTH—Authorized. The number of personnel authorized with a particular PMOSC, ASI and Grade.
(22)	ISAP—The number of personnel with a particular PMOSC, ASI and Grade who are available to arrive at the unit in the projected time period.
(23)	LOSS—The number of personnel with a particular PMOSC, ASI and Grade who are expected to depart the unit in the projected time period.
(24)	STR—Strength. The total number of personnel with a particular PMOSC, ASI and Grade in the unit after the projected time period (plus gains and minus losses).
(25)	TOTALS—Total available by 1st, 2d, and 3d positions of Report Sequence Code (in Full Mail Cases, Lower's option).

PART 3, SECTION 2, ENLISTED SKILL INVENTORY AND PROJECTION BY MOS (REPORT SEQUENCE CODE)

Explanation of items 1 thru 25 in the same as explained in Section 1, with the exception of Projection Periods which are indicated as (26), (27) and (28).

PART 3, SECTION 3, ENLISTED SKILL INVENTORY AND PROJECTION BY MOS (REPORT SEQUENCE CODE)

Explanation of items 1 thru 25 in the same as explained in Section 1, with the exception of Projection Periods which are indicated as (26), (27) and (28).

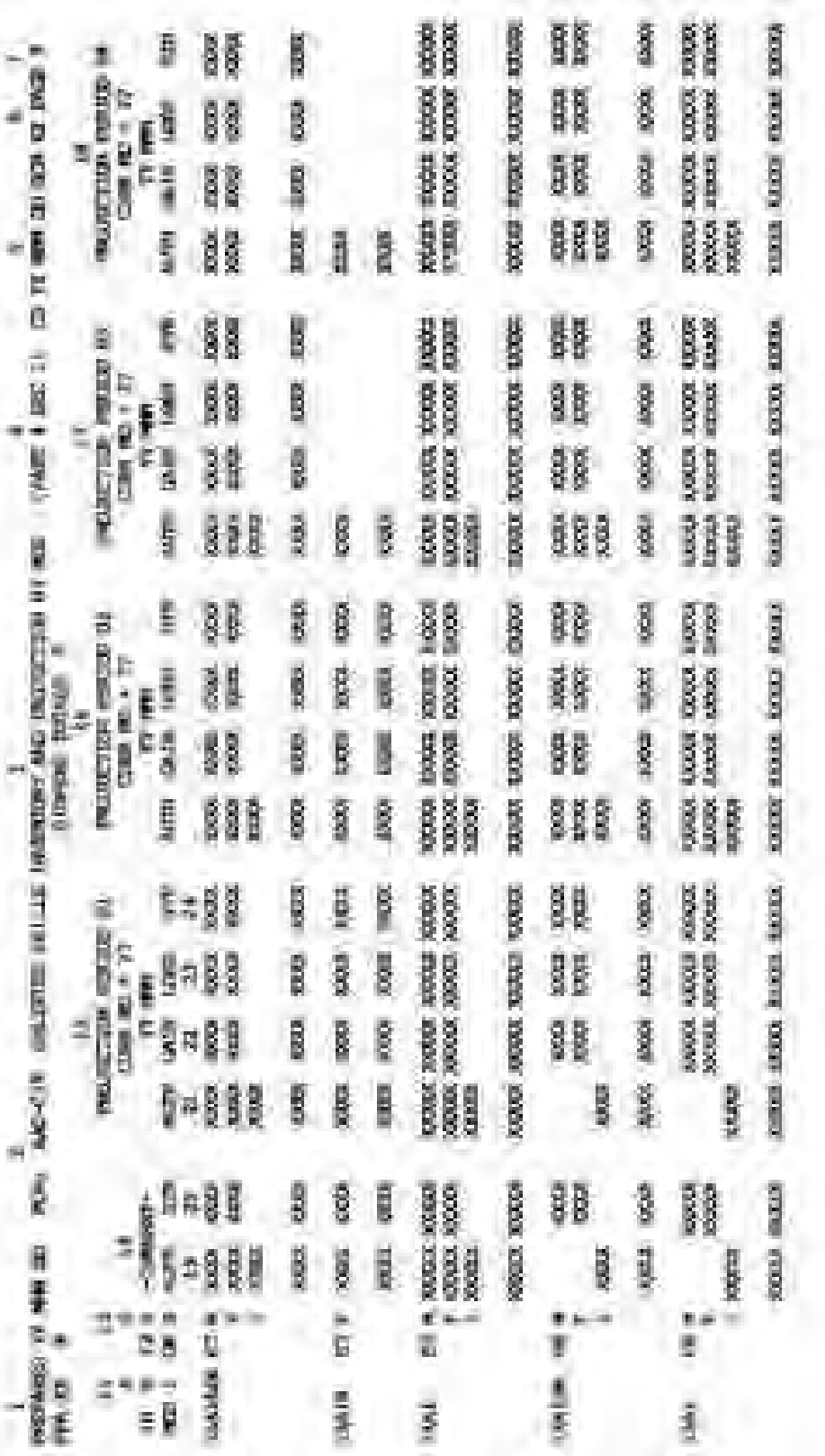


Figure 3–8–4. Sample format for part 4, section 1—Enlisted Skills Inventory and Projection by MOS

PREPARED YY MMM DD PCN: AAC-C19 BULLETIN DATE: INVENTORY AND PROJECTION BY MOS (PART 4 SEC 1) CD YY MMM DD @CH XX PAGE 5
PSN XX STEPPER TOTALS

A	S		PROJECTION PERIOD 01 CURR MO + 77 YY MMM				PROJECTION PERIOD 02 CURR MO + 77 YY MMM				PROJECTION PERIOD 03 CURR MO + 77 YY MMM				PROJECTION PERIOD 04 CURR MO + 77 YY MMM			
G	E	<CURRENT>																
MOS	GR	AUTH	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR
TOTAL-SUMMARY																			
25																			
	N	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
	F	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
	I	XXXXX		XXXXX				XXXXX				XXXXX				XXXXX			
		XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX

Figure 3–8–4. Sample format for part 4, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

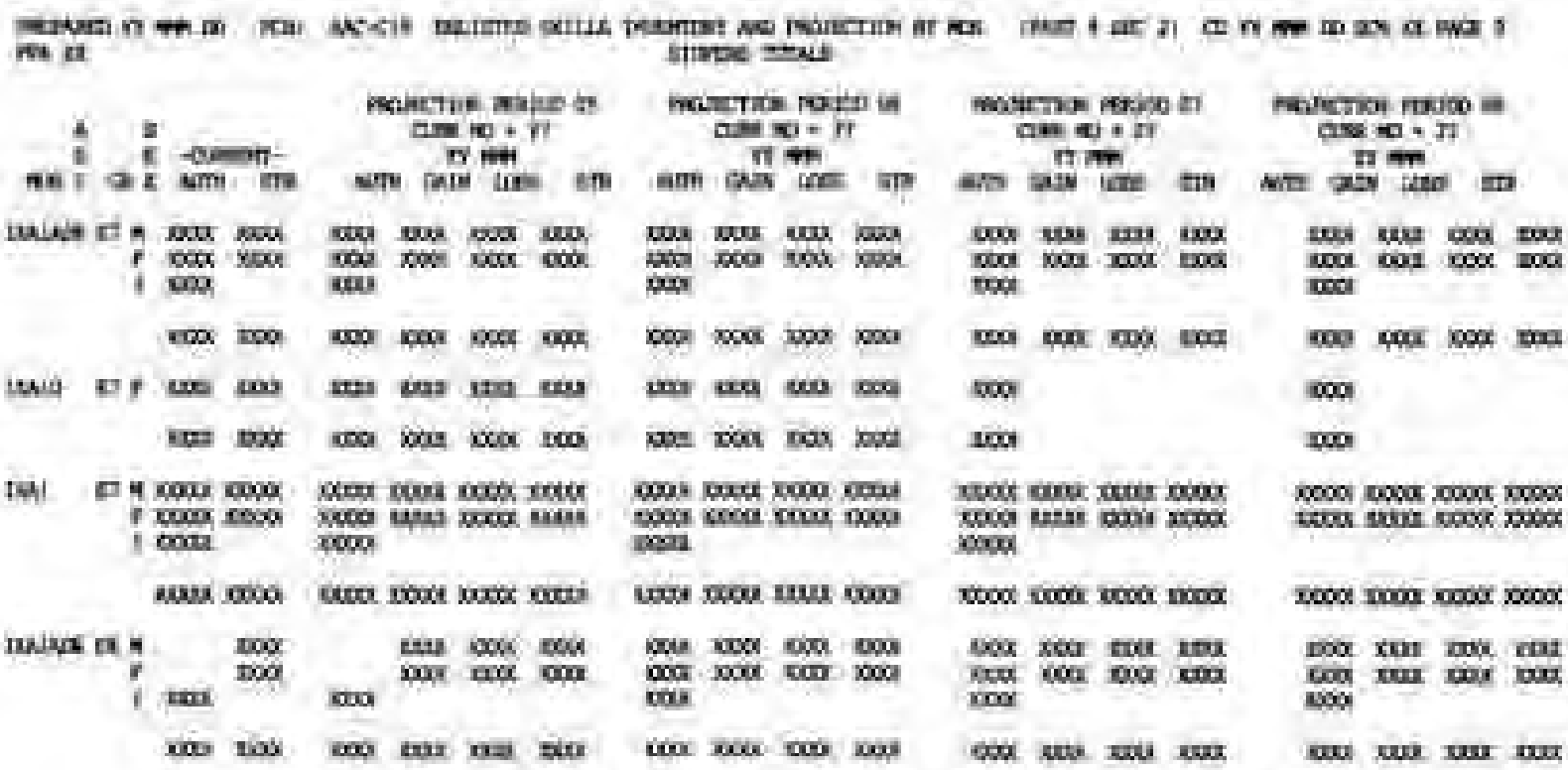


Figure 3–8–4. Sample format for part 4, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

PREPARED YY MMM DD PCN: AAC-C19 ENLISTED SKILLS INVENTORY AND PROJECTION BY MOS (PART 4 SEC 2) CO YY MMM DD SCN XX PAGE 9
PPA XX (CORPS TOTALS)

MOS	A G E	S E X	-CURRENT- AUTH	-CURRENT- STR	PROJECTION PERIOD 05 CURR MO + 77 YY MMM AUTH	GAIN	LOSS	STR	PROJECTION PERIOD 06 CURR MO + 77 YY MMM AUTH	GAIN	LOSS	STR	PROJECTION PERIOD 07 CURR MO + 77 YY MMM AUTH	GAIN	LOSS	STR	PROJECTION PERIOD 08 CURR MO + 77 YY MMM AUTH	GAIN	LOSS	STR
1AA1	05	M		XXXXX		XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
		F		XXXXX		XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
		T	XXXXX		XXXXX				XXXXX				XXXXX				XXXXX			
			XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
TOTAL--ENLISTED																				
		M	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
		F	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
		T	XXXXX		XXXXX				XXXXX				XXXXX				XXXXX			
			XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX

Figure 3–8–4. Sample format for part 4, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

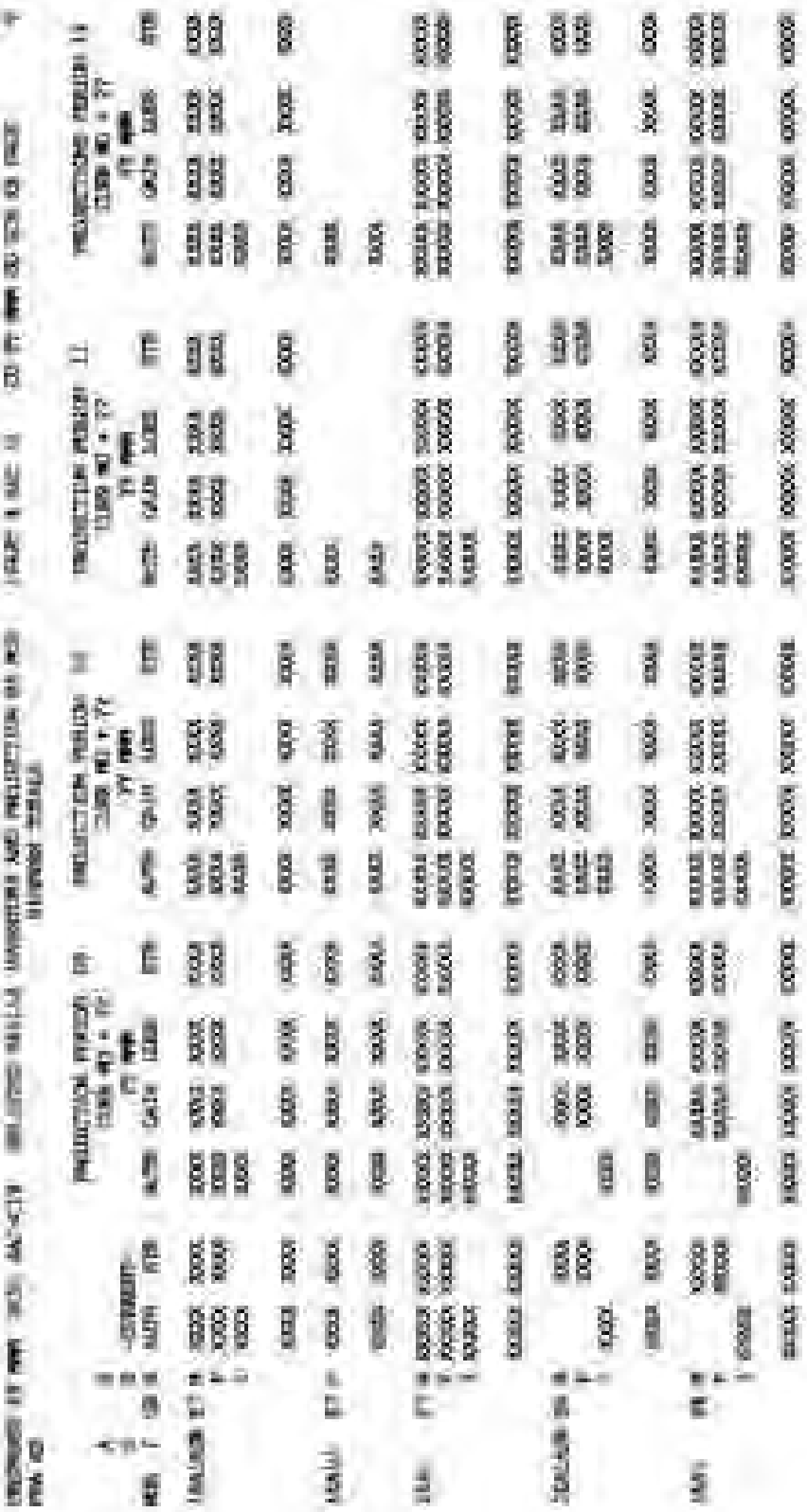


Figure 3–8–4. Sample format for part 4, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

PREPARED YY MMM PLN: AAC-CTP ENLISTED SKILLS INVENTORY AND PROJECTION BY MOS (PART 4 SEC 3) CO YY MMM DD SCN XX PAGE 9
PPA XX
SCREENS TOTALS

	A S	S E	-CURRENT-		PROJECTION PERIOD 09 CURR MO + 77 YY MMM				PROJECTION PERIOD 10 CURR MO + 77 YY MMM				PROJECTION PERIOD 11 CURR MO + 77 YY MMM				PROJECTIONS PERIOD 12 CURR MO + 77 YY MMM			
MOS	I	CR	A AUTH	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR	AUTH	GAIN	LOSS	STR
TOTAL-ENTERED																				
	M		XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
	F		XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
	I		XXXXX		XXXXX				XXXXX				XXXXX				XXXXX			
			XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX

Figure 3–8–4. Sample format for part 4, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

Figure 3-8-4. Sample format for part 4—Enlisted Skills Inventory and Projection by MOS

REPORT HEADING:

Item number	Explanation of item
(1)	PROGRAMED—The date the report was actually prepared.
(2)	PCN: AAC-016—The Production Control Number of the report.
(3)	PART 4, SECTION 1, ENLISTED SKILLS INVENTORY AND PROJECTION BY MOS—The title of the report.
(4)	PART AND SEC—The Part and Section Number of the report.
(5)	CD—Cycle Date. The "as of" date of the SIDPERS processing cycle that produced the report.
(6)	SCN—Segment Control Number. The Segment Control Number is a five character code that identifies the month and day the report was processed by the CPC.
(7)	PAGE 9—The page number of the report.
(8)	PPA—PERSINS Processing Activity.
(9)	NAMEDS TITLE 9—The segment in which the report is produced.

REPORT CONTENTS:

Item number	Explanation of item
(10)	MOS—Military Occupational Specialty Code. The authorized MOSC and primary MOSC.
(11)	ASI—Additional Skill Identifier. The Authorized MOS ASI and PMOS ASI.
(12)	GR—Grade. The Authorized and Accountable Grade.
(13)	SEX—Sex of individual.
(14)	CURRENT STR—Current Strength. The strength as of the last update—Strength shown is Authorized and Accountable.
(15)	PROJECTION FOR: (30)—Projected gains, losses and strength one month from the report month.
(16)	PROJECTION FOR: (60)—Projected gains, losses and strength two months from the report month.
(17)	PROJECTION FOR: (90)—Projected gains, losses and strength three months from the report month.
(18)	PROJECTION FOR: (120)—Projected gains, losses and strength four months from the report month.
(19)	AUTH—Authorized. The number of personnel authorized with a particular PMOSC, ASI and Grade.
(20)	STR—Assigned. The assigned number of personnel with a particular PMOSC, ASI and Grade.
(21)	AUTH—Authorized. The number of personnel authorized with a particular PMOSC, ASI and Grade.
(22)	GAIN—The number of personnel with a particular PMOSC, ASI and Grade who are expected to arrive at the unit in the projected time period.
(23)	LOSS—The number of personnel with a particular PMOSC, ASI and Grade who are expected to depart the unit in the projected time period.
(24)	STR—Strength. The total number of personnel with a particular PMOSC, ASI and Grade in the unit after the projected time period gains and minus losses.
(25)	TOTALS—Total SIDPERS Statistics for this part of the Section.

PART 4, SECTION 2, ENLISTED SKILL INVENTORY AND PROJECTION BY MOS (SIDPERS TOTALS):

Explanation of items 1 through 9 is the same as contained in Section 1, with the exception of Projection Periods which are indicated as (0), 10, 11 and 12.

Figure 3–8–4. Sample format for part 4, section 1—Enlisted Skills Inventory and Projection by MOS—Continued

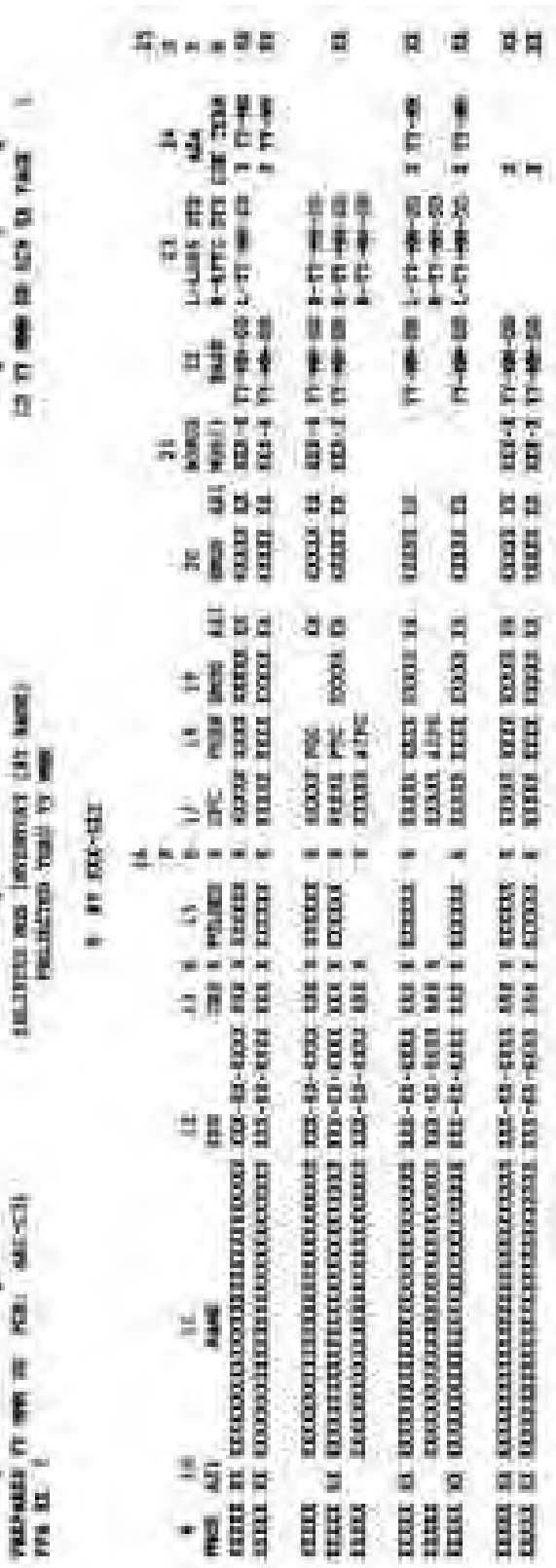


Figure 3–8–5. Sample format for Enlisted MOS Inventory (by name)

Figure 3-8-5. Sample format for Enlisted MOS Inventory (by name)

REPORT HEADING

Item number	Explanation of Item
(1)	PREPARED—The date the report was actually prepared.
(2)	PCN: AAC-C01—The Production Control Number of the report.
(3)	ENLISTED MOS INVENTORY (BY NAME)—The title of the report.
(4)	CD—Cycle Date. The "as of" date of the SIDPERS processing cycle that produced the report.
(5)	SCN—Shipment Control Number. The Shipment Control Number is a two character code that identifies the month and day the report was prepared by the DPI.
(6)	PAGE 1—The page number of the report.
(7)	PPA XX—PERSINS Processing Activity Code.
(8)	SY XXX-XX—Optional Sequence Selected.

REPORT CONTENTS

Item number	Explanation of Item
(9)	PMOS—Primary Military Occupational Specialty Code.
(10)	ASI—Additional Skill Identifier.
(11)	NAME—The name of the individual.
(12)	SSN—Social Security Number.
(13)	GRD—Grade. The abbreviation of the grade in which the individual is currently serving.
(14)	SEX—The sex of the individual.
(15)	PUPIC—Physical Profile Serial Code.
(16)	SEC CLR—Security Clearance. A code used to indicate the degree of access to classified material granted to an individual.
(17)	UPC—Unit Processing Code.
(18)	POSN—Position Number. The number of the position to which the individual is presently performing duty.
(19)	DMOS—Duty Military Occupational Specialty Code. The MOSC at which the individual is presently performing duty.
(20)	SMOS—Secondary Military Occupational Specialty Code.
(21)	BONUS MOS(1)—The MOS(1) for which the individual draws a bonus.
(22)	BASD—Basic Active Service Date. The date from which the individual's active service is computed.
(23)	LOS/ETS/RPTG DATE—The individual's Expiration of Term of Service (ETS), or if overseas the date the individual is eligible to return to CONUS.
(24)	AEA: CDE—Code. A code used to indicate an individual's eligibility and availability for world-wide assignment. TERM—Termination. The year and month of termination of the AEA code.
(25)	DPN—Dependents. The number of dependents the individual has.

Figure 3–8–5. Sample format for Enlisted MOS Inventory (by name)—Continued

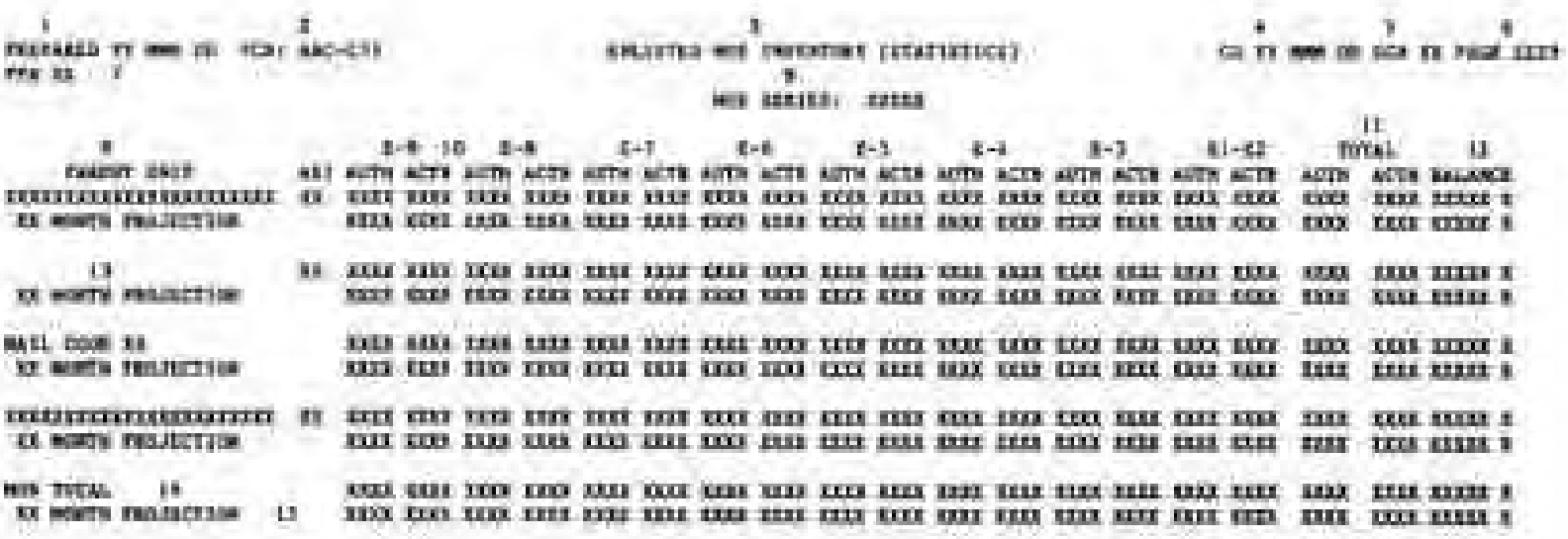


Figure 3–8–6. Sample format for Enlisted MOS Inventory (Statistics) produced in Peacetime SIDPERS

Figure 3-8-6. Sample format for Enlisted MOS inventory (statistics produced in peacetime SIDPERS)

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was actually prepared.
(2)	PCN: AAC-C03—The Production Control Number of the Report.
(3)	ENLISTED MOS INVENTORY (BY NAME)—The title of the report.
(4)	CD—Cycle Date. The "as of" date of the SIDPERS processing cycle that produced the report.
(5)	SCN—Shipment Control Number. The Shipment Control Number is a two character code that identifies the month and day the report was prepared for the DPI.
(6)	PAGE 1—The page number of the report.
(7)	TPA XS—PERSINS Processing Activity Code.
(8)	MOS SERIES: XXXXX—The MOS (3, 4 or 5 Positions) as per Schedule Card Selection.

REPORT CONTENTS

Item number	Explanation of item
(9)	PARENT UNIT—The name of the parent unit.
(10)	GRADE CODE.
	AUTH—Authorized. The number of personnel authorized by grade in the MOS for the parent unit.
	ACTS—Accountable. The number of personnel accountable by grade in the MOS for the parent unit.
(11)	TOTAL—The total number authorized and accountable for all grades.
(12)	BALANCE—The difference between the total authorized and the total accountable.
(13)	XX MONTH PROJECTION—The month from the report "as of" date for which the strength projection is shown.
(14)	MOS TOTAL—The total AUTH and ACTS for the MOS series for the SIDPERS Activity.
(15)	XX MONTH PROJECTION—The total months projected by grade for the SIDPERS Activity.

Figure 3–8–6. Sample format for Enlisted MOS Inventory (statistics produced in Peacetime SIDPERS)—Continued

1 2 3 4 5 6

PREPARED YY MMM DD PCN: AAC-C31 ENLISTED MOS INVENTORY (STATISTICS) CD YY MMM DD SCN DD PAGE 3

PPA XX 7

8

MOS SERIES: TOTAL

	9 CURRENT			10 24 MONTH PROJECTION			
	AUTH	ACTR	BALANCE	AUTH	ACTR	BALANCE	12
E-8	XXXXX	XXXXX	XXXXX X	XXXXX	XXXXX	XXXXX X	
E-6	XXXXX	XXXXX	XXXXX X	XXXXX	XXXXX	XXXXX X	
E-5	XXXXX	XXXXX	XXXXX X	XXXXX	XXXXX	XXXXX X	
E-4	XXXXX	XXXXX	XXXXX X	XXXXX	XXXXX	XXXXX X	
E-3	XXXXX	XXXXX	XXXXX X	XXXXX	XXXXX	XXXXX X	
E1-E2	XXXXX	XXXXX	XXXXX X	XXXXX	XXXXX	XXXXX X	
11 TOTAL	XXXXX	XXXXX	XXXXX X	XXXXX	XXXXX	XXXXX X	

Figure 3–8–7. Sample format for Enlisted MOS Inventory (Statistics) for Peacetime SIDPERS

Figure 3–8–7. Sample format for Enlisted MOS Inventory (Statistics) produced in Peacetime SIDPERS

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was actually prepared.
(2)	PCN: AAA-CSS—The Production Control Number of the report.
(3)	ENLISTED MOS INVENTORY (STATISTICS)—The title of the report.
(4)	CD—Cycle Date.
(5)	SCN—Shipment Control Number. The Shipment Control Number is a two character code that identifies the month and day the report as prepared by the DPI.
(6)	PAGE 2—The page number of the report.
(7)	PPA—PERSINS Processing Activity Code.
(8)	MOS SERIES: TOTAL—The total MOS series for the SIPERS Activity.

REPORT CONTENTS

Item number	Explanation of item
(9)	CURRENT. AUTH—Authorized. The number of personnel authorized by grade in the MOS for the parent unit. ACTB—Accountable. The number of personnel accountable by grade in the MOS for the parent unit.
(10)	XX MONTH PROJECTION—The number of months projection by grade for AUTH and ACTB for the report "as of" date.
(11)	TOTAL—The total of the number authorized and accountable for all grades.
(12)	BALANCE—The difference between the total authorized and the total accountable.

Figure 3–8–7. Sample format for Enlisted MOS Inventory (Statistics) produced in Peacetime SIDPERS—Continued

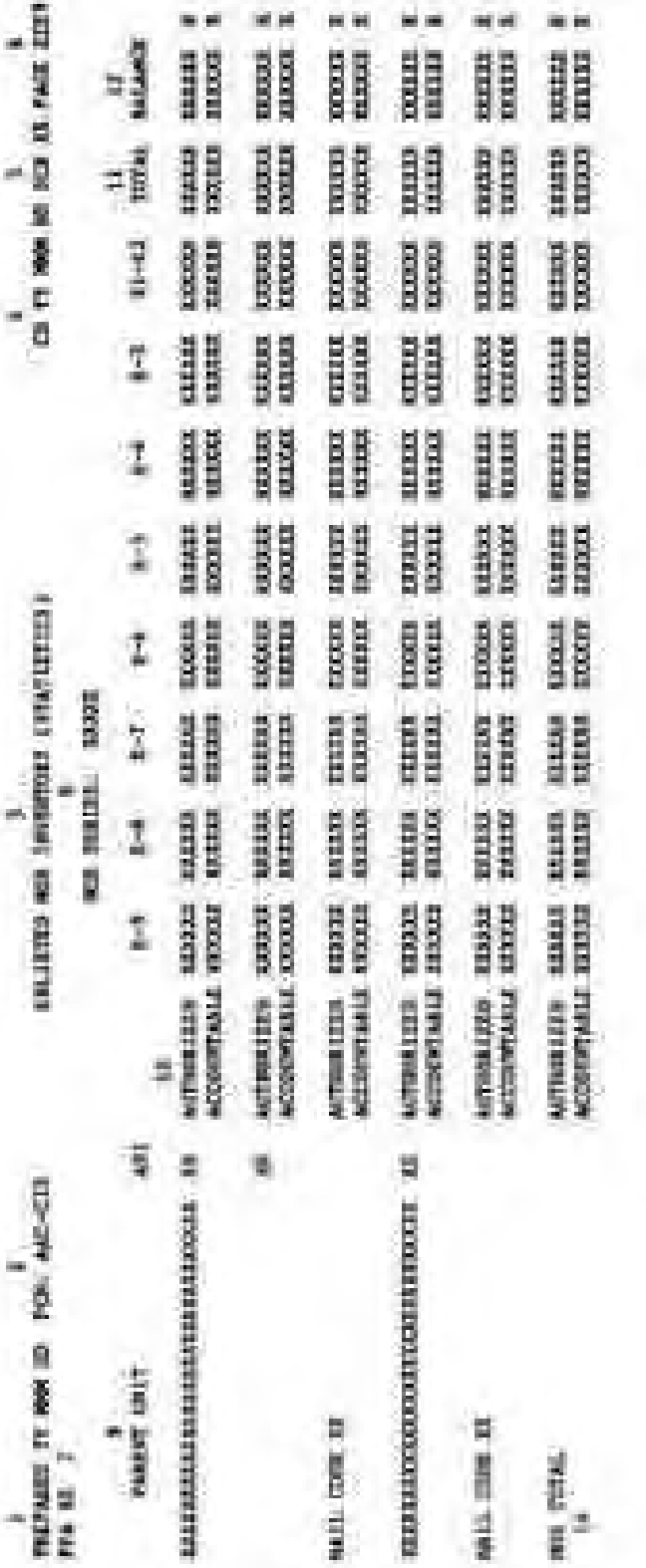


Figure 3–8–8. Sample format for Enlisted MOS Inventory (Statistics) for Wartime SIDPERS

Figure 3-8-8. Sample format for Enlisted MOS Inventory (Statistics) for Wartime SIDPERS

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was actually prepared.
(2)	PCN: AAC-CIS—The Production Control Number of the report.
(3)	ENLISTED MOS INVENTORY (STATISTICS)—The title of the report.
(4)	CD—Cycle Date.
(5)	SCN—Shipment Control Number. The Shipment Control Number is a two character code that identifies the month and day the report was prepared by the DPI.
(6)	PAGE 0—The page number of the report.
(7)	PPA—PERSAS Processing Activity Code.
(8)	MOS SERIES TOTAL—The total MOS series for the SIDPERS Activity.

REPORT CONTENTS

Item number	Explanation of item
(9)	PARENT UNIT—The name of the parent unit.
(10)	GRADE CODE. AUTH—Authorized. The number of personnel authorized by grade in the MOS for the SIDPERS Activity. ACTB—Accountable. The number of personnel accountable by grade in the MOS for the parent unit.
(11)	TOTAL—The total of the number authorized and accountable for all grades.
(12)	BALANCE—The difference between the total authorized and the total accountable.
(13)	REPORT SEQUENCE—The 1, 2, or 3 digit sequence.
(14)	MOS TOTAL—The total AUTH and ACTB for the MOS series for the SIDPERS Activity.

Figure 3–8–8. Sample format for Enlisted MOS Inventory (Statistics) for Wartime SIDPERS—Continued

1 PREPARED YY MMM DD PCN: AAC-CZZ 2 ENLISTED MOS INVENTORY (STATISTICS) 4 CD YY MMM DD SCN XX PAGE X
PPA XX 3

8 MOS SERIES: TOTAL

9 PARENT UNIT

10	E-9	E-8	E-7	E-6	E-5	E-4	E-3	E1-E2	11 TOTAL	12 BALANCE
SIDPERS TOTAL 13										
AUTHORIZED	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	
ACCOUNTABLE	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX?

Figure 3–8–9. Sample format for Enlisted MOS Inventory (Statistics) for Wartime SIDPERS—Continued

Figure 3–8–9. Sample format for Enlisted MOS Inventory (Statistics) for Wartime SIDPERS

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was actually prepared.
(2)	PCN: AAC–CD3—The Production Control Number of the report.
(3)	ENLISTED MOS INVENTORY (STATISTICS)—The title of the report.
(4)	CD—Cycle Date.
(5)	SCN—Shipment Control Number. The Shipment Control Number is a two character code that identifies the month and day the report was prepared by the DPI.
(6)	PAGE 5—The page number of the report.
(7)	PPA—PERSINS Processing Activity Code.
(8)	MOS SERIES: XXXXX—The MOS (3, 4, or 5 Position) as per Schedule Card Selection.

REPORT CONTENTS

Item number	Explanation of item
(9)	PARENT UNIT—The name of the parent unit.
(10)	GRADE CODE AUTH—Authorized. The number of personnel authorized by grade in the MOS for the parent unit. ACTB—Accountable. The number of personnel accountable by grade in the MOS for the parent unit.
(11)	TOTAL—The total of the number authorized and accountable for all grades.
(12)	BALANCE—The difference between the total authorized and the total accountable.
(13)	SIDPERS TOTAL—The total AUTH and ACTB by SIDPERS Activity.

Figure 3–8–9. Sample format for Enlisted MOS Inventory (Statistics) for Wartime SIDPERS—Continued

Figure 3–8–10. Sample of Mal-Slotted Personnel Report

Figure 3–8–11. Sample format Requisition Status Report

```
   1                    2                                   3                                                   4              5        6
PREPARED YY MMM DD  PGM:  AAC-T01                          CAP        HDRTRB                                  CD YY MMM DD SCN XX PAGE XXXX
UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   NO XX DA CODES AOC XX STATUS XX AREAY XXX  CIC X XXX XX UPC XXXXX ANALYST X RPT SEQ CODE XXX
TPA XX                                                                  7                                   8
SEQUENCE OPTION XXXXXXX CODE XXX                     PART II GAINING CANCELLED REQUISITIONS          CAP        CYCLE NO XX  DATES: XXXXX
      9      10   11   12
    EPD    PAT  REQ  SRP
  CTL-LINE CRD  NUM  MNEMONIC

  XXX XXXX  X  XXXXX XXXX
  XXX XXXX  X  XXXXX XXXX
  XXX XXXX  X  XXXXX XXXX

13      CANCELLED REQUISITIONS|XXXX

14 TOTAL CANCELLED REQUISITIONS|XXXX
```

Figure 3–8–12. Sample of Part 2 Gaining Cancelled Requisitions

Figure 3–8–12. Sample of Part II Gaining Cancelled Requisitions

Item number	Explanation of Item
(1)	PREPARED—The date the report was prepared.
(2)	PCN: AAC-T01—the SIDPERS Production Control Number of the report.
(3)	CAP ROSTER—The general title of the report.
(4)	CD—Cycle Date. The "as of" date of the SIDPERS processing cycle that produced the report.
(5)	SCN—Shipment Control Number. The two-character code that identifies the month and day the report was prepared by the Data Processing installation.
(6)	PAGE—The page number of the report.
(7)	PART II GAINING CANCELLED REQUISITIONS—The specific title of the report.
(8)	CAP CYCLE NO XX DATED XXXXXX—The HODA assigned two-character number and six-digit date of the CAP cycle.
(9)	EPD CTL-LINE—The Enlisted Personnel Management Directorate Control and Line Number for the requisition.
(10)	PAY GRD—Pay Grade. The pay grade required to fill the requisition.
(11)	REQ MOS—Requisition Military Occupational Specialty. The MOS required to fill the requisition.
(12)	ERR MNEM—Error Mnemonic. The non-essential error mnemonic "MAIP" will be displayed to the right of cancelled requisitions which have been posted to the SAIF as cancelled requisitions held on file.
(13)	CANCELLED REQUISITIONS XXXXX—The total number of cancelled requisitions processed on the page.
(14)	TOTAL CANCELLED REQUISITIONS XXXXX—The total number of cancelled requisitions processed on all pages of the report.

Figure 3–8–12. Sample of Part II Gaining Cancelled Requisitions—Continued

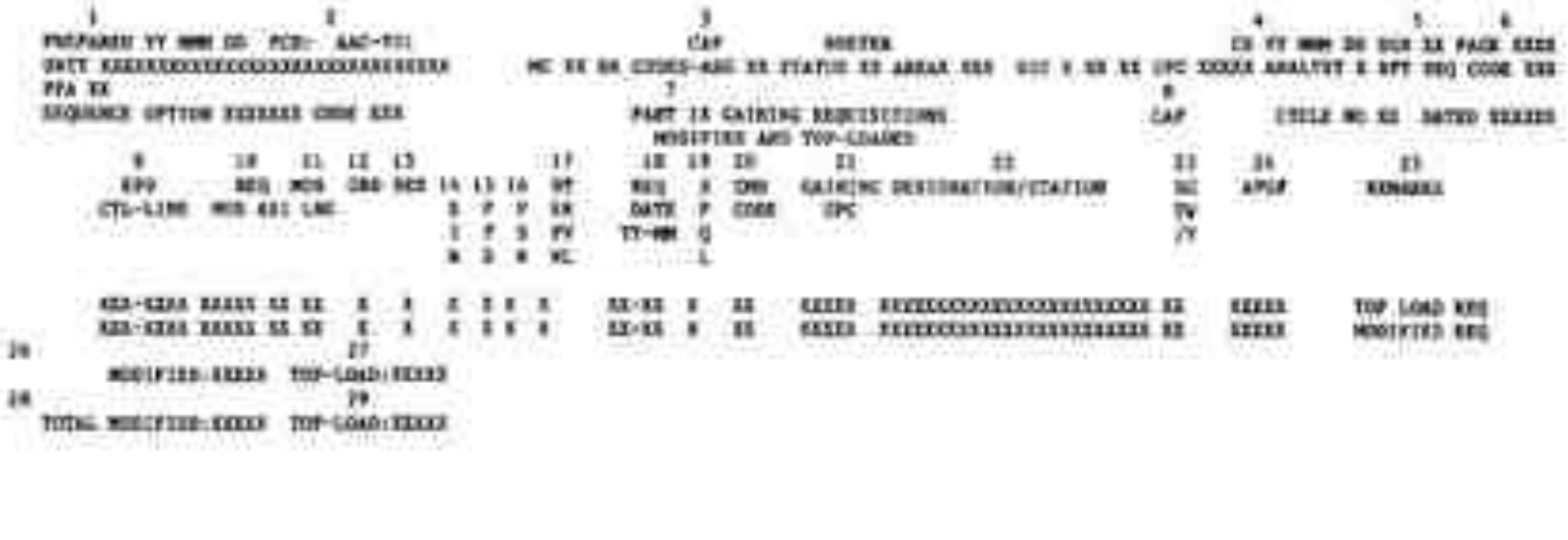


Figure 3–8–13. Sample format of Part 9 Gaining Requisitions Modified and Top-Loaded

Figure 3–8–13. Sample of Part 9 Gaining Requisitions Modified and Top-Loaded

Item number	Explanation of item
(1)	PREPARED—The date the report was prepared.
(2)	PGM AAC/TSI—The SIDPS Production Control Number of the report.
(3)	CAP ROSTER—The general title of the report.
(4)	CD—Cycle Date. The "as of" date of the SIDPS processing cycle that produced the report.
(5)	SCN—Shipment Control Number. The two-character code that identifies the month and day the report was prepared by the Data Processing Installation.
(6)	PAGE—The page number of the report.
(7)	PART 9-GAINING REQUESTIONS MODIFIED AND TOP-LOADED—The specific title of the report.
(8)	CAP CYCLE NO XX DATED XXXXXX—The NCDP-assigned two-character number and eight-digit date of the CAP cycle.
(9)	EPD CTL-LINE—The Enlisted Personnel Management Directorate Control and Line Number for the assignment.
(10)	PRGM MOS—Military Occupational Specialty. The MOS required for the assignment. PRGM ASI—Additional Skill Identifier. The ASI required for the assignment.
(11)	PRGM LNG—Language Identifier. The language required for the assignment.
(12)	PRGM GRD—Grade. The pay-grade required for the assignment.
(13)	PRGM MOS—The MOS required for the assignment.
(14)	SIR—Security Investigation Required. The SIR required for the assignment.
(15)	PPS—Position Personnel Security Status. The one character alpha code reflecting the highest level of personnel security eligibility that exists to identify positive information required for a specific duty position.
(16)	PSR—Position Personnel Security Requirement. The one character alpha code element describing the unique personnel security requirement for a specific duty position.
(17)	DEPN TKU—The type of travel authorized for the assignment.
(18)	REQUIREMENT DATE YYMMA—Requirement Date. The date requested for the assignment.
(19)	SPEC QUALIFICATION—Special Qualifications required for the assignment.
(20)	CMD CODE—The command code for the assignment.
(21)	GAINING UPC—Gaining Unit Processing Code.
(22)	DESIGNATION/STA—The Designation/Station of the assignment.
(23)	ST OR (SAT)—State or Gateway of the assignment.
(24)	APO #—APO Number of the assignment.
(25)	REMARKS—Remarks relating to Top-Loaded/Modified Requisitions.
(26)	MODIFIED—Number of Modified requisitions.
(27)	TOP LOADED—Number of Top-Load requisitions.
(28)	TOTAL MODIFIED—The total number of modified requisitions.
(29)	TOP LOAD—The total number of Top-Load requisitions.

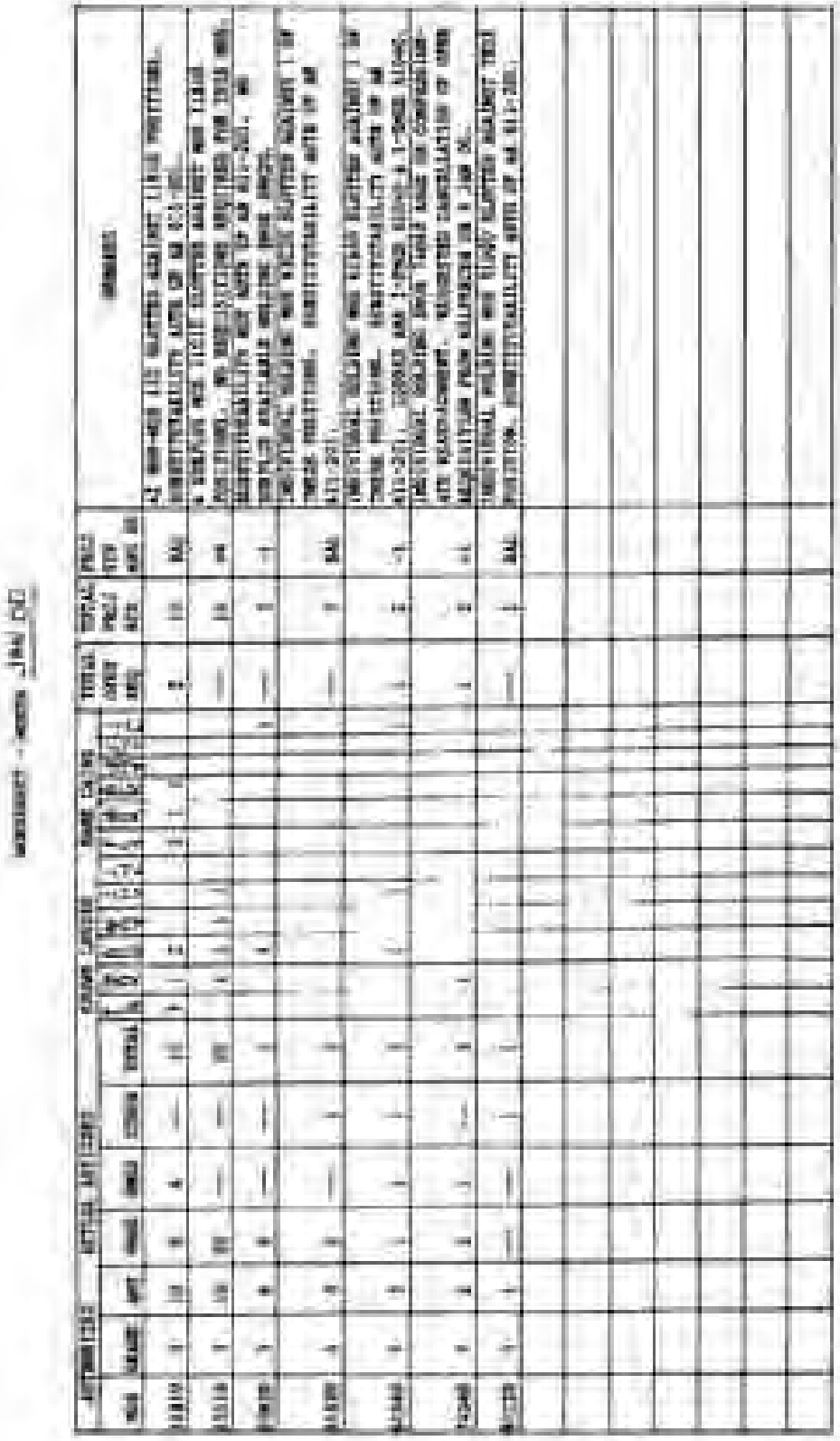


Figure 3–8–14. Suggested format for enlisted requisition worksheet

[illegible]

[illegible]

Figure 3–8–15. Instructions for preparation of AUTODIN and TEXT header and trailer

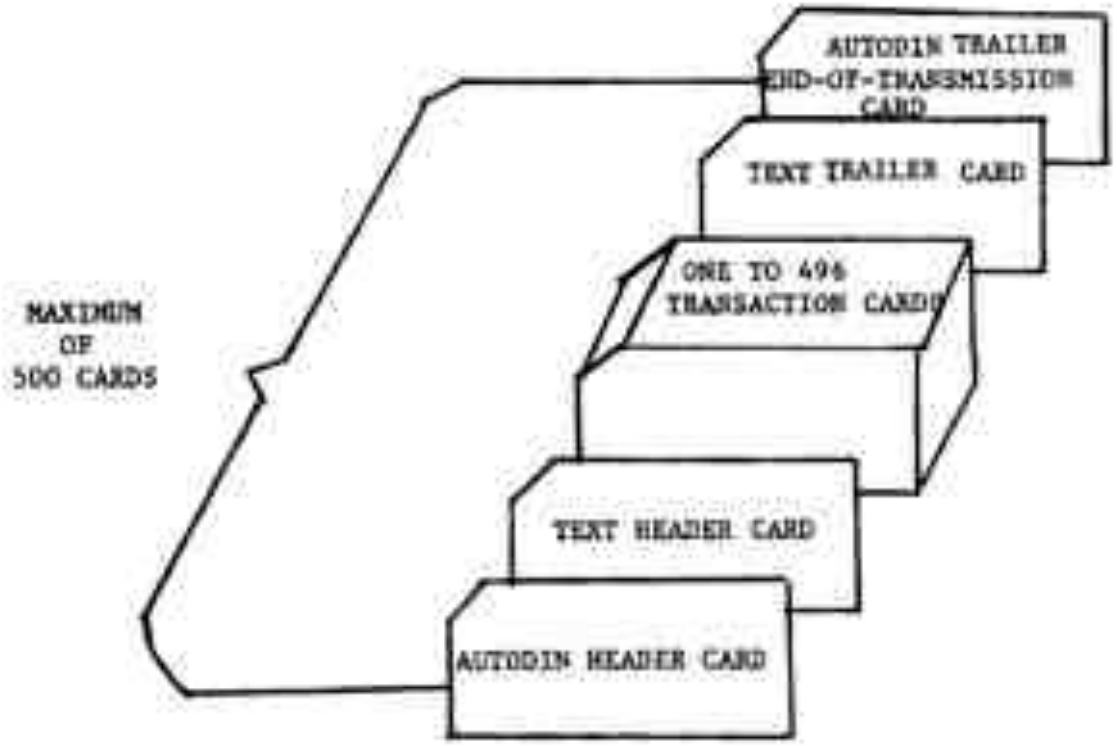


Figure 3–8–16. Structure of an AUTODIN Batch

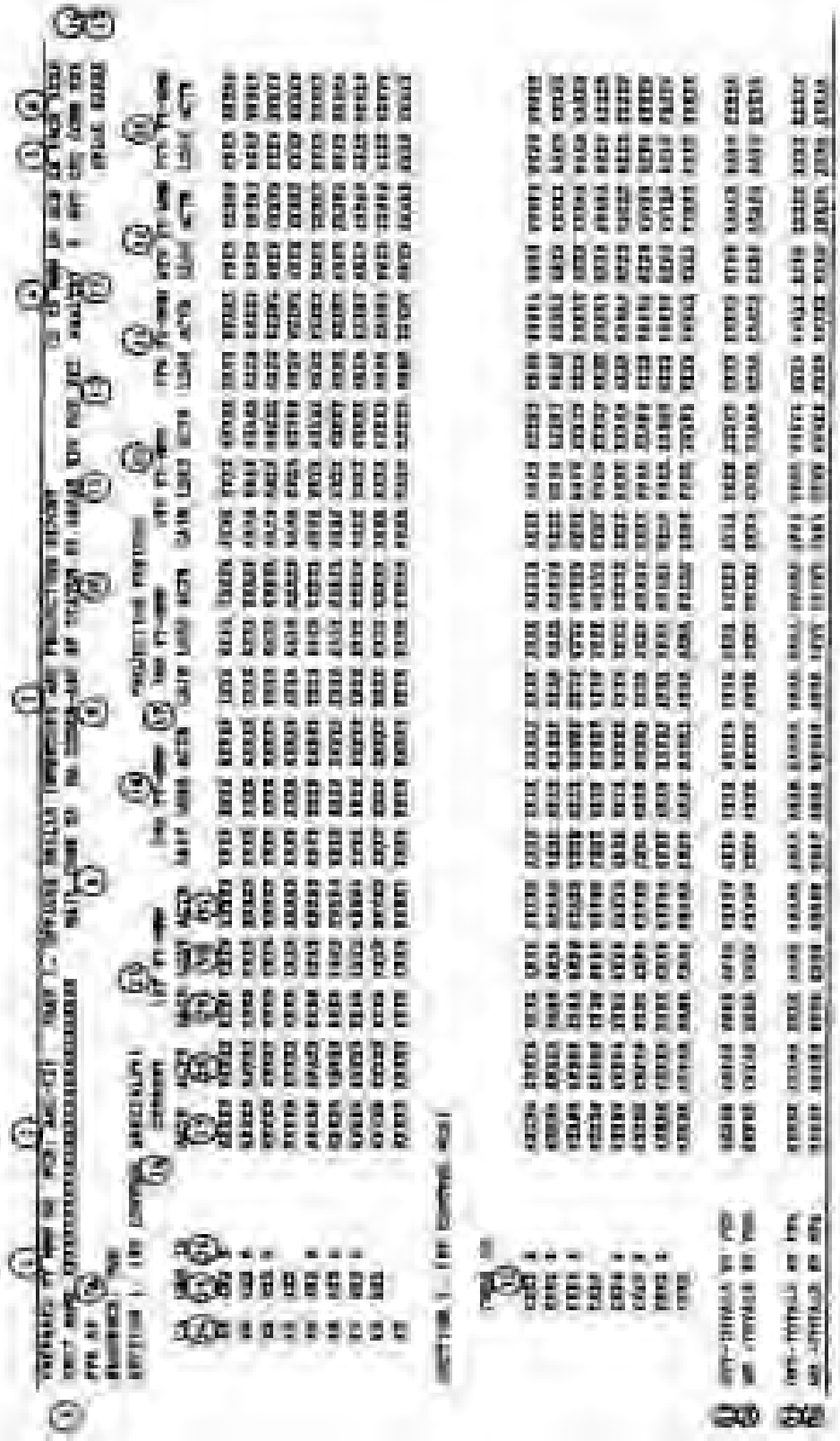


Figure 3–9–1. Sample format for part 1—fficer Skills Inventory and Projection Report (by Control Specialty/Control MOS)

Figure 3–9–1. Sample format for part 1—Officer Skills Inventory and Projection Report (by Control Specialty/Control MOS)—Continued

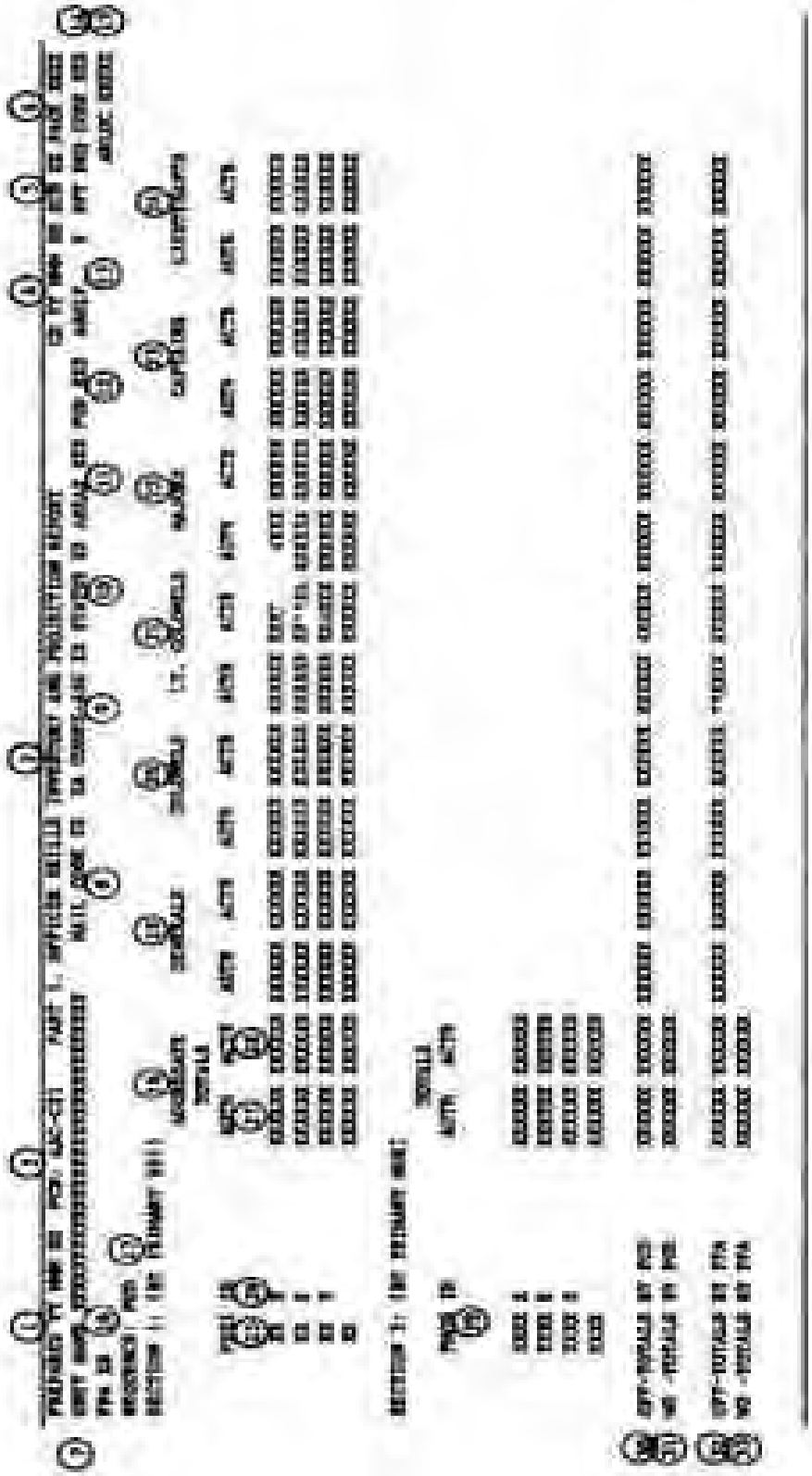


Figure 3–9–2. Sample format for part 1—Officer Skills Inventory and Projection Report (by PSSI/PMOS)

Figure 3–9–2. Sample format part 1—Officer Skills Inventory and Projection Report (by PSSI/PMOS)

REPORT CONTENTS

Item number	Explanation of item
(1)	PREPARED—The date the report was actually prepared, e.g., 05 May 21.
(2)	PCN (MACHCD)—The Production Control Number of the report.
(3)	PART 1 OFFICER SKILLS INVENTORY AND PROJECTION REPORT—The title of the report.
(4)	CD—The "as of" date of the DEROSS processing cycle that produced the report, e.g., 30 Sep 20.
(5)	DCN—Dispatch Control Number is a two character code that identifies the month and day the report was prepared.
(6)	PAGE—The page number of the report.
(7)	UNIT NAME—The name of the unit.
(8)	MAIL CODE—A code assigned by the MOPERS Interface Branch (MIB) that identifies the Military Personnel Office (MPO/PCI) that services the UIC.
(9)	DA CODE—(PSS)—A code indicating the major command to which the UIC is assigned.
(10)	STATUS—A code used to identify the status of Active Army organizations, personnel and equipment.
*(11)	SAMOA—A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the next two positions the step in which the unit is located. If the unit is located overseas the "AREA CODE" is the abbreviation of the country in which the unit is located.
(12)	PUD—The Three Position Parent Unit Designation.
(13)	MAIL CODE—Analyst Code. A code assigned by the MIB to group certain units in order to assign a group of units to a specific analyst.
(14)	INT BND CODE—A code assigned by the MIB to group units in a cluster/consolidation for report purposes.
(15)	BALCC—The 4 position Army Location Code.
(16)	PPA—PERSINS Processing Activity.
(17)	SEQUENCE—A sequence generated by the sequence of how the records the report prepared.
(18)	MAGGREGATE TOTALS—An aggregate total of items 19 thru 28.
(19)	GENERALS—Total of all General Officers authorized and assignable.
(20)	COLONELS—Total of all Colonels authorized and assignable.
(21)	LT. COLONELS—Total of all Lt Colonels authorized and assignable.
(22)	MAJORS—Total of all Majors authorized and assignable.
(23)	CAPTAINS—Total of all Captains authorized and assignable.
(24)	LIEUTENANTS—Total of all Lieutenants authorized and assignable.
(25)	PSSI—Primary Specialty Skill Identifier.
(26)	SA—A code to indicate the type of officer that may fill position (M, F, or either).
(27)	AUTH—The number of personnel authorized in a particular PSSI and (2) for commissioned officers.
(28)	ACTB—The number of personnel assignable in a particular PSSI and (2) for commissioned officers.
(29)	PMOS—The PMOS for warrant officers.
(30)	OFF TOTALS BY PUD—The total aggregate number of commissioned officers AUTH & ACTB in the unit and the total number by grade in PUD sequence.
(31)	WO TOTALS BY PUD—The total aggregate number of warrant officer AUTH & ACTB in the unit in PUD sequence.
(32)	OFF TOTALS BY PPA—The total aggregate number of commissioned officers AUTH & ACTB in the unit and the total number by grade in PPA sequence.
(33)	WO TOTALS BY PPA—The total aggregate number of warrant officers AUTH & ACTB in the unit in PPA sequence.

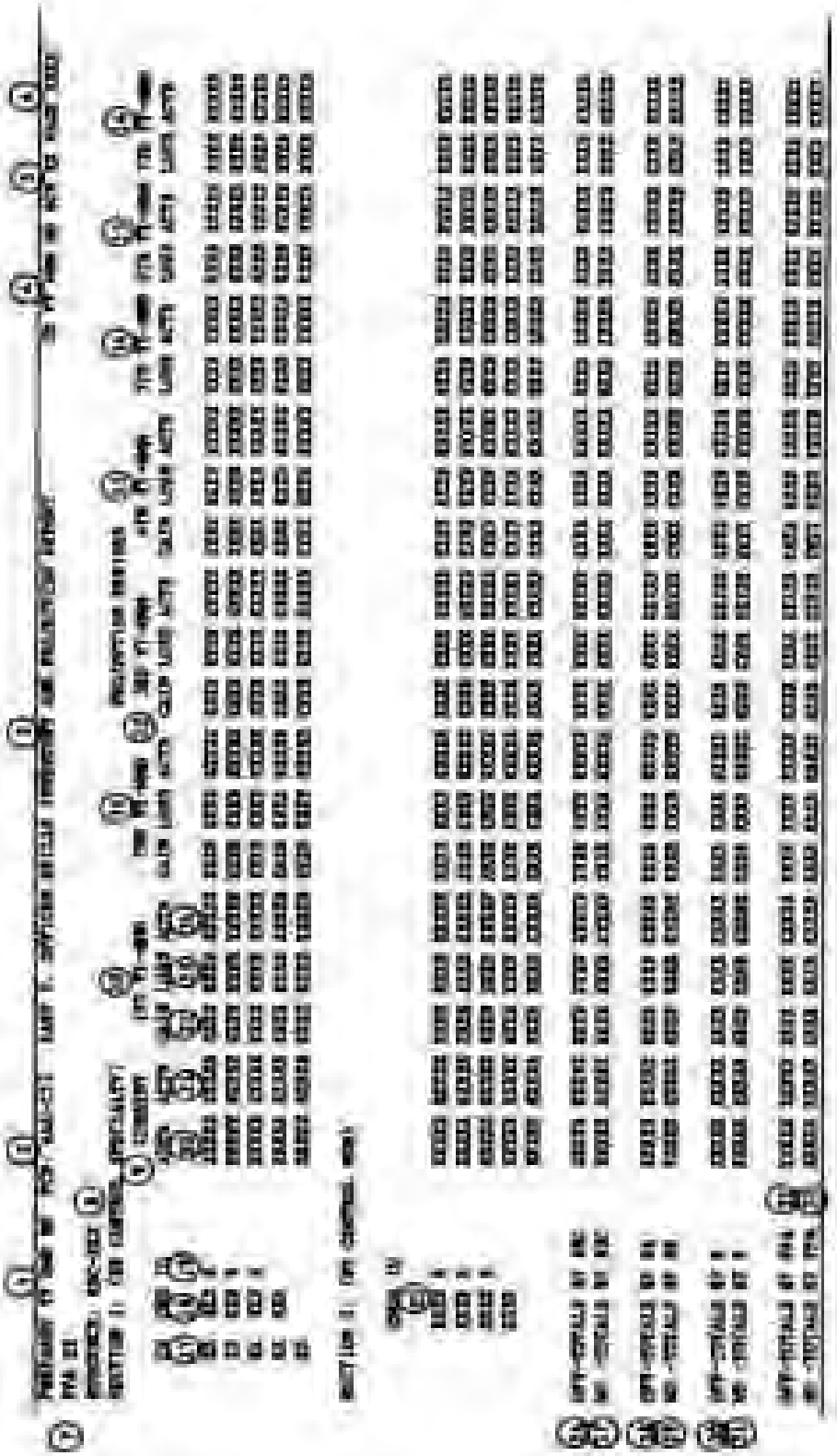


Figure 3–9–3. Sample format part 2—Officer Skills Inventory and Projection Report (by Control Specialty/Control MOS)

Figure 3-9-3. Sample format part 2—Officer Skills Inventory and Projection Report (by Control Specialty/Control MOS)

REPORT CONTENTS

Item number	Explanation of item
(1)	[illegible]—The date report was actually produced, e.g., 05 May 01.
(2)	[illegible]—The Processor Control Number of the report.
(3)	PART 2 OFFICER SKILLS INVENTORY AND PROJ REPORT—The title of the report.
(4)	CD—Cycle Date. The "as of" date of the DEPERS processing cycle that produced the report, e.g., 01 May 01.
(5)	SCN—Shipment Control Number. The Shipment Control Number is a two-character code that identifies the month and day the report was prepared.
(6)	PAGE—The page number of the report.
(7)	PPA—PERSINS Processing Activity.
(8)	SEQUENCE CODE—A code assigned by the DS to group units in a desired sequence for report purposes.
(9)	CURRENT—The strength as of the last update cycle—strength shown is Authorized and Accountable.
(10)	1ST PERIOD—Projected gains, losses and strength. Processing date plus 3 months.
(11)	2D PERIOD—Projected gains, losses and strength. Processing date plus 6 months.
(12)	3D PERIOD—Projected gains, losses and strength. Processing date plus 9 months.
(13)	4TH PERIOD—Projected gains, losses and strength. Processing date plus 1 months.
(14)	5TH PERIOD—Projected losses and strength. Processing date plus 15 months.
(15)	6TH PERIOD—Projected losses and strength. Processing date plus 12 months.
(16)	7TH PERIOD—Projected losses and strength. Processing date plus 14 months.
(17)	CS—Control Specialty.
(18)	GRD—The Authorized or Actual Grade standardized of the officer.
(19)	[illegible]—A code to indicate type of officer and may be positive (yes) or no (blank).
(20)	AUTH—Authorized. The number of personnel authorized in a particular branch, grade, and Control Specialty and AOI for commissioned officers.
(21)	ACTS—Accountable. The number of personnel accountable in a particular branch, grade, and Control Specialty and AOI for commissioned officers.
(22)	GAIN—The number of personnel with a particular branch, and grade that are expected to arrive at the unit in the projected time period. Control Specialty and AOI for commissioned officers.
(23)	LOSS—The number of personnel with a particular branch, and grade that are expected to depart the unit in the projected time period. Control Specialty and AOI for commissioned officers.
(24)	ACTS—The number of personnel with a particular branch, grade and Control Specialty and AOI for commissioned officers, in the unit after the projected time period (plus gains and minus losses).
(25)	DMOS—The PMOS for enlisted officers.
(26)	OFF TOTALS BY PSC—The total number of commissioned officers by PSC (9 positions).
(27)	WO TOTALS BY PSC—The total number of warrant officers by PSC (9 positions).
(28)	OFF TOTALS BY PS—The total number of commissioned officers by PS (2 positions).
(29)	WO TOTALS BY PS—The total number of warrant officers by PS (2 positions).
(30)	OFF TOTALS BY R—The total number of commissioned officers by R (1 position).
(31)	WO TOTALS BY R—The total number of warrant officers by R (1 position).
(32)	OFF TOTALS BY YOS—The total number of commissioned officers by YOS.
(33)	WO TOTALS BY YOS—The total number of warrant officers by YOS.

Figure 3–9–3. Sample format part 2—Officer Skills Inventory and Projection Report (by Control Specialty/Control MOS)—Continued

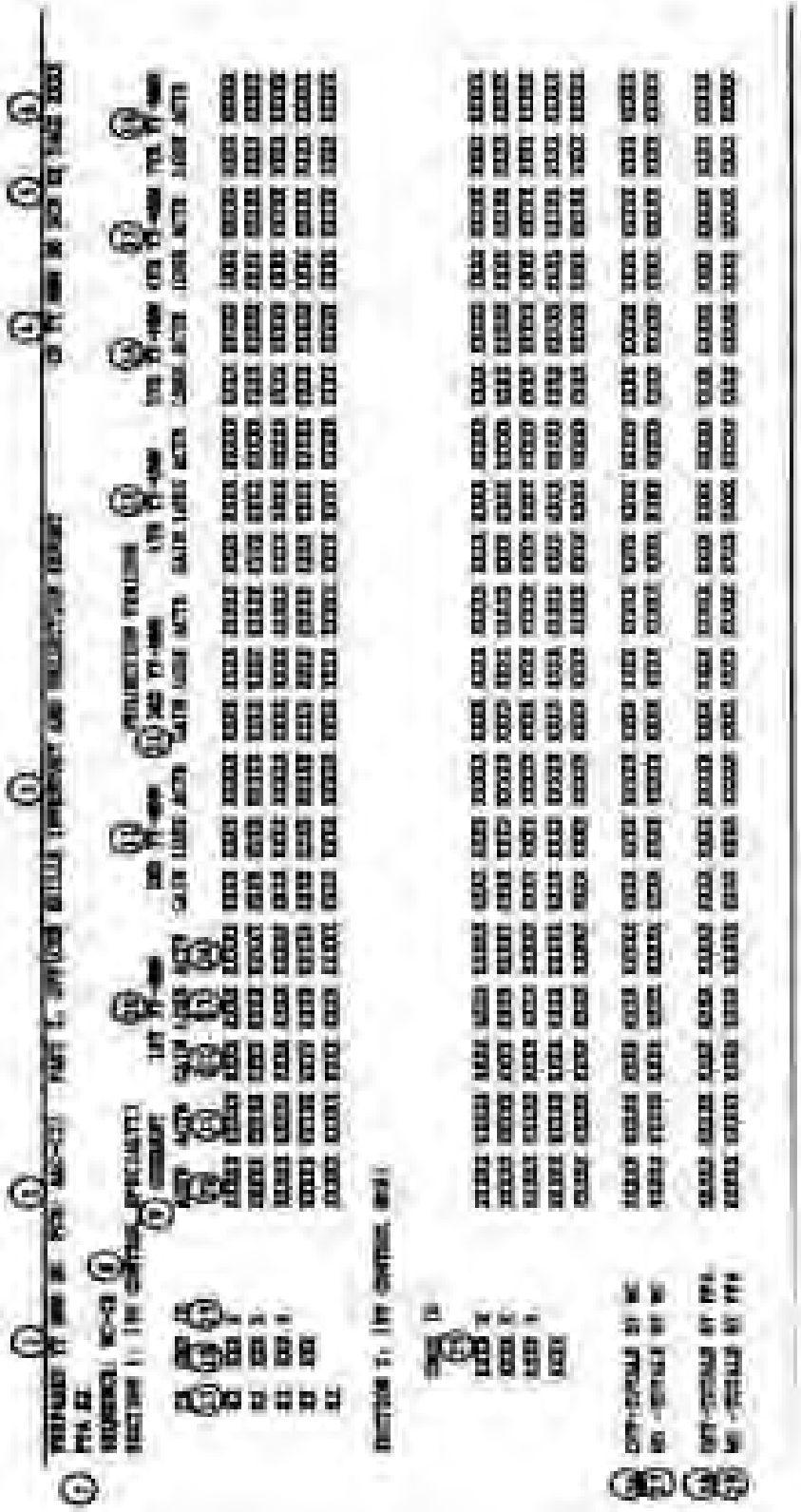


Figure 3–9–4. Sample format part 2—Officer Skills Inventory and Projection Report (by Control Specialty/Control MOS)

Figure 3–9–4. Sample format part 2—Officer Skills Inventory and Projection Report (by Control Specialty/Control MOS)

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was actually prepared, e.g., 01 May 01.
(2)	PCN: ARC-001—The Production Control Number of the report.
(3)	PART 2 OFFICER SKILLS INVENTORY AND PROJECTION REPORT. The title of the report.
(4)	CD—Cycle Date. The "as of" date of the MOPERS processing cycle that produced the report.
(5)	SCN—Shipment Control Number. The Shipment Control Number is a two character code that identifies the month and day the report was prepared.
(6)	PAGE—The page number of the report.
(7)	PPA—PERSINS Processing Activity.
(8)	SEQUENCE—A sequence assigned by the requestor of how he wants the report prepared.
(9)	CURRENT—The strength as of the last update cycle. The strength is authorized and accountable.
(10)	1ST PERIOD—Projected gains, losses and strength. Processing date plus 2 months.
(11)	2D PERIOD—Projected gains, losses and strength. Processing date plus 4 months.
(12)	3D PERIOD—Projected gains, losses and strength. Processing date plus 6 months.
(13)	4TH PERIOD—Projected gains, losses and strength. Processing date plus 8 months.
(14)	5TH PERIOD—Projected losses and strength. Processing date plus 10 months.
(15)	6TH PERIOD—Projected losses and strength. Processing date plus 12 months.
(16)	7TH PERIOD—Projected losses and strength. Processing date plus 14 months.

REPORT CONTENTS

Item number	Explanation of item
(17)	CS—Control Specialty.
(18)	GRD—The authorized or actual Grade Abbreviation of the Officer.
(19)	ID—A code to indicate type of officer that may fill position (M, F, or either).
(20)	AUTH—The number of personnel authorized in a particular branch, grade, Control Specialty and AID for commissioned officers.
(21)	ACTS—The number of personnel accountable in a particular branch, grade, Control Specialty and AID for commissioned officers.
(22)	GAIN—The number of personnel with a particular branch, grade, Control Specialty and AID for commissioned officers that are expected to arrive at the unit in the projected time period.
(23)	LOSS—The number of personnel with a particular branch, grade, Control Specialty and AID for commissioned officers that are expected to depart the unit in the projected time period.
(24)	ACTS—The number of personnel with a particular branch, grade, Control Specialty and AID for commissioned officers, at the unit after the projected time period (plus gains and minus losses).
(25)	OMOS—The authorized OMOS for enlisted officers.
(26)	OFF TOTALS BY MO—The total number of commissioned officers in the unit in MO sequence.
(27)	WO TOTALS BY MO—The total number of warrant officers in the MO sequence.
(28)	OFF TOTALS BY PPA—The total number of commissioned officers in the unit in PPA sequence.
(29)	WO TOTALS BY PPA—The total number of warrant officers in the unit in PPA sequence.

Figure 3–9–4. Sample format part 2—Officer Skills Inventory and Projection Report (by Control Specialty/Control MOS)—Continued

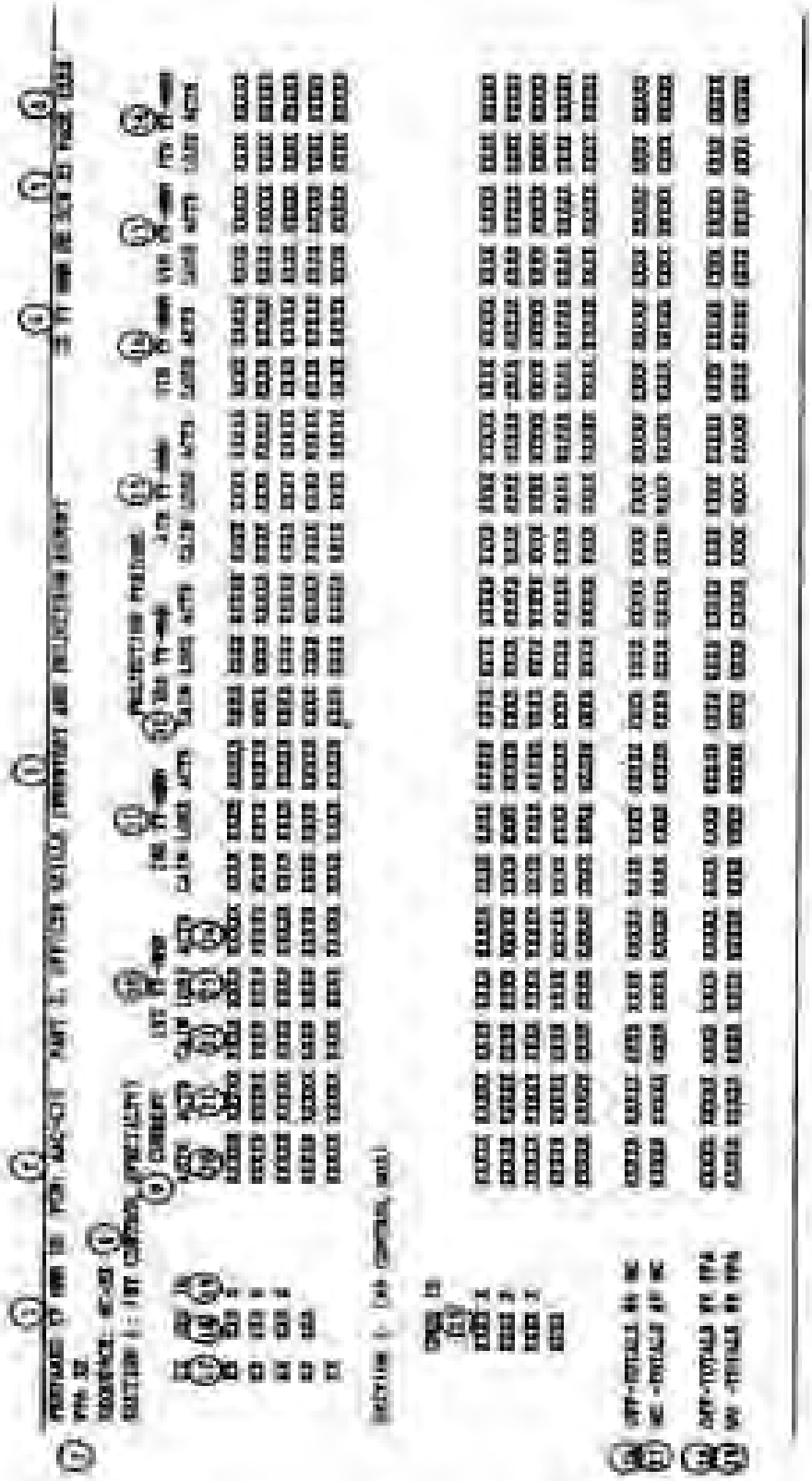


Figure 3–9–4. Sample format part 2—Officer Skills Inventory and Projection Report (by Control Specialty/Control MOS)—Continued

Figure 3–9–4. Sample format part 2—Officer Skills Inventory and Projection Report (by Control Specialty/Control MOS)

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was actually prepared, e.g., 30 May 81.
(2)	PCN, AN, CD—The Processor Control Number of the report.
(3)	PART 2 OFFICER SKILLS INVENTORY AND PROJECTION REPORT. The title of the report.
(4)	CD—Cycle Date. The "as of" date of the SIDPARS processing cycle that produced the report.
(5)	SCN—Shipment Control Number. The Shipment Control Number is a two character code that identifies the month and day the report was prepared.
(6)	PAGE—The page number of the report.
(7)	PPA—PERSINS Processing Activity.
(8)	SEQUENCE—A sequence precedes the requested of how the report appeared.
(9)	CONREGT—The strength as of the last update cycle. The strength is authorized and assigned.
(10)	(1) PERIOD—Projected gains, losses and strength. Processing date plus 3 months.
(11)	(2) PERIOD—Projected gains, losses and strength. Processing date plus 4 months.
(12)	(3) PERIOD—Projected gains, losses and strength. Processing date plus 6 months.
(13)	(4) PERIOD—Projected losses and strength. Processing date plus 8 months.
(14)	(5) PERIOD—Projected losses and strength. Processing date plus 10 months.
(15)	(6) PERIOD—Projected losses and strength. Processing date plus 12 months.
(16)	(7) PERIOD—Projected losses and strength. Processing date plus 14 months.

REPORT CONTENTS

Item number	Explanation of item
(17)	CS—Control Specialty.
(18)	GRO—The Authorized or Actual Grade Abbreviation of the Officer.
(19)	IC—A code to indicate type of officer that may be assigned (U, R or either).
(20)	AUTH—The number of personnel authorized in a particular branch, grade, Control Specialty and ASI for commissioned officers.
(21)	ATTR—The number of personnel assigned in a particular branch, grade, Control Specialty and ASI for commissioned officers.
(22)	GAIN—The number of personnel with a particular branch, grade, Control Specialty and ASI for commissioned officers that are expected to arrive at the unit in the projected time period.
(23)	LOSS—The number of personnel with a particular branch, grade, Control Specialty and ASI for commissioned officers that are expected to depart the unit in the projected time period.
(24)	ACTR—The number of personnel with a particular branch, grade, Control Specialty and ASI for commissioned officers, in the unit after the projected time period (plus gains and minus losses).
(25)	CMOS—The summarized CMOS for warrant officers.
(26)	OFF TOTALS BY MC—The total number of commissioned officers in the unit in MC sequence.
(27)	WO TOTALS BY MC—The total number of warrant officers in the MC sequence.
(28)	OFF TOTALS BY PPA—The total number of commissioned officers in the unit in PPA sequence.
(29)	WO TOTALS BY PPA—The total number of warrant officers in the unit in PPA sequence.

Figure 3–9–4. Sample format part 2—Officer Skills Inventory and Projection Report (by Control Specialty/Control MOS)—Continued

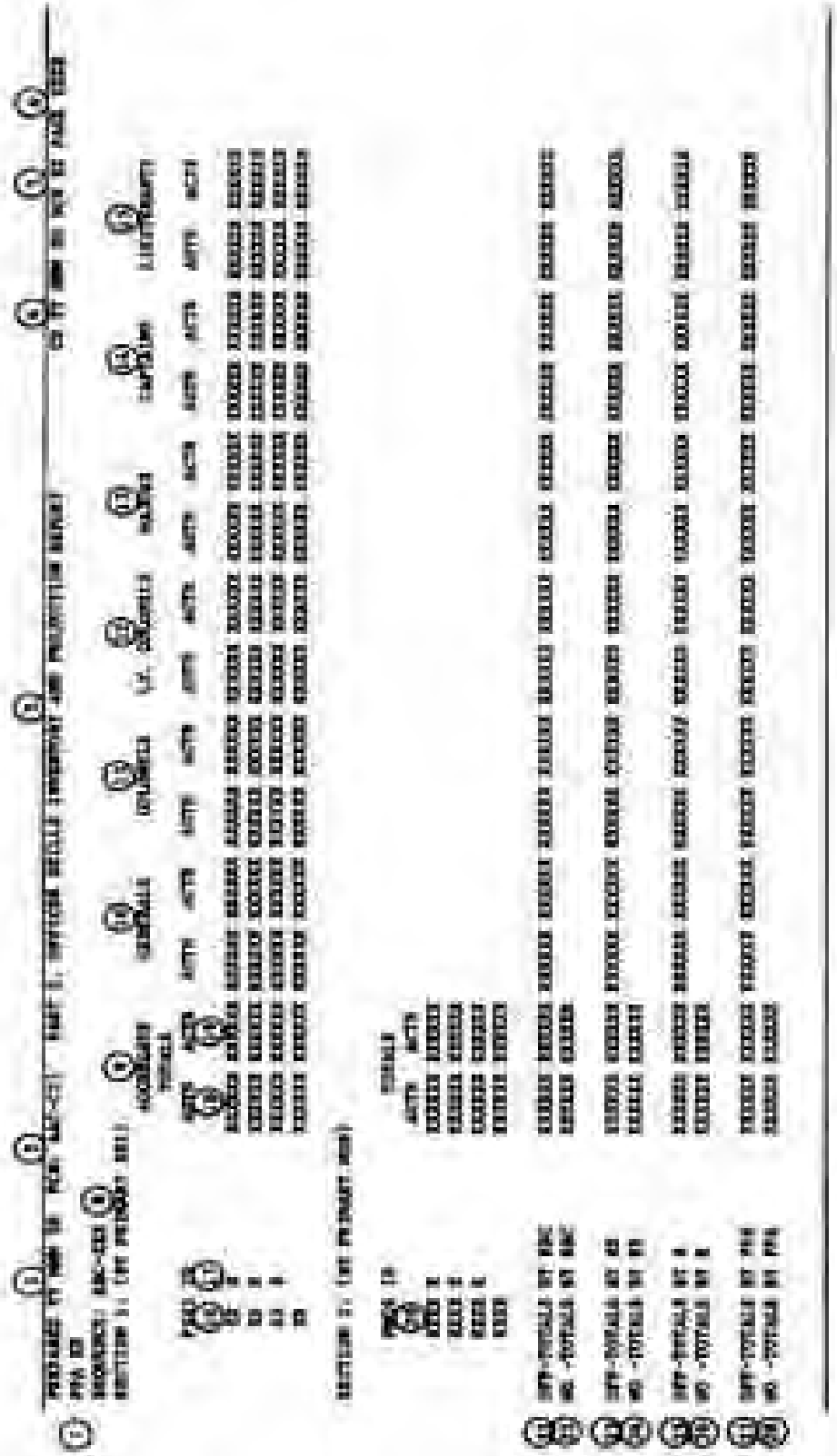


Figure 3–9–4. Sample format part 2—Officer Skills Inventory and Projection Report (by Control Specialty/Control MOS)—Continued

Figure 3-9-4. Sample format part 2—Officer Skills Inventory and Projection Report (by PSDI/PMOS)

REPORT CONTENTS

Item number	Explanation of item
(1)	PREPARED—The date the report was actually prepared, e.g., 20 May 81.
(2)	PCN: AAG-CIT—The Production Control Number of the report.
(3)	PART 2 OFFICER SKILLS INVENTORY AND PROJECTION REPORT—The title of the report.
(4)	CD—The "as of" date of the SKIPERS processing cycle that produced the report, e.g., 30 May 81.
(5)	SCN—Sequence Control Number is a two character code that identifies the month and day the report was prepared.
(6)	PAGE—The page number of the report.
(7)	PTA—PERSINS Processing Activity.
(8)	SEQUENCE—A sequence selected by the requestor of how he wants the report prepared.
(9)	AGGREGATE TOTALS—An aggregate total of lines 11 thru 15.
(10)	GENERALS—The total of all General Officers authorized and accountable.
(11)	COLONELS—The total of all Colonels authorized and accountable.
(12)	LT. COLONELS—The total of all LT Colonels authorized and accountable.
(13)	MAJORS—The total of all Majors authorized and accountable.
(14)	CAPTAINS—The total of all Captains authorized and accountable.
(15)	LIEUTENANTS—The total of all Lieutenants authorized and accountable.
(16)	PSDI—Primary Specialty Skill Identifier.
(17)	ID—A code to indicate the type of officer (high hat 48 the position (M, F, or either).
(18)	AUTH—The number of commissioned officers authorized in a particular PSDI and ID.
(19)	ACTB—The number of commissioned officers assigned to a particular PSDI and ID.
(20)	PMOS—The PMOS for warrant officers.
(21)	OFF TOTALS BY PSC—The total aggregate number of commissioned officers AUTH & ACTB in the unit and the total number by grade in PSC sequence.
(22)	WO TOTALS BY PSC—The total aggregate number of warrant officers AUTH & ACTB in the unit in PSC sequence.
(23)	OFF TOTALS BY RS—The total aggregate number of commissioned officers AUTH & ACTB in the unit and the total number by grade in RS sequence.
(24)	WO TOTALS BY RS—The total aggregate number of warrant officers AUTH & ACTB in the unit in RS sequence.
(25)	OFF TOTALS BY R—The total aggregate number of commissioned officers AUTH & ACTB in the unit and the total number by grade in R sequence.
(26)	WO TOTALS BY R—The total aggregate number of warrant officers AUTH & ACTB in the unit in R sequence.
(27)	OFF TOTALS BY PPA—The total aggregate number of commissioned officers AUTH & ACTB in the unit, and the total number by grade in PPA sequence.
(28)	WO TOTALS BY PPA—The total aggregate number of warrant officers AUTH & ACTB in the unit in PPA sequence.

Figure 3–9–4. Sample format part 2—Officer Skills Inventory and Projection Report (by Control Specialty/Control MOS)—Continued

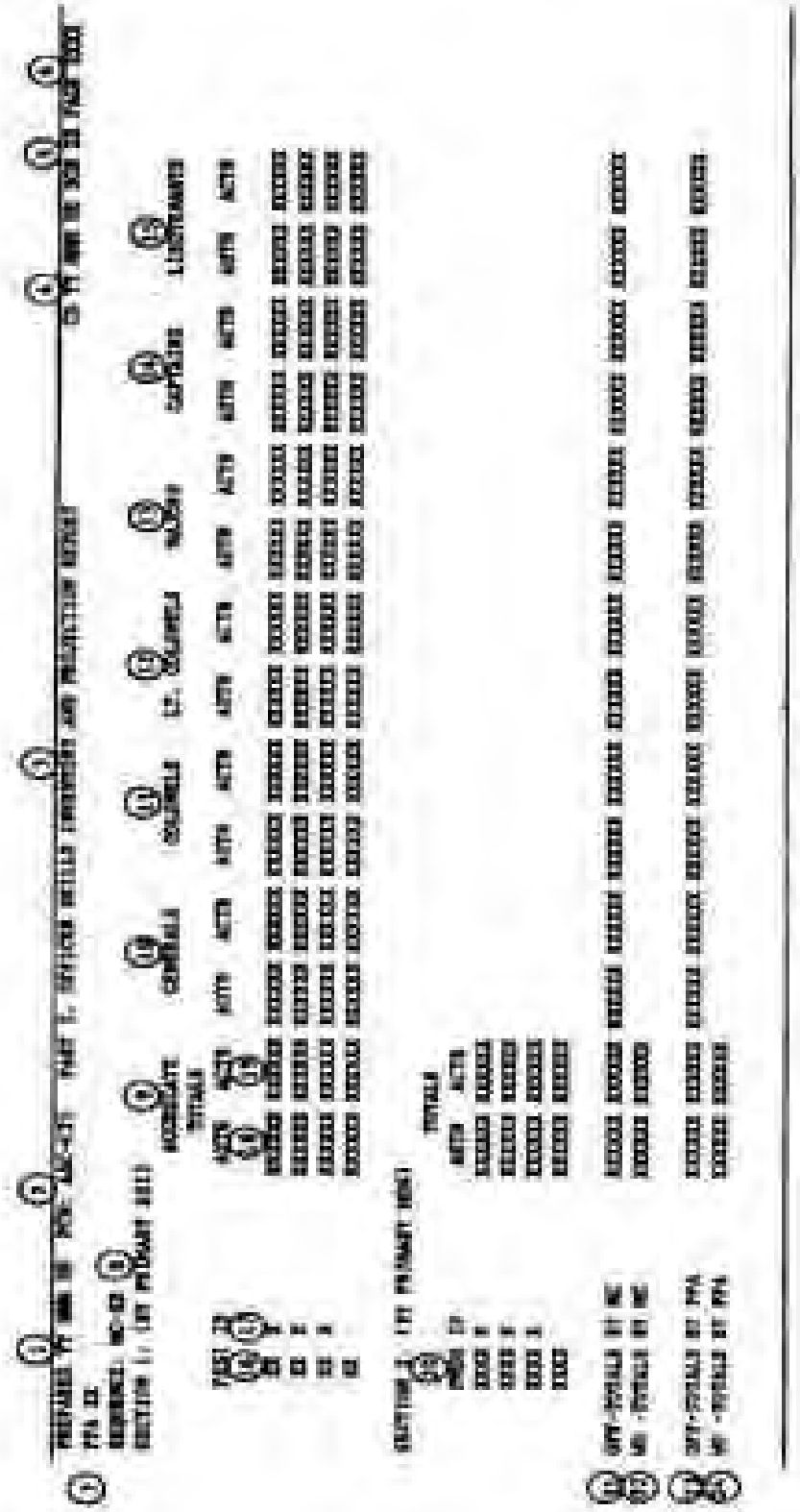


Figure 3–9–4. Sample format part 2—Officer Skills Inventory and Projection Report (by Control Specialty/Control MOS)—Continued

Figure 3-9-4. Sample format part 3—Officer Skills Inventory and Projection Report (by PSSI/PMOS)

REPORT CONTENTS

Item number	Explanation of item
(1)	PREPARED—The date the report was actually prepared, e.g., 30 May 21.
(2)	POS, AAC-CR1—The Projection Control Number of the report.
(3)	PART 2 OFFICER SKILLS INVENTORY AND PROJECTION REPORT—The title of the report.
(4)	CD—The "as of" date of the SKOPMS processing cycle that produced the report, e.g., 30 May 20.
(5)	SUN—Projection Control Number is a two character code that identifies the month and day the report was prepared.
(6)	PAGE—The page number of the report.
(7)	PPA—PERSCOM Processing Activity.
(8)	SEQUENCE—A sequence selected by the requestor of how he wants the report prepared.
(9)	ASSOCIATE TOTALS—An aggregate total of items 10 thru 15.
(10)	GENERALS—The total of all General Officers authorized and accountable.
(11)	COLONELS—The total of all Colonels authorized and accountable.
(12)	LT. COLONELS—The total of all LT Colonels authorized and accountable.
(13)	MAJORS—The total of all Majors authorized and accountable.
(14)	CAPTAINS—The total of all Captains authorized and accountable.
(15)	LIEUTENANTS—The total of all Lieutenants authorized and accountable.
(16)	PSC#—Primary Specialty Code Identifier.
(17)	(1)—A code to indicate the type of officer that may fill the position (M, F, or either).
(18)	AUTH—The number of commissioned officers authorized in a particular PSC and (1).
(19)	ACTS—The number of commissioned officers accounted for in a particular PSC and (1).
(20)	PMOS—The PMOS for warrant officers.
(21)	OFF TOTALS BY MC—The total aggregate number of commissioned officers AUTH & ACTS in the unit, and the total number by grade in MS sequence.
(22)	WO TOTALS BY MC—The total aggregate number of warrant officers AUTH & ACTS in the unit in MC sequence.
(23)	OFF TOTALS BY PPA—The total aggregate number of commissioned officers AUTH & ACTS in the unit, and the total number by grade in PPA sequence.
(24)	WO TOTALS BY PPA—The total aggregate number of warrant officers AUTH & ACTS in the unit in PPA sequence.

Figure 3–9–4. Sample format part 2—Officer Skills Inventory and Projection Report (by Control Specialty/Control MOS)—Continued

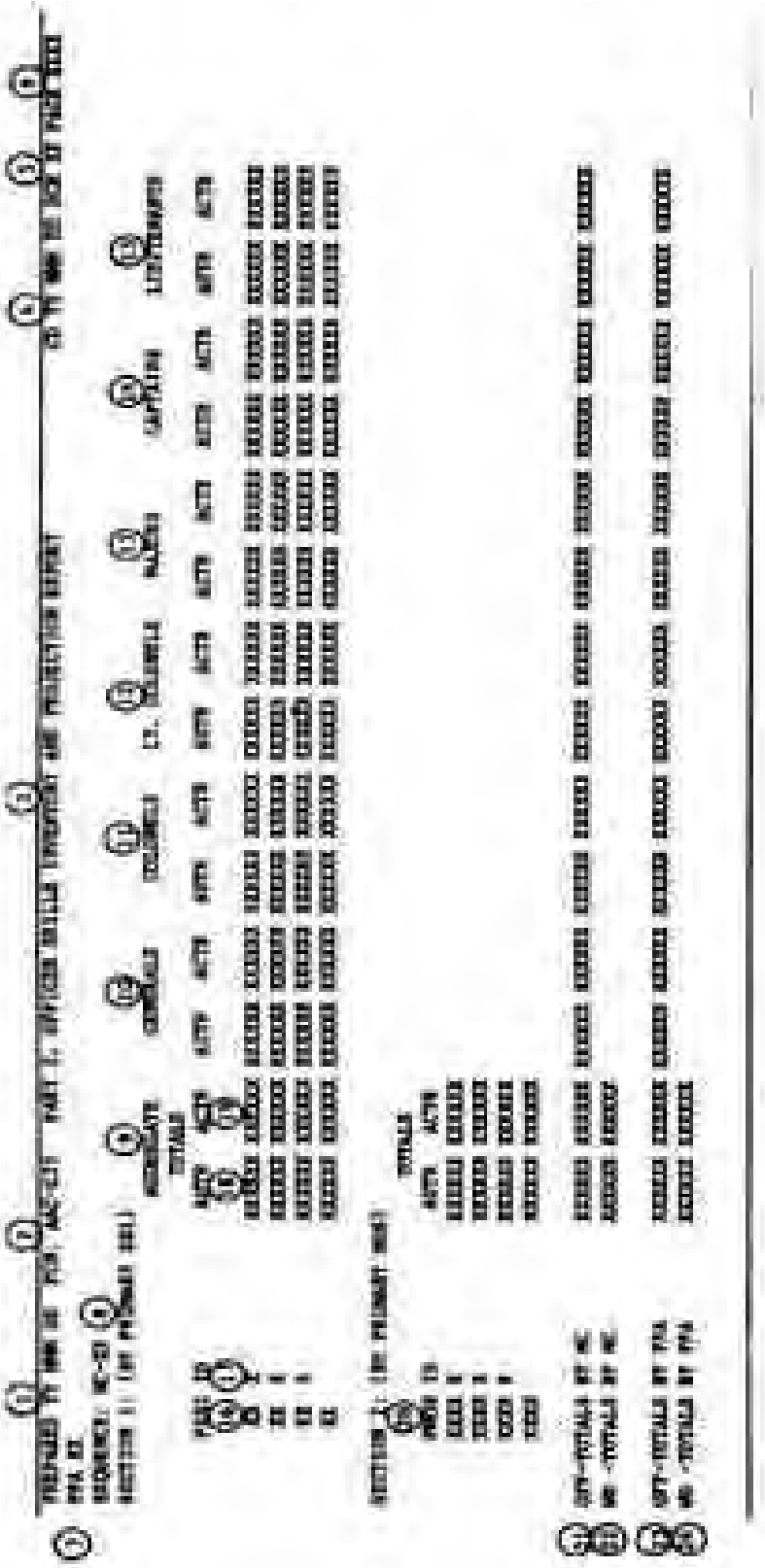


Figure 3–9–4. Sample format part 2—Officer Skills Inventory and Projection Report (by Control Specialty/Control MOS)—Continued

Figure 3-9-4. Sample format part 2—Officer Skills Inventory and Projection Report (by PSS/PMOS)

REPORT CONTENTS

Item Number	Explanation of Item
(1)	PREPARED—The date the report was actually prepared, e.g., 10 May 81.
(2)	DON AAC-C21—The Production Control Number of the report.
(3)	ARMY 2 OFFICER SKILLS INVENTORY AND PROJECTION REPORT—The title of the report.
(4)	CE—The "as of" date of the SIDPERS processing cycle that produced the report, e.g., 10 May 81.
(5)	SCN—Beginner's Control Number is a two character code that identifies the month and day the report was prepared.
(6)	PAGE—The page number of the report.
(7)	PRAD—PERSAR Processing Activity.
(8)	SEQUENCE—A sequence statement by the requestor of how he wants the report prepared.
(9)	AGGREGATE TOTALS—An aggregate total of items 10 thru 19.
(10)	GENERALS—The total of all General Officers authorized and accountable.
(11)	COLONELS—The total of all Colonels authorized and accountable.
(12)	LT COLONELS—The total of all LT Colonels authorized and accountable.
(13)	MAJORS—The total of all Majors authorized and accountable.
(14)	CAPTAINS—The total of all Captains authorized and accountable.
(15)	LIEUTENANTS—The total of all Lieutenants authorized and accountable.
(16)	PSS—Primary Specialty Skill identifier.
(17)	SI—A code to indicate the type of officer that may fill the position (M, F, or either).
(18)	AUTH—The number of commissioned officers authorized in a particular PSS and SI.
(19)	ACTB—The number of commissioned officers assumable in a particular PSS and SI.
(20)	PMOS—The PMOS for warrant officers.
(21)	OFF TOTALS BY MC—The total aggregate number of commissioned officers AUTH & ACTB in the unit, and the total number by grade in MS sequence.
(22)	WO TOTALS BY MC—The total aggregate number of warrant officers AUTH & ACTB in the unit in MC sequence.
(23)	OFF TOTALS BY PRA—The total aggregate number of commissioned officers AUTH & ACTB in the unit, and the total number by grade in PRA sequence.
(24)	WO TOTALS BY PRA—The total aggregate number of warrant officers AUTH & ACTB in the unit in PRA sequence.

Figure 3–9–4. Sample format part 2—Officer Skills Inventory and Projection Report (by Control Specialty/Control MOS)—Continued

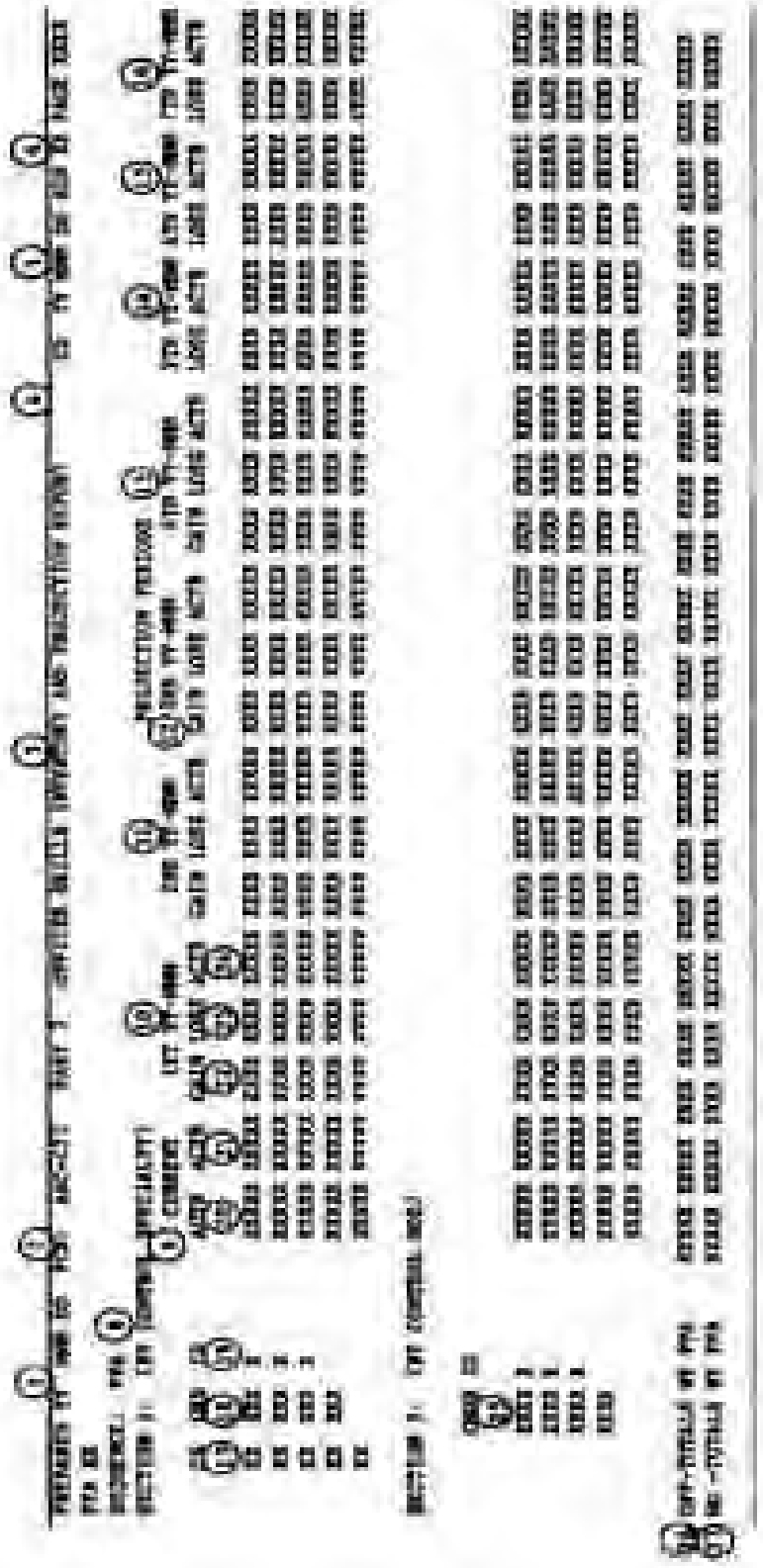


Figure 3–9–5. Sample format part 3—Officer Skills Inventory and Projection Report

Figure 3-9-5. Sample format for part 3—Officer Skills Inventory and Projection Report

REPORT CONTENTS

Item number	Explanation of item
(1)	PREPARED—The date the report was actually prepared, e.g., 01 May 87.
(2)	PCN: AAC-C-21—The Processing Control Number of the report.
(3)	PART 3 OFFICER SKILLS INVENTORY AND PROJECTED REPORT—The title of the report.
(4)	CD—The "as of" date of the DIOPS/DS processing cycle that produced the report, e.g., 01 May 87.
(5)	DCN—The Dispatch Control Number is a two character code that identifies the month the report and day the report was prepared.
(6)	PAGE—The page number of the report.
(7)	PTA—PERSINS Processing Action.
(8)	SEQUENCE—A code assigned by the SSI to group units in a desired sequence for report purposes.
(9)	CURRENT—The strength as of the last update cycle—Strength shown is Authorized and Accountable.
(10)	1ST PERIOD—Projected gains, losses and strength. Processing date plus 2 months.
(11)	2ND PERIOD—Projected gains, losses and strength. Processing date plus 4 months.
(12)	3RD PERIOD—Projected gains, losses and strength. Processing date plus 6 months.
(13)	4TH PERIOD—Projected gains, losses and strength. Processing date plus 8 months.
(14)	5TH PERIOD—Projected losses and strength. Processing date plus 10 months.
(15)	6TH PERIOD—Projected losses and strength. Processing date plus 12 months.
(16)	7TH PERIOD—Projected losses and strength. Processing date plus 14 months.
(17)	CS—Control Specialty.
(18)	GRD—The Authorized or Actual Grade Abbreviation of the Officer.
(19)	TO—A code to indicate type of officer that may fill position (m, f, or alfed).
(20)	AUTH—The number of personnel authorized in a particular branch, grade, Control Specialty and AOI for commissioned officers.
(21)	ACTB—The number of personnel accountable in a particular branch, grade, Control Specialty and AOI for commissioned officers.
(22)	SAIN—The number of personnel with a particular branch, grade, Control Specialty and AOI for commissioned officers that are expected to arrive at the unit in the projected time period.
(23)	LOSS—The number of personnel with a particular branch, grade, Control Specialty and AOI for commissioned officers, that are expected to depart all the unit in the projected time period.
(24)	ACTA—The number of personnel with a particular branch, grade, Control Specialty and AOI for commissioned officers, that are expected to be deployed the unit in the projected time period (plus gains and minus losses).
(25)	CMOS—The authorized CMOS warrant officers.
(26)	OFF TOTALS BY PPA—The total number of commissioned officers in the unit by PPA.
(27)	WO TOTALS BY PPA—The total number of warrant officers in the unit by PPA.

Figure 3–9–5. Sample format for part 3—Officer Skills Inventory and Projection Report—Continued

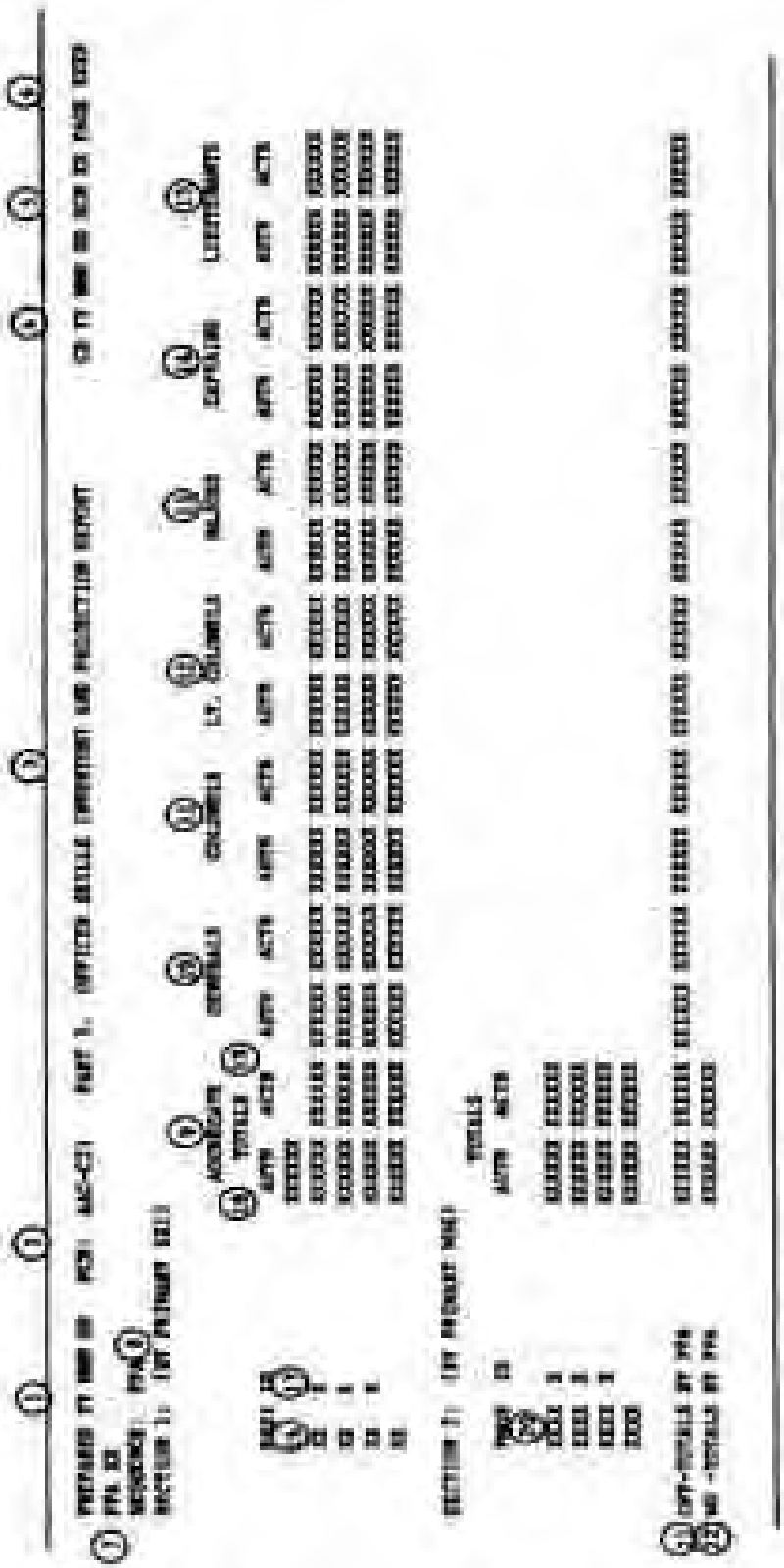


Figure 3–9–6. Sample format for part 3—fficer Skills Inventory and Projection Report

Figure 3-9-6. Sample for part 3—Officer Skills Inventory and Projection Report

REPORT CONTENTS

Item number	Explanation of item
(1)	PREPARED—The date the report was actually prepared, e.g., 85 May 21.
(2)	PCN: AAC–C21—The Production Control Number of the report.
(3)	PART 3 OFFICER SKILLS INVENTORY AND PROJECTION REPORT—The title of the report.
(4)	CO—The "as of" date of the SOPERS processing cycle that produced the report, e.g., 85 May 20.
(5)	SCN—Shipment Control Number is a two character code that identifies the month and day the report was prepared.
(6)	PAGE—The page number of the report.
(7)	PPA—PERSINS Processing Activity.
(8)	SEQUENCE—A sequence selected by the requestor of how he wants the report prepared.
(9)	AGGREGATE TOTALS—An aggregate total of items 10 thru 18.
(10)	GENERALS—The total of all General Officers authorized and accountable.
(11)	COLONELS—The total of all Colonels authorized and accountable.
(12)	LT. COLONELS—The total of all Lt. Colonels authorized and accountable.
(13)	MAJORS—The total of all Majors authorized and accountable.
(14)	CAPTAINS—The total of all Captains authorized and accountable.
(15)	LIEUTENANTS—The total of all Lieutenants authorized and accountable.
(16)	PSS—Primary Specialty Skill identifier.
(17)	G—A code to indicate the type of officer that may fill the position (M, F, or either).
(18)	AUTH—The number of commissioned officers authorized in a particular PSS and G.
(19)	ACTB—The number of commissioned officers accountable in a particular PSS and G.
(20)	PMOS—The PMOS for warrant officers.
(21)	OFF TOTALS BY PPA—The total aggregate number of commissioned officers AUTH & ACTB in the unit, and the total number by grade in PPA sequence.
(22)	WO TOTALS BY PPA—The total aggregate number of warrant officers AUTH & ACTB in the unit in PPA sequence.

Figure 3–9–6. Sample for part 3—Officer Skills Inventory and Projection Report—Continued

PERSONNEL ACTION

DA FORM 4187

Figure 3–10–1. Sample personnel action for Service School (Enl Only)

I voluntarily waive enlistment option made at the time of my enlistment in favor of attending [illegible] No. and [illegible] I realize and fully understand that upon completion of schooling, I will be assigned in accordance with the needs of the service.

[illegible]

[illegible]

[illegible]

[illegible]

Figure 3–10–2. Sample of voluntary waiver of enlistment choice

[illegible]

SUBJECT: Request for Service School Attendance

TO: Commander
[illegible]
ATTN: [illegible]
Ft Defense, [illegible]

FROM: Commander
[illegible]
[illegible]
Ft Defense, [illegible]

DATE: [illegible]

1. [illegible] Form, [illegible], [illegible] has qualified for and has accepted to attend course of instruction. (Include [illegible] applicable to the course of instruction. Also include approved waiver or request for waiver, as appropriate.)

a. Desired reporting date, organization, and location where training is to be given. Statement if quota [illegible] required. Statement if special number for reservation [illegible] required.

b. Statement establishing purpose for requesting training. (Description of [illegible] which not covered by AR [illegible] must be justified.)

c. If individual is not classified in MOS prerequisite to requested training, statement that individual possesses skills and knowledge equivalent to those outlined in AR [illegible] for prerequisite MOS. If relevant, other MOS in which individual has received training and completion dates.

d. When applicable, statement if security clearance is required (if individual possesses required clearance or if request for clearance has been initiated and results will be forwarded as soon as available).

e. When applicable, physical fitness test results, aptitude area scores, or other test results applicable to the training requested.

f. Assignment information:

(1) If assignment is not contemplated for the individual (assigned to [illegible]), a statement as to existence of a position vacancy to present organization for the individual upon completion of training. When applicable, identify position.

(2) For individuals selected, indicate whether current tour is extend long or short, data normal tour will be completed, RTA (NMS), and leave control prior to attendance at school.

FOR THE COMMANDER:

//signed//
[illegible]
CPT, INF
ATTORNEY

[illegible]

Figure 3–10–3. Sample comment 2 request for service school attendance

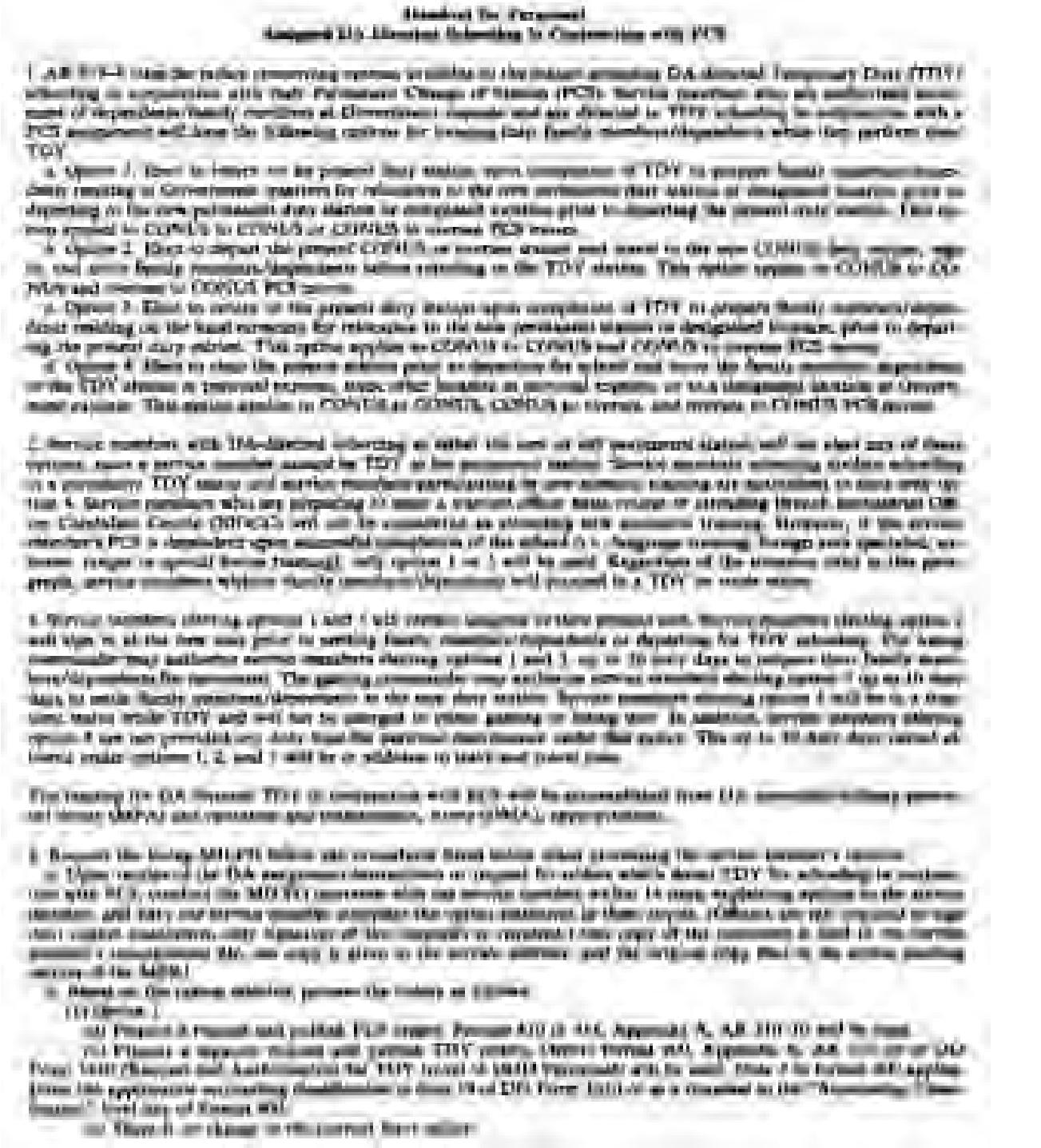


Figure 3–10–4. Assigned DA directed schooling in conjunction with PCS handout

Figure 3–10–4. Assigned DA directed schooling in conjunction with PCS handout—Continued

PERSONNEL ACTION

DA FORM 4187

Figure 3–12–1. Sample personnel action for ROTC or Reserve Component duty

STATEMENT

*1. Instructional experience consists of the following:
a. September 1980—June 1982, Student teacher, Central High School, Plattsburg, New York.
b. September 1983—June 1985, Taught American and European History, Alumicum High School, Nassau, New York.

**2. My choices of assignment, in order of preference, are—
a. Syracuse, New York.
b. Boston, Massachusetts.
c. Newark, New Jersey.

//signed//
GUY B. POKE
123-45-6789
SGT, 3d B, 1st Bn, 3d Inf, 82nd Inf Div

*—Include typing ability and number of words per minute if application is for an administrative position. (This requirement is not applicable to instructor positions.)

**—Indicate certain that ROTC or Reserve Component units exist at location specified. If more than one unit or organization is located at the same place, include order of preference.

Figure 3–12–2. Sample statement for request for ROTC or Reserve Component duty

(Office Symbol)
SUBJECT: Request for ROTC Duty

TO: (Insert appropriate career branch) FROM: Commander DATE: 3 Dec. 85 (MMDD)
82nd Inf Div
Ft Bragg, NC 28310-5000

1. Recommend approval.

2. Applicant has not had a permanent change of station during the current fiscal year and is not on a shortened tour of duty. (Give date of availability.)

3. Applicant has not been alerted for foreign service.

4. Applicant has not restrictions by courts-martial during the current period of service. Applicant is not under charges, investigation, in confinement, or undergoing other administrative action. Applicant's personnel records have been screened and contain no information which would prohibit assignment to ROTC duty.

(FOR USE COMMANDER)

Incl

//signed//
ROBERT M. [illegible]
CPT, AGC
Asst JA

Figure 3–12–3. Sample comment 2 for request for ROTC or Reserve Component duty

PERSONNEL ACTION

DATA REQUIRED BY THE PRIVACY ACT

DA FORM 4187

Figure 3–14–1. Sample personnel action for volunteering for oversea service

PERSONNEL ACTION

DA FORM 4187

Figure 3–15–1. Sample personnel action for Ranger training

[redacted]

1. I hereby volunteer for Ranger training and/or assignment in accordance with DA Pamphlet 351-4. The following information is provided:

a. PMOS: 11B20, (Specialty if officer applicant)

b. Component: RA.

c. Branch (Officers only)

2. I consider that I am in excellent physical condition and will maintain this condition when reporting for the Ranger course.

3. (For enlisted personnel) My current period of service expires 8 Jun 88. Upon approval of this application, I understand that I will be required to extend my enlistment or reenlist in accordance with AR 601-280 before departure if I cannot meet the time remaining to service requirement.

4. (For officers) I have signed and initiated a request for additional active duty in accordance with AR 135-210.

5. I volunteer to perform frequent aircraft flights, parachute jumps, and to participate in realistic training while undergoing airborne training and/or performing airborne duty. I also understand that I may be assigned to an airborne unit for a period of not less than 12 months upon satisfactory completion of the prescribed course.

6. Remarks: (Include any additional information.)

- - (Name)

//signed//
SLT S. TOLE
123-45-6789
DET, Co A, 1st Bn, 20 Inf, 5th Inf Div

Figure 3–15–2. Sample statement for request for Ranger training

(Office Symbol) (DD Mmm YY)
SUBJECT: Request for Ranger Training

TO (Appropriate Addressee) FROM Commander DATE CMT 2
Hdqs Inf Div
Ft Defense, VA 99210-5000

1. Recommend approval.

2. Applicant is not in contravention of AR 600-21.

3. Applicant will be available for the next scheduled Ranger course.

FOR DIV COMMANDER:

- - - Encl

//signed//
ROBERT S. RICHARD
CPT, ADC
Asst AG

Figure 3–15–3. Sample comment 2 for Request for Ranger training

STATEMENT
(Enlisted Personnel)

1. I hereby volunteer for assignment to the [illegible] Battalion (Ranger) [illegible] Infantry, presently located at [illegible]. I am applying for (Airborne and/or Ranger) training under the provisions of section III, chapter 4, AR 614-200, and/or DA Pamphlet 351-4. I understand that failure to satisfactorily complete Airborne and/or Ranger training will disqualify me for Ranger duty and may result in FCR based upon the needs of the Army. I understand that I will be provided the award of my specialty MOS in recognition of either acceptance for Ranger duty.

2. I meet the criteria for Airborne and Ranger duty as specified in section III, chapter 4, AR 614-200, and DA Pamphlet 351-4.

3. I understand that if I do not have 18 months remaining in my current enlistment upon acceptance for Ranger duty, I must extend my current enlistment under the provisions of AR 601-280 to allow a tour of duty for the convenience of the Government as provided in chapter 5, AR 614-200, for the purpose of immediate reenlistment.

4. I authorize release of data from my personnel records to the Ranger battalion to the commander and assignment.

5. Remarks: (Include pertinent additional information, if any. Information required by DA memorandum, regular for enlisted only)

[illegible]

/signed/
JOHN D. FOOT
1SG-E7-0750
HHC, CO B, 1st Bn, 30 Inf, 99th Infantry

Figure 3–15–4. Sample statement for volunteering for assignment to a Ranger battalion

PERSONNEL ACTION

DATA REQUIRED BY THE PRIVACY ACT

SECTION I - PERSONNEL IDENTIFICATION

SECTION II - NOTIFICATION OF PERSONNEL ACTION

SECTION III - REQUEST FOR PERSONNEL ACTION

TYPE OF ACTION	Processed	TYPE OF ACTION	Processed
[illegible]		Reassignment Normal Area Duration	
[illegible]		Retirement	
Reassignment Pre-Overseas Service		Other Personnel Action	
[illegible]		Appeal of Pers with Recommend Public Hearing	
Reassignment Extreme Family Problems		Identification Card	
Discharge Reassignment (Enlisted)		Identification Card	
Enlistment Extension		Separation Review	
Special Period Separation Reassignment		Limited Duty Determination Board (LDBD)	
Service Life Extension (Enlisted)		Change of Name (DD 1059)	
Processing of Active Temporary Files		Other (Specify)	

SIGNATURE OF MEMBER (When required) | DATE 23 Nov 86

REMARKS

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

[illegible]		[illegible]

DA FORM 4187

Figure 3–16–1. Sample personnel action for reasgmt extreme family problems

PERSONNEL ACTION

DA FORM 4187

Figure 3–18–1. Sample personnel action for exchange reassignment (enl only)

(Date)

STATEMENT

1. Guy S. Foxx, SGT, 123-45-6789, have read and understand the provisions of AR 614-200 and hereby waive any and all claims against the United States Government for transportation costs for myself, my family members, my household goods, and my personal property incident to travel and shipment resulting from reassignment from Ft Defense, Virginia to Ft Service, New York as requested by me. I further agree to waive any and all claims against the United States Government for mileage allowances and/or per diem allowance both for myself and my family.

//signed//
GUY S. FOXX
123-45-6789
SGT, Co A, 1st Bn, 24 Inf, 86th Inf Div

Figure 3–18–2. Sample statement of waiver for transportation costs for exchange reassignment

(Date)

STATEMENT

I agree to an exchange assignment with FOXX, Guy S., 123-45-6789, SGT, 11B20 presently stationed at Ft Defense, VA.
If this request is approved, I understand that all expenses (including transportation of family members and household goods) incident to this reassignment will be borne by me. I further understand that any time used as travel time between duty stations will be charged against me as ordinary leave. The following personnel data are submitted:

Name: WOLF, John E.

Grade: SGT/E5

MOS: 11B

Unit and station: Co A, 24 Bn, 4th Inf, 86th Inf Division, Ft Service, NY 01120

//signed//
JOHN E. WOLF
987-65-4321
SGT, Co A, 24 Bn, 4th Inf, 86th Inf Div

Figure 3–18–3. Sample statement of understanding for exchange reassignment

PERSONNEL ACTION

DA FORM 4187

Figure 3–19–1. Sample personnel action for airborne training for officer personnel

STATEMENT

1. I hereby volunteer for airborne training and/or assignment under the provisions of AR 614-100. The following additional information is provided:

a. Specialty: 11A
b. Branch: Infantry
c. Date of Birth: 00 [illegible] 00.

2. I volunteer to perform frequent aircraft flights, parachute jumps, and to participate in realistic training while securing airborne training and/or performing airborne duty. I also understand that I may be assigned to an airborne unit at any time after satisfactory completion of the prescribed course.

3. (If applicable) I have signed and am initiating a request for additional active duty in accordance with AR 614-112.

4. There has been no significant change in my physical condition since the time of the attached medical examination. I consider myself physically qualified for airborne training.

5. Remarks: (Include any additional pertinent information and any request for waiver with supporting justification.)

//signed//
JOHN D. [illegible]
1LT, Inf
Co A, 1st Bn, 00 Inf, 00th Inf Div

Encl

Figure 3–19–2. Sample airborne training or assignment volunteer statement for officer

(Office Symbol) (10 Sep 00)
SUBJECT: Request for Airborne Training

TO (Appropriate Address) FROM Commander 1472 CMT 2
00th Inf Div
Ft Defense, VA 22310-0000

1. Recommend approved.

2. Applicant has never been airborne qualified or participated in airborne training.

FOR THE COMMANDER:

//signed//
ROBERT C. [illegible]
CPT, AGC
Asst AG

Encl

Figure 3–19–3. Sample comment 2 for request for airborne training for officer personnel

PERSONNEL ACTION

DA FORM 4187

Figure 3–19–4. Sample personnel action for airborne training for enlisted personnel

STATEMENT

1. I hereby volunteer for airborne training and/or assignment under the provisions of chapter 9, AR 614-200. The following information is provided:

a. PMOS: 11B20

b. Service Component: RA.

2. I volunteer to perform frequent aircraft flights, parachute jumps, and to participate in realistic training while undergoing airborne training and/or performing airborne duty. I also understand that I may be assigned to an airborne unit for a period of not less than 12 months upon satisfactory completion of the prescribed course.

3. My current period of service expires on 8 June 19XX. Upon approval of this application, I understand that I will be required to extend my enlistment or reenlist in accordance with AR 601-280 before my departure, if necessary to meet the length of service requirements (12 months after completion of training).

4. There has been no significant change in my medical condition since the time of the attached physical examination. I consider myself qualified for airborne training and/or assignment.

5. Upon successful completion of airborne training, I agree to remain a minimum of 12 months in airborne status. I may not voluntarily terminate my airborne status unless physically disqualified.

. . . Encl

//signed//
JOE B. PEED
LTC-AD-AVN
Det, Co A, 1st Bn, 30 Inf, 90th Inf Div

Figure 3–19–5. Sample statement for airborne training or assignment for enlisted personnel

[illegible]

1. I [illegible] volunteer for Explosive Ordnance Disposal (EOD) training with permanent assignment to an EOD activity under the provisions of AR [illegible].

2. I agree to perform the duties as indicated in AR [illegible]. These include, but are not limited to, the detection, identification, neutralize, recovery, and field evaluation of improvised explosive devices (IED) and nuclear, chemical, biological, and conventional ordnance that are found, dropped, or placed and failed to detonate and do not constitute a hazard to military and civilian personnel, installations, or material.

3. I understand that if I do not have sufficient remaining service to meet service obligation requirements, I will be required to remain or extend my current assignment (or tour of active duty) in accordance with Chapter 3, AR [illegible], specialification of Assignment for EOD training.

4. I also understand that I may at any future time to my military career be assigned to EOD duties unless I have requested relief from same in accordance with Table 7-1, AR [illegible], and that such EOD duties may involve frequent TDY.

5. I acknowledge receipt of an Enlistment Bonus or Selective Reenlistment Bonus in my current PMOS for my current term of service.

(Date) (Signature)
(Name, SSN of applicant)

(Date) (Signature)
(Signature Block of EOD Officer)

Figure 3–20–1. Sample EOD volunteer statement

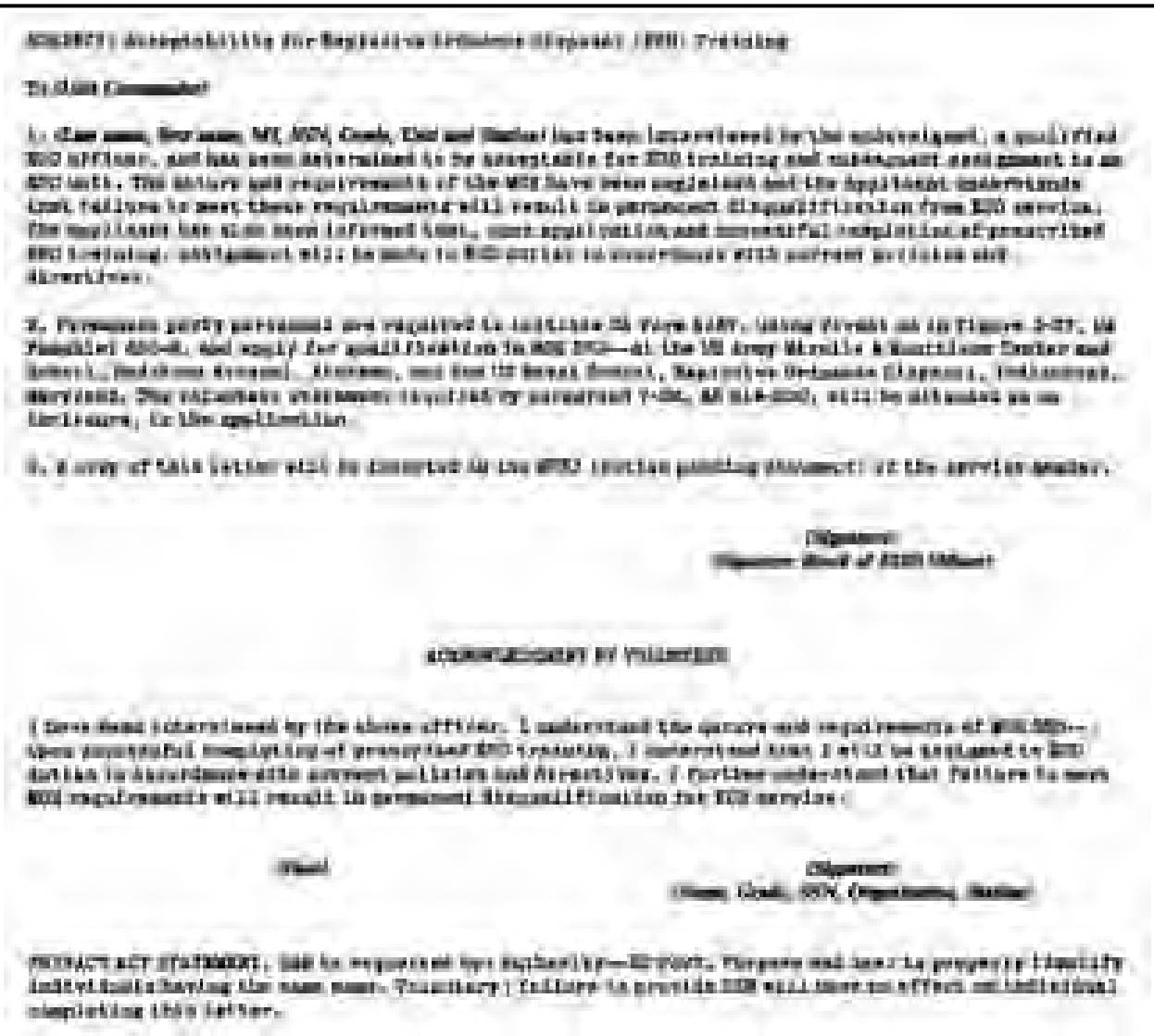


Figure 3–20–2. Sample acceptability for explosive ordnance disposal (EOD) training

PERSONNEL ACTION

DA FORM 6187

Figure 3–20–3. Sample personnel action for EOD training

PERSONNEL ACTION

DA FORM 4187

Figure 3–20–4. Sample personnel action withdrawal from EOD

1. Prior to interview, counsel applicant with reminder to determine any problem areas that the applicant may have.

2. Review applicant's MPRJ and medical records to determine the following:
   a. ED or below.
   b. Normal color perception.
   c. Allergies.
   d. Previous psychiatric treatment.
   e. Arts GM score of 90 or higher.
   f. Thirteen months of duty remaining at completion of the EOD course.
   g. Not assigned to or alerted for units under orders for overseas movement.
   h. Not pending court-martial.
   i. Is not serving on a period of service for which paid additional bonus (EB) or selective reenlistment bonus (SRB).
   j. Minimum physical profile of 222221.
   k. Not previously eliminated from EOD.
   l. If serving on a Sergeant for Skills retainment, has served at least 18 months of that retainment.

3. If possible, have EOD NCO engage applicant in conversation while you are reviewing the applicant's records.

4. Most applicants will have little (if) you about himself. During the portion of the interview attempt to determine applicant's—
   a. General military aptitudes.
   b. Ability to communicate.
   c. Overpowering personal problems (i.e., excessive debts, etc.).

5. Explain EOD school course with emphasis on academic requirements and standards of conduct.

6. Explain EOD assignments and duties to include—
   a. Hazards.
   b. General unit duties (maintenance, supply, mobility, and CQ requirements).
   c. Requirements for TDY (duration of TDYs).

7. Ask personal questions to determine—
   a. Stresses or repeated civil convictions.
   b. Drug abuse problems.
   c. Over indulgence in alcohol.
   d. Serious accidents (a "close, quasi's has involved or participated in any type would or attempt).
   e. General aversion to military life.

8. Have the applicant—
   a. Wear the MD protective suit for 30 minutes.
   b. Perform light work for approximately 5 minutes while wearing the protective suit.

9. Confer with NCO and solicit opinions or recommendations concerning applicant (if step 2 has been accomplished).

10. If applicant is considered "best qualified" for EOD training—
   a. Explain and execute letter of acceptance.
   b. Explain and execute volunteer statement.
   c. Upon request, provide proper officer with assistance in preparing the application for scheduling.

Figure 3–20–5. Checklist for EOD interviewer—handout

DISPOSITION FORM

REFERENCE OR OFFICE SYMBOL | SUBJECT

Award of CPMOS*

TO: [illegible] | FROM: [illegible] | DATE: 3 Jul 86 | CMT 1

[illegible]
99th Inf Div
Ft Defense, VA 22110

TO: CAr
Tlsch MI Det
99th Inf Div
Ft Defense, VA 22110

1. Individual named below is eligible for award of the Career Progression MOS (CPMOS) in accordance with AR 600-200:

NAME: POOR, Guy E.
GRADE: SGT E-5
SSN: 123-45-6789
PMOS: 97B

CPMOS OPTION: 97B or 97C

2. Counsel soldier to determine his desires for CPMOS option and have individual circle and initial CPMOS option wanted. See AR 611-201 and DA Circular 611-[illegible] (Career Management of the Enlisted Force). A copy of the circular is attached; please return to this office.

3. Request unit commander's recommendation; and reason when appropriate.

//signed//
ROBERT C. RICKORD
CPT, ADC
Military Personnel Officer

1 Incl
as

TO: [illegible] | FROM: CAr | DATE: 5 Jul 86 | CMT 2

Tlsch MI Det, 99th Inf Div
Ft Defense, VA 22110

TO: MILPO
99th Inf Div
Ft Defense, VA 22110

1. Individual has been counseled and information is furnished as requested.

2. Recommend award of CPMOS 97B in lieu of 97C. (Give reasons.)

//signed//
TERRY E. LEADER
CPT, MI
Commanding

1 Incl

*For centrally managed personnel, see Figure 3-21-2.

DA FORM 2496 REPLACES DD FORM 96, WHICH IS OBSOLETE

Figure 3–21–1. Sample DF eligibility for award of CPMOS

DISPOSITION FORM

REFERENCE OR OFFICE SYMBOL | SUBJECT

Award of CPMOS

FROM: [illegible] | MILPO, 99th Inf Div, Ft Defense, VA 22310 | DATE: 2 Jul [illegible] | CONT:

TO: Cdr, Co A
99th S&T Bn, 99th Inf Div
Ft Defense, VA 22310

1. Individual named below is eligible for award of the Career Progressive MOS (CPMOS) in accordance with AR 600-200:

NAME: FOXX,Guy E.
GRADE: SP5, E-5
SSN: 123 45 6789
PMOS: 76D

CPMOS OPTION: 76D or 76F

2. Counsel soldier to determine his desires for CPMOS option. See AR 611-201 and DA Circular 611-___ (Career Management of the Enlisted Force). A copy of the circular is attached; please return to this office.

3. Have individual select his choice of CPMOS and submit request on DA Form 4187 in accordance with procedure 3-21, DA Pamphlet 600-8.

4. Request with commander's recommendations and reason when appropriate.

//signed//
ROBERT C. [illegible]
CPT, ADC
Military Personnel Officer

1 Incl
as

THRU: MaPAC/PERCO

FROM: Co A, 99th S&T Bn, 99th Inf Div, Ft Defense, VA 22310 | DATE: 6 Jul [illegible] | CONT: 1

TO: MILPO
99th Inf Div
Ft Defense, VA 22310

CMT 1 complied with:

//signed//
TERRY E. LEADER
CPT, INF
Commanding

1 Incl

DA FORM 2496

PERSONNEL ACTION

DA FORM 4187

Figure 3–21–3. Sample personnel action for award of CPMOS

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
	Award of CPMOS

TO: TAGO M-PAC/PSDCD

FROM: MILPO
99th Sup Bde
Ft. Defense, VA 22310-1000

DATE:

CMT 1

TO: Cdr
71th MC Bde
99th Inf Div
Ft. Defense, VA 22310-1000

1. Following individual is awarded Career Progression MOS (CPMOS) 67B in accordance with AR 600-200:

NAME: FOOX, Guy E.
GRADE: SGT, E-5
SSN: 123-45-6789
PMOS: 67B

CPMOS: 67B

2. Request individual be notified of award of CPMOS.

//signed//
ROBERT G. BECKMEZ
CPT, ADC
Military Personnel Officer

Copy Furnished:
Records Branch

DA FORM 2496

PREVIOUS EDITIONS WILL BE USED

Figure 3–21–4. Sample DF for award of CPMOS

SUBJECT: Request for Award of CPMOS (Centrally Managed Personnel)

TO DAPA(DAPC-EP-
(Career Branch)
Alexandria, VA 22331

FROM HELPO
Pres Inf Sis
Ft Defiance, VA
22310-1000

DATE 4 Jul 86

CMT 1 . . .

1. (Grade) . . . (Last name, first name, MI) . . . (SSN) . . . (PMOS) . . . is eligible for award of Career Progression MOS (CPMOS) in accordance with chapter 2, AR 611-201.

2. Under chapter 2, AR 611-201, he has option of (MOS) or (MOS).

3. (Grade) (Last name) has indicated a preference for CPMOS (MOS).

4. Request in award of CPMOS (MOS).

or

Reassignment award of CPMOS (MOS) in lieu of (MOS).
(Give rationale)

FOR THE COMMANDER:

. . . Incl

//signed//
ROBERT E. BROWN
CPT, AGC
Asst Adjutant General

Figure 3–21–5. Sample comment for request for award of CPMOS (centrally managed personnel)

PERSONNEL ACTION

DA FORM 4187

Figure 3–22–1. Sample personnel action for Special Forces training/assignment

Figure 3–22–2. Sample volunteer statement for Special Forces training enlisted

(Office Symbol) (DD Mmm YY)

SUBJECT: Request for Special Forces training/assignment

TO: (Appropriate Address) FROM: Commander DATE: CET:

80th Inf Div

Ft Defense, VA 22210-1000

1. Recommend approval.

2. Individual is not airborne qualified but has applied for airborne training in accordance with AR 614-200.

3. Individual has been administered the Defense Language Aptitude Battery (DLAB) and received a qualifying score of ____.

4. Individual meets selection criteria outlined in section IV, chapter 6, AR 614-200. Documentation is attached as follows:

a. DA Form 2.

b. Copy of DA Form 5-1.

c. DA Form 3349 reflecting current physical status.

d. Score and date of Army Physical Readiness Test (APFT).

FOR THE COMMANDER:

//signed//

ROBERT E. ROBERTS

CPT, AGC

Asst AG

Figure 3–22–3. Sample comment 2 for Special Forces training or assignment enlisted

INTERVIEW

1. I hereby volunteer for Special Forces training under the provisions of AR 614-100. If not already airborne qualified I am applying for airborne training under the provisions of AR 600-110 and AR 614-100. I understand that failure to complete basic airborne training will disqualify me for Special Forces duty.

2. I have met the criteria in paragraph 7, AR 614-100. The following information is furnished:

a. Specialty—11B.

b. Branch and Component—Infantry/AC.

c. Date of Birth—DD Mmm YY.

d. Summary of significant military service; include level of education—staff sergeant.

e. Highest civilian education level attained—B.S.

f. Date of release from active duty—8 Jun 19.

g. Attached medical form reflects my current condition.

h. Score and date of Army Physical Readiness Test (if applicable).

3. (If applicable) Separate application is being made for foreign language training after completion of Special Forces training.

4. (If applicable) I have signed and initiated a request for additional active duty.

5. Remarks. (The remarks information required by DA accessions.)

//signed//

JOHN S. PUCK

123-45-6789

MSG, Inf

Figure 3–22–4. Sample volunteer statement for Special Forces training officer

PERSONNEL ACTION

DA FORM 4187

Figure 3–23–1. Sample personnel action for on-the-job training (enl only)

Figure 3–23–2. Sample Comment 2 request for on-the-job training

Figure 3–25–1. Sample personnel action for retesting in Army personnel tests

(30 Nov 20)
SUBJECT: Request for Retesting in Army Personnel Tests

Section V (REMARKS)—Continued

h. Summary of military education and specialized training:

_____

_____

i. Assignment limitations (if any): _____

_____

Figure 3–25–1. Sample personnel action for retesting in Army personnel tests—Continued

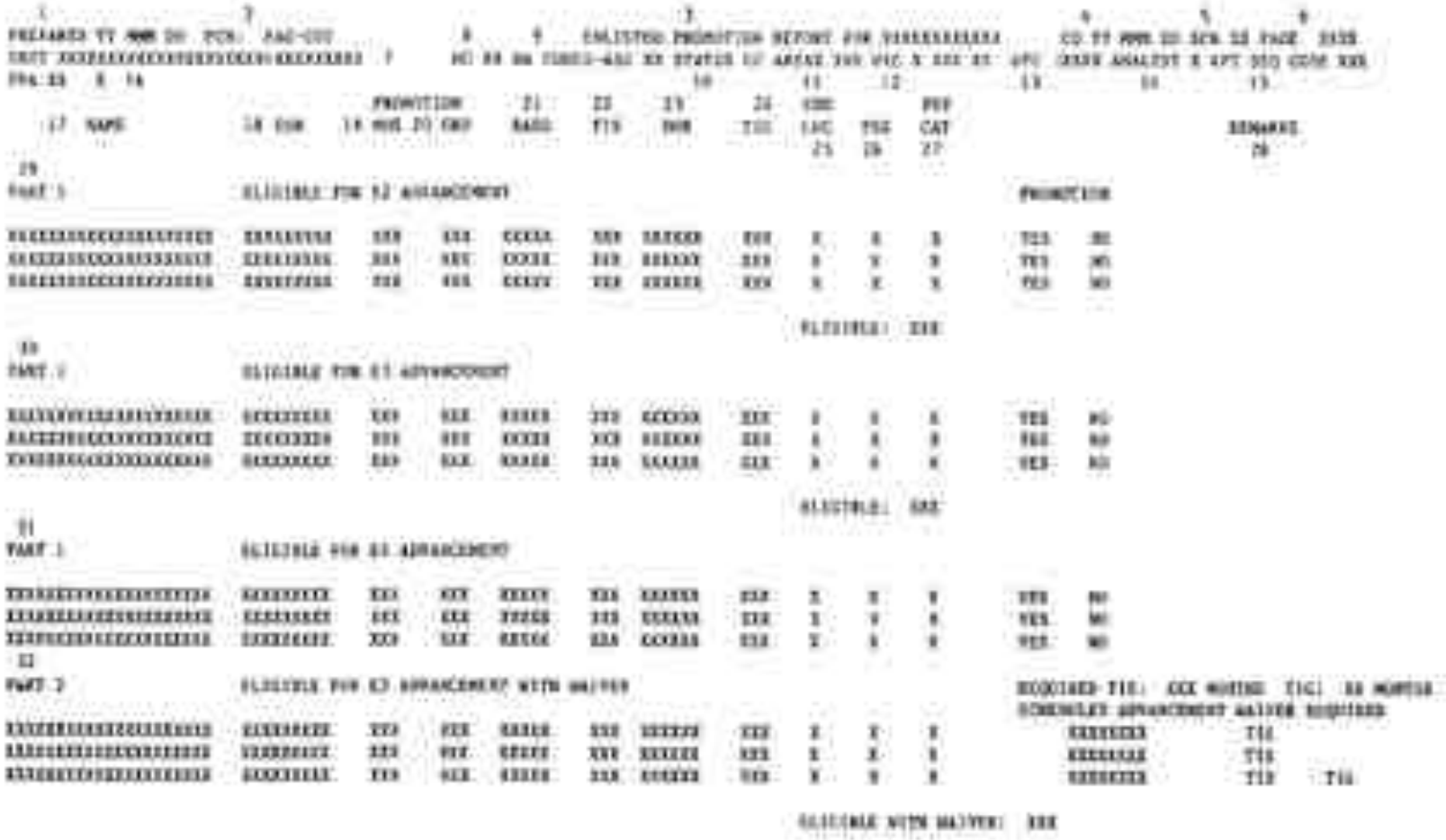


Figure 3–30–1. Sample format of Enlisted Promotion Report (AAC-C01)

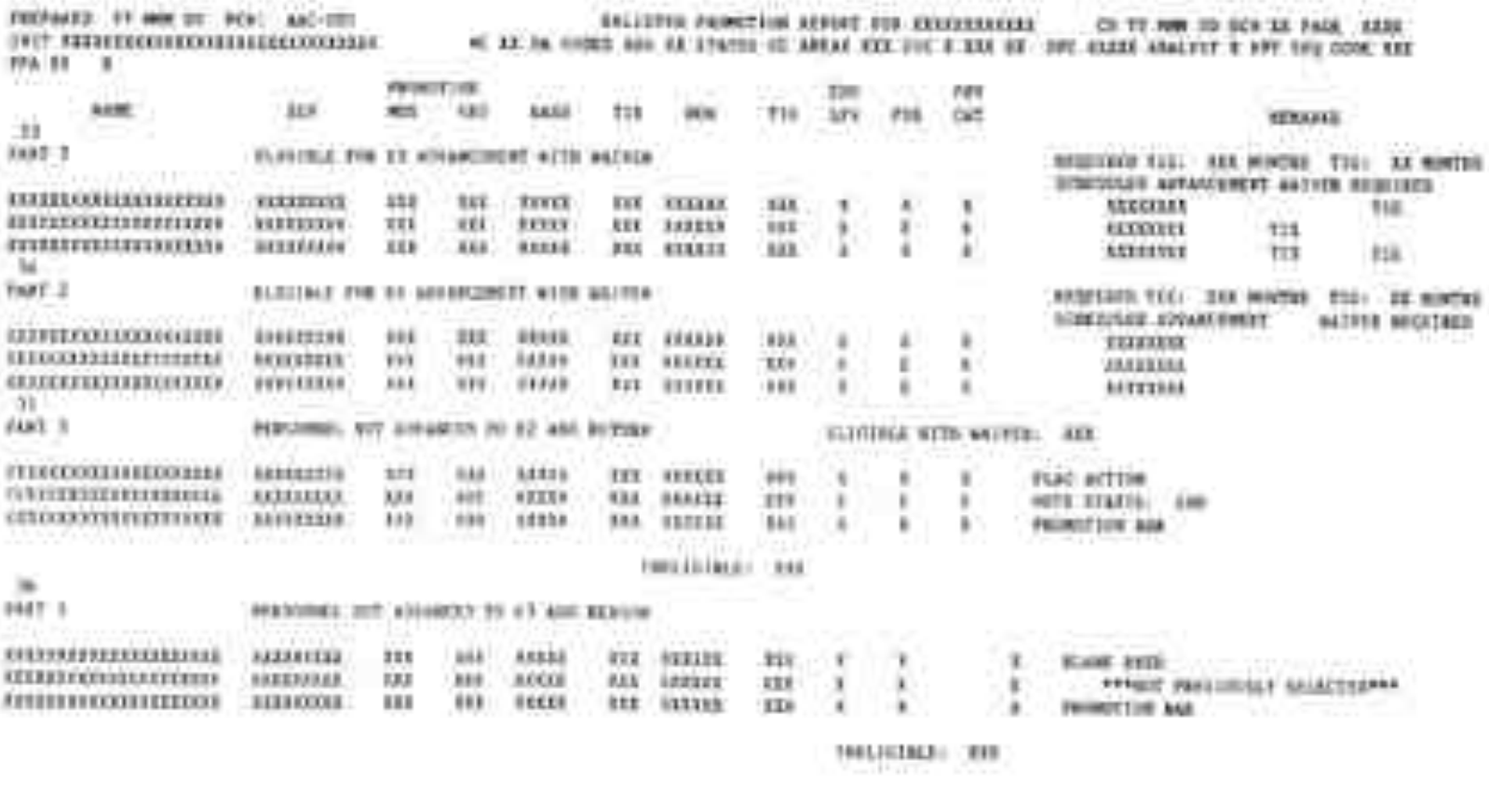


Figure 3–30–1. Sample format of Enlisted Promotion Report (AAC-C01)—Continued

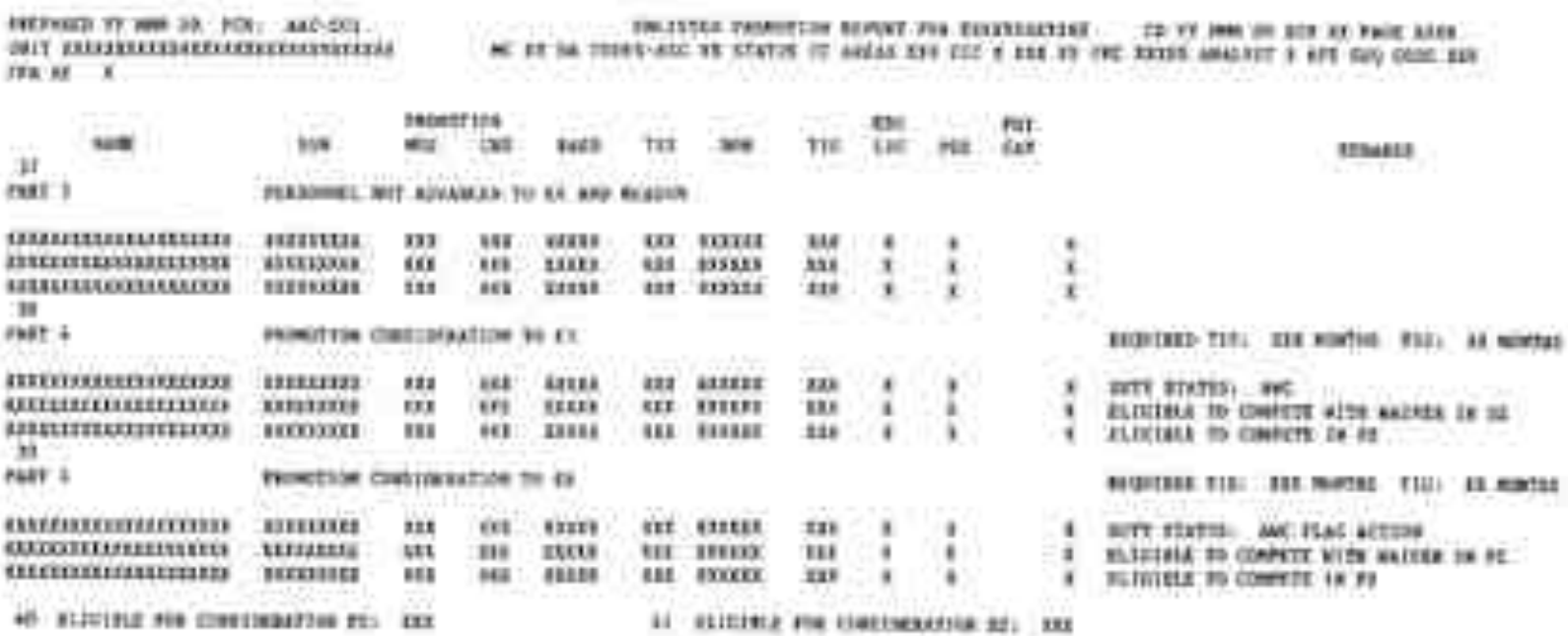


Figure 3–30–1. Sample format of Enlisted Promotion Report (AAC-C01)—Continued

```
PREPARED BY MMMM DD  PCN:  AAC-C01                    ENLISTED PROMOTION REPORT FOR XXXXXXXXXXXX        CC YY MMM DD DDD XX PAGE XXXX
UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX        MC XX DA CODE3-AAC XX STATUS CC AREAA XXX  UIC W XXX XX  VPL XXXXX ANALYST X RPT XXX CODE XXX
PPA XX  PROJECTION:  X MO.

                                                    COMPUTATION FOR PROMOTION CAPABILITY
                                                              FOR PMS XXX

          ONE MONTH PROJECTION UNIT                                                          PROJECTION OVER ONE MONTH
ADVANCEMENT TO E2 COMPUTATIONS:
        TOTAL E2                    ASSIGNED :  XXX                                          E2 ASSIGNED AND ATTACHED IN:  XXX
                                    ATTACHED :  XXX                                          TTS IN                      :  XXX
                                       TOTAL :  XXX
                                          E2 :  XXX
        TOTAL E2 ALLOWABLE WITH WAIVER IN  :  XXX
        E2 WITH LESS THAN XX MONTHS TIS (-):  XXX
        EQUALS E2 ADVANCEMENTS WITH WAIVER :  XXX
        CL WITH XX MONTHS TIS WITHOUT WAIVER  XXX
ADVANCEMENT TO E3 COMPUTATIONS:
        TOTAL E3                    ASSIGNED :  XXX                                          E3 ASSIGNED AND ATTACHED IN:  XXX
                                    ATTACHED :  XXX                                          E3 WITH XX MONTHS BUT LESS
                                       TOTAL :  XXX                                          THAN XX MONTHS TIS IN       :  XXX
                                          E3 :  XXX
        TOTAL E3 ALLOWABLE WITH WAIVER IN  :  XXX
        E3 WITH XX MONTHS TIS BUT LESS THAN
        XX MONTHS TIS IN              (-) :  XXX
        EQUALS E3 ADVANCEMENTS WITH WAIVER :  XXX
        E3 WITH XX MONTH TIS(XX MONTH TIS) :  XXX
PROMOTION TO E4 COMPUTATIONS:
        E3 XX OR MORE MONTHS TIS IN        :  XXX
        E4 XX OR MORE MONTHS TIS IN        :  XXX
        TOTAL E3-E4 OVER XX MONTHS TIS IN  :  XXX                                          E4 XX OR MORE MONTHS TIS IN:  XXX
        E2                                 :  XXX                                          E4 XX OR MORE MONTHS TIS IN:  XXX
        EQUALS MAX E4 ALLOWED (WITH                                                        TOTAL E3-E4 OVER XX MONTHS :  XXX
        WAIVER) IN                         :  XXX
        E4 IN OR MORE MONTHS TIS AS OF PRO-                                                E4 XX OR MORE MONTHS TIS IN:  XXX
        JECTION MONTH IN                   :  XXX
        PERCENTAGE OF                      :  XXX
        EQUALS                             :  XXX
```

Figure 3–30–1. Sample format of Enlisted Promotion Report (AAC-C01)—Continued

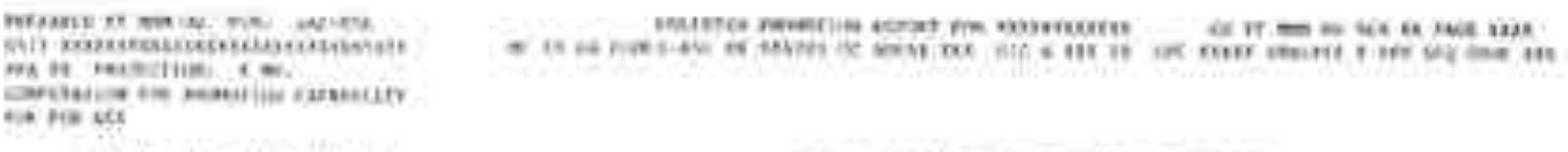


Figure 3–30–1. Sample format of Enlisted Promotion Report (AAC-C01)—Continued

Figure 3–30–1. Sample Format for the Enlisted Promotion Report (AAC-C01)

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was prepared.
(2)	PGM AAC-C01—The Registration Control Number of the report.
(3)	ENLISTED PROMOTION REPORT PCN—The title of the report.
(4)	CD—Cycle Date. The "as of" date of the SIDPERS processing cycle that produced the report.
(5)	RCN—Report Control Number. The Report Control Number is a two character code that identifies the month and day the report was submitted to RECFMC/HQDA.
(6)	PAGE—The page number of the report.
(7)	UNIT—The name of the unit.
(8)	MC—Mail Code. The Mail Code Designates the servicing MILPO for the unit and its detachment.
(9)	SY 00001—ASC—A code indicating the Major command to which the unit is assigned.
(10)	STATUS—Status Code. A code used to classify the status of active army organization, personnel and equipment.
(11)	ARMY-WIDE—A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the next two positions the state in which the unit is located. If the unit is located overseas, the "Overall XXX Code" represents the association of the country in which the unit is located.
(12)	UIC—Unit Identification Code.
(13)	UPC—Unit Processing Code.
(14)	ANALYST—The analyst code identifies the analyst who is responsible for monitoring the SIDPERS performance of the unit.
(15)	RPT SEQ-CODE—Report Sequence Code. The Report Sequence Code identifies the internal sequence for the report.
(16)	DPA—Distributed Processing Activity.
(17)	NAME—The name of the individual (1st position).
(18)	SSN—Social Security Number. The Social Security Number of the individual.
(19)	MOS—Promotion MOS of the individual.
(20)	GRD—Grade of the individual.
(21)	BASD—Basic Active Service Date of the individual.
(22)	TIS—Months Time in Service.
(23)	DOR—Date of Rank.
(24)	TIG—Time in Grade.
(25)	EDU LVL—Education Level Code.
(26)	PSB—Personnel Security Status.
(27)	PHY CAT—Physical Category.
(28)	REMARKS.
(29)	PART I—Personnel Eligible for E3 Advancement.
(30)	PART I—Personnel Eligible for E4 Advancement.
(31)	PART I—Personnel Eligible for E5 Advancement.
(32)	PART 2—Personnel Eligible for E7 Advancement with Waiver.
(33)	PART 2—Personnel Eligible for E3 Advancement with Waiver.
(34)	PART 2—Personnel Eligible for E4 Advancement with Waiver.
(35)	PART 3—Personnel Not Advanced in E3 and Reason.
(36)	PART 3—Personnel Not Advanced in E7 and Reason.
(37)	PART 3—Personnel Not Advanced in E4 and Reason.
(38)	PART 4—Promotion Consideration in E3.
(39)	PART 4—Promotion Consideration in E4.
(40)	Number Eligible for Consideration Primary Zone.
(41)	Number Eligible for Consideration Secondary Zone.

Figure 3–30–1. Sample format of Enlisted Promotion Report (AAC-C01)—Continued

1 2 3 4 5 6

PREPARED YY MMM DD PCN: AAC-C01 ENLISTED PROMOTION REPORT FOR XXXXXXXXXXX CN YY MMM DD SCN XX PAGE XXXX

7

PART 1 PROMOTION TRANSACTIONS FOR PAGE

UNDER THE PROVISIONS OF CHAPTER 7, AR 600-200 THE FOLLOWING ARE ADVANCED
IN PAYGRADE INDICATED EFFECTIVE DATE OF ADVANCEMENT AS INDICATED
(THESE INDIVIDUALS WERE APPROVED AND SELECTED FOR ADVANCEMENT BY THEIR COMMANDER)

WWWW

Figure 3–30–1. Sample format for Enlisted Promotion Report (AAC-C01)

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was prepared.
(2)	PCN: AAC-C01—The Production Control Number of the report.
(3)	ENLISTED PROMOTION REPORT FOR—The title of the report.
(4)	CD—Cycle Date. The "as of" date of the SIDPURS Processing cycle that produced the report.
(5)	SCN—Shipment Control Number. The Shipment Control Number is a two character code that identifies the month and day the report was transmitted to MILPAC/HQDA.
(6)	PAGE—The page number of the report.
(7)	PART 5—Promotion Transactions for F&AD.

Figure 3–30–1. Sample format of Enlisted Promotion Report (AAC-C01)—Continued

PERSONNEL ACTION

DA 4187

Figure 3–30–2. Sample personnel action for advancement denied

PERSONNEL ACTION

DA FORM 4187

Figure 3–30–3. Sample personnel action for advancement

SAMPLE DA FORM 4187 ADDITIONAL INSTRUCTIONS ENTRIES

1. To advance a soldier listed in Part 2 of the CDI: "A soldier for (time in service) does in general (whether general) ... This action is within waiver consideration (RD) (RN) (E4) promotion to the unit."

2. To advance a soldier listed in Part 3 of the CDI as "flagging action": "Suspension of flag and/or personnel action (flag)."

3. To advance a soldier listed in Part 3 of the CDI as "duty status": "Unsatisfactory duty status (change)."

4. To advance a soldier listed in Part 3 of the CDI as "reenlistment status": "Ineligibility for reenlistment (was (flag))."

4. To advance a soldier listed in Part 3 of the CDI as "promotion bar": "Promotion bar (flag)."

5. To advance a soldier listed in Part 3 of the CDI as "Stand (RA/ED/DOR)": "Previously was advanced due to (RA/ED) (DOR)."

7. To advance a soldier listed in Part 3 of the CDI as "Not previously promoted": "Previously not advanced due to (administrative error) (oversight) (transfer status)."

Figure 3–30–4. Sample DA Form 4187 Additional Instructions Entries

PREPARED BY HQDA DA PAM: AAZ-CIU RECOMMENDED LIST FOR PROMOTION OF ENLISTED PERSONNEL AS OF HQDA DA SCN XX PAGE XXXX
XXX: XXX

NAME	SSAN	CPO	BASD	UNIT	FROM MOS	CURRENT PTS DATE	PARTICIPATE PTS DATE	STS
TO PAY GRADE E6 P2								
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX X X	XXX XXXX	XXX XXXX	XXXXXX
TO PAY GRADE E6 S2								
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX X X	XXX XXXX	XXX XXXX	XXXXXX
TO PAY GRADE E6 X2								
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX X X	XXX XXXX	XXX XXXX	XXXXXX
TO PAY GRADE E5 P2								
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX X X	XXX XXXX	XXX XXXX	XXXXXX
TO PAY GRADE E5 S2								
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX X X	XXX XXXX	XXX XXXX	XXXXXX
TO PAY GRADE E5 X2								
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXX	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX X X	XXX XXXX	XXX XXXX	XXXXXX

Figure 3–30–5. Sample Format for Recommended List for Promotion of Enlisted Personnel

DISPOSITION FORM

REFERENCE OR OFFICE SYMBOL	SUBJECT
	Request for Review of Files

TO Provost Marshal
Intelligence Officer (Local)

FROM MILPO DATE DATE

1. SGT Guy S. Fame, 123-45-6789, Co A, 1st Bn, 1d Inf has been nominated for assignment to Presidential Support Activities in accordance with AR 614-200.

2. Request review of files at your office for any information reflecting adversely on SGT Fame's morals, honesty, character, integrity, trustworthiness, or loyalty.

3. Request reply not later than above suspense date.

//signed//
ROBERT C. RECORDS
CPT, ADC
Military Personnel Officer

(Office Symbol) (Date of DOF 1)

TO MILPO FROM Provost Marshal or Intelligence Officer DATE DOF 2

Review of files at this office reveals no adverse information concerning SGT Fame. (Or an outline of any adverse information found)

//signed//
JONATHAN R. LAWS
CPT, MPC
Provost Marshal

DA FORM 2496

Figure 3–31–1. Sample DF for request for review of files

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is The Adjutant General Center.

REFERENCE OR OFFICE SYMBOL	SUBJECT
	Request for Review of Health Records

TO Custodian of Individual's Health Record | FROM MILPO | DATE | CMT 1

1. SSG Guy N. Foxx, [illegible], Co A, 1st Bn, 3d Inf has been nominated for assignment to Presidential Support Activities in accordance with AR 614-200.

2. Request review of SGT Foxx's Health Records by a medical officer who is a United States citizen for any illness or treatment that reflects adversely on SGT Foxx's reliability, judgment, or emotional stability.

3. Request reply not later than above suspense date.

//signed//
ROBERT U. RECORDS
CPT, ADC
Military Personnel Officer

(Office Symbol) (Date of CMT 1)
TO MILPO | FROM Post Surgeon | DATE | CMT 2

Review of SGT Foxx's Health Records does not reveal any illness or treatment that reflects adversely on SGT Foxx's reliability, judgment, or emotional stability. (Or an outline of illness or treatment that does reflect adversely.)

//signed//
FRANK C. SMITH
CPT, MC
Asst Post Surgeon

DA FORM 2496

Figure 3–31–2. Sample DF request for review of health records

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO.

ORGANIZATION OR OFFICE SYMBOL

SUBJECT: Nomination for Assignment to Presidential Support Activities

TO | FROM | DATE | REF:

Cdr, 1st Bn, 6th Inf, 9th Inf Div

1. SGT Bl Guy H. Fuss, 111-43-6788, US A, 1st Bn, 6th Inf has been nominated for assignment to Presidential Support Activities.

2. SGT Fuss's personnel records have been reviewed and no adverse information was found. (See an outline of any adverse information found).

3. Request the following action pertaining to SGT Fuss be accomplished and returned to this headquarters, ATTN: AG-Pb, not later than the above suspense date:

a. Statement signed by unit commander (original and one copy) that SGT Fuss's Military Personnel Records, Provost Marshal files, and local intelligence files have been reviewed and adverse information was (or was not) found (Incl 1 and 2), and include a statement that SGT Fuss does (or does not) have any character or duty performance deficiencies. See APPENDIX D, AR 615-700. If any adverse information or deficiencies are found, provide an outline of the adverse information or deficiencies. (See sample at figure 3-31-4.)

b. Completion of DD Form 1879 (Request for Personnel Security Investigation) in original and three carbon copies. The administration discharge "SAMPLE WRITER" will be stamped or printed in capital letters in the Remarks Section. (Sample at figure 3-31-5.)

c. Completion of DD Form 398 (Statement of Personal History) in original and five Reproduction copies using black carbon paper.

d. Completion of FD Form 258 (FBI FD Department of Justice Fingerprint Card (Applicant)) in one copy.

e. Completion of DD Form 398-2 (Personnel Security Questionnaire (National Agency Check)) in original and four copies for each person as follows:

(1) Completed fully for SGT Fuss.

(2) Completed through Item 8 on SGT Fuss's spouse (and former spouse(s)), if appl.

(3) Completed through Item 8 on next member of SGT Fuss's immediate family who is an alien, immigrant alien, or naturalized US citizen, in place of age or place regardless of whether or not the individual is currently residing in the U.S.

DA FORM 2496 | PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

Figure 3–31–3. Sample DF of nomination for assignment to presidential support activities

(Office Symbol)
SUBJECT: Nomination for Assignment to Presidential Support Activities

(Immediate family includes children by birth, adoption, or marriage, natural, adopted foster or stepparents; brother and sisters by birth, adoption, or remarriage of either parent).

//signed//
ROBERT S. MEYERS
CPT, ADC
Military Personnel Officer

E Incl
1. DF from Provost Marshal
2. DF from local Intelligence Officer

(Office Symbol) (Date of CMT 1)
TO: WILPO

FROM: 1st Bn, 34 Inf,
90th Inf Div

DATE

CMT 2

Comment 1 complied with.

FOR THE COMMANDER:

E Incl
added 7 Incl
3. Statement from unit CDR
4. DD Form 1879
5. DD Form 398
6. DD Form 398
7. DD Form 398-2 SGT Foss
8. DD Form 398-2 Mrs. Foss
9. DD Form 398-2 Richard Foss

//signed//
KEN D. DRAPER
CPT, INF
Adjutant

Figure 3–31–3. Sample DF of nomination for assignment to presidential support activities—Continued

STATEMENT

(Date)

1. Military Personnel Records, Provost Marshal and local intelligence files have been reviewed for information contained therein reflecting adversely on SGT Guy E. FOSS's morals, honesty, character, integrity, trustworthiness, or loyalty. No adverse information was found (or an outline of adverse information found).

2. SGT FOSS has no character or job performance deficiencies (or an outline of deficiencies).

//signed//
TERRY E. CRACKER
Captain, Inf
Commanding

Figure 3–31–4. Sample statement of records and files review

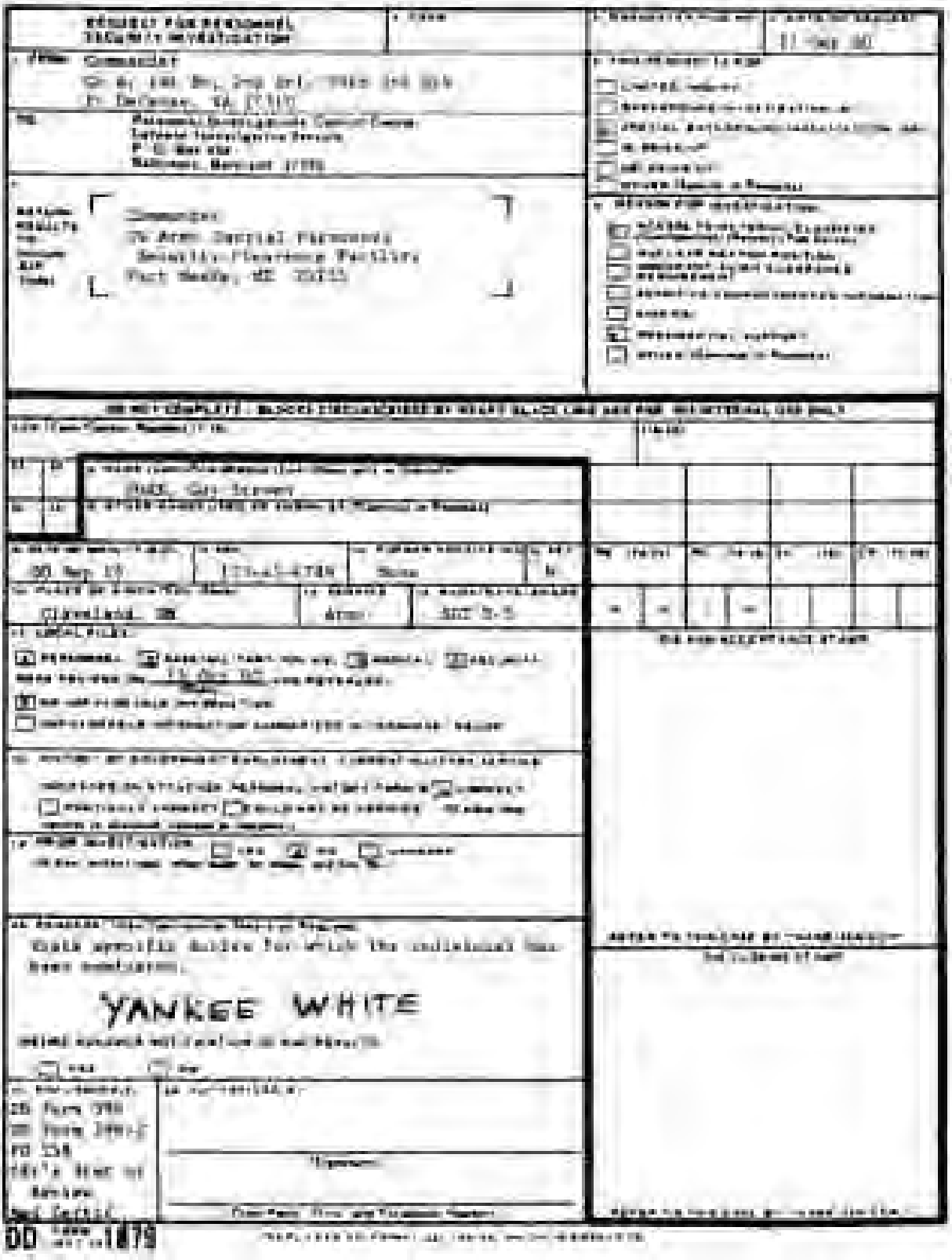


Figure 3–31–5. Sample request for personnel security investigation nomination for presidential support activities

PERSONNEL ACTION

DA FORM 4187

Figure 3–32–1. Sample personnel action for married Army couples

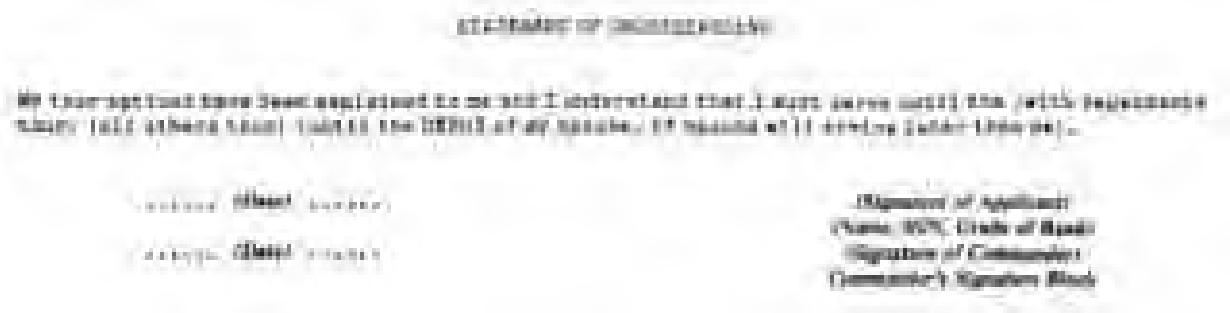


Figure 3–32–2. Sample tour options statement of understanding concerning spousal DEROS

PERSONNEL ACTION

DA FORM 4187

Figure 3–32–3. Sample personnel action for reassignment married Army couples

[illegible]

We desire to be assigned together for the purpose of establishing a common household within CONUS.

We agree that maximum consideration will be given to assignments to a duty station where a common household may be established. However, if possible, we desire to be assigned to one of the following: (List in order of desirability up to 3 assignments preferred.)

1st Choice:

2d Choice:

3d Choice:

We understand that the final factor used in developing our assignments will be the needs of the service for qualified PMOS skills.

[illegible] (Date) [illegible]

[illegible] (Date) [illegible]

(Signature of Applicant)
(Name, SSN, Grade of Rank and PMOS)
(Signature of Spouse)
(Name, SSN, Grade of Rank and PMOS)

Figure 3–32–4. Sample request for joint CONUS assignment statement

PERSONNEL ACTION

DA FORM 4187

Figure 3–33–1. Sample personnel action MI application

Figure 3–33–2. Sample request for security investigation MI—applicant

MI Applicant Processing Checklist

1. Orient the applicant on the general CI mission and the duties and functions of CI agents.

2. Answer all the applicant's questions on career opportunities within classification functions.

3. During the processing, afford the applicant the opportunity to withdraw his application.

4. Inform the applicant on contact you if, at any time, he decides not to accept his obligation to serve in Military Intelligence.

5. Review the application packet for applicant eligibility and background information.

6. Advise the applicant of any waivers required.

7. Advise the requesting agency of applicant ineligibility for reason of unacceptable requirements.

8. Advise the applicant of the SBI requirement, the continuing assessment of applicant during his training, the one year agent probationary period, or until 21 years of age, whichever is longer, and the continued retention requirements.

9. Give the applicant a Privacy Act Advisement prior to the solicitation of any personal information.

10. Obtain a signed Contingency Statement from the applicant.

11. Ensure the preparation of the soldier's composition within a controlled environment (i.e., in the presence of the Agent or other office personnel) and review them prior to conducting the interview.

12. Conduct the interview.

13. Make no promises concerning applicant's acceptance or future assignments.

14. Prepare the Statement of Interview.

15. Determine for yourself prior to recommending the applicant for CI Special Agent, those that he possesses of the traits, skills, and characteristics desired of a Special Agent.

16. Inform the applicant's commander of the interview's completion.

17. Forward the Statement of Interview and application via a letter of transmittal to HQDA/DAPC-EPL-ML, Alexandria, VA 22331.

18. Ensure item 11 of DD Form 398 has been completed.

Figure 3–33–3. Sample MI applicant processing checklist

[illegible]

Figure 3–33–4. Sample orientation statement

DEPARTMENT OF THE ARMY
Fort Defense Field Office
[illegible] Military Intelligence Group
Fort Defense, [illegible]

[illegible]-[illegible]-[illegible] 15 April 1979

SUBJECT: Statement of Interview

1. On 14 April 1979, Sgt B. Frank, SSN: [illegible], Company A, [illegible] Military Intelligence Group, Fort Defense, [illegible] with residence at [illegible], Fort Defense, [illegible], an Applicant for Career Management Field [illegible], MOS [illegible], Counter Intelligence Agent, was interviewed.

2. Subject is scheduled to graduate from AIT on [illegible] date [illegible] if not applicable.)

*3. The following is submitted:

a. SSN: [illegible]
b. POB: [illegible]
c. Citizenship: US Citizen
d. Height: [illegible]
e. Weight: [illegible]
f. Build: [illegible]
g. Physical Profile: [illegible]
h. Color Vision: Normal
i. [illegible]
j. MOS: [illegible]
k. [illegible]
l. Language: [illegible]
m. [illegible]
n. [illegible]
o. [illegible]
p. Drivers License: [illegible]
q. Years Current: [illegible]
r. Years Formal Education: [illegible]

*4. The results of the interview with [illegible] follows and are follows:

a. Background:
(1) Family Background.
(2) Marital status and background.
(3) If single, association with the opposite sex.
(4) Applicant and [illegible]'s foreign relatives and associations.
(5) Personal or marital problems which could limit worldwide utilization in intelligence duties.
(6) Financial status and responsibility to include current indebtedness, date of indebtedness, and currency of repayment arrangements.
b. Educational Background:
(1) Secondary, college or vocational technical educational history; major field of study; overall academic standing; if formal education has not been completed, reasons for leaving.
(2) Linguistic ability and foreign language.
(3) Best subjects and weakest subjects in school and reasons therefore. Emphasis on deficiencies in English, history and political science courses.
(4) Specific courses of study, functional training, or other skills or hobbies which demonstrate the applicant's potential for intelligence duties.
(5) Future educational plans.
(6) Hobbies or interests.
c. Employment Background:
(1) Civilian employment locations, duties, length of [illegible]/higher degree of responsibilities achieved, reason for termination.
(2) Employment skills which enhance the applicant's potential for intelligence duties.
d. Military Service Background:
(1) ROTC experience to include responsible positions held and reason(s) for leaving.
(2) Previous Military assignments and awards.

*When DA Form 99 is attached to the statement of interview, background information provided by DA Form 99 need not be repeated in the statement of interview.

Figure 3–33–5. Sample statement of interview

[illegible]

Figure 3–33–5. Sample statement of interview—Continued

[illegible]

[illegible]

[illegible]

PRIVACY ACT STATEMENT

The authority for requesting the information being this document is contained in Title 10, United States Code, Sections 3012 and Executive Orders 9397, 10450 and 10865. The requested information will be used for making personnel security determinations by membership in the Armed Forces of the United States, access to classified information, and for making personnel assignment decisions. The primary use for the information is the determination of the scope and conduct of a personnel security investigation, assisting the completion of investigations and providing evidence and information with which personnel security determinations relevant to security and suitability determinations. The information may be disclosed to other Federal agencies that are also charged with making the foregoing determinations and to administrative, law enforcement or investigative officials responsible for matters concerning these determinations.

Completion of this statement is mandatory. However, failure on your part to furnish all or part of the information requested may result in reassignment to unassigned duties or denial of access to classified information. At your request, a copy of this Privacy Act statement will be provided to you for your retention.

Figure 3–33–7. Privacy act advisement

LETTER OF TRANSMITTAL
UNIT HEADING
(Field or Resident Office)

(File Symbol) ... (Date) ...

SUBJECT: Application for Counterintelligence Special Agent Duties

THRU: Commander
USAMIC&S Bn
ATTN:
Ft Belvoir, VA 22060-5000

TO:

1. I have reviewed the attached application pertaining to ... and concur (nonconcur) in the recommendation of the interviewer (or in the event of nonconcurrence add reason why.)

(Omit if FO CDR or RO SAIC does interview. "Forwarded herewith is the attached application pertaining to ..." would be appropriate.)

2. Upon acceptance/nonacceptance, the following unit is to be notified:

Address of Parent Unit

Signature
Ft CDR/RO SAIC

Incl
1. Statement of Interview
2. Contingency Statement
3. Motivational Composition
4. Biographical Composition
5. Orientation Statement
6. Privacy Act Advisement Statement
7. DA Form 4187 W/Allied Papers

CF:
CDR, Parent Ft (if applicable)

Figure 3–33–8. Sample application for counterintelligence special agent duties

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
	Request for Branch Clearance

TO (THRU) Commander
1st Bn, 2d Inf
99th Inf Div
Ft. Defense, VA 22310-1000

FROM Commander
Co A, 1st Bn, 2d Inf
99th Inf Div
Ft. Defense, VA 22310-1000

DATE

CMT 1

TO Commander
99th Inf Div
ATTN: MILPO
Ft. Defense, VA 22310-1000

1. References:

a. Paragraph 1-9, AR 624-200.

b. Procedure 3-3b, DA Pamphlet 626-8.

2. Request MILPERCEN approval of assignment action (branch clearance) to move SSG Guy G. Foss, 123-45-6789, 11B20, Co A, 1st Bn, 2d Inf, 99th Inf Div to new duty position _____.

3. (Reason for requesting action.)

//signed//
TERRY G. LEADER
CPT, INF
Commanding

DA FORM 2496

PREVIOUS EDITIONS WILL BE USED

Figure 3–36–1. Sample DF request for branch clearance

JOINT MESSAGEFORM

UNCLASSIFIED

UUUU

FROM: REQUISITIONING COMMAND

TO: CDR MILPERCEN ALEX VA//DAPC-EPA//

UNCLAS

SUBJ: BRANCH CLEARANCE**

REQUEST AUTHORITY TO REASSIGN BELOW LISTED INDIVIDUAL:

A. NAME

B. SSN

C. GRADE OR RANK

D. PMOS AND SD AND/OR SMS DESIGNATOR, IF APPLICABLE.

E. UNIT OF ASSIGNMENT AND UIC.

F. GAINING UNIT OF ASSIGNMENT AND UIC.

G. EMMS CONTROL AND LINE NUMBER OF REQUISITION AGAINST WHICH THE INDIVIDUAL WILL BE APPLIED. IF A REQUISITION HAS NOT BEEN SUBMITTED FOR THE POSITION, INDICATE "NONE."

H. DATE RETURNED FROM OVERSEA AREA, ACCOMPANIED OR UNACCOMPANIED DEPENDENT STATUS, AND NUMBER OF MONTHS SERVED IN LAST OVERSEA TOUR.

I. AEA CODE AND, IF APPLICABLE, TERMINATION DATE.

J. ETS.

K. REASON FOR PCS REQUEST.

NOTE: * - Insert appropriate office symbol from table 2-1, AR 614-200.
** - If action involves reassignment into a deploying unit, add the words "DEPLOYING UNIT" on the subject.

UNCLASSIFIED

DD FORM 1299 (DACM)

Figure 3–36–2. Sample branch clearance message

PERSONNEL ACTION

DA FORM 4187

Figure 3–37–1. Sample personnel action request for sole surviving son/daughter status

DISPOSITION FORM

For use of this form see AR 340-15, the proponent agency is TAGO

REFERENCE OR OFFICE SYMBOL | SUBJECT: Sole Surviving Son or Daughter Status

TO: Commander
Co A, 1st Bn, 3d Inf
99th Inf Div
Ft. Defense, VA 22310-1000

FROM: MILPO
99th Inf Div
Ft. Defense, VA 22310-1000

DATE | CMT 1

1. Your attention is invited to the enclosure(s).

2. MDDA has received a request from the parent/guardian of SGT Guy S. Foxx that he be granted sole surviving son status.

3. Request that SGT Foxx be interviewed to determine his desires for this action. Ensure that he understands his rights concerning sole surviving son status.

4. Another SGT Foxx is one of the following actions to be returned to this MILPO:

a. Prepare statement waiving his rights to sole surviving son status. (See figure 3-75).

b. Prepare DA Form 4187, requesting sole surviving son status. (See figure 3-76).

_____ Incl

//signed//
ROBERT G. RICHARD
CPT, ADC
Military Personnel Officer

DA FORM 2496

PREVIOUS EDITIONS WILL BE USED

Figure 3–37–2. Sample DF for sole surviving son or daughter status

[illegible]
SUBJECT: Sole Surviving Son or Daughter Status

THRU: Commander
Co A, 1st Bn, 36 Inf
99th Inf Div
Ft Defense, VA 22310-1000

FROM: SSG Guy S. Foxx
123-45-6789

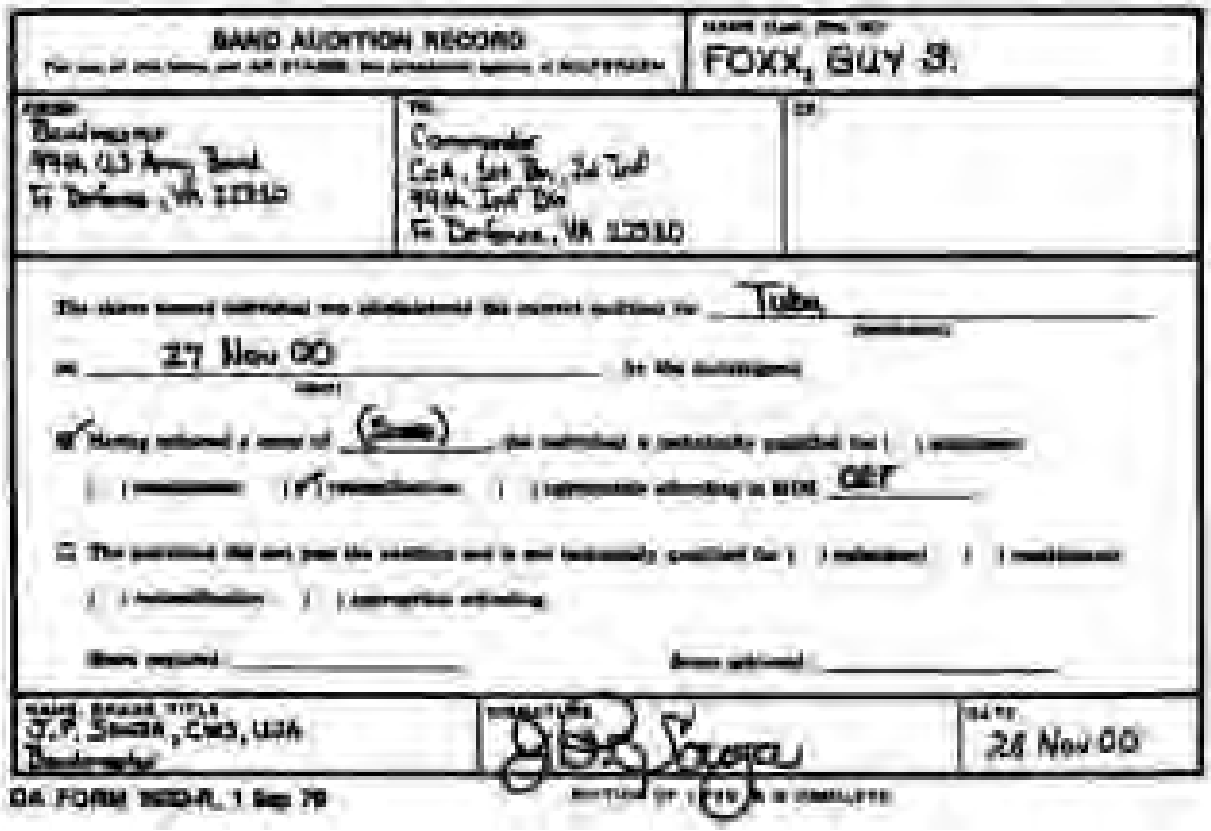
DATE: [illegible]

TO: [illegible]
99th Inf Div
Ft Defense, VA 22310-1000

I have been advised of my rights and waive those rights for sole surviving son status.

//signed//
GUY S. FOXX
123-45-6789
SGT, Co A, 1st Bn, 36 Inf, 99th Inf Div

Figure 3–37–3. Sample comment 2 for sole surviving son or daughter status


BAND AUDITION RECORD

FOXX, GUY S.

Bandmaster
99th US Army Band
Ft Defense, VA 22310

Commander
Co A, 1st Bn, 36 Inf
99th Inf Div
Ft Defense, VA 22310

Tuba

27 Nov 00

(Bass)

OEF

G.P. SMITH, CW3, USA
Bandmaster

28 Nov 00

DA FORM 1633-R, 1 Sep 79

Figure 3–38–1. Sample DA Form 1633-R

PERSONNEL ACTION

DA FORM 4187

Figure 3–38–2. Sample personnel action for Army bands career Program

Interview of Club Management Volunteers

1. Review applicant's MPRJ to determine the following:
   a. ES of active serving (or second or subsequent enlistment).
   b. Has more than 9 months remaining upon completion of Club Management training. If applicable, inform individual of requirement to extend or reenlist (AR 601-280) prior to departure for Club Management training.
   c. Not more than seven years active Federal service.
   d. Favorable security investigation (ENTNAC or higher) completed/initiated within 5 years.
   e. Minimum GT score of 110.
   f. Minimum physical profile of 122111.
   g. Not receiving Enlistment Bonus (EB) or Variable/Selective Reenlistment Bonus (VRB/SRB).
   h. Not currently serving on a Stripes for Male Program enlistment.
   i. Not on a medical hold (per AR 614-1).
   j. Not alerted for or under orders to overseas when completion will preclude completion of OJT training.
   k. To between 6-10 months to DEROS if overseas.
   l. Not convicted of special or general court martial.
   m. Not undergoing court-martial proceedings or under investigation which may result in trial by court-martial, or under suspension of favorable personnel actions in accordance with AR 600-31.
   n. Not previously involuntarily removed from the Club Management Program (see case 6, DA Form 2-1).
   o. No record of conviction of any crime involving moral turpitude.
   p. No record of unfavorable background or other derogatory information or evidence which reflects unfavorably on the soldier's character, integrity, trustworthiness and reliability.
   q. Not in receipt of Bar to Reenlistment.

2. Interview applicant to determine:
   a. Applicant's ability to communicate.
   b. Physical condition, weight, and personal appearance (see app A, AR 600-9).
   c. Reason and motivation for applying for entry into the Club Management Program.
   d. Background in food service, beverage management, scheduling, personnel administration and/or personnel management.
   e. Personal problems (i.e., excessive debts, arrests or repeated civil convictions, drug/alcohol problems, alcohol problems), family problems/situations which could preclude extended duty hours and/or weekend work, aversion to food, dislike crowds or parties, never participated in social activities or athletic sports.

3. Explain duties and requirements of OJT training and management of individual being in most favorable (see AR 614-200).

4. Explain OJT assignment and duties (see AR 614-200/AR 611-201/AR 710-46).

Figure 3–39–1. Sample Interview of club management volunteers

Enlisted Club Management Career Program Waivers

1. Waivers will be considered for commercial recruiting in previous areas of service for which waiver was approved by installation.

2. Requests will not be considered for waiver of prerequisites pertaining to grade of rank, service remaining requirements, favorable security investigation, or record of conviction for any crime involving moral turpitude.

3. Requests for waiver of other criteria or eligibility requirements listed in section VII, chapter 7, AR 614-200, will be forwarded with the application. Such request must be supported by specific documented recommendations which further attest to the soldier's overall qualifications and/or potential for entry into and management Army-wide assignment within the Enlisted Club Management Career Program.

Figure 3–39–2. Sample Enlisted club management career program waivers

STATEMENT OF ACKNOWLEDGMENT OF UNFAVORABLE INFORMATION
(Paragraph 3-4, AR 600-37)

I have read and understand the allegations made and submit the following statement in my behalf: _____.

_____

(OR)

I have read and understand the allegations made and elect not to make a statement.

30 Nov 00 //signed//
SGT G. FUXX
123-45-6789
HHC, Co A, 1st Bn, 00 Inf, 00th Inf Div

30 Nov 00 //signed//
TERRY R. LEADER
CPT, Inf
Commanding

Note. In the event an individual refuses to acknowledge the receipt of unfavorable information, a statement will be prepared by the individual's unit commander in the following format:

SGT Guy G. Fuxx, 123-45-6789, a member of my command, has been shown the allegations on this date and has refused to acknowledge receipt by signature.

30 Nov 00 //signed//
TERRY R. LEADER
CPT, Inf
Commanding

Figure 3–39–3. Sample statement of acknowledgement of unfavorable Information

[illegible]

Figure 3–39–4. Sample comment 2 for entry into the club management career program

[illegible]

Figure 3–39–4. Sample comment 3 for entry into the Club management career program

PERSONNEL ACTION

DA FORM 8187

Figure 3–39–5. Sample personnel action for club management

[redacted]

[redacted]

[redacted]

PERSONNEL ACTION

DA FORM 4187

Figure 3–40–1. Sample personnel action for assignment as an instructor

Figure 3–41–1. Sample DA Form 2250

PERSONNEL ACTION

Section 9 (Cont'd)

DA Form 4187

Figure 3–42–1. Sample personnel action for assignment to certain organization

PERSONNEL ACTION

DA FORM 4187

Figure 3–43–1. Sample personnel action request for assignment to MEPS

PERSONNEL ACTION

DA FORM 4187

Figure 3–45–1. Sample personnel action for PSCP

PERSONNEL ACTION

DA FORM 4187

Figure 3–46–1. Sample personnel action individual request for reclassification

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO.

D: 30 Nov 00

Refer to Symbol	Subject
(Office Symbol)	Involuntary Reclassification Notification

To	From	Date	Ref
Commander 1st Bn, 2d Inf 99th Inf Div Ft. Defense, VA 22310-1000	Commander 99th Inf Div ATTN: MILPO Ft. Defense, VA 22310-1000		

TO: Commander
Co A, 1st Bn, 2d Inf
99th Inf Div
Ft. Defense, VA 22310-1000

1. SGT Guy F. Fiser, 123-45-6789, a member of your command, has been identified for involuntary reclassification into PMOS (MOS, Title). This involuntary reclassification is (MOSA directed)(initiated by the MILPO) due to an overstrength in the soldier's current PMOS (MOS) and years of service group _____.

2. Request you inform SGT Fiser of this action and provide answers to the following questions not later than 30 Nov 00.

a. Does the unit commander concur in this action? If not, appropriate rebuttal will be required as an enclosure to the return comment.

b. Does the soldier concur in this action? If not, appropriate rebuttal will be required as an enclosure to the return comment.

c. Does the soldier desire a Reclassification Board? If yes, appropriate statement from the soldier should be submitted as an enclosure to the return comment.

FOR THE COMMANDER:

//signed//
ROBERT E. BRIGGS
CPT, ADC
Military Personnel Officer

_____ Encl
(Copy of MOSA-directed notification)

DA FORM 2496

THIS MAY BE REPRODUCED

Figure 3–46–2. Sample DF for involuntary reclassification notification

(Office Symbol)(Phone Nr)
SUBJECT: Involuntary Reclassification Notification

THRU Commander
1st Bn, 8th Inf
99th Inf Div
Ft. Defense, VA 22210-1000

FROM Commander DATE 20 Nov 00 INT 0
Co A, 1st Bn, 8th Inf
99th Inf Div
Ft. Defense, VA 22210-1000

TO Commander
99th Inf Div
ATTN: MPLPO
Ft. Defense, VA 22210-1000

1. SGT Guy A. Foss, 123-45-6789, has been informed of his identification for involuntary reclassification into PMOS 0400, 75Bn.

2. The following information is provided as requested in the preceding comment:

a. ☐ I concur in this action

b. ☐ I do not concur in this action and rebuttal is attached

c. ☐ SGT Foss concurs in this action.

d. ☐ SGT Foss does not concur in this action and rebuttal is attached.

e. ☐ SGT Foss desires a Reclassification Board and statement is attached.

f. ☐ SGT Foss does not desire a Reclassification Board.

. . . Rank

//signed//
TERRY R. LEADER
CPT, Inf
Commanding

Figure 3–46–2. Sample Comment 2 for involuntary reclassification notification

PERSONNEL ACTION

DA FORM 4187

Figure 3–46–3. Sample personnel action for reclassification by commander

PERSONNEL ACTION

DA FORM 4187

Figure 3–46–4. Sample personnel action for reclassification and withdrawal from EOD program

PERSONNEL ACTION

DA FORM 4187

Figure 3–47–1. Sample personnel action for extension of Korean tour

1. Prior to interview, contact applicant's unit commander to determine any problem areas that the applicant may have.

2. Review applicant's MPRJ and medical records to determine the following:
   a. ET or better.
   b. Normal color perception.
   c. Allergies.
   d. Previous psychiatric treatment.
   e. Area GM score of 90 or higher.
   f. Thirteen months of duty remaining at conclusion to the DEROS course.
   g. Not assigned to or alerted for units under orders for overseas movement.
   h. Not pending court-martial.
   i. Is not serving on a period of service for which paid enlistment bonus (EB) or selected reenlistment bonus (SRB).
   j. Minimum physical profile of 222221.
   k. Not previously eliminated from TE.
   l. If serving on a Single for Skills enlistment, has served at least 18 months of that enlistment.

3. If possible, have TE AGO engage applicant in conversation while you are reviewing the applicant's records.

4. Allow applicant and have him tell you about himself. During this portion of the interview attempt to determine applicant's—
   a. General military appearance.
   b. Ability to communicate.
   c. Overcoming personal problems (i.e., excessive debts, etc.).

5. Explain TE school system with emphasis on academic requirements and standards of conduct.

6. Explain TE assignments and duties to include—
   a. Hazards.
   b. General unit duties (maintenance, supply, security, and DD requirements).
   c. Requirements for TDA (available at times).

7. Ask pointed questions to determine—
   a. Serious or repeated civil convictions.
   b. Drug abuse problem.
   c. Over indulgence in alcohol.
   d. Serious shortcomings (a loner, doesn't like crowds or parties and never participated in any type social or athletic group).
   e. General aversion to military life.

8. Have the applicant—
   a. Wear the M9 protective suit for 30 minutes.
   b. Perform light work for approximately 5 minutes while wearing the protective suit.

9. Confer with AGO and audit (optional or recommendations) concerning applicant to step 1 had been recommended.

10. If applicant is considered "best qualified" for TE training—
   a. Explain and execute letter of acceptance.
   b. Explain and execute volunteer statement.
   c. Upon request, provide project officer with assistance in preparing the application for schooling.

Figure 3–48–1. Sample guide for TE interviewer-Handout

TE VOLUNTEER STATEMENT

1. I hereby volunteer for Technical Escort (TE) training with subsequent assignment to a TE activity under the provisions of AR 614-200.

2. I volunteer to perform the duties as indicated in AR 611-201. These duties include close association with or possibly exposure to toxic chemicals and other hazardous materials during operations and training which might constitute a hazard to military and civilian personnel, installations, or missions.

3. I understand that if I do not have sufficient remaining service to meet service obligation requirements, I will be required to reenlist or extend my current enlistment (or tour of active duty) in accordance with chapter 3, AR 601-280, upon notification of acceptance for TE training.

4. I also understand that I may at any future time in my military career be assigned to TE activities unless I have requested relief from same in accordance with AR 614-200, and that such TE duties may involve frequent TDY.

5. I am/have not been in receipt of an Enlistment Bonus or Selective Reenlistment Bonus in my present PMOS for my current term of service.

(Date) (Signature)
(Name, SSN of applicant)

(Date) (Signature)
(Signature Block of TE Officer)

Figure 3–48–2. TE Volunteer Statement

(DATE)

(SUBJECT) Acceptability for Technical Escort (TE) Training

TO: (Unit Commander)

1. (Last name, first name, MI, SSN, Grade, Date and Station) has been interviewed by the undersigned, a qualified TE officer, and has been determined to be acceptable for TE training and subsequent assignment as a TE asst. The unique and requirements of the MOS have been explained and the applicant understands that failure to meet these requirements will result in permanent disqualification from TE service. The applicant has also been informed that, upon application and successful completion of prescribed TE training, assignments will be made by TE Active DA accordance with current policies and directives.

2. Permanent party personnel are required to initiate DA Form 4187, using format as in Figure 3-48-4, DA Pamphlet 600-8, and apply for qualification in MOS 96B, 97E, and 98C, DA Pamphlet 600-8, and apply for qualification in Anniston, Alabama. The volunteer statement required by DA Pam 600-8. The volunteer statement required by DA Pam 600-8 will be attached as an inclusion, to the application.

3. A copy of this letter will be inserted in the MPRJ (service qualifying document) of the service member.

(Signature)
(Signature Block of TE Officer)

(COMPLETION BY VOLUNTEER)

I have been interviewed by the Block Officer. I understand the duties and requirements of MOS 96B, 97E and 98C. Upon successful completion of prescribed TE training, I understand that I will be assigned to TE duties in accordance with current policies and directives. I further understand that failure to meet MOS requirements will result in permanent disqualification for TE duties.

(Date) (Signature)
(Name, Grade, SSN, Organization Station)

PRIVACY ACT STATEMENT. SSN is requested by: Authority—EO 9397. Purpose and use: to positively identify individuals having the same name. Voluntary: failure to provide SSN will have no effect on individual completing this (form).

Figure 3–48–3. Acceptability for Technical Escort (TE) training

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO

REFERENCE OR OFFICE SYMBOL	SUBJECT
(Office Symbol)	Expiration of Active Duty Service

TO: LT Guy E. Foxx
123-45-6789
Co A, 1st Bn, 2d Inf
Ft. Defense, VA 22310-1000

FROM: Commanding Officer DATE: 2 Jan 00 CMT 1:

1. Your current service agreement expires on 3 May 00.

2. AR 135-215 governs extensions of active duty for obligated reserve officers.

3. If desired you should report to the personnel office by _____ where you will be assisted by the Personnel Actions Specialist in preparing your request for further active duty.

//signed//
ROBERT C. RICKORD
CPT, ADC
Personnel Officer

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED

Figure 4–2–1. Sample DF expiration of active duty service

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO

(Office Symbol)	Application for Conditional Voluntary Indefinite Extension of Active Duty

TO: Commanding Officer

FROM: ILT Guy R. Fuss
123-45-6789
Co A, 1st Bn, 24 Inf
Ft. Defense, VA 22310-1000

DATE:

SUBJECT:

1. Under the provisions of AR 135-215, paragraph 5, I request retention on active duty after completion of my current obligated tour which expires on _____ (date).

2. I understand that retention on active duty is based on the needs of the Army. I will accept a branch transfer based on the Army's needs should a mandatory branch transfer become necessary. I have listed three understrength branches in order of preference. (OPMS officers may list only OPMS branches and WAC.) (ANGUS officers, AMSC officers and Chaplains who do not desire to be considered for transfer to another branch do not need to provide additional branch preferences.)

a.
b.
c.

3. a. (This paragraph is for use only by officers who wish to volunteer for a branch transfer.) Of the above listed branch preferences, I volunteer for branch transfer to _____ (branch).

b. The following are my specific qualifications and reasons for transfer to this branch:

4. If this request is approved, I understand that —

a. I have incurred a 1-year active duty service obligation beginning the day after my current obligated service agreement expires (AR 135-215, para 12a).

b. I will be advised of my retention on active duty no later than 90 days before my current obligated tour expiration date of _____. (Not applicable to ARNGUS or IMT Tr officers.)

//signed//
GUY R. FUSS
123-45-6789
ILT WAC

DA FORM 2496

Figure 4–2–2. Sample DF application for conditional voluntary indefinite extension of Active Duty

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
(Office Symbol)	Application for Extension of Service

TO Commanding Officer FROM ILT Guy N. Foxx, 123-45-6789, Co A, 1st Bn, 2d Inf, Ft. Defense, VA 23330-1000 DATE 15 Jan 00 CODE 1

1. Under AR 135-313 (para 15a), I request my current obligated active duty tour, which expires _____ (date) be extended to _____ (date).

2. I understand that if he approves my request:-

a. I will be released from active duty when I complete this tour, unless:-

(1) There is a war or another emergency at that time;
(2) I incur an additional service obligation.
(3) I am under charges that may result in court-martial.

b. I incur a service obligation for this extended period; however, it does change my ineligible status to remain on active duty to qualify for retirement.

//signed//
GUY N. FOXX
123-45-6789
ILT MSC

NOTE: Format for request for a definite term extension by Army Medical Corps commissioned officers unable to qualify for retirement.

DA FORM 2496

Figure 4–2–3. Sample DF application for extension of service

DISPOSITION FORM

REFERENCE OR OFFICE SYMBOL	SUBJECT
(Office Symbol)	Application for Extension of Service

TO Commanding Officer FROM 1LT Guy S. Foss DATE SUBJ
123-45-6789
Co A, 1st Bn, 2d Inf
Ft. Defense, VA 22310-1000

1. Under AR 135-91 (para 13a(1)), I request my current obligated tour which expires _____ (date) be extended to _____ (date).

2. I am requesting this extension so I may complete the active duty service obligation resulting from completion (or termination) of initial flight training.

3. I understand and agree that the expiration date of my requested short-term extension may be further extended by DA to cover any period resulting from a training recycle. The adjusted expiration date-

a. May not exceed 24 months beyond the date my initial obligated tour of active duty expires.

b. Will be employed only as I may complete the full active duty service obligation resulting from completion (or termination) of initial flight training.

4. I understand that if DA approves my request-

a. I will be released from active duty at the end of the extension, unless-

(1) There is a war or another emergency at that time.
(2) I voluntarily incur an additional service obligation.
(3) I am under charges that may result in court-martial.

b. I incur an active duty service obligation for the period of this extension.

//signed//
GUY S. FOSS
123-45-6789
1LT MSC

NOTE: Forms for request for a short-term extension by all commissioned flight school applicants

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED

Figure 4–2–4. Sample DF application for extension of service

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO.

(Office Symbol)	Application for Extension of Service

Commanding Officer — NAME: 1LT Guy R. Ross, 123-45-6789, Co A, 1st Bn, 3d INF, Ft. Defense, VA 22210-1000 — DATE: 15 Jan 00 — CMT 1

1. Under AR 135-215 (para 15), I request that my current obligated active duty tour, which expires _____ be extended to _____.

2. I desire short-term extension because (Justification).

3. I understand:

a. That the expiration date of my requested short-term extension may be changed by HQDA to coincide with either of the following:

(1) The date I am eligible to return from overseas.

(2) The completion (or termination) date of special schooling (other than flight training) and the resulting active duty service obligation.

b. My adjusted expiration date may not exceed 36 months (90 days per AR 135-215, para 15a(1)) beyond termination of my initial obligated tour of active duty.

4. I understand that if DA approves my request:

a. I will be released from active duty upon completion of this extension unless:

(1) There is a war or another emergency at that time.

(2) I request and receive approval of voluntary indefinite status.

(3) I am under charges that may result in court-martial.

b. I incur an active duty service obligation for the period of this extension.

GUY R. ROSS
123-45-6789
1LT MSC

NOTE: Format for request for a short-term extension by all officers (except flight school applicants)

DA FORM 2496 — PREVIOUS EDITIONS WILL BE USED

Figure 4–2–5. Sample DF of application for extension of service

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
(Office Symbol)	Application for Extension of Service

TO Commanding Officer

FROM ILT Guy B. Foxx
123-45-6789
Co A, 1st Bn, 2d Inf
Ft. Defense, VA 22310-1000

DATE 15 Jan 00

CMT 1

1. Under AR 135-215 (para 16), I request that my scheduled release date of ___(date)___ which was established by AR _____, paragraph _____, be extended to ___(date)___.

2. I desire extension to active duty because [justification].

3. Documentation that supports my eligibility for this extension is attached. I understand that if my extension is approved, I incur an active duty service obligation for the period of this extension.

//signed//
GUY B. FOXX
123-45-6789
ILT MSC

NOTE: Format for request for hardship extension by all commissioned and warrant officers

DA FORM 2496

PREVIOUS EDITIONS ARE OBSOLETE

Figure 4–2–6. Sample DF of application for extension of service

JOINT MESSAGEFORM

UNCLASSIFIED

DTG: 01 010000Z FEB 00 PP PP GROUP

NO

FROM: CDR 99TH INF DIV FT DEFENSE VA//MILPO//

TO: CDR COB 03 BN 3RD INF MIST INF DIV HEIDLERUB GERMANY

INFO: (APPLICABLE MAJOR OVERSEA COMMAND//AG//)

UNCLAS

SUBJECT: ATTACHMENT

1. THIS IS TO ADVISE YOU THAT SGT DAV S. FORK, 323-45-6789, A MEMBER OF YOUR COMMAND, IS CURRENTLY ATTACHED, EFFECTIVE 31 JAN 00, TO THIS STATION PENDING FINAL ACTION ON HIS REQUEST FOR (COMPASSIONATE REASSIGNMENT) (HARDSHIP DISCHARGE)

2. REQUEST YOU ADVISE THIS HEADQUARTERS, BY MSG, IF SERVICE MEMBER IS/IS NOT PENDING ACTION UP AR 600-31.

3. FURTHER REQUEST YOU PROVIDE YOUR SERVICING MILPO AND FINANCE OFFICE WITH A COPY OF THIS MESSAGE.

4. ATTACHMENT ORDERS DISPATCHED TO YOU TODAY.

5. ADDITIONAL INFORMATION REQUIRED (USE IF NECESSARY).

6. REQUEST ACKNOWLEDGEMENT OF RECEIPT OF THIS MESSAGE.

UNCLASSIFIED

DD FORM 1056 (OCR)

Figure 4–5–1. Sample attachment message—attached authority

JOINT MESSAGEFORM

UNCLASSIFIED

01 05 0200012 FEB 00 AB AB UUUU

NO

ANGW: CDR CO B 25 BN 3RD INF ?LST INF DIV BEEZLEBUB GERMANY

AD: CDR 77TH INF DIV FT DEFENSE VA//MILPS//

INFO: (APPLICABLE MAJOR OVERSEA COMMAND//AG//)

UNCLAS

SUBJECT: ATTACHMENT

A. YOUR 0200012 FEB 00. SAR 003

B. RECEIPT OF REFERENCE MESSAGE ACKNOWLEDGED.

C. SGT FOXX (IS) (IS NOT) PENDING ACTION UP AR 600-31. (IF PENDING ACTION PROVIDE SYNOPSIS OF ACTION AND TERMINATION DATE.)

UNCLASSIFIED

DD FORM 1385 (OCR)

Figure 4–5–2. Sample attachment message—assigned unit

JOINT MESSAGEFORM

UNCLASSIFIED

01 01 OPUOOOIT MAR CO PP PP UUUU

NO

FROM: CDR 9TH INF DIV FT DEFENSE VA//TILPO//

TO: CDR CO B 2D BN 3RD INF 7LST INF DIV ROEILERDUR GERMANY

INFO: APPLICABLE MAJOR OVERSEA COMMAND//AG//

UNCLAS

SUBJECT: RELEASE FROM ATTACHMENT

A. MY DISCHARGE FOR DD. SUBJ: ATTACHMENT (U)

B. YOUR DPRUOOIS FOR DD. SUBJ: ATTACHMENT (U)

1. THIS IS TO ADVISE YOU THAT SGT DUV S. PERX, 123-45-6789, A MEMBER OF YOUR COMMAND, CURRENTLY ATTACHED, IS RELEASED FROM ATTACHMENT EFFECTIVE 01 MAR DD.

2. REQUEST YOU PROVIDE YOUR SERVICING MILPO AND FINANCE OFFICE WITH A COPY OF THIS MESSAGE.

3. RELIEF FROM ATTACHMENT ORDERS DISPATCHED TO YOU TODAY.

4. REQUEST ACKNOWLEDGEMENT OF RECEIPT OF THIS MESSAGE.

5. SGT PORX GRANTED (5) ADDITIONAL DAYS LEAVE.

6. (THIS REQUEST FOR (COMPASSIONATE REASSIGNMENT) CHANGE/HIP DISCHARGE) WAS DISAPPROVED OR (HE HAS FAILED TO SUBMIT APPLICATION.)

UNCLASSIFIED

DA FORM 2028 (OCR)

Figure 4–5–3. Sample release from attachment message

JOINT MESSAGEFORM

UNCLASSIFIED

01 MAR 00

NO

FROM: CDR 7771 INF DIV FT DEFENSE VA//MILPO//

TO: CDR MILPERCEN ALEX VA//DAPC-EP4-C//

INFO: CDR CO B 28 BN 3RD INF 91ST INF DIV BEEDLEBUG GERMANY

UNCLAS

SUBJECT: STATUS OF APPLICATION FOR COMPASSIONATE REASSIGNMENT

1. REQUEST STATUS OF APPLICATION FOR COMPASSIONATE REASSIGNMENT OF SGT GUY E. FOXX, 123-45-6789, CURRENTLY ATTACHED THIS STATION FROM CO B 28 BN 3RD INF 91ST INF DIV, APO NY 09000.

2. APPLICATION FORWARDED YOUR HEADQUARTERS 01 MAR 00.

3. SGT FOXX ATTACHED THIS STATION 31 JAN 00 FROM (ORDINARY LEAVE) (EMERGENCY LEAVE).

UNCLASSIFIED

DD FORM 1721 (OCT 81)

Figure 4–5–4. Sample status of application for compassionate reassignment message

JOINT MESSAGEFORM

UNCLASSIFIED

01 of 01	010500Z	APR	00	PP	RR	UUUU			

RR

FROM: CDR 99TH INF DIV FT DEFENSE VA//MILPO//

TO: CDR CO B 29 BN.3RD INF 9LST INF DIV HEIDLBRUN GERMANY

INFO: (APPLICABLE MAJOR OVERSEA COMMAND//AG//)

UNCLAS

SUBJECT: ATTACHMENT

A. MY 010005Z FEB 00, SAR SUO

THIS IS TO ADVISE YOU THAT SGT GUY I. FOXX, 123-43-6789, REQUEST FOR COMPASSIONATE REASSIGNMENT WAS DISAPPROVED BY HQDA AND THAT HE IS NOW APPLYING FOR A HARDSHIP DISCHARGE. HE WILL REMAIN ATTACHED PENDING FINAL ACTION ON APPLICATION FOR HARDSHIP DISCHARGE.

UNCLASSIFIED

DD FORM 1392 (DCR)

Figure 4–5–5. Sample attachment for hardship discharge message

JOINT MESSAGEFORM

UNCLASSIFIED

01- 01 | 0300031Z | MAR | 00 | FP | INF | UNUM

NO

FROM: CDR CO B 2D BN 3RD INF 9LST INF DIV BEIZLIBUR GERMANY

TO: CDR 9TH INF DIV FT DEFENSE VA//MILPO//

INFO: CAPPLICABLE MAJOR OVERSEA COMMANDS//AG//)

UNCLAS

SUBJECT: RELEASE FROM ATTACHMENT

A. YOUR 0200031 MAR 00- SAN (U)

RECEIPT OF REFERENCE MESSAGE ACKNOWLEDGED.

UNCLASSIFIED

DD FORM 1393 (OCR)

Figure 4–5–6. Sample release from attachment acknowledgement message

UNCLASSIFIED

DTG: [illegible] PP PP [illegible]

NS

CDRMILPERCEN ALEX VA//DAPC-EPA-C//

CDR CO B 25 BN 3RD INF 9TH INF DIV BEEGLEDUN GC

CDR 9TH INF DIV FT DEFENSE VA//MELPO//

//APPLICABLE MAJOR OVERSEA COMMAND//HQ//

UNCLAS

SUBJECT: REASSIGNMENT UP SECTION II, CHAPTER 5, AR 614-200

1. ISSUE NECESSARY ORDERS REASSIGNING SGT GUY S. FOX, 123-43-6789, CO B, 25 BN, 3RD INF, 9TH INF DIV, APO NY 09000 TO 9TH MCPL CO, 9TH INF DIV BARCLAY, FT DEFENSE, VA 23801. CHARGE TO IPB REA CONTROL AND LINE NUMBER 210-0001. RMKS MO/YR: DD- COMP CDEC: FM. SERVICE MEMBER PRESENTLY ATTACHED FT DEFENSE, VA.

2. AFA CODE "L" IS AWARDED AND SGT FOX WILL BE STABILIZED UNTIL 15 APR DD. SHOULD HIS PROBLEM BE RESOLVED PRIOR TO THE END OF PERIOD FOR WHICH STABILIZED, NOTIFY THIS HQ, ATTN: DAPC-EPA-C, IMMEDIATELY BY ELECTRICAL MESSAGE. INCLUDE THEREIN WHAT INFORMATION THAT INDIVIDUAL IS AVAILABLE FOR WORLDWIDE ASSIGNMENT FOR THAT HE IS ENTITLED TO ANOTHER AFA CODE WHICH WILL LIMIT HIS ASSIGNMENT ELIGIBILITY. THE NEW AFA CODE WILL BE ENTERED ON THE IDP BY THIS HQ SIMULTANEOUSLY. ACTION SHOULD BE TAKEN BY YOUR HQ TO UPDATE YOUR FILES.

UNCLASSIFIED

DD FORM 173

Figure 4–5–7. Sample reassignment for compassionate reasons message

3. DURING PERIOD OF STABILIZATION, SGT FOXX MUST MAKE ARRANGEMENTS THAT WILL ENABLE HIM TO ACCEPT FUTURE WORLDWIDE ASSIGNMENT. SHOULD THESE ARRANGEMENTS PROVE IMPOSSIBLE TO ACCOMPLISH, SGT FOXX SHOULD CONSIDER APPLYING FOR A HARDSHIP DISCHARGE. REASSIGNMENTS WILL NOT BE GRANTED FOR THESE OR SIMILAR CIRCUMSTANCES IN THE FUTURE. THIS REQUEST WAS APPROVED AS AN EXCEPTION TO POLICY.

4. ADVISE SGT FOXX OF THIS DECISION.

5. IF APPROPRIATE, DS PCS IS AUTHORIZED. IF SGT FOXX SERVES 3/4 OF NORMAL TOUR, CREDIT HIM WITH COMPLETED EST. SRAP WILL BE FUR TO GAINING UNIT ASAP. DEPENDENT OF SPOUSE/FAMILY MEMBERS AND HHG IN ADVANCE OF ORDERS AUTH UP PARA M7DD-3-4 AND DACS7, JTR.

6. FOR MAJOR OVERSEA COMMAND: ASSURE APPROPRIATE MILPO ISSUES IMMEDIATE PCS ORDERS REASSIGNING SGT FOXX AND FORWARDS SRAP ASAP UPON RECEIPT OF THIS MSG.

7. FOR GAINING COMMANDER: IF PCS ORDERS AND RECORDS ARE NOT RECEIVED WITHIN 21 DAYS AFTER RECEIPT OF THIS MSG, TRACER ACTION TO LOSING UNIT AND MAJOR OVERSEA COMMAND WILL BE INITIATED BY ELECTRICAL MEANS.

8. FOR LOSING COMMANDER: PROVIDE A COPY OF THIS MESSAGE TO YOUR

UNCLASSIFIED

DD FORM 173

Figure 4–5–7. Sample reassignment for compassionate reasons message—Continued

JOINT MESSAGEFORM

SECURITY CLASSIFICATION

PRIORITY									
03	1100011	PP	PP		UUUU			APR	00

MESSAGE HANDLING INSTRUCTIONS

NO

SERVICING MILPO AND FINANCE OFFICE IMMEDIATELY UPON RECEIPT.

SPECIAL INSTRUCTIONS

TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE

SIGNATURE

SECURITY CLASSIFICATION

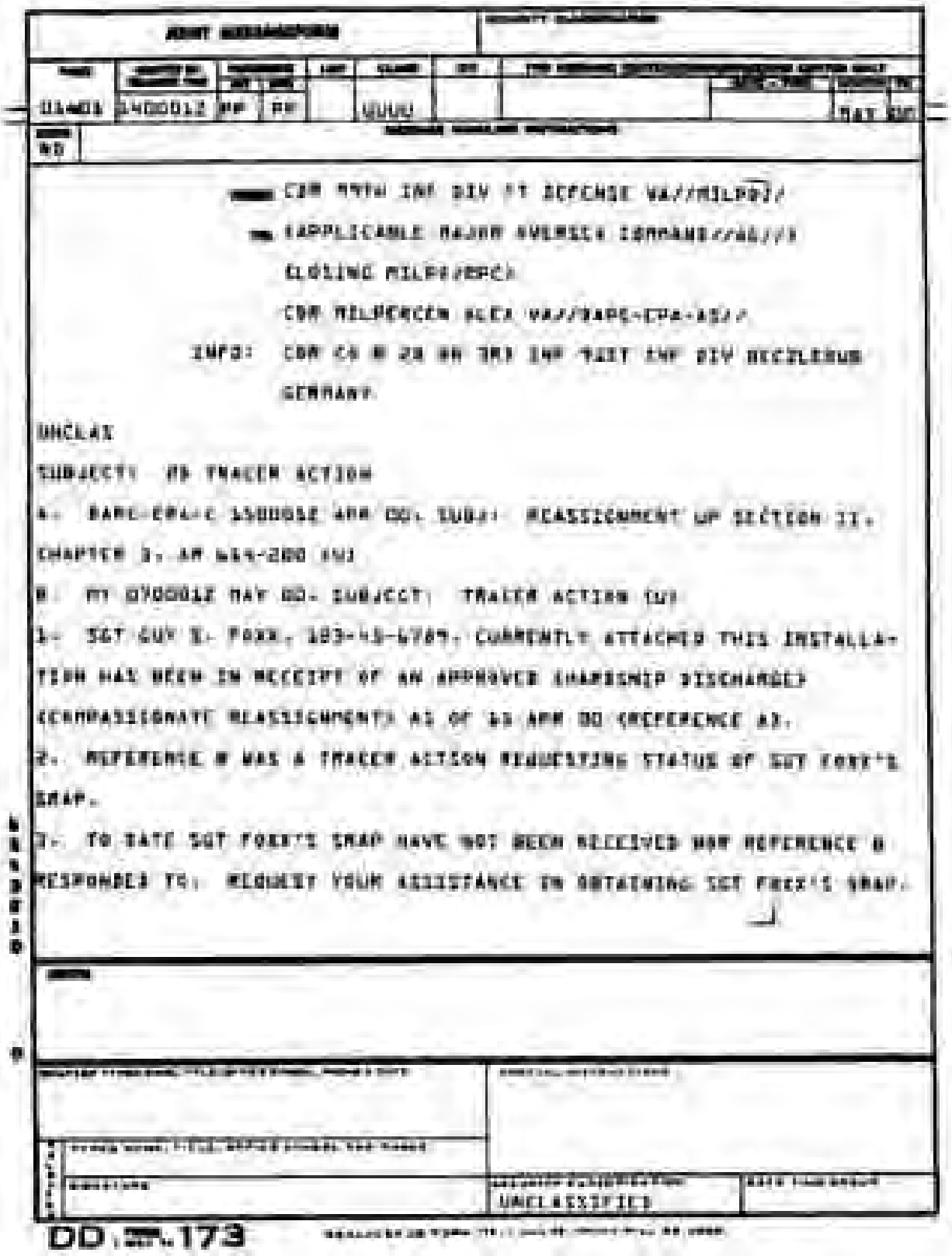
UNCLASSIFIED

DATE TIME GROUP

DD FORM 173

REPLACES DD FORM 173, 1 JAN 64, WHICH MAY BE USED.

Figure 4–5–7. Sample reassignment for compassionate reasons message—Continued



CDR 99TH INF DIV FT DEFENSE VA//MILPO//

[APPLICABLE MAJOR OVERSEAS COMMAND//AG//]

CLOSING MILPO/DPC)

CDR MILPERCEN ALEX VA//DAPE-CPA-AS//

INFO: CDR CA @ 28 BN 3RD INF 9ZIT INF DIV BECZLERUM GERMANY

UNCLAS

SUBJECT: PD TRACER ACTION

A. DARC-CPA-C 1500052 APR 00, SUBJ: REASSIGNMENT UP SECTION II, CHAPTER 3, AR 635-200 (U)

B. MY 070001Z MAY 00, SUBJECT: TRACER ACTION (U)

1. SGT GUY E. FOXX, 123-45-6789, CURRENTLY ATTACHED THIS INSTALLATION HAS BEEN IN RECEIPT OF AN APPROVED (HARDSHIP DISCHARGE) (COMPASSIONATE REASSIGNMENT) AS OF 15 APR 00 (REFERENCE A).

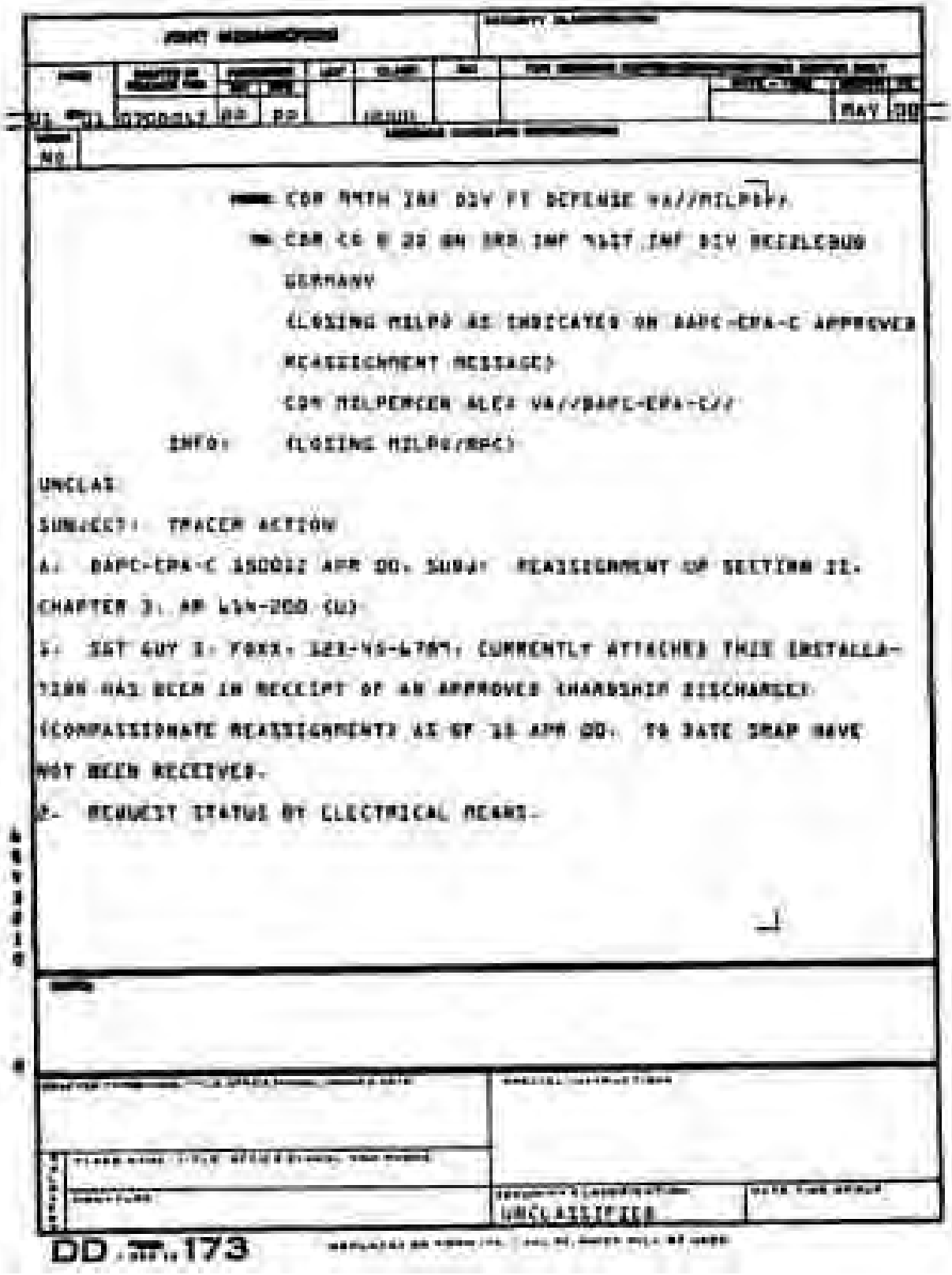
2. REFERENCE B WAS A TRACER ACTION REQUESTING STATUS OF SGT FOXX'S SRAP.

3. TO DATE SGT FOXX'S SRAP HAVE NOT BEEN RECEIVED NOR REFERENCE B RESPONSES TO. REQUEST YOUR ASSISTANCE IN OBTAINING SGT FOXX'S SRAP.

UNCLASSIFIED

DD FORM 173

Figure 4–5–8. Sample 2d tracer action message



CDR 9TH INF DIV FT DEFENSE VA//MILPO//

CDR CO B 2D BN 3RD INF TNGT INF DIV BEIBLCBUG GERMANY

(LOSING MILPO AS INDICATED ON DAPC-EPA-C APPROVED REASSIGNMENT MESSAGE)

CDR MILPERCEN ALEX VA//DAPC-EPA-C//

INFO: (LOSING MILPO/DPC)

UNCLAS

SUBJECT: TRACER ACTION

A. DAPC-EPA-C 150022 APR 00, SUBJ: REASSIGNMENT OF SECTION II, CHAPTER 3, AR 614-200 (U)

B. SGT GUY E. FOXX, 123-45-6789, CURRENTLY ATTACHED THIS INSTALLATION HAS BEEN IN RECEIPT OF AN APPROVED (HARDSHIP DISCHARGE) (COMPASSIONATE REASSIGNMENT) AS OF 15 APR 00. TO DATE SRAP HAVE NOT BEEN RECEIVED.

2. REQUEST STATUS BY ELECTRICAL MEANS.

UNCLASSIFIED

DD FORM 173

Figure 4–5–9. Sample message tracer action

UNCLASSIFIED

CDR 9TH INF DIV FT DEFENSE VA//MILPO//

CDR CO B 2D BN 3RD INF 9TH INF DIV BEIZLEBUN GE

(CLOSING MILPO/WPC)

CDR MILPERCEN ALEX VA//DAPC-EPA-AI//

INFO: (APPLICABLE MAJOR OVERSEA COMMANDS//AG//)

UNCLAS

SUBJECT: APPROVED HARDSHIP DISCHARGE

1. THIS IS TO ADVISE YOU THAT SGT DOE S. FORM: 6251-43-6789, WAS GRANTED AN APPROVED HARDSHIP DISCHARGE BY THIS HEADQUARTERS ON 14 MAY 00.

2. REQUEST NECESSARY ACTION BE TAKEN TO HAVE APPROPRIATE MILPO ISSUE IMMEDIATE HCS ORDERS REALIGNING SGT FOXX TO 9TH REPL CO, 9TH INF DIV (ABCIA), FT DEFENSE, VA 23230.

3. REQUEST SGT FOXX'S IRAP AND REASSIGNMENT ORDERS BE FORWARDED EXPEDITIOUSLY TO THIS HQ ATTN: MILPO.

4. REQUEST SGT FOXX'S PERSONAL EFFECTS BE FORWARDED TO (ENTER ADDRESS).

5. REQUEST YOU PROVIDE A COPY OF THIS MESSAGE TO YOUR SERVICING MILPO AND FINANCE OFFICE IMMEDIATELY UPON RECEIPT.

6. REQUEST ACKNOWLEDGEMENT OF RECEIPT OF THIS MESSAGE.

UNCLASSIFIED

DD FORM 173

Figure 4–5–10. Sample message approved hardship discharge

JOINT MESSAGEFORM

UNCLASSIFIED

01- 01 | 160001Z | MAY | 00 | RP | RP | UUUU

NO

FROM: CDR CO B 2D BN 3RD INF 75ST INF DIV BEEZLEBUB GERMANY

TO: CDR 99TH INF DIV FT DEFENSE VA//RILPO//

INFO: CAPPLICABLE MAJOR OVERSEA COMMAND//AG//3

UNCLAS

SUBJECT: APPROVED HARDSHIP DISCHARGE

A. YOUR 160001Z MAY 00, SAB (U)

RECEIPT OF REFERENCE MESSAGE ACKNOWLEDGED.

UNCLASSIFIED

DD FORM 1299 (OCT)

Figure 4–5–11. Sample approved hardship discharge acknowledgement message

JOINT MESSAGEFORM

UNCLASSIFIED

01 01 1700001Z MAY 00 PP RP UUUU

RQ

FROM: CDR 71ST INF DIV BEEZLEBUB GERMANY//MILPO//

TO: CDR 99TH INF DIV FT DEFENSE VA//MILPO//

INFO: CDR CO B 2D BN 3D INF 71ST INF DIV BEEZLEBUB GERMANY

UNCLAS

SUBJECT: APPROVED HARDSHIP DISCHARGE

A. YOUR 150002Z MAY 00. SAD (U)

SNAP OF SGT GUY T. FOXX. 123-45-6789. CURRENTLY ATTACHED YOUR STATION WERE MAILED TO YOUR STATION ON 14 MAY 00 CERTIFIED MAIL NUMBER 123456.

UNCLASSIFIED

DD FORM 1385 (OCR)

Figure 4–5–12. Sample approved hardship discharge records message

JOINT MESSAGEFORM

UNCLASSIFIED

01w 01 | 01000Z | JUN | 00 | PP | PP | UUUU

NR

FROM: CDR 7IST INF DIV BEEZLEBUB GERMANY//MILPO//

TO: (CONUS MTF)

INFO: CDR CC 8 22 BN 38 INF 7IST INF DIV BEEZLEBUB GERMANY

CDR MSC FT SAM HOUSTON TX

UNCLAS

SUBJECT: MEDEVAC

SRAP OF SGT GUY S. FOXX, 123-45-6789, MEDEVAC THIS COMMAND AND CURRENTLY A PATIENT AT YOUR FACILITY WERE MAILED TO YOUR FACILITY ON 31 MAY 00 CERTIFIED MAIL NUMBER 123456.

UNCLASSIFIED

DD FORM 1299 (OCT)

Figure 4–5–13. Sample MEDEVAC records message

JOINT MESSAGEFORM

UNCLASSIFIED

01- 05 | 0900012 | JUN 00 | PP | PP | UUUU

NO

FROM: (CONUS MTF)

TO: (APPLICABLE MAJOR OVERSEA COMMAND//AG//)

INFO: CDR CO B 2D BN 3RD INF 9LIT INF DIV BOEBLEBUR GERMANY

CDR HSC FT SAM HOUSTON TX

UNCLAS

SUBJECT: TRACER ACTION - MEDEVAC

1. SGT GUY L. FOXX, 123-45-6789, CO B 2D BN 3RD INF 9LIT INF DIV WAS MEDICALLY EVACUATED FROM YOUR COMMAND TO THIS FACILITY ON 2% MAY 00. TO DATE DRAF HAS NOT BEEN RECEIVED. REQUEST ASSISTANCE IN OBTAINING SGT FOXX'S DRAF.

2. REQUEST STATUS BY ELECTRICAL MEANS.

UNCLASSIFIED

DD - 4 1999 (OCR)

Figure 4–5–14. Sample tracer action—MEDEVAC message

JOINT MESSAGEFORM

UNCLASSIFIED

PAGE 01 | 240001Z JUN 00 | PP PP | UUUU

NO

FROM: (CONUS MTF)

TO: (APPLICABLE MAJOR OVERSEA COMMAND//AG//)

INFO: CDR CO B 2D BN 3RD INF 75ST INF DIV BOEBLEBUR GERMANY

CDR HSC FT SAM HOUSTON TX

UNCLAS

SUBJECT: 2D TRACER ACTION - MEDEVAC

A. MY 070001Z JUN 00, SUBJ: TRACER ACTION - MEDEVAC (U)

1. SGT GUY E. FOXX, 123-45-6789, CO B 2D BN 3RD INF 75ST INF DIV WAS MEDICALLY EVACUATED FROM YOUR COMMAND TO THIS FACILITY ON 26 MAY 00. TO DATE SRAP HAVE NOT BEEN RECEIVED.

2. REFERENCE A WAS A TRACER ACTION REQUESTING STATUS OF SGT FOXX'S SRAP.

3. TO DATE SGT FOXX'S SRAP HAVE NOT BEEN RECEIVED NOR REFERENCE A RESPONSES TO. REQUEST YOUR ASSISTANCE IN OBTAINING SGT FOXX'S SRAP.

UNCLASSIFIED

DD FORM 1795 (OCT 87)

Figure 4–5–15. Sample 2D tracer action MEDEVAC message

JOINT MESSAGEFORM

UNCLASSIFIED

03 06 | 06000SZ | JUL | 00 | PP | PP | UUUU

NO

FROM: CDR 51ST INF DIV HEIDELBURG GERMANY//MILPO//

TO: (CONUS MTF)

INFO: (APPLICABLE MAJOR OVERSEA COMMAND//AG//)

CDR HSC FT SAM HOUSTON TX

UNCLAS

SUBJECT: PATIENT

SRAP OF SGT GUY G. FOXX, 123-45-6789, A MEMBER OF THIS COMMAND AND CURRENTLY A PATIENT AT YOUR FACILITY WERE MAILED TO YOUR FACILITY ON 05 JUL 00 CERTIFIED MAIL NUMBER 123456.

UNCLASSIFIED

DD - 1395 (OCR)

Figure 4–5–16. Sample patient records message

JOINT MESSAGEFORM

UNCLASSIFIED

NO

FROM: (CONUS MTF)

TO: (APPLICABLE MAJOR OVERSEA COMMAND//AG//)

INFO: CDR CO B 28 BN 3RD INF 7ST INF DIV BEZELEBUR GERMANY

CDR HSC FT SAM HOUSTON TX

UNCLAS

SUBJECT: TRACER ACTION - PATIENT

A. MR 010000Z AUG 00, SUBJ: PATIENT (C)

1. SGT GUY T. FOXX, 123-45-6789, CO B 28 BN 3RD INF 7ST INF DIV A PATIENT AT THIS FACILITY WAS REASSIGNED TO THIS FACILITY ON 31 JUL 00 PER REFERENCE A. TO DATE SRAP HAVE NOT BEEN RECEIVED. REQUEST ASSISTANCE IN OBTAINING SGT FOXX'S SRAP.

2. REQUEST STATUS BY ELECTRICAL MEANS.

UNCLASSIFIED

DD FORM 1381 (FACE)

Figure 4–5–17. Sample tracer action—patient message

JOINT MESSAGEFORM

UNCLASSIFIED

01 01 2400021Z AUG 00 PP PP UUUU

NO

FROM: (CONUS MTF)

TO: (APPLICABLE MAJOR OVERSEA COMMAND//AG//)

INFO: CDR CO B 2D BN 3RD INF MIST INF DIV BEEDLEBUG GERMANY

CDR MSC FT SAM HOUSTON TX

UNCLAS

SUBJECT: 2D TRACER ACTION - PATIENT

A. MY 0100001Z AUG 00, SUBJ: PATIENT GUY

B. MY 2200001Z AUG 00, SUBJ: TRACER ACTION - PATIENT GUY

1. SGT GUY T. FOXX, 123-45-6789, CO B 2D BN 3RD INF MIST INF DIV

A PATIENT AT THIS FACILITY WAS REASSIGNED TO THIS FACILITY ON

05 JUL 00 PER REFERENCE A. TO DATE SRAP HAVE NOT BEEN RECEIVED.

2. REFERENCE B WAS A TRACER ACTION REQUESTING STATUS OF SGT FOXX'S

SRAP.

3. TO DATE SGT FOXX'S SRAP HAVE NOT BEEN RECEIVED NOR REFERENCE

B RESPONSES TO. REQUEST YOUR ASSISTANCE IN OBTAINING HIS SRAP.

DATE

UNCLASSIFIED

DD FORM 1937 (DCD)

Figure 4–5–18. Sample 2D tracer action—patient message

(Letterhead)

ANCX-AA-XX 19 August [illegible]

SUBJECT: Aviation Warrant Officer Training Medical Determination

Commander
US Army Aeromedical Center
ATTN: ATZQ-AAMC-AA-ED
Fort Rucker, Alabama 36362-5000

1. SGT Guy S. Foxx, 123-45-6789, Co A, 1st Bn, 9th Inf Div, has applied for Aviation Warrant Officer Training (AWOT).

2. Request the attached medical examination records be reviewed and a determination be made if applicant is medically qualified to enter AWOT. The result of your review and the inclosed records should be returned direct to the Fort Defiance Army Medical Center.

FOR THE COMMANDER:

//signed//
ROBERT E. [illegible]
CPT, AGC
Adjutant

Incl
as

Figure 4–6–1. Sample aviation warrant officer training medical determination

PERSONNEL ACTION

DA FORM 4187

Figure 4–7–1. Sample personnel action for advance payment to SRB

REQUEST FOR ACCELERATED PAYMENT OF ERB — HARDSHIP OR COMPASSIONATE

DATA REQUIRED BY THE PRIVACY ACT

1. AUTHORITY: Section 503 of Title 37, US Code, as amended by Public Law 99-211, Accident Victim Survivors Protection Benefit Act of 1986, 16 May 1986.

2. PRINCIPAL PURPOSE: To obtain data on service member's financial condition.

3. ROUTINE USES: As a source document for the development required by Defense policy of uniformed services of Retirement Benefits Bonus (ERB) in national emergency.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary. However, failure to provide any or all of the requested information may result in the protected member not having sufficient information on which to base an approval of the accident benefit is request.

SECTION A - TO BE COMPLETED BY MEMBER

1. NAME	2. SSN	3. GRADE	4. MOS	5. DATE
Jones, Guy L.	123-45-6789	SGT E-5	11B20	[illegible]

6. DUTY STATION/UNIT: 7. [illegible] 8. [illegible]

1) [illegible]	2. [illegible]	3. [illegible]

9. [illegible] ☐ YES ☒ NO

10. [illegible] ☐ [illegible] ☐ [illegible] ☐ [illegible]

Date of [illegible]

a. Base Pay	920.00	a. Federal income tax	115.40
b. Quarters Allowance	336.30	b. FICA	68.94
c. Rations	110.70	c. Retirement Bonus	50
d. Clothing Allowance	10.00	d. [illegible]	7.00
e. Spouse's monthly income	[illegible]	e. Allotment Pay (See Item 11)	400.00
f. FICA	[illegible]	f.	
g.		g.	
h.		h.	
i.		i.	
TOTAL	[illegible]	TOTAL	[illegible]

EXPENDITURES (Use a separate sheet if necessary)		BALANCE REMAINING	MONTHLY PAYMENT	DATE DELIVERED	DATE DELIVERED (See Item 3)
a. Housing payment			250.00		
b. Food			200.00		
c. Basic utilities & [illegible]			15.00		
d. Auto insurance			22.00		
e. Other insurance			15.00		
f. Outstanding financial payment			75.00		
g. Credit Union	Car	3000.00	175.00	May 00	May 00
h. A.C. Trans	Furniture Storage	350.00	25.00	May 00	Upon [illegible]
i. C.J. Gen	Furniture	1300.00	50.00	May 00	May 00
j. Gulliver	Furniture/Appliances	600.00	30.00	May 00	May 00
k. Automobile Pay	Insurance Lease	500.00	100.00	May 00	May 00
TOTAL		[illegible]	[illegible]		

12. I [illegible] (Name, Rank, Unit) [illegible] at [illegible]

[illegible]

SECTION B - TO BE COMPLETED BY SERVICING FAO

[illegible] 3rd Inf. Div. Fort [illegible] Date 123-45-6789

Servicing Information: [illegible] $400,000 [illegible]

Name and Rank [illegible] [illegible]

SIGNATURE: [illegible] DATE

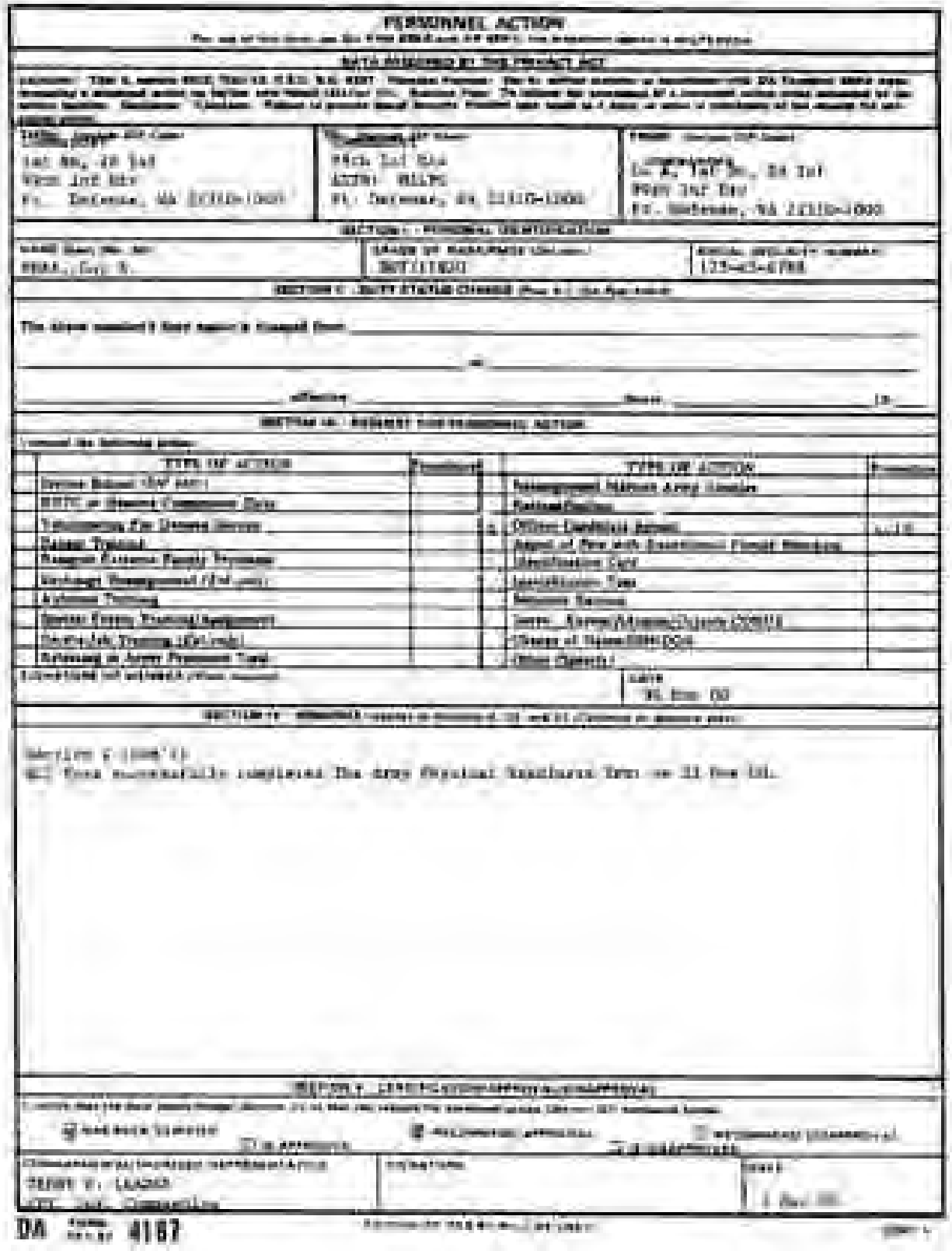
DA FORM 4474-R JUL 86 [illegible]

Figure 4–7–2. Sample DA Form 4474-R

Notes:

1. MOS held at time of reenlistment.
2. Action taken at what level: Installation or DA?
3. List Advance Pay also in item 12.
4. Date expenditure is estimated to be paid off.

Figure 4–7–2. Sample DA Form 4474-R—Continued



PERSONNEL ACTION

DA FORM 4187

Figure 4–10–1. Sample personnel action Officer Candidate School

ARMY OFFICER CANDIDATE CONTRACT AND SERVICE AGREEMENT

Fox, Guy S.

133-45-6789

G A, 1st Bn, 3d Inf 99th Inf Div, Ft Dix, NJ 08640-5000 15 Sep 00

3 Dec 00

Figure 4–10–2. Sample DA Form 4322-R

OCS APPLICANT'S EVALUATION SHEET

Commander
1st Bn, 3d Inf
99th Inf Div
Ft Defense, VA 22110-1000

Commander
99th Inf Div
ATTN: [illegible]
Ft Defense, VA 22110-1000

Under the provisions of AR 351-9, request the following named applicant be administratively processed for Officer Candidate School. Applicant will not be contacted pending disposition of this application.

NAME (Last, First, MI)	SOCIAL SECURITY NUMBER	RANK
Frank, Guy T.	123-45-6789	SGT/E-5

SUPERVISOR'S RANK PERFORMED BY APPLICANT

Infantryman

THOSE INTERVIEWED THE APPLICANT AND THE FOLLOWING IS MY EVALUATION OF THE APPLICANT (Check one)

EVALUATION ON	AVERAGE	ABOVE AVERAGE	EXCELLENT	OUTSTANDING
1. DUTY PERFORMANCE				✓
2. ADAPTABILITY				✓
3. ATTITUDE				✓
4. MOTIVATION				✓
5. LEADERSHIP				✓
6. RESPONSIBILITY				✓
7. PERSONAL TRAITS				✓
8. INTELLIGENCE				✓
9. EXPERIENCE				✓
10. APPEARANCE				✓

REMARKS

SGT Frank serves as an Assistant Barracks Sergeant and performs as a member of the Battalion Honor Guard.

SUPERVISOR'S EVALUATION

ELITE LEADER - Performs better than all other soldiers you know.
EXCELLENT - Performance equal to top few other soldiers.
ABOVE AVERAGE - Performs better than most soldiers.
AVERAGE - Performs as well as most soldiers.

TYPED NAME OF UNIT COMMANDER	SIGNATURE OF UNIT COMMANDER	DATE
TERRY E. LEADER CPT, INF, Commanding	Terry E. Leader	4 Dec 00

SOCIAL SECURITY NUMBER, Ser No

Figure 4–10–3. Sample evaluation of OCS applicant

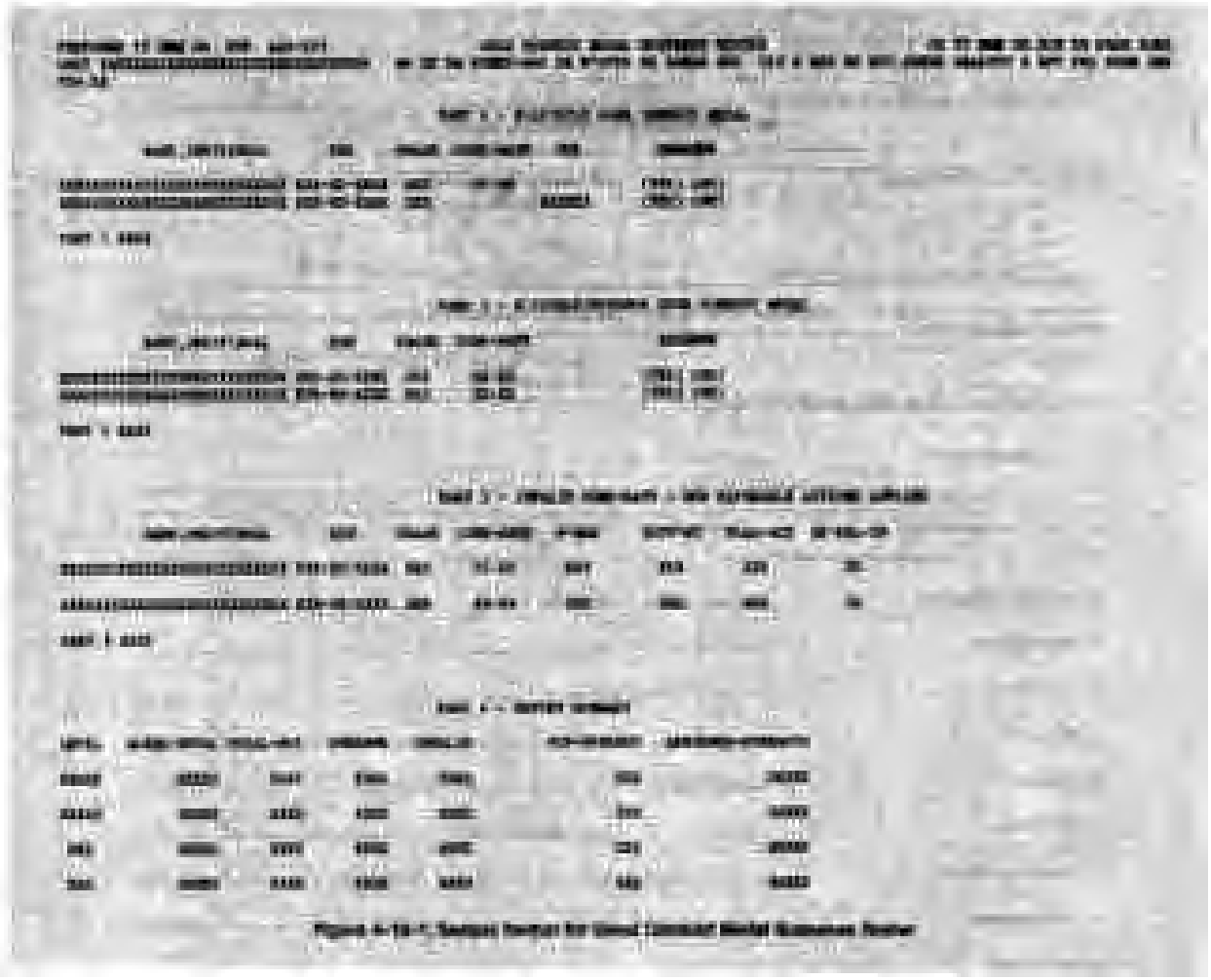
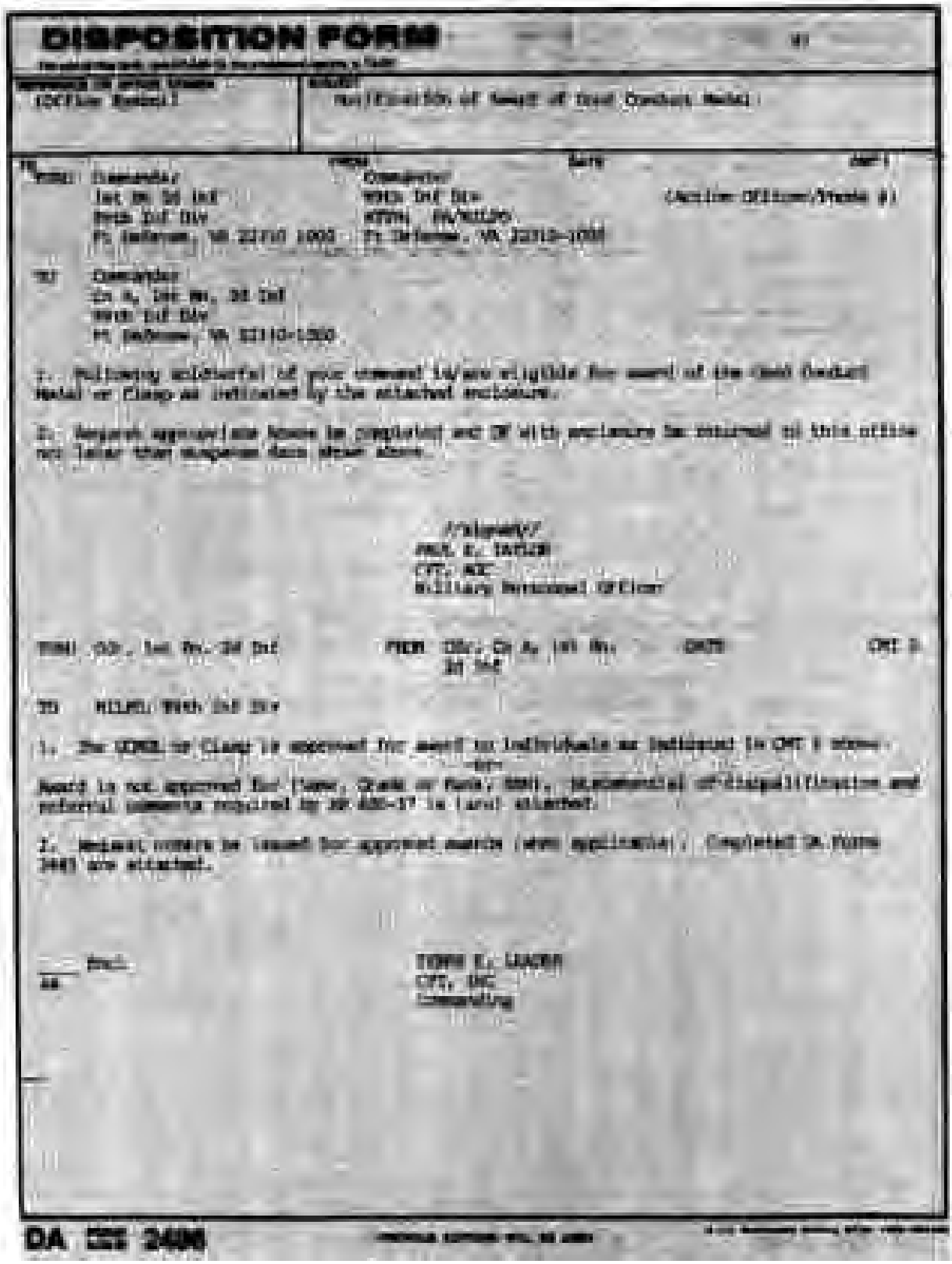


Figure 4–13–1. Sample format for Good Conduct Medal Suspense Roster



DISPOSITION FORM

(Office Symbol)

Notification of Award of Good Conduct Medal

TO: Commander
1st Bn, 3d Inf
Fort Inf Div
Ft Defense, VA 22310-1000

FROM: Commander
Fort Inf Div
ATTN: PA/MILPO
Ft Defense, VA 22310-1000

(Action Officer/Phone #)

SUBJ: Commander
Co A, 1st Bn, 3d Inf
Fort Inf Div
Ft Defense, VA 22310-1000

1. Following withdrawal of your unit you are eligible for award of the Good Conduct Medal or Clasp as indicated by the attached enclosure.

2. Request appropriate forms be completed and DF with enclosure be returned to this office not later than suspense date shown above.

//signed//
PAUL E. TAYLOR
CPT, AGC
Military Personnel Officer

THRU: CO, 1st Bn, 3d Inf

FROM: CO, Co A, 1st Bn, 3d Inf

DATE

CMT 3

TO: MILPO, Fort Inf Div

1. The GCM or Clasp is approved for award to individuals as indicated in CMT 3 above.

-or-

Award is not approved for (name, grade or rank, SSN), (recommend or disqualification and referral comments required by AR 600-37 is (are) attached.

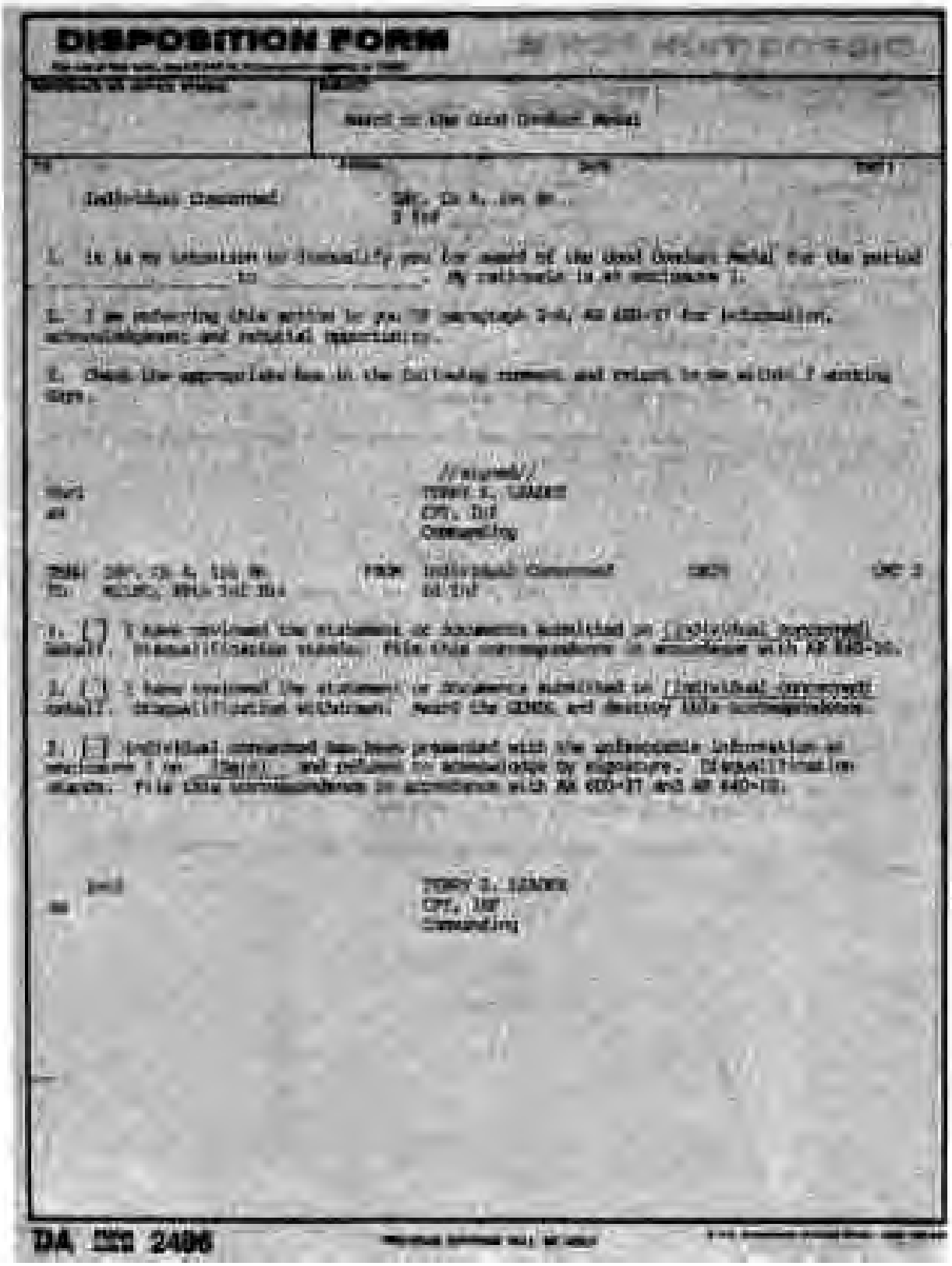
2. Request orders be issued for approved awards (when applicable). Completed DA Forms 3881 are attached.

Encl
as

TOMMY E. LANDER
CPT, INF
Commanding

DA FORM 2496

Figure 4–13–2. Sample DF for Eligibility for Award of Good Conduct Medal



DISPOSITION FORM

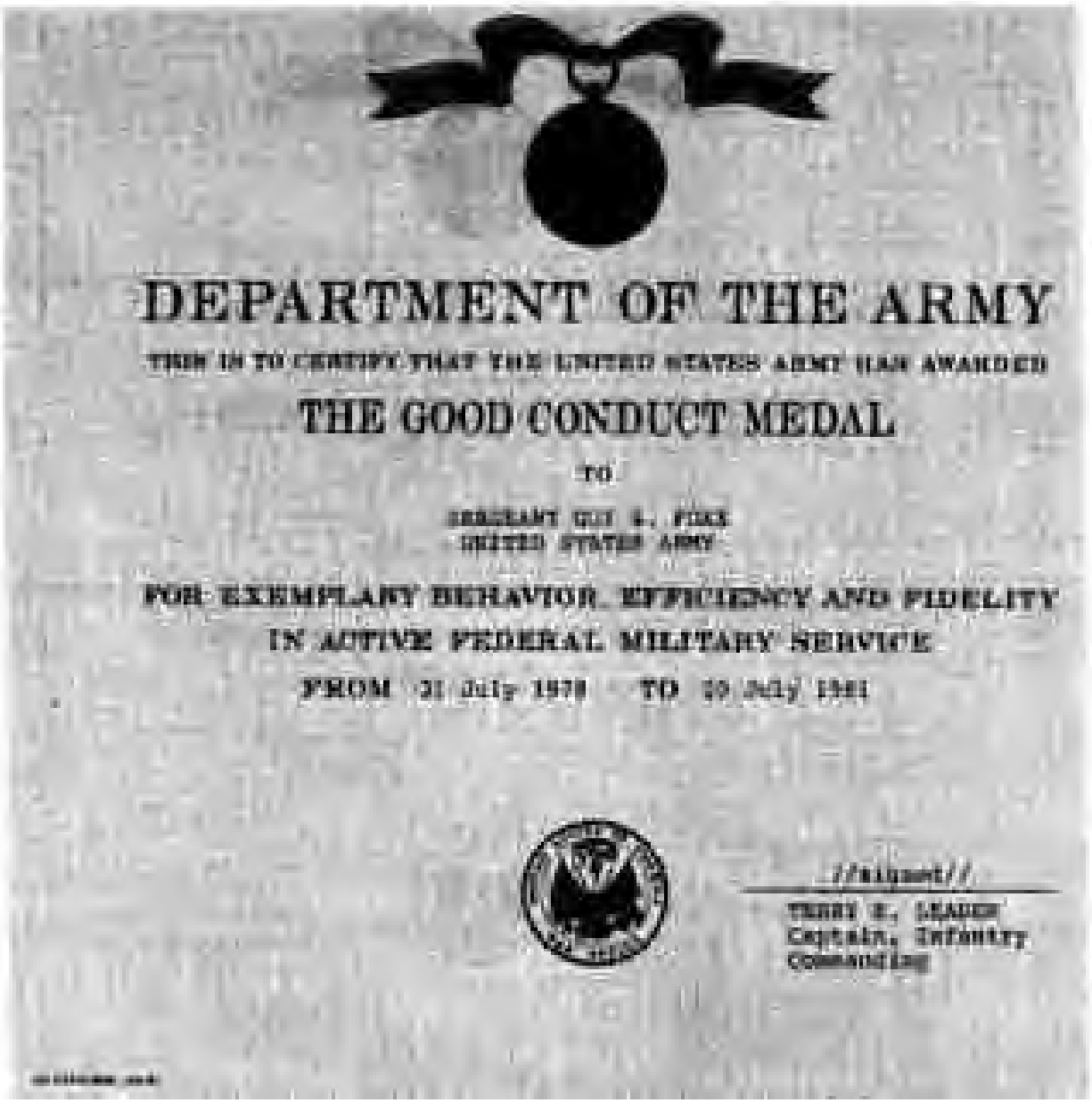
Award of the Good Conduct Medal

Individual Concerned

//signed//

DA FORM 2496

Figure 4–13–3. Sample DF for disqualification for award of Good Conduct Medal



DEPARTMENT OF THE ARMY

THIS IS TO CERTIFY THAT THE UNITED STATES ARMY HAS AWARDED

THE GOOD CONDUCT MEDAL

TO

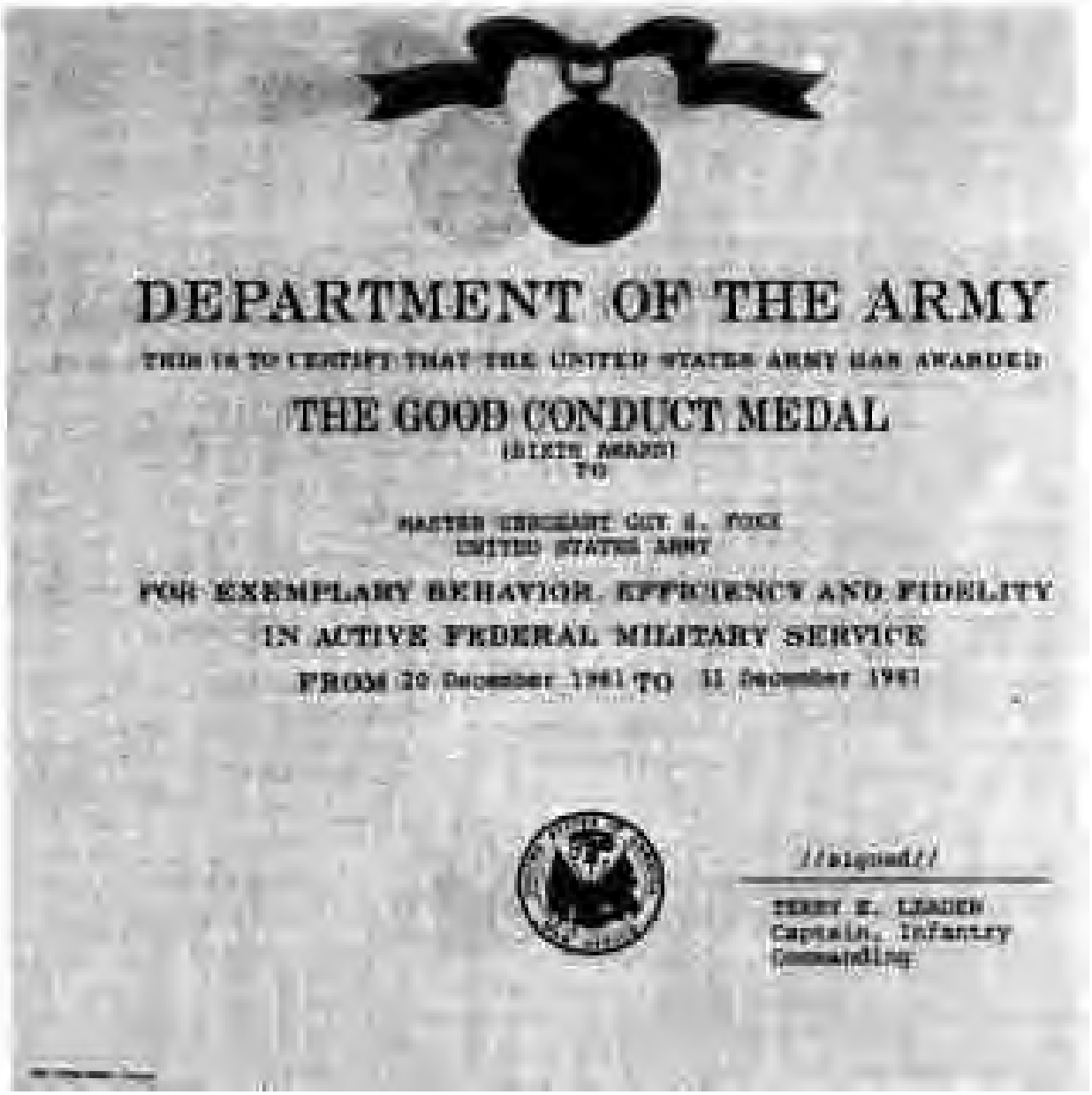
SERGEANT GUY A. FOXX
UNITED STATES ARMY

FOR EXEMPLARY BEHAVIOR, EFFICIENCY AND FIDELITY
IN ACTIVE FEDERAL MILITARY SERVICE

FROM 21 July 1978 TO 20 July 1981

//signed//
TERRY E. LEADER
Captain, Infantry
Commanding

Figure 4–13–4. Sample DA Form 4950 for award of Good Conduct Medal



DEPARTMENT OF THE ARMY

THIS IS TO CERTIFY THAT THE UNITED STATES ARMY HAS AWARDED

THE GOOD CONDUCT MEDAL

(SIXTH AWARD)

TO

MASTER SERGEANT GUY S. FOXX
UNITED STATES ARMY

FOR EXEMPLARY BEHAVIOR, EFFICIENCY AND FIDELITY
IN ACTIVE FEDERAL MILITARY SERVICE

FROM 20 December 1981 TO 31 December 1987

//signed//

TERRY E. LEADER
Captain, Infantry
Commanding

Figure 4–13–5. Sample DA Form 4950 for award of Good Conduct Medal upon retirement

[illegible]

ABCD-EF

SUBJECT: Correction of Officer Record Brief (DA Form 4037)

(See table 5-1 for instruction)

1. Reference is made to the Officer Record Brief pertaining to 1LT Guy S. Fuzz, 123-45-6789, Infantry, dated November 0000, which was recently received for annual audit.

2. The following data on that ORB requires(s) correction by HQDA:

DATA ELEMENT	AS SHOWN ON ORB	CORRECTION DATA

3. Supporting documentation (when required as indicated in table 5-1) is enclosed.

FOR THE COMMANDER:

//signed//
ROBERT E. REYNOLD
CPT, ADC
Military Personnel Officer

. . . Encl
as

Figure 5–1–1. Sample correction of officer record brief (DA Form 4037) letter

Figure 5–1–2. Sample format for report of change notice

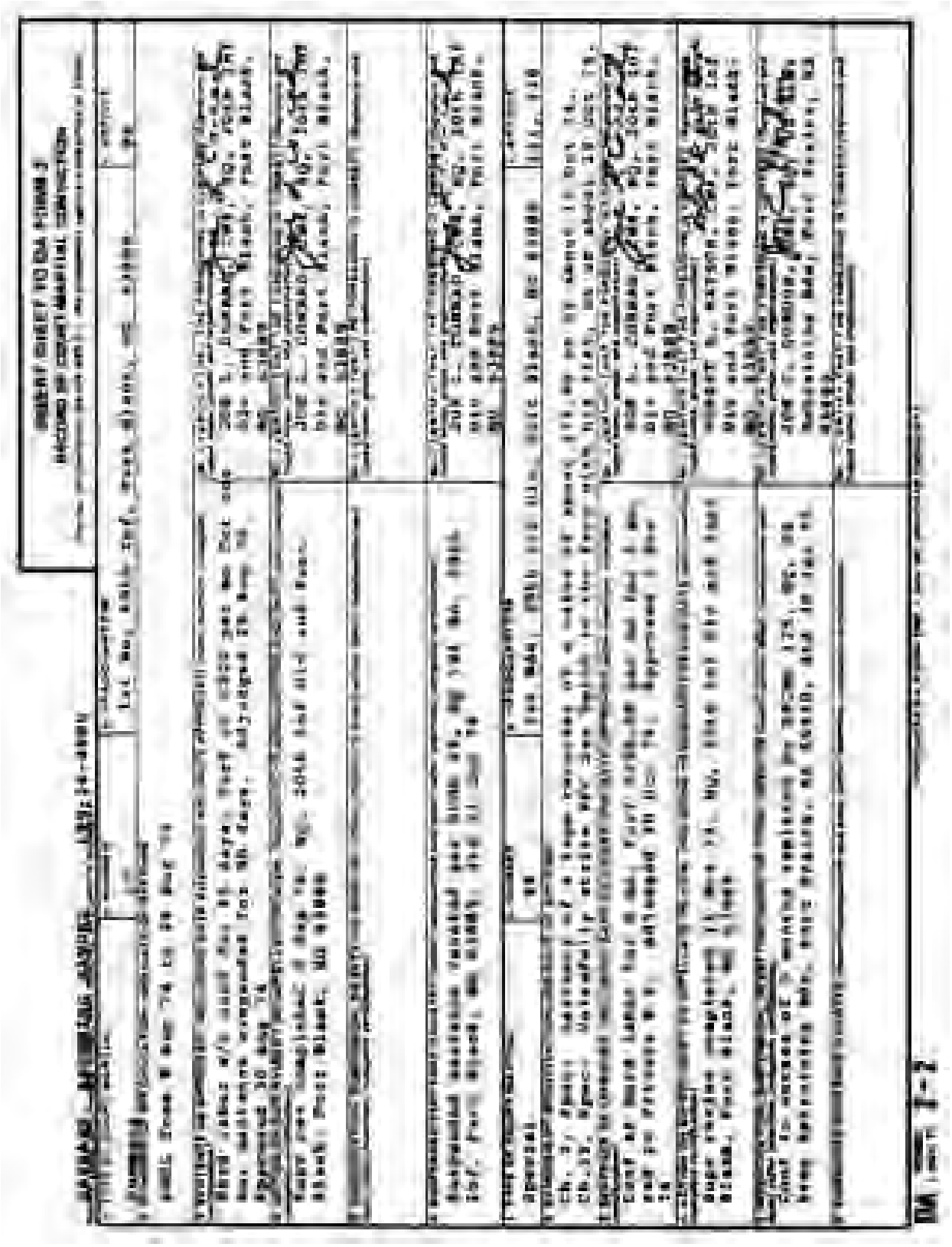


Figure 5–6–1. Sample DA Form 2-2

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL | SUBJECT: Notification of Change in Rating Official(s) for Enlisted Evaluation Reports

TO: Commander
1st Bn, 3d Inf, 99th Inf Div
ATTN: PERCO
Ft. Defense, VA 22310-1000

FROM: Commander
Co A, 1st Bn, 3d Inf
99th Inf Div
Ft. Defense, VA 22310-1000

DATE:

CMT 1:

1. Reference AR 623-205.

2. Rating officials for _____ (Rank) _____ (Name) _____ (SSN)(DOB)(Duty Position) _____ (PMOS) are designated/redesignated effective _____ (Date) as follows:

a. Rater _____ (Rank) _____ (Name) _____ (SSN) _____ (Duty Assignment) _____

b. *Endorser _____ (Rank) _____ (Name) _____ (SSN) _____ (Duty Assignment) _____

c. *Reviewer _____ (Rank) _____ (Name) _____ (SSN) _____ (Duty Assignment) _____

//signed//
TERRY E. [illegible]
CPT, Inf
Commanding

CF: 3d Inf(Div corr)

*Enter N/A when not applicable.

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED

Figure 5–8–1. Sample DF for notification of change in rating official for enlisted evaluation report (EER)

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT: Request for Initiation of Enlisted Evaluation Report

TO:	FROM:	DATE:	SMT:
Commander 1st Bn, 2d Inf, 99th Inf Bde ATTN: PERSCO Ft. Defense, VA 22310-1000	Commander Co A, 1st Bn, 2d Inf 99th Inf Div Ft. Defense, VA 22310-1000		

TO: Commander
99th Inf Div
ATTN: MILPO
Ft. Defense, VA 22310-1000

1. Reference AR 623-205.

2. Request DA Form(s) 2166-6 be initiated for the following soldier(s):

RANK	NAME	SSN	DOB	ENTERED MONTH	TYPE OF REPORT
					(Special, Relief-for-Cause, and/or Change-of-Rater)

//signed//
TERRY E. LEADER
CPT, Inf
Commanding

DA FORM 2498

PREVIOUS EDITIONS WILL BE USED

Figure 5–8–2. Sample DF for request for initiation of EER

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL | SUBJECT

Submission of "Complete-the-Record" Initiated Evaluation Report

TO (Name, grade or title, and organization or office symbol) | FROM (Name, grade or title, and organization or office symbol) | DATE | INITIALS

TO: Commander
1st Bn, 3d Inf, 99th Inf Div
ATTN: PSMCO
Ft. Defense, VA 22310-1000

FROM: Commander
99th Inf Div
ATTN: MILPO
Ft. Defense, VA 22310-1000

TO: Commander
Co A, 1st Bn, 3d Inf
99th Inf Div
Ft. Defense, VA 22310-1000

1. Reference AR 623-205.

2. _____(Rank)_____ _____(Name)_____ _____(SSN)_____, a member of your command, is in the zone of consideration by a HQDA Centralized Promotion/Selection Board and has not had a previous EER for his current duty assignment.

3. Request the rater be informed of his option to submit a "Complete-the-Record" EER in accordance with AR 623-205.

4. If, in the opinion of the rater, the performance of duty of the soldier merits an EER and the minimum period is or will be met by (End month established by HQDA), advise this Headquarters, ATTN: MILPO, NL, _____(Date)_____ whether or not an EER should be initiated.

FOR THE COMMANDER:

//signed//
ROBERT C. ROCKWOOD
CPT, AGC
Military Personnel Officer

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED

Figure 5–8–3. Sample DF for submission of "complete-the-record" EER

(Office Symbol)
SUBJECT: Submission of "Complete-the-Record" Enlisted Evaluation Report

THRU Commander
1st Bn, 3d Inf
ATTN: FSNCO
Ft. Defense, VA 88310-1000

FROM Commander
Co A, 1st Bn, 3d Inf
99th Inf Div
Ft. Defense, VA 88310-1000

DATE

SKT
E

TO Commander
99th Inf Div
ATTN: MILPO
Ft. Defense, VA 88310-1000

Request DA Form 2166-6 (Enlisted Eval Report) be initiated for a "Complete-the-Record" EER.

//signed//
TERRY W. LEADER
CPT, Inf
Commanding

Figure 5–8–3. Sample DF for submission of "complete-the-record—Continued" EER

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL

SUBJECT: Enlisted Evaluation Report for Personnel Being Separated/Reassigned

TO: Outprocessing Clerk

FROM: Personnel Records Officer

DATE

CONT:

1. [Rank] [Name] [SSN] is being separated/reassigned on or about [Date].

2. The following applies:

☐ An EER is not required. The period [Date] to [Date] should be recorded as nonrated time on the next EER using reason code(s) ____. (If applicable).

☐ An EER is required for the period [Date] to [Date] and is being processed.

//signed//
CECILIA A. JONES
CWO, USA
Personnel Records Officer

DA FORM 2496

PREVIOUS EDITIONS WILL BE USED

Figure 5–8–4. Sample DF for EER for personnel being separated/reassigned

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is ARMY.

REFERENCE OR OFFICE SYMBOL	SUBJECT
	Completion of Enlisted Evaluation Report

TO	FROM	DATE	CMT 1
Commander 1st Bn, 3d Inf, 99th Inf Div ATTN: PERCO Ft. Defense, VA 22310-1000	Commander 99th Inf Div ATTN: MILPO Ft. Defense, VA 22310-1000		

TO: Commander
Co A, 1st Bn, 3d Inf
99th Inf Div
Ft. Defense, VA 22310-1000

1. The enclosed DA Form 2166-6 pertaining to [Rank] [Name] [SSN], a member of your command, is forwarded for completion and return to this Headquarters, ATTN: MILPO, MLT [Main].

2. Request the number of day(s) and reason(s) for all unexcused days during this rating period be furnished in your return Comment.

3. Do not fold, tear, staple, or otherwise mutilate the enclosed EER.

FOR THE COMMANDER:

//signed//
ROBERT C. RICHARD
CPT, AGC
Military Personnel Officer

Encl
as

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED

Figure 5–8–5. Sample DF for completion of EER

(Office Symbol)
SUBJECT: Completion of Enlisted Evaluation Report

TO: Commander | FROM: Commander | DATE | CMT 3

Co A, 1st Bn, 8d Inf
86th Inf Div
Ft. Defense, VA 22310-1000

1st Bn, 8d Inf, 86th Inf Div
ATTN: PSRCO
Ft. Defense, VA 22310-1000

1. Enclosed DA Form 2166-6 is forwarded for completion by the rater, inforser, and reviewer and return to this headquarters, ATTN: PSCO, Bldg . . . (Room) . . . .

2. As shown in your unit's most current rating scheme, the following individuals are responsible for the completion of this EER:

Rater . . . (Rank) . . . (Name) . . . (DOB) . . . Suspense . . . (Date)
Inforser . . . (Rank) . . . (Name) . . . (DOB) . . . Suspense . . . (Date)
Reviewer . . . (Rank) . . . (Name) . . . (DOB) . . . Suspense . . . (Date)

3. Request information required by paragraph 8, Comment 1, be included in your reply.

FOR THE COMMANDER:

//signed//
KEN D. SHARPE
CPT, Inf
Asst Adjutant

1 Encl
nm

(Office Symbol)
SUBJECT: Completion of Enlisted Evaluation Report

TO: Commander | FROM: Commander | DATE | CMT 3

1st Bn, 8d Inf, 86th Inf Div
ATTN: PSRCO
Ft. Defense, VA 22310-1000

Co A, 1st Bn, 8d Inf
86th Inf Div
Ft. Defense, VA 22310-1000

TO: Commander
86th Inf Div
ATTN: ATZLPS
Ft. Defense, VA 22310-1000

1. Preceding Comments complied with.

2. Rescheduled periods for this rating period are [illegible] and [illegible] as shown, as appropriate.

//signed//
TERRY E. LEACHE
CPT, Inf
Commanding

1 Encl
nm

Figure 5–8–5. Sample Comments 2 and 3 for completion of EER DR

PREPARED YY MMM DD. PCN: AAC-CZJ ESR SUSPENSE ROSTER CD YY MMM DD DCN XX PAGE XXXX
FYA XX XXXXXXX CONC XXX

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX MC XX UA CCCCC-CAC XX STATUS XX AAAAA AAA CCC X XXX XX UPC XXXXX ANALYST X RPT SEQ CONC XXX

NAME	ESR	VISION	GRADE	DUAL COMP STATUS	GRADE	PERIOD OF ALIGHT RESIF FROM	THRU	MOS/TY	CODE	TYPE OF REPORT/CODE	DATE SENT TO ERDC	UPC
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	X	XXX	X	XXX	XXX	XX	X	XXXXXXXXXXXXXX	X	--------	XXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	X	XXX	X	XXX	XXX	XX	X	XXXXXXXXXXXXXX	X	--------	XXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	X	XXX	X	XXX	XXX	XX	X	XXXXXXXXXXXXXX	X	--------	XXXXX

Figure 5–8–6. Sample suspense roster

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO

REFERENCE OR OFFICE SYMBOL	SUBJECT
	Correction of Enlisted Evaluation Report

SECTION	FROM	DATE	SUPT
Commander 1st Bn, 3d Inf, 99th Inf Div ATTN: PERSO Ft. Defense, VA 22310-1000	Commander 99th Inf Div ATTN: MILPO Ft. Defense, VA 22310-1000		

TO: Commander
Co A, 1st Bn, 3d Inf
99th Inf Div
Ft. Defense, VA 22310-1000

1. A review of the enclosed DA Form 2166-6 pertaining to ____ (Rank) _____ (Name), (SSN) ____, a member of your command, reveals a deficiency in the following items:

Part ____, Block ____, Item ____, _____
Part ____, Block ____, Item ____, _____
Part ____, Block ____, Item ____, _____
Part ____, Block ____, Item ____, _____
Part ____, Block ____, Item ____, _____

2. Request EER be completed and/or corrected and returned to this headquarters, ATTN: MILPO, NLT (Date).

FOR THE COMMANDER:

1 Incl
as

//signed//
ROBERT C. RICHARD
CPT, AGC
Military Personnel Officer

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED

Figure 5–8–7. Sample DF for correction of EER

(Office Symbol)
SUBJECT: Correction of Rejected Evaluation Report

TO Commander | FROM Commander | DATE | CMT 2

Co A, 1st Bn, 24 Inf
90th Inf Div
Ft. Defense, VA 22310-1000

1st Bn, 24 Inf, 90th Inf Div
ATTN: MILPO
Ft. Defense, VA 22310-1000

Forwarded for compliance with the preceding Comment. Request completed and/or corrected EER be returned to this Headquarters, ATTN: PERSO, MLT (Name).

FOR THE COMMANDER

//signed//
EER S. SMARTE
CPT, Inf
Asst Adjutant

1 Encl
as

(Office Symbol)

THRU Commander | FROM Commander | DATE | CMT 3

1st Bn, 24 Inf, 90th Inf Div
ATTN: PERSO
Ft. Defense, VA 22310-1000

Co A, 1st Bn, 24 Inf
90th Inf Div
Ft. Defense, VA 22310-1000

TO Commander
90th Inf Div
ATTN: MILPO
Ft. Defense, VA 22310-1000

Attached EER has been completed and/or corrected as requested.

//signed//
TERRY B. LEADER
CPT, Inf
Commanding

1 Encl
as

Figure 5–8–7. Sample comment 2 and 3 for correction of EER DF—Continued

(Letterhead)

(MILPO Office Symbol) (Date)

SUBJECT: Completion of Solicited Evaluation Report

Commander
Co B, 3d Bn, 3d Inf
High Inf Div
APO New York 09003

1. SGT Guy G. Fuss, 123-45-6789, was reassigned to your unit by Orders . . . (Number), 101st Headquarters, (Date), with a reporting/availability of . . . (Date).

2. An Solicited Evaluation Report was completed on SGT Fuss after his departure from this command. Request this letter and the inclosed copy of SGT Fuss's EER be forwarded to your unit's servicing MILPO for updating of his Personnel Qualification Records and filing in his MPRJ.

3. For MILPO—A Change-of-Rater EER will be forwarded to USARSO; on . . . (Date) . . . for the rating period (Date) . . . to . . . (Date).

FOR THE COMMANDER:

1 Incl

//signed//
Robert G. Gibson
CPT, AGC
Military Personnel Officer

Figure 5–8–8. Sample letter of completion of EER

(Letterhead)

(MILPO Office Symbol) (Date)

SUBJECT: Request for Completion of Enlisted Evaluation Report

Commander
First Infantry Division
ATTN: MILPO
APO New York 09021

1. SSG Guy E. Pass, 123-45-6789, formerly a member of Co. B, 2d Bn, 36 Inf, 1st Infantry Division, was reassigned to this command by Orders 2Number, your Headquarters, (Date).

2. A review of SSG Pass's Personnel Qualification Records reveals that an Enlisted Evaluation Report was required upon his departure from your command. Request this headquarters, ATTN: MILPO, be advised when the EER is completed so that SSG Pass's Personnel Qualification Records can be updated. Also, request a copy of the EER be provided for filing in his MPR.

3. The following data is furnished for use in completing the EER:
   a. PMOS—11B20.
   b. DMOS—11B30.
   c. Period of EER— (Date) through (Date).
   d. Duty Position Title—Fire Team Leader.
   e. DMOS—11B20.

FOR THE COMMANDER:

//signed//
ROBERT C. RECORD
CPT, ADC
Military Personnel Officer

Figure 5–8–9. Sample letter for request for completion of EER

(Letterhead)

(Symbol) (Reference ATTN) (Date)

(Date of signature)

SUBJECT: Appeal of Enlisted Evaluation Report (EER) . . . (Name, Rank, SSN, PMOS of rated soldier) . . .

(Commander)

(see Appendix B for address)

1. This constitutes an appeal under Chapter 6, AR 623-205, for the report period . . . through . . . . A copy of the report being appealed is at Encl 1. Certified copies of my DA Forms 66 and 67-1 are at Encls 2 and 3.

2. The basis of this appeal is . . . (state the basis of the appeal: substantive inaccuracy or administrative error). The evidence I present will show . . . (state what the appeal will show).

3. Copies of the official documents are enclosed to clearly prove . . . (state what the enclosures will prove).

4. Request . . . (state specifically what action is requested).

5. Cite the following favorable or unfavorable personnel actions/job position . . . (state specifically what actions are pending—Example: promotion status, DA or local bar to reenlistment, flagging action, etc.).

6. Recommend that this appeal be processed as a priority . . . (state the appeal priority—for more information . . . (state the basis for requested priority).

7. Telephone contacts can be made by calling AUTOVON . . . .

Encl:
1. Cy EER
2. DA Form 66
3. DA Form 67-1
4. Statement Fr CSM . . .
5. Statement Fr CPT . . .
6. Statement Fr MAJ . . .
7. Statement Fr COL . . .

(Signature)
(Complete name)
(SSN)
(Rank)

Figure 5–8–10. Sample format of appeal letter (substantive or administrative)

[illegible]

[illegible] (DATE)

SUBJECT: Appeal of Enlisted Evaluation Report (EER)
FIXX, GUY E, SGT, 123-45-6789, 11B20

Commander
USAREC
ATTN: PERS-EE-A
Ft Snelling Services, MN 55240

1. This constitutes an appeal under chapter 6, AR 623-205, for the report period . . . (date) . . . through . . . (date). A copy of the report being appealed is at enclosure 1. Certified copies of my DA Forms 2 and 2-1 are at enclosures 2 and 3.

2. The basis for this appeal is administrative error. Part IIB incorrectly shows my DMOS as "11B20."

3. In support of my claim, I enclose receiving a copy of the unit TOE and statements from knowledgeable third parties, all of which reflect my current duty MOS is to be "11C20" during the report period.

4. Request Part IIB be changed accordingly.

5. My duty telephone number is AUTOVON 321-1234.

A Encl
as

//signed//
Guy E. Fixx
123-45-6789
SGT, Co A, 1st Bn, 99 Inf

Figure 5–8–11. Sample letter for administrative appeal of EER

AECD-RP 17 November 0000

SUBJECT: Request For Service Information

(See appendix F for addresses)

1. Reference is made to the active duty Army records of 1LT Guy G. Pass, 123-45-6789, Infantry which have recently been reviewed with the officer. Officer states the following period(s) is/are incomplete:

2. Request the following data be annotated and returned to this office:

a. Active Service-Grade, From, To:

b. Inactive Reserve Service-Grade, From, To:

c. National Guard Federally Recognized Service-Grade, From, To:

3. Please include NG Form 22 with inactive retirement points for each year (if applicable).

FOR THE COMMANDER:

//signed//
ROBERT G. PERKINS
CPT, AGC
Military Personnel Officer

Figure 5–11–1. Sample letter missing service information

STATEMENT OF SERVICE - FOR COMPUTATION OF LENGTH OF SERVICE FOR PAY PURPOSES

For use of this form, see AR 37-104-1; the proponent agency is Office of the Comptroller of the Army.

[illegible], Guy R.	[illegible] Ltd Duty ATTN: RCLPG Ft Defrees, VA 22210
123-45-6789	

I have held a commission as commissioned warrant officer, warrant officer, flight officer, or Army field clerk, or have been enlisted as a member of the respective services shown below for the indicated periods. All Reserve Component service credited herein was federally recognized or was spent in the regular Reserve Corps. All officer service credited herein was in the capacity of an enlisted person (or in cadet status) or was spent in the place of enlistment.

Service (Include all Reserve Component service)	Character		From			To			Computation		
	Year	Code	Year	Month	Day	Year	Month	Day	Years	Months	Days
USAR		E	1984	Jul	10		Present				
TOTAL CREDITABLE SERVICE (Years)											

Date: 10 Aug 84

Signature of certifying officer: [illegible]

DATA BELOW FOR USE BY THE ADJUTANT GENERAL (When commissioned and a warrant officer service will be separate)

Service	Character		From			To			Computation		
	Year	Code	Year	Month	Day	Year	Month	Day	Years	Months	Days
TOTAL SERVICE CREDITABLE FOR BASIC PAY (Years)											

Date:

Signature:

DA FORM 1506

Page 1

Figure 5–11–2. Sample Statement of Service

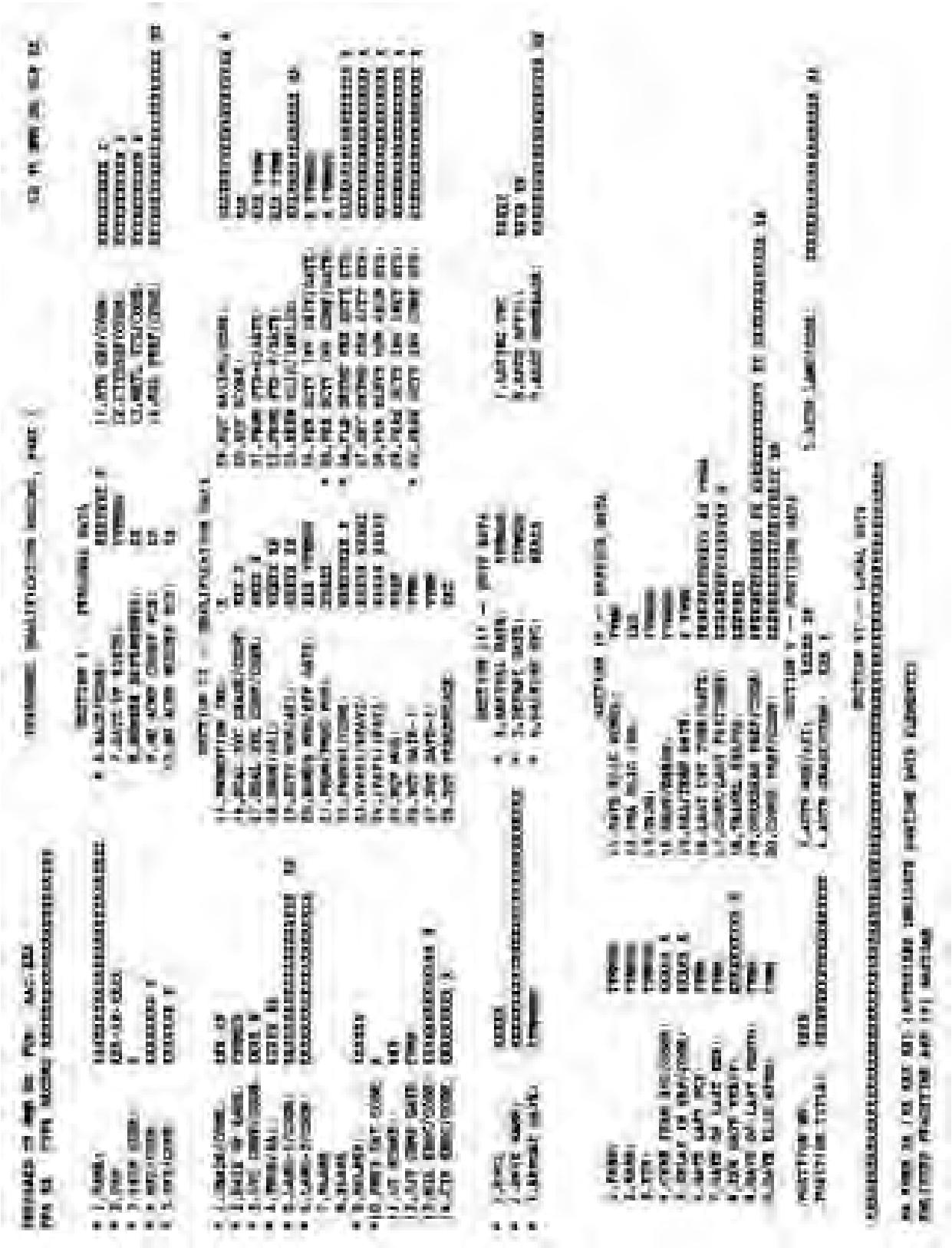
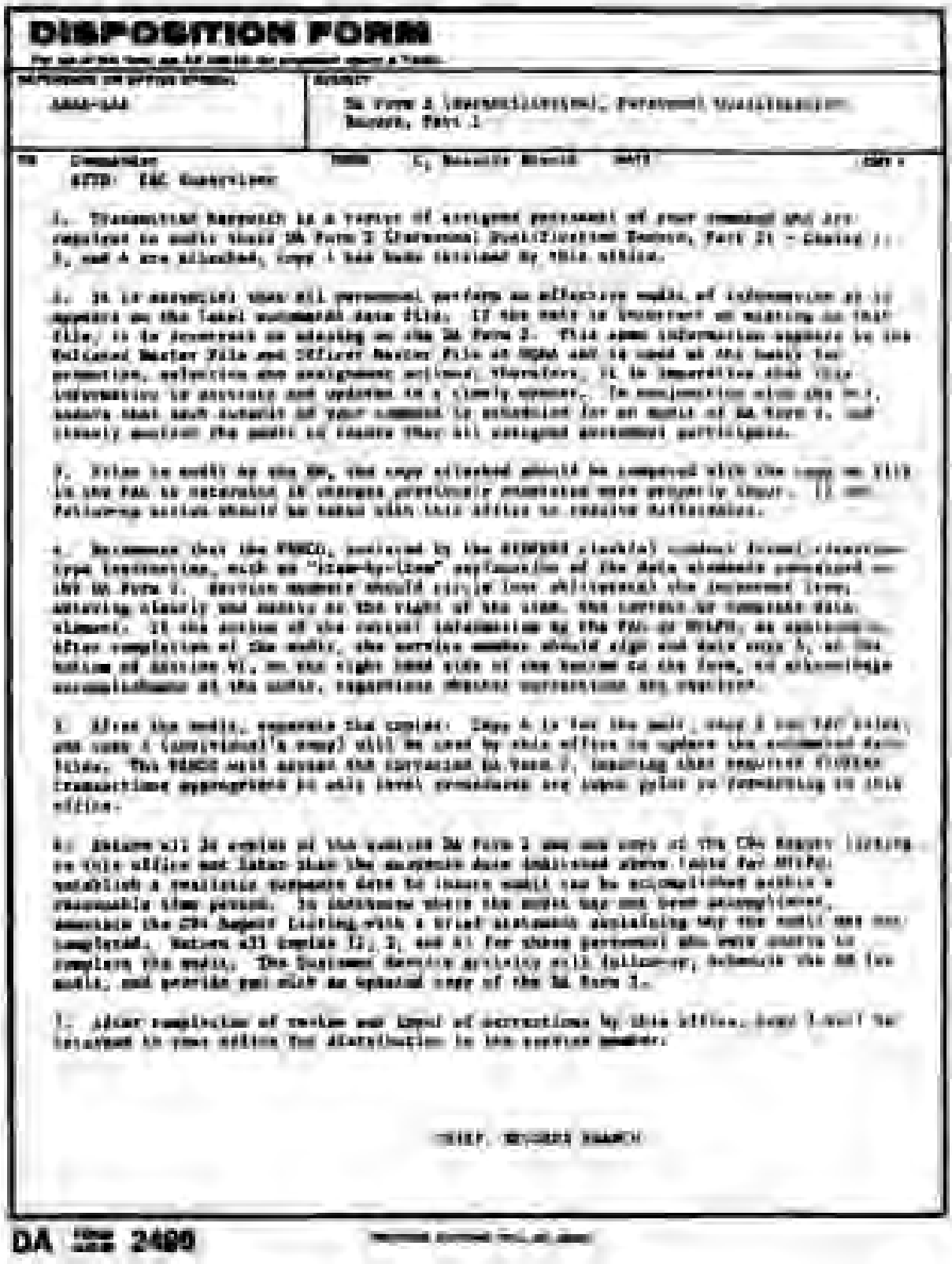


Figure 5–14–1. Sample formal DA Form 2A (Enlisted Peacetime and (*) Wartime)

Figure 5–14–2. Sample formal DA Form 2B (Commissioned and Warrant Officer Peacetime and (*) Wartime)



DISPOSITION FORM

REFERENCE OR OFFICE SYMBOL	SUBJECT
AAAA-LAA	DA Form 2 (Reconciliation), Personnel Qualification Record, Part II

TO: Commander
ATTN: EAC Supervisor

FROM: C, Records Branch DATE: (Date)

1. Transmitted herewith is a roster of assigned personnel of your command who are required to audit their DA Form 2 (Personnel Qualification Record, Part II - Checklist) 1, 2, and 4 are attached, copy 1 has been retained by this office.

2. It is essential that all personnel perform an effective audit of information as it appears on the local automated data file. If the data is incorrect or missing on that file, it is incorrect or missing on the DA Form 2. This same information appears in the Enlisted Master File and Officer Master File at HQDA and is used as the basis for promotion, selection and assignment actions. Therefore, it is imperative that this information is accurate and updated in a timely manner. In conjunction with the audit, ensure that each member of your command is scheduled for an audit of DA Form 2, and closely monitor the audit to ensure that all assigned personnel participate.

3. Prior to audit by the SM, the copy attached should be compared with the copy on file in the PAC to determine if changes previously processed were properly shown. If not, follow-up action should be taken with this office to resolve differences.

4. Recommend that the PERSCO, assisted by the SIDPERS checklist, conduct formal classroom-type instruction, such as "item-by-item" explanation of the data elements presented on DA Form 2. Section members should circle (not obliterate) the incorrect item, entering clearly and legibly on the right of the item, the correct or complete data element. If the action of the current information by the PAC or HQDPA, as mentioned, after completion of the audit, the service member should sign and date copy 1, at the bottom of section VI, on the right hand side of the bottom of the form, to acknowledge accomplishment of the audit, supervisor ensures corrections are required.

5. After the audit, separate the copies: Copy 1 is for the unit, copy 2 for PAC files, and copy 4 (individual's copy) will be used by this office to update the automated data file. The PERSCO must accept the corrected DA Form 2, ensuring that required SIDPER transactions appropriate to unit level procedures are taken prior to forwarding to this office.

6. Return all 24 copies of the updated DA Form 2 and one copy of the CPA Roster listing to this office not later than the suspense date indicated above. Local PAC HQDPA establish a realistic suspense date to insure audit can be accomplished within a reasonable time period. In instances where the audit has not been accomplished, annotate the CPA Roster listing with a brief statement explaining why the audit was not completed. Return all copies 1, 2, and 4 for those personnel who were unable to complete the audit. The Customer Service activity will follow-up, schedule the AR for audit, and provide you with an updated copy of the DA Form 2.

7. After completion of review and input of corrections by this office, copy 1 will be returned to your office for distribution to the service member.

CHIEF, RECORDS BRANCH

DA FORM 2496

Figure 5–14–3. Sample DF DA Form 2, Reconciliation

AAAA—BB

SUBJECT: DA FORM 2 (Reconciliation) Personnel Qualification Record, Part I

TO: P, Records Branch FROM: CDR DATE CMT 1

1. The PMS listing and copy 2f modified DA Forms 2 for personnel of this command are returned in accordance with instructions contained in preceding comment.

2. The PMS listing has been annotated to include reason for usability of DA Form 2—series, where applicable.

3. Following completion of action within your office, request you return copy 2, DA Form 2, to this unit in order that disposition can be made to the service member.

1 Incl

AA

AAAA—AAA

TO: Commander FROM: P, Records Branch DATE CMT 2

1. Attached are copies 1 of recently modified DA Form 2 for personnel of your command which are returned. For your action, file, or distribution to unit, as appropriate. The forms indicate that the data changes were input to the data base and the originator code.

2. Request you update copy 2 on file in PAC. Following this action forward copy 2 by the next for delivery to the service member concerned.

1 Incl

AA

ROUTING AND TRANSMITTAL SLIP

Date: 9 DEC 00

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. CDR, Co A, 1st Bn, 24 Inf, 11th Sec Div		
2.		
3.		
4.		
5.		

X	Action		File	Note and Return
	Approval		For Clearance	Per Conversation
	As Requested		For Correction	Prepare Reply
	Circulate		For Your Information	See Me
	Comment		Investigate	Signature
	Coordination		Justify	

REMARKS

ATTACHED DA FORMS 2 ARE FORWARDED FOR YOUR ACTION.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
SFC STRONG PSNCO	Phone No.

STANDARD FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.204

Figure 5–14–4. Sample OP Form 41

ROUTING AND TRANSMITTAL SLIP Date: 9 DEC 00

To: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. SEG STRINE, PSNCO		
2.		
3.		
4.		
5.		

X	Action		File		Note and Return
	Approval		For Clearance		Per Conversation
X	As Requested		For Correction		Prepare Reply
	Circulate	X	For Your Information		See Me
	Comment		Investigate		Signature
	Coordination		Justify		

REMARKS

SPY ADAMS, BILLY T. HAS BEEN REASSIGNED TO CO C, 1ST BN, SEE ATTACHED ORDERS. DA FORMS 2 (RECONCILIATION) ARE RETURNED.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
SPS CLARK CO A 1ST BN, 2ND INF	Phone No.

5041-102
★U.S. G.P.O. 1983-421-525/17

OPTIONAL FORM 41 (Rev. 5-70)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

Figure 5–14–5. Sample OP Form 41

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL: ARCHIC

SUBJECT: DA Form 2, Personnel Qualification Record Part II- Reconciliation

TO: Cdr, 1st Bn
2d Inf
Ft. Defense, VA 22310-1000

FROM: Cdr, Co A, 1st Bn
2d Inf
Ft. Defense, VA 22310-1000

DATE: 17 Mar 00

CMT 1

Copy(s) 3 of DA Form 2, for the following individuals of this unit are returned for your action for reasons indicated:

GRADE, NAME, SSN	REASON
SPC Adams, John R. 615-80-1234	
1SG Beatty, Ray F. 234-56-7890	

2 Incl
as

TERRY E. LEADER
CPT, Inf
Commanding

STMC (17 Mar 00)

TO: HQ,PC
PPCb Inf Div
Ft. Defense, VA 22310-1000

FROM: Cdr 1st Bn
2d Inf
Ft. Defense, VA 22310-1000

DATE: 18 Mar 00

CMT 2

Copy(s) 3 of DA Form 2, for individuals of Company A, 1st Bn, are returned for reasons indicated in CMT 1.

2 Incl
as

JOHN L. BUFF
LTC, Inf
Commanding

DA FORM 2496

PREVIOUS EDITIONS WILL BE USED

Figure 5–14–6. Sample DF DA Form 2, Reconciliation

PREPARED YY MMM DD PCN: AAC-CPA RECONCILIATION LISTING CO YY MMM DD HCN XX PAGE XXXX
PYA XX

NAME	SSAN	SMPC	SGRADE	FUNC	UNIT NAME	DATE OF BIRTH
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	X	XXX	XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXX	YYMMDD
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	X	XXX	XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXX	YYMMDD
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	X	XXX	XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXX	YYMMDD

X ONLY ITEMS MARKED WITH AN ASTERISK WILL BE AVAILABLE IN WARTIME.

Figure 5–14–7. Sample Format Reconciliation Listing

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO

REFERENCE OR OFFICE SYMBOL	SUBJECT
(Office Symbol)	Completion of DA Form 67-8-1 OER Support Form

TO: CPT Terry R. Leader
Commander
Co A, 1st Bn, 2d Inf
99th Inf Div
Ft. Defense, VA 22310-0300

FROM: Commander
99th Inf Div
ATTN: MILPO
Ft. Defense, VA 22310-0300

DATE: 30 Nov 86

CODE 1

1. Reference Chapter 4, AR 623-105.

2. Attached DA Form 67-8-1 is furnished for your use at the beginning of a new rating period. The OER Support Form is used to provide a better understanding of the duties and requirements of your duty assignment. Use of the form also encourages communication between rated officers and their rating officials. Your attention is invited to the requirement to discuss with your rater within the first 30 days of the rating period, your duty description and major performance objectives (Parts III a and b, DA Form 67-8-1).

3. This form is to be used as a worksheet during the current rating period. At the close of the rating period, you will be provided with a second form to facilitate completion of applicable information on the DA Form 67-8. See paragraphs 4-6 and 4-7, AR 623-105. A copy of AR 623-105 is enclosed for your convenience.

4. Request you review the information entered in Parts I and II, DA Form 67-8-1, for accuracy and that this office be promptly notified of any corrections or changes which should be made.

FOR THE COMMANDER:

//signed//
ROBERT C. MACKOWSKI
CPT, AGC
Military Personnel Officer

2 Incl
as

CF (w/o encl):
LTC John L. Ruff
Cdr, 1st Bn, 2d Inf, 99th Inf Div
Ft. Defense, VA 22310-0300

DA FORM 2496

PREVIOUS EDITIONS WILL BE USED

Figure 5–15–1. Sample DF for completion of DA Form 67-8-1

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO

REFERENCE OR OFFICE SYMBOL	SUBJECT
(Office Symbol)	Requirement for Submission of US Army Officer Evaluation Report (DA Form 67-8)

TO: Commander
9th Inf Div
ATTN: AFLMO
Ft. Defense, VA 22310-1006

FROM: Commander
1st Bn, 2d Inf
96th Inf Div
Ft. Defense, VA 22310-1300

DATE: 30 Oct 00

CMT 1

1. References:

a. AR 623-105.

b. Procedure 5-15, DA Pamphlet 600-8.

2. Change in personnel status, as indicated below, requires submission of US Army Officer Evaluation Report (DA Form 67-8) for the following named individual:
CPT LEADER, Terry E., 987-65-4321

☐ Change of Rater

☒ Change in principal duty assignment.

☐ Other (under paragraph ____, AR 623-105).

☐ Dual supervision (paragraph 3-18 and 4-4d, AR 623-105 apply).

3. THRU date of this report is 28 October 2000.

//signed//
JOHN L. SMITH
LTC, Inf
Commanding

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED

Figure 5–15–2. Sample DF requirement for submission of OER

1. Rated Officer to Rater
Rater to 1st Rater
1st Rater to 2d Rater
2d Rater to MILPO

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
(Office Symbol)	Requirement for Submission of US Army Officer Evaluation Report (DA Form 67)

TO: Rated Officer
Rating Official
Intermediate Rating Official
Senior Rating Official
(AS TIER)

FROM: Commander
Walter Reed Hos
ATTN: MILPO
Ft. Defense, VA 22213-1000

DATE: 30 Nov 86

COMT:

1. DA Form 67-8 must be completed and forwarded to reach Headquarters, Department of the Army, NLT _____. Request completion as appropriate by each addressee within the period of time indicated by above suspense dates.

2. AR 623-105 requires that the rated officer and rating officials read the instructions contained therein before completing the report. Narrative evaluation is restricted to the space provided. Access to privileged information will be limited to the rated officer and officials within the established reporting channel. A sealed envelope will be used to preclude access by unauthorized personnel.

3. Rated officer's principal duty title and SSI/MOS were taken from Section IA, DA Form 4637 (OER), for the entry in Part IIIa and b, DA Form 67-8. If this or other administrative data entered on the forms appear to be in error, request verification to the Personnel Records Specialist, this office.

4. Request last addressee listed above return completed DA Form 67-8 to this office by completion of the attached Comment 2.

FOR THE COMMANDER:

//signed//
ROBERT C. SECKORD
CPT, AGC
Military Personnel Officer

1 Incl
as

CF (w/o encl)
Ex rating official

DA FORM 2496

Figure 5–15–3. Sample DF for completion of OER

[illegible]

SUBJECT: Requirements for Submission of US Army Officer Evaluation Reports (DA Form [illegible])

TO: Commander
[illegible] Inf Div
ATTN: [illegible]
Ft. Defense, PA [illegible]

FROM: Senior Rater

DATE

CMT 2

1. Completed DA Form [illegible] and AR [illegible] are returned as requested.

2. DA Form [illegible] has been returned to the rated officer as requested.

1 Incl
as

//signed//
(Signature Block)

Figure 5–15–3. Sample comment 2 for completion of OER—Continued

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is ASDAI

REFERENCE OR OFFICE SYMBOL	SUBJECT
(Office Symbol)	Corrections of DA Army Officer Evaluation Report (DA Form 67-8)

TO: Commander	FROM: Commander	DATE: 4 Jan 00	CMT 1
1st Bn, 3d Inf Wash Inf Div Ft. Defense, VA 22310-1000	Wash Inf Div ATTN: WILPN Ft. Defense, VA 22310-1000		

1. A review of the attached DA Form 67-8 pertaining to CPT Terry E. Leader, 987-65-4321, reveals deficiency/deficiencies indicated below:

- [ ] Part II, Item(s) ____ (Rated Officer)
- [ ] Part III, Item(s) ____ (Rater)
- [ ] Part IV, Item(s) ____ (Rater)
- [ ] Part V, Item(s) ____ (Rater)
- [x] Part VI ____ (Intermediate Rater)
- [ ] Part VII, Item ____ (Senior Rater)

2. Remarks:

3. Request report be completed and/or corrected and returned to this office NLT than suspense date indicated above.

FOR THE COMMANDER:

/signed//
ROBERT C. ROBINSON
CPT, ADC
Military Personnel Officer

1 Incl
as

(Office Symbol)

TO: Commander	FROM: Commander	DATE: 23 Jan 00	CMT 2
Wash Inf Div ATTN: WILPN Ft. Defense, VA 22310-1000	1st Bn, 3d Inf Wash Inf Div Ft. Defense, VA 22310-1000		

Attached DA Form 67-8 has been completed and/or corrected and is returned in compliance with the preceding Comment.

/signed//
JOHN L. BUFF
LTC, Inf
Commanding

1 Incl
as

DA FORM 2496

PREVIOUS EDITIONS WILL BE USED

USAPA V1.00 Adobe Acrobat Writer, 1994-1996

Figure 5–15–4. Sample DF for corrections of OER

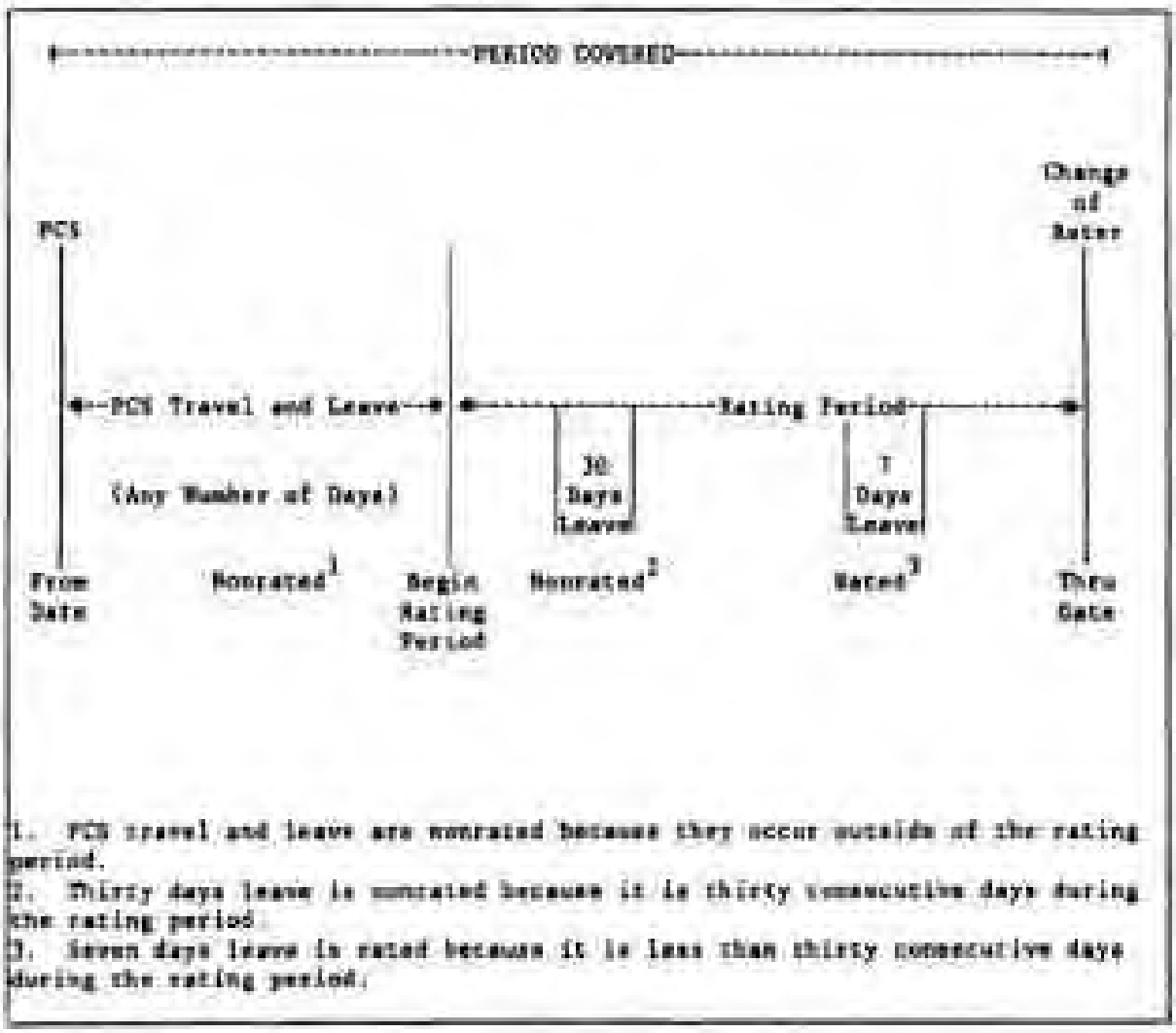


Figure 5–15–5. Guide to rated and nonrated days for OER

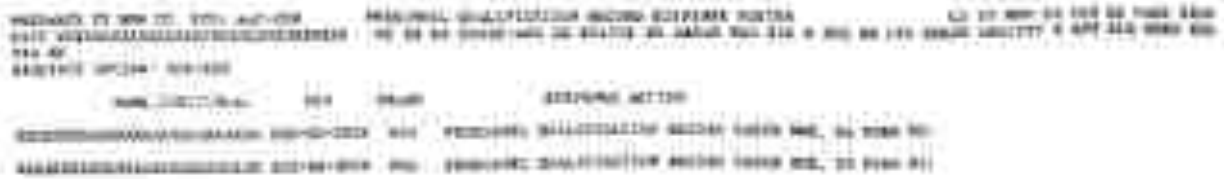


Figure 6–1–1. Sample Format for Personnel Qualification Records Suspense Roster

Figure 6–2–1. Sample Format for Personnel Photo Suspense Roster

DISPOSITION FORM

27 Sep 86

REFERENCE OR OFFICE SYMBOL	SUBJECT
(Office Symbol)	Notification of Required Official Photograph Appt

TO (Name, Grade, Command, Office Symbol, Building, Room No., City, State, Zip Code) — DATE — INITIALS

Commander
Sub Ar Sk Inf
89th Inf Div
Ft Defense, VA 22210-1000

Commander
89th Inf Div
ATTN: JOA/PDC
Ft Defense, VA 22210-1000

27 Oct 86

TO Commander
Co A, 1st Bn, 3d Inf
89th Inf Div
Ft Defense, VA 22210-1000

1. As prescribed in AR 640-30, an updated official photograph(s) as indicated by the attached minimum inform required for mission(s) of your command, by 27 Dec 86.

2. The photographic facility is located in Bldg 4-6, telephone: 323-1555. Duty hours are from 0800-1630 hours, Monday through Friday.

3. Each individual soldier is responsible for arranging an appointment to have a photograph taken. It is important that each soldier wear a properly fitted and pressed Army Green Uniform (Class "A"), with insignia, ribbons, and badges correctly displayed.

4. Unit commanders must insure that all soldiers report for their official photograph appointment as arranged.

5. Request reply to this DF, through the PERCO, with date(s) the photograph(s) was/were taken.

FOR THE COMMANDER:

//signed//
PAUL R. TAYLOR
CPT, ADC
Military Personnel Officer

DA FORM 2496

Figure 6–2–2. Sample DF for Official Photograph Notification

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Figure 6–2–2. Sample comment 2 for official photograph notification DF—Continued

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
(Office Symbol)	Records Update/Change

TO Personnel Records Specialist FROM Customer Services Activity Supervisor DATE 30 Nov 00 CMT 1

During a records review/interview, the following update(s)/change(s) pertaining to the below named individual(s) was/were noted. Request appropriate action be taken.

NAME AND SSN	REFERS TO	SECTION/ ITEM	REMARKS
DOE GUY E. ROOK (123-45-6789)	DA Form 2	1/2	SSN shown on OUT Form's DA Form 2 is incorrect.

//signed//
LARRY M. JONES
SFC, USA
C, CSA

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED

Figure 6–3–1. Sample DF for records update/change

Figure 6–5–1. Sample DD Form 1172

Figure 6–5–1. Sample DD Form 1172—Continued

Figure 6–8–1. Sample DA Form 428

PERSONNEL ACTION

DATA REQUIRED BY THE PRIVACY ACT

Commander
Ft. Belvoir, VA 22060-5260

Commander
Ft. Belvoir, VA 22060-5000

Ft. Belvoir, VA 22060-5000

SECTION I - PERSONNEL INFORMATION

123-45-6789

SECTION II - DATA STATUS CHANGE

SECTION III - REASON FOR PERSONNEL ACTION

TYPE OF ACTION	Processing	TYPE OF ACTION	Processing
Service Extend (Enlistee)		Reassignment Against Army Transfer	
MOST At Reserve Component Unit		Rehabilitation	
Discontinue Pay Grade Waiver		Other Countries Taken	
Report Transfer		Report of Pay and Travel Funds Station	
Request Extreme Family Hardship		Unauthorized Card	
Exchange Management (Enlistee)		Identification Tags	Incl
Alternate Training		Reserve Bonus	
Reserve Forces Transfer/Assignment		Leave - Leave Without Pay (LWOP)	
Discharge Transfer (Enlistee)		Change of Name (SSA/DOD)	
Reenlisting in Army Personnel Pool		Other (Specify)	

SIGNATURE OF MEMBER (When required) DATE 10 Nov 86

SECTION IV - REMARKS

Section V (Cont'd)
Requisition Identification Tags be prepared for SFC Bear. Two blank tags are enclosed in the attached envelope.

Blood Type and Donor: A Positive
Religious Preference: Roman Catholic

(Sgt)
AG

SECTION V - AUTHENTICATION

TERRY E. LEADER
TPU Ind. Composition

DATE 1 Nov 86

DA FORM 4187

Figure 6–9–1. Sample personnel action for identification tags

Figure 6–11–1. Sample Format for Personnel Medical Suspense Roster

DISPOSITION FORM

SYMBOL OR OFFICE SYMBOL	SUBJECT
(Office Symbol)	Notification of Required Medical/Dental Examination(s)

TO(Name): Commander
1st Bn 3d Inf
WPnb Inf Div
Ft Defiance, Va 22110-1000

FROM: Commander
WPnb Inf Div
ATTN: CSA/MSLPE
Ft Defiance, Va 22110-1000

DATE: 27 Nov 00

CMT 1

TO: Commander
Co A, 1st Bn, 5d Inf
WPnb Inf Div
Ft Defiance, Va 22110-1000

1. Medical/Dental examination(s) as indicated by the accompanying memorandum TQ/ASM required for soldier(s) of your command, by 27 Nov 00.

☐ a. Medical examination.

☐ b. Dental examination.

2. Where medical/dental records are not located at the medical/dental activity or made available (local policies and procedures), each soldier will be responsible for obtaining and taking the records with them to the examination.

FOR THE COMMANDER:

//signed//
PAUL K. TAYLOR
CPT, MSC
Military Personnel Officer

Incl
as

DA FORM 2496

PREVIOUS EDITIONS WILL BE USED

P.S. Microsoft Word Office 1.00 Windows

Figure 6–11–2. Sample DF for Notification of Required Medical/Dental Examinations

Figure 6–11–2. Sample Comment 2 for notification of required medical/dental DF—Continued

DISPOSITION FORM

REFERENCE OR OFFICE SYMBOL	SUBJECT
(Office Symbol)	Notification of Required Medical Examination

TO: Commander
CO A, 1st Bn, 1d Inf
Ft Defiance, VA 22210-0000

FROM: (Medical Examination Facility) 16 Dec (0)

Results of medical examination are furnished for the following named individual:

SGT FUXX, Jay E., 123-45-6789
(Grade of Rank, Last Name, First Name, Middle Initial, and SSN)

a. Physical Profile Serial and Code: _____ (

P	U	L	H	E	S

b. Medical condition(s) or physical defect(s) and assignment limitations exist:

c. Height _____ inches.

d. Weight _____ pounds.

e. Corrective Lenses - Yes/No.

f. Date of examination _____.

g. Can participate in the following physical fitness training and testing:

(1) Pushups Yes ____ No ____

(2) Situps Yes ____ No ____

(3) Running Yes ____ No ____

h. Cardiovascular clearance (individuals 40 years of age and older).

Yes ____ No ____

(SIGNATURE BLOCK OF PHYSICIAN
CONDUCTING THE EXAMINATION)

Figure 6-11-3. Sample DF for Notification of Required Medical Examination DF

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED

Figure 6–11–3. Sample DF for Notification of Required Medical Examination DF

Figure 6–11–3. Sample comment 2 for notification of required medical examination DF—Continued

Figure 6–11–4. Sample format for Personnel Dental Suspense Roster

FROM: (Do not write above this line.) | DATE

WRITER'S NAME, TELEPHONE NO.

CW 2 Jones/666-1234

☐ FOLD ☐ SLIP (Enclosure(s) (Bind reference special data subject or other identification)

Application for Airborne Training, dated 25 Aug 00

ACTION TAKEN OR REQUESTED:

☐ REPLY WILL BE FURNISHED ON OR ABOUT _____ ☐ REPLY ACKNOWLEDGED

☐ REPLY DATE WHEN REPLY MAY BE EXPECTED ☐ FOR SIMPLE REPLY

☐ RETURN BEST FORM COMMUNICATION TO (Bin Number) ☐ TO OBTAIN INFORMATION

HQDA(DAPC-EPR-I)
Alexandria, VA 22331-0400

☐ OTHER INFORMATION ☐ SUPPLIED ON ☐ REQUESTED

TYPED NAME, GRADE, AND TITLE | SIGNATURE

Cecilia Jones
CW2, USA, C, Pers Mgt Section

DA FORM 209, 1 Jan 70 REPLACES EDITION OF 1 NOV 68 WHICH MAY BE USED

DELAY, REFERRAL, OR FOLLOW-UP NOTICE

DEPARTMENT OF THE ARMY
99th Inf Div
ATTN: HILPO
Ft. Defense, VA 22310-1000

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, $300

POSTAGE AND FEES PAID
DEPARTMENT OF THE ARMY
DOD-314

SGT Guy B. Foxx
1234 Army Lane
Ft. Defense, VA 22310-1000

Figure 6–12–1. Sample DA Form 209

Figure 6–14–1. Sample Format for Personnel Action Suspense Roster

DISPOSITION FORM

DATE: 30 Apr 89

SUBJECT: Suspense Actions (C-20 Report)

TO: Per Act

Per Mgt

Per Rec

FROM: Customer Service Activity (Suspense Files)

DATE: 11 Apr 89

SYMBOL:

Personnel on the attached Personnel Action Suspense Roster indicate that the action shown by their name must be completed not later than the date indicated. Please date action is completed to the left of the soldier's name and return not later than above suggested date. Indicate reason for noncompliance under soldier's name.

Encl

AA

GUY B. FOXX
RAM
Customer Services Supervisor

DA FORM 2496

Figure 6–14–2. Sample Format for Suspense Actions Disposition Form (DF)

DEPARTMENT OF THE ARMY
US ARMY MILITARY PERSONNEL CENTER
200 Stovall Street
Alexandria, Virginia 22332

DSSRS (AP-2) 30 September 1900

* * * * *

23. The following officers are promoted in the Regular Army to the grade of rank indicated. Commanders will notify officers concerned of this promotion. Promotion is not valid and will be revoked if the officer concerned is not in a promotable status on the effective date of promotion.

Authority: Sections 3284 and 3299, Title 10 United States Code
Additional instructions: Not applicable

Name, SSN, Branch	Grade of rank promoted to	Effective date	Date of rank
* * * * *			
BELL, JOHN GERALD 982-65-4321 TC	MAJ	28 Oct 00	28 Oct 00
* * * * *			

Format: 380

* * * * *

30. Announcement is made of the following determinations affecting promotion status of the individuals listed.

Name, SSN, Branch	Permanent grade	DOR (RA)	Basic date
* * * * *			
VLAMA, RICHARD RAY 123-65-6789 FA	MAJ	1 Oct 00	13 Apr 00
* * * * *			

Format: 381

* * * * *

BY ORDER OF THE SECRETARY OF THE ARMY:

(official seal)
ANDREW C. GAYLE
Lieutenant Colonel, GS
Chief, Promotions Branch

A TRUE COPY
Robert E. Rickard
ROBERT E. RICKARD
Captain, ADC
Military Personnel Officer

DISTRIBUTION:
C Files -
MAJ Bell, 68th Trans Bn (3)
MAJ Vlama, 45th Arty Bn (3)
MPMJ (1)

Figure 7–1–1. Sample orders

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
(Office Symbol)	Transmittal of Pay and Other Documents

TO PAO
Ft. Defense, VA 22310-1000

FROM Commander
Co A, 1st Bn, 2d Inf
99th Inf Div
Ft. Defense, VA 22310-1000

DATE 1 Feb 00

CMT 1

Forwarded herewith are documents which support changes to the pay and allowances of the member(s) identified on the reverse (and continuation thereof).

//signed//
TERRY E. LEXXXX
CPT, Inf
Commanding

12 Encl
as

(Office Symbol)(1 Feb 00)

TO Commander
Co A, 1st Bn, 2d Inf
99th Inf Div
Ft. Defense, VA 22310-1000

FROM PAO

DATE 3 Feb 00

CMT 2

1. Receipt is acknowledged of transmittal letter number 02-01, dated 1 Feb 00.

2. Discrepancy letter (is)(is not) attached (and comments/remarks as applicable).

//signed//
RICHARD C. MARR
MAJ, FC
Finance Officer

_____ Encl

DA FORM 2496

PREVIOUS EDITIONS WILL BE USED

DRAFT: FORM 2 - 800-121

Figure 8–1. Sample DF for unit transmittal letter

RECORDS

LAST NAME/ LEAVE CONTROL NUMBER	SSN (LAST FOUR)	DA FORM 31 (SNOW)	DA FORM 31 (ORIG)	DA FORM 4187 (OF STA)	DA FORM 1341 (ALERT)	DA FORM 4187 (DEP ALT)	DA FORM 2427 (DOL (1))	DA FORM 3401 (TEST OFF)	OTHER RECEIPTS (See Remarks)	REMARKS
MELLADEY	6724				1					
HOGAN	7024				1					
STANSBURY	3918							1		
SMITH	7515			1						
SHARP	0452			1						
FORD	6791			1		1				
HERRICK	4053								1	DD Form 245 (Back of Page)
GILBERT	3917						1			
35		1								
45			1							
TOTALS		1	1	3	3	1	1	1	1	Total Recs: 12

UNIT NO. 42-01
PAGE NO. 1

Note. Receipts listed are not intended to be all inclusive. (See paragraph 8-5, this chapter, and chapter 5, AR 71-6(RI-1)).

Figure 8–1. Sample DF for unit transmittal letter—Continued

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

(1) Transmittal Letter
(2) 92-02

REFERENCE OR OFFICE SYMBOL	SUBJECT
(Office Symbol)	Transmittal of Pay and Other Documents

TO: Ft. Defense, VA 22310-1000

FROM: Commander
99th Inf Div
ATTN: MILPO
Ft. Defense, VA 22310-1000

DATE: 1 Feb 00

CMT 1

1. Forwarded herewith are documents initiated and/or received in this office which support changes in the pay and allowances of individual(s) identified on the reverse (and continuation thereof).

2. Documents as listed are forwarded in accordance with paragraph 8-7, AR 37-101-1.

FOR THE COMMANDER:

/signed//
ROBERT G. RICHARD
CPT, ADC
Military Personnel Officer

(Office Symbol) (1 Feb 00)

TO: Commander
99th Inf Div
ATTN: MILPO
Ft. Defense, VA 22310-1000

FROM: FAO
Ft. Defense, VA 22310-1000

DATE: 5 Feb 00

CMT 2

1. Receipt is acknowledged of transmittal letter number 01-02, dated 1 Feb 00.

2. Discrepancy letter (is/is not) attached (and comments/remarks as applicable).

/signed//
RICHARD E. HAMM
MAJ, FC
Finance Officer

_____ Encl

DA FORM 2496

PREVIOUS EDITIONS WILL BE USED

Figure 8–2. Sample DF for MILPO transmittal letter

DOCUMENTS

LAST NAME	SSN (LAST 4)	DA FORM 5495	DA FORM 5116	DD FORM 4	DD FORM 214	DA FORM 2496 (REGISTRY OF INTERT)	DA FORM 4187	ORDERS (Ref ACT)	STATE PROC Dta RECEIVE	OTHER DOCUMENTS (See Remarks)	REMARKS
CARRIER	0593	1									
BARNES	3456		1				1				
MEYER	2476			1	1						
REAR	3555					1					
ROCK	5442					1					
								6			See attached Orders Control Log
									1		Pfc Mayer - 1st Serv. PRC Enter - 1st (2) moves
										1	Lacking Ref Form. Sergeant - 2 Sep thru Miller - PRC (Moved)
TOTALS		1	1	1	1	2	1	6	1	1	Total Docs: 15

Note: Documents listed are not intended to be all inclusive. (See paragraphs 8-4 and 8-7 and chapter 8, AR 37-101-1).

DPL No. 12-03
PAGE NO. 1

Figure 8–2. Sample DF for MILPO transmittal letter—Continued

MILITARY PERSONNEL OFFICE/FINANCE OFFICE
VERIFICATION OF MPRJ AND PFD

	FOXY GUY S			
	123-45-6789			
	ES RA			
	83 12 15			
	NA			
	950511			
	750511			
	850510			
	NA			
	NA			
	JUMP			
	NA			
	$ 30,000			
	NA			
	MARRIED			
	SRB-2A			
	NA			

RECAPITULATION VIEW: The above information has been reviewed from the member's DPRJ (DA Form 4011, and/or DA Forms 2, 3)

DATE RECEIVED: 17 Dec 80

Robert L. Richard
ROBERT L. RICHARD, CPT, MSC, Military Personnel Officer

CHECK, FOR-CHECK VERIFICATION STATEMENT: I have reviewed the above information. The mechanics of these transactions in agreement with the provisions of the corresponding entry in the member's pay records.

DATE PERFORMED: SIGNATURE AND SIGNATURE BLOCK OF CHIEF, FINANCE SERVICES

FINANCE OFFICE QUALITY EVALUATION

DATE CHECKED: SIGNATURE AND SIGNATURE BLOCK OF QUALITY EVALUATION SUPERVISOR

REMARKS:

DA FORM 4188

Figure 8–3. Sample DA Form 4188

ORDERS CONTROL LOG

TRANSMITTAL LETTER NUMBER— 02-01

DATE	ORDERS NUMBER	PARAGRAPH	FORMAT	LAST NAME	SSN (Last 4)
1 Feb 00	21	1	332	Bullerdeau	6137
1 Feb 00	21	2	300	Whanau	4308
1 Feb 00	21	5	330	O'Brien	3892
1 Feb 00	21	6	306	Brown	5394
2 Feb 00	22	3	302	Jones	7190
2 Feb 00	22	7	100	Heyer	2474

Figure 8–4. Orders control log

PREPARED YY MMM DD PCN: AAC-C14 MILITARY PERSONNEL OFFICE FINANCE VERIFICATION OF MPRJ AND PFR CD YY MMM DD SCN XX
PFR XX UNIT NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

MPRJ DATA A	MILPO DATA B	FAO DATA C	DA FORM 3686 BOX D

1. NAME: SHOWN ON DA FORM XXXXXXXXXXXXXXXXXXXXXXXXX
   IA-F, 2-I
2. SOCIAL SECURITY NUMBER XXX-XX-XXXX
3. PAY GRADE & COMPONENT XXXX XXXX
4. ARRIVAL/DEPARTURE DATE
5. GRED
6. PERD YYMMDD
7. BASD YYMMDD
8. ETS-RN YYMMDD
9. SEA-OFF YYMMDD
10. PROPAY (LEVEL & TYPE) XXXXXXXXXXXXXXXXXXXXXXXXX
11. SPECIAL PAY 1 XXXXX
12. SPECIAL PAY 2 XXXXX
13. INCENTIVE PAY 1 XXXXX
14. INCENTIVE PAY 2 XXXXX
15. SGLI (AMOUNT)

Figure 8–5. Sample format for Automated Military Personnel Office/Finance Verification of MPRJ and PFR

PREPARED: YY MMM DD FCN: AAC-C34 MILITARY PERSONNEL OFFICE FINANCE VERIFICATION OF MPRJ AND PFR CO YY MMM DD SCN XX
FPA XX UNIT NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

MPRJ DATA A	MILPO DATA B	PAO DATA C	DA FORM 3644 RQB D
16. LOST TIME (AWOL, CONF, ETC)			
17. MARITAL STATUS			
18. ES-SRB			
19. ESP-DCP-DCP-MASF			

MILPO CERTIFICATION: DATA CERTIFIED ACCURATE FROM MPRJ. DATE CERTIFIED: SIGNATURE:
CHIEF FIN SVCS: MPRJ AND PFR DATA REVIEWED AND RECONCILED. DATE VERIFIED: SIGNATURE:
FINANCE OFFICE QUALITY EDIT UNIT DATE EDITED: SIGNATURE:

Figure 8–5. Sample format for Automated Military Personnel Office/Finance Verification of MPRJ and PFR—Continued

PERSONNEL ACTION

DA 4187

Figure 9–1–1. Sample personnel action request for separate rations

FOXX, GUY S., 123-45-6789
SUBJECT: Reassignment Married Army Couples

Section IV, Continued:

Commander's Remarks —

1. Information is confirmed, including verification of marital status.
2. Request is not in contravention of AR 600-31 or AR 614-6.

Terry E. Leader
TERRY E. LEADER
CPT, Inf
Commanding

Figure 9–1–2. Example of continuation shoot to -DA Form 4187

(Office Symbol/Date of DA Form 4187)
SUBJECT: (Subject of DA Form 4187)

TO: HQDA(DAPC-EP*)
Alexandria, VA 22331-0400

FROM: Commander
99th Inf Div
Fort Defense, VA
22310-1500

DATE
(Active officer/phone nbr)

CMT 6

Recommend approval.

FOR THE COMMANDER:

. . . Encl

//signed//
JAMES I. REVIE
MAJ, ADC
Asst Adjutant General

*Specific addresses within HQDA may be found in AR 340-8

Figure 9–1–3. Example of comment to DA Form 4187

SECTION II - DUTY STATUS CHANGE

The above member's duty status is changed from Participating TDY

to Present for Duty

effective [illegible] from 15 March 19[illegible]

Example 1. From Participating Temporary Duty to Present for Duty

SECTION II - DUTY STATUS CHANGE

The above member's duty status is changed from Hospital

to Present for Duty

effective [illegible] from 16 March 19[illegible]

Example 2. From Hospital to Present for Duty

SECTION II - DUTY STATUS CHANGE

The above member's duty status is changed from Confined Civil Authorities

to Present for Duty

effective [illegible] from 16 March 19[illegible]

Example 3. From Confined Civil Authorities to Present for Duty

SECTION II - DUTY STATUS CHANGE

The above member's duty status is changed from Confined Military Authorities

to Present for Duty

effective [illegible] from 17 March 19[illegible]

Example 4. From Confined Military Authorities to Present for Duty

Figure 9–1–4. Sample duty status changes for DA Form 4187

The above member's duty status is changed from: Absent Without Leave

to: Present for Duty

effective: 1800 hours: 18 March 19XX

Member surrendered at 94th AG Co, 99th Inf Div, this station. Member departed AWOL on 16 Jan 19. (See preceding DA 4187, this memorandum.)

Example 5. From Absent Without Leave to Present for Duty

The above member's duty status is changed from: Present for Duty

to: Confined Civil Authorities

effective: 1900 hours: 16 March 19XX

Member was apprehended and taken to Bell Co Jail, Belton, TX, pending trial (100)

Member was apprehended and taken to Bell Co Jail, Belton, TX, pending disposition of charges.

Example 6. From Present for Duty to Confined Civil Authorities

The above member's duty status is changed from: Civil Confinement

to: Military Confinement

effective: 1300 hours: 16 March 19XX

Indicate if pre-trial confinement

Example 7. From Civil to Military Confinement

Figure 9–1–4. Sample duty status changes for DA Form 4187—Continued

The above member's duty status is changed from Absent Without Leave

to Military Confinement

effective 1500 hours 15 March 19 86

Member was apprehended by Dallas PD Det, Dallas, TX. SP departed AWOL 3 Mar 86.
Note: Indicate if this is Pre-trial confinement. (See procedure 9-8, this pamphlet.)

Example 8. From Absent Without Leave to Military Confinement

The above member's duty status is changed from Absent Without Leave

to Absent Without Leave Confined in the Hands of Civil Authorities

effective 1400 hours 16 March 19 86

Member apprehended by/turned over to Dallas Civilian Police pending disposition of charges or pending release to Military Police. (See procedure 9-8, this pamphlet.)

Example 9. From Absent Without Leave to Civil Confinement

The above member's duty status is changed from Present For Duty

to Absent Without Leave

effective 0800 hours 16 March 19 86

Example 10. From Present For Duty to Absent Without Leave

Figure 9–1–4. Sample duty status changes for DA Form 4187—Continued

The above member's duty status is changed from: Absent Without Leave

to: Dropped from Unit Rolls

effective: [illegible] date: 16 March 19[illegible]

Member was AWOL since 1 Feb [illegible] and dropped from rolls (AR paragraph 3-7a(1)), AR 630-10. (See procedure 9-8, this pamphlet.)

Example 16: From Absent Without Leave to Dropped from Unit Rolls

The above member's duty status is changed from: Dropped from Unit Rolls

to: Attached/Present for Duty

effective: [illegible] date: 18 March 19[illegible]

Member returned to Military Control at 99th AG Co, 99th Inf Div, this station. Member is pending determination of DFR/AWOL status from this unit.

Note: A mark sense form is not prepared for the individual on this type of duty status change. However, the unit will enlist this individual in their attached strength in an "ADJX" transaction. This requires no MILPO in issue discussion update. (Format 42x, Appendix A, AR 310-13.) (See procedure 9-8, this pamphlet.)

Example 17: From Dropped from Unit Rolls to Attached

The above member's duty status is changed from: Ordinary Leave

to: Absent Without Leave

effective: [illegible] date: 17 March 19[illegible]

Example 18: From Ordinary Leave to Absent Without Leave

Figure 9–1–4. Sample duty status changes for DA Form 4187—Continued

SECTION II - DUTY STATUS CHANGE

The above member's duty status is changed from Present for Duty

to Hospital

effective 1200 hours, 18 March 19 [illegible]

SECTION IV - REMARKS

Member departed injured with broken leg to Darnall Army Hospital, this station. LD=Yes (Um)

Member departed sick to Darnall Army Hospital, this station. Illness determined to be LD

Example 1b. From Present for Duty to Hospital

SECTION II - DUTY STATUS CHANGE

The above member's duty status is changed from Ordinary Leave

to Hospital

effective 1200 hours, 13 March 19 [illegible]

SECTION IV - REMARKS

Member departed injured to Brown Hospital, Austin, TX. Injury occurred in an auto accident. LD=(Yes/No/Undetermined). (This information will be reported by the appropriate separation transfer point when the individual is in a leave in conjunction with separation status and is hospitalized.)

Example 1) From Ordinary Leave to Hospital

SECTION II - DUTY STATUS CHANGE

The above member's duty status is changed from Present for Duty

to Deceased

effective 1200 hours, 19 March 19 [illegible]

SECTION IV - REMARKS

Give all circumstances if known.

Example 1b From Present for Duty to Deceased

Figure 9–1–4. Sample duty status changes for DA Form 4187—Continued

SECTION II - DUTY STATUS CHANGE

The above member's duty status is changed from Present for Duty

to Permissive TDY

effective 0900 hours, 19 March 19[illegible]

Example 17. From Present for Duty to Permissive Temporary Duty

SECTION II - DUTY STATUS CHANGE

The above member's duty status is changed from Intransit-PR

to Assigned not Joined

effective 0001 hours, 19 March 19[illegible]

SECTION IV - REMARKS

Intransit from leave until and prescribed reporting date.

Example 18. From Assigned to Assigned Not Joined

SECTION II - DUTY STATUS CHANGE

The above member's duty status is changed from Assigned not Joined

to Absent Without Leave

effective 0001 hours, 19 March 19[illegible]

SECTION IV - REMARKS

Indicate that individual failed to report on prescribed reporting date. AR 630-10 applies (See procedure 9-8, this pamphlet.)

Example 19. From Assigned Not Joined to AWOL

Figure 9–1–4. Sample duty status changes for DA Form 4187—Continued

SECTION II - DUTY STATUS CHANGE (Pre 81) DA Form 4187

The above member's duty status is changed from: Assigned not Joined

to: Hospital

effective: 1300 Hours: 13 March 1970

SECTION IV - REMARKS (Applies to Sections II, III, and VI (Continue on separate sheet))

Indicate all known circumstances surrounding individual's hospitalization.

Example 20: From Assigned Not Joined to Hospital

SECTION II - DUTY STATUS CHANGE (Pre 81) DA Form 4187

The above member's duty status is changed from: Assigned Not Joined

to: Revocation

effective: _____ Hours: _____ 19 ___

SECTION IV - REMARKS (Applies to Sections II, III and VI (Continue on separate sheet))

Indicate authority that revoked orders assigning individual.

Example 21: From Assigned Not Joined to Revocation

SECTION II - DUTY STATUS CHANGE (Pre 81) DA Form 4187

The above member's duty status is changed from: Confinement Location Change

to: _____

effective: _____ Hours: _____ 19 ___

SECTION IV - REMARKS (Applies to Sections II, III, and VI (Continue on separate sheet))

Member's location of Confinement is changed from (title old location) _____ to (title new location) _____, effective (date) _____ IAW (title authority) _____

Note: No SIDPERS input required.

Example 22: Change in Confinement Location

Figure 9–1–4. Sample duty status changes for DA Form 4187—Continued

Hospital Location Change

Member's location of hospital is changed from (Insert old location) to (Insert new location), effective (Date) (Insert authority).

Note: No SIGNED input required.

Example 1). Change in Hospital Location

Figure 9–1–4. Sample duty status changes for DA Form 4187—Continued

Attesting Certificate

(Date certificate is signed)

I certify that I am the official custodian of the personnel records and the official custodian of the DA Form 4187 of the organization listed on the attached form and the attached document(s) consisting of . . . page(s) (is/are the original/duplicate) DA Form(s) 4187 of said organization consisting of . . . (Insert/Delete) . . . for the date(s) indicated relating to . . . (Grade of Rank) . . . (Name, as shown in Section I, DA Form 4187) . . . (MPO).

Signature

(Typed Name, Grade or Rank and Branch of Service)

Figure 9–1–5. Sample attesting certificate for DA Form 4187 by MILPO

ATTESTING CERTIFICATE

. . . (Date certificate is signed) . . .

I certify that I am the . . . (commanding officer or authorized representative in the case of BnPAC) . . . of the organization listed on the attached form, and the official custodian of copy #3 of the Personnel Action Form, DA Form 4187, of the organization listed thereon, and that the attached is . . . the original copy 3 of the Personnel Action Form, DA Form 4187 in true and complete duplicate of copy 3 of DA Form 4187 . . . of said organization listed thereon and that the copy 3 is a complete and accurate duplicate facsimile of the DA Form 4187 of said organization submitted to . . . (Headquarters) . . . residing in . . . (Grade of Rank). . . . (Name, as shown in Section I, DA Form 4187). . . . (SSN).

Signature.

(Typed Name, Grade or Rank and Branch of Service)

Figure 9–1–6. Sample attesting certificate for DA Form 4187 by Bn PAC/Unit

PERSONNEL ACTION

DATA REQUIRED BY THE PRIVACY ACT

SECTION I - PERSONAL IDENTIFICATION

SECTION II - DUTY STATUS CHANGE

SECTION III - REQUEST FOR PERSONNEL ACTION

TYPE OF ACTION	Processing	TYPE OF ACTION	Processing
[illegible]		[illegible]	
[illegible]		[illegible]	
[illegible]		[illegible]	
[illegible]		[illegible]	
[illegible]		[illegible]	
[illegible]		[illegible]	
[illegible]		[illegible]	
[illegible]		[illegible]	
[illegible]		[illegible]	
[illegible]		[illegible]	

SECTION IV - REMARKS

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

DA FORM 4187

Figure 9–1–7. Sample personnel action for duty status change

PERSONNEL ACTION

DATA PREPARED BY THE PRIVACY ACT

SECTION I - PERSONAL IDENTIFICATION

SECTION II - DUTY STATUS CHANGE

SECTION III - REQUEST FOR PERSONNEL ACTION

TYPE OF ACTION	Processed	TYPE OF ACTION	Processed
Service Extension (Del only)		Disengagement Medical Army Counselor	
Extension of Reserve Commitment Days		Reclassification	
Transportation Pay Overseas Service		Other Controllable Action	
Reserve Training		Report of Non-Avail Dependent Family Member	
Assigned Reserve Family Programs		Classification Card	
Exchange Management (Del only)		Identification Tags	
Airborne Training		Resource Retrieval	
Special Forces Training Management		Leave - Leave Advance (Specify Control)	
Individual Training (Del only)		Change of Name/SSN/DOB	
Promotion or Army Financial Pay		(Other (Specify))	

SIGNATURE OF MEMBER (When required) DATE

SECTION IV - REMARKS

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

COMMANDER/AUTHORIZED REPRESENTATIVE

DA FORM 4187

Figure 9–1–8. Sample personnel action for duty status change

PERSONNEL ACTION

DATA REQUIRED BY THE PRIVACY ACT

SECTION I - PERSONAL IDENTIFICATION

SECTION II - DUTY STATUS CHANGES

SECTION III - REQUEST FOR PERSONNEL ACTION

TYPE OF ACTION	Processed	TYPE OF ACTION	Processed
Service Extend (Re-enlist)		Reassignment/Rotation Area Overseas	
VOLUNTARY Separate (Enlistment) Early		Reclassification	
Volunteered For Overseas Service		Other Civilian Action	
Remove Dependents		Assign of Pay and Allowances Family Members	
Nonpaid Extend Family Separation		Unsatisfactory Conf.	
Leverage Management (Del only)		Identification Card	
Activate Reserve		Promotion Review	
Temporary Change Duty/Assignment		Leave - Sick/Convalescent/Transfer (DD 214)	
Continuation Training (Del only)		Change of Name (SSN Card)	
Delivering of Army Personnel Card		Other Specify, Statement on File	

Remarks (Lists of Receipts if not built in of personnel action papers)

SECTION IV - REMARKS

SECTION V - CERTIFICATIONS/AUTHORIZATIONS

☐ HAS BEEN TRANSFERED ☐ APPROVED/APPROVAL ☐ RECOMMEND DISAPPROVAL

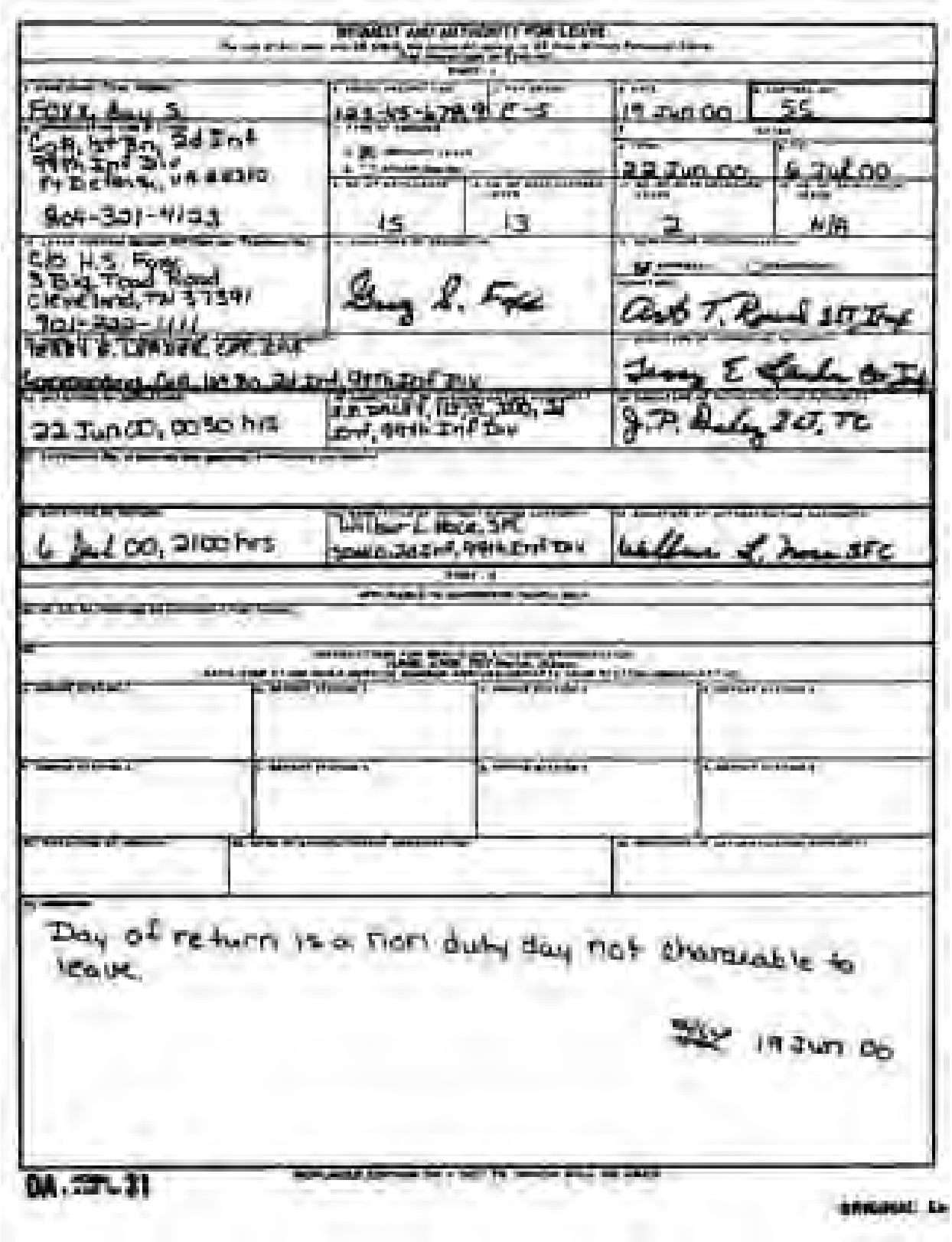
Name of Authorized Representative: TERRY A. LEADER, CPT, INF

Signature: Terry E Leader

Date: 1 Dec 00

DA Form 4187

Figure 9–1–9. Sample personnel action for article 15 reduction



Day of return is a non duty day not chargeable to leave.

19 Jun 00

DA FORM 31

Figure 9–4–1. Sample DA Form 31

Instructions to Individual

1. When granted leave, you assume full responsibility for your travel expenses, to include return to proper station. You should have available sufficient funds to pay all expenses.

2. Prior to departing on leave, you must personally report to the designated authorized transportation authority or telephone that individual to announce your departure at that time. If travel orders are expected to reflect the actual date/time of your departure, if you telephone yourself to announce your departure, you must enter the date/time in item 16, you must not write in authority was received prior pay in item 18 and sign your name in item 20. Failure to do so could result in disciplinary action. You must have this authority for leave in your possession at all times.

3. If you require medical treatment while on leave, you should report to the nearest military medical facility. Medical treatment at Government expense at other than military facilities is authorized only in emergencies when it cannot be obtained from Government facilities. In the event of hospitalization in a civilian facility, the supporting authority should be notified as soon as possible of the date and place of hospitalization, together with the nature of the illness or injury. You will advise the supporting authority as soon as possible of any medical treatment received from civilian hospital or practitioner.

4. If you have no means to return to your proper station, report to the nearest military installation. The cost of transportation and transportation furnished you will be charged against your military pay account.

5. You must report for duty not later than 0900 hours on the date shown in item 6. You may report for duty at an earlier date if you wish, in which case you will be not charged for the unused portion of your leave.

6. Upon return from leave, you must personally report to the designated authorized transportation authority or telephone that individual to announce your return to duty so that items 16 through 20 are completed to reflect the actual date/time of your return. Failure to do so may delay transportation if your leave balance.

7. My signature in item 19 indicates I have read and understand the above instructions.

Figure 9–4–1. Sample DA Form 31—Continued

DATA REQUIRED BY THE PRIVACY ACT OF 1974

TITLE OF FORM	PRESCRIBING DIRECTIVE
REQUEST AND AUTHORITY FOR LEAVE	AR 630-5

AUTHORITY

Section 301 Title 5 USC

PRINCIPAL PURPOSE(S)

To obtain written authority for absence from duty.

ROUTINE USES

To obtain approval for absence from duty. To provide leave address for emergency use. To obtain authority for payment of leave ration allowance to member.

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION

Voluntary - If member does not provide information required by the completion of the form, leave will not be authorized or permitted by the commander.

DA FORM 31-R Privacy Act Statement, 1 Jul 76

Figure 9–4–1–1. Sample DA Form 31-R

PERSONNEL ACTION

DA FORM 4187

Figure 9–4–2. Sample personnel action leave advance

LEAVE CONTROL LOG

CONTROL NUMBER	DATE ISSUED	SERVICE MEMBER: Grade (Last, First, Middle)	SERVICE MEMBER: Branch	SERVICE MEMBER: SSN	PERIOD OF AUTH. MONTHS: No. of Days	PERIOD OF AUTH. MONTHS: Date From (Item 9a, DA Form 31)	PERIOD OF AUTH. MONTHS: Date To (Item 9b, DA Form 31)	DATE THIS ACTIONS: Extension From (Item 9c, DA Form 31)	DATE THIS ACTIONS: Cancellation (Copy)	DATE THIS ACTIONS: Notification of Extension	DATE THIS ACTIONS: Terminal (Copy)	CLERK'S INITIALS
1	10-01-00	FOX, GUY S. - ATT	E-5	123-15-6789	14	20-01-00	07-15-01	—	11-01-00	—	11-01-00	SJ
PCS	14-04-00	JONES, JOHN S.	E-5	987-65-3321	30	27-04-00	27-05-00	—	14-04-00	—	PCS	SJ
2	15-04-00	SMITH, JOHN E	E5	111-22-3333	15	01-05-00	15-05-00	30-05-00	15-05-00	15-05-00	30-04-00	SJ

DA FORM 4179-R, JUL 84

Figure 9–4–3. Sample DA Form 4179-R

PERSONNEL ACTION

DA 4187

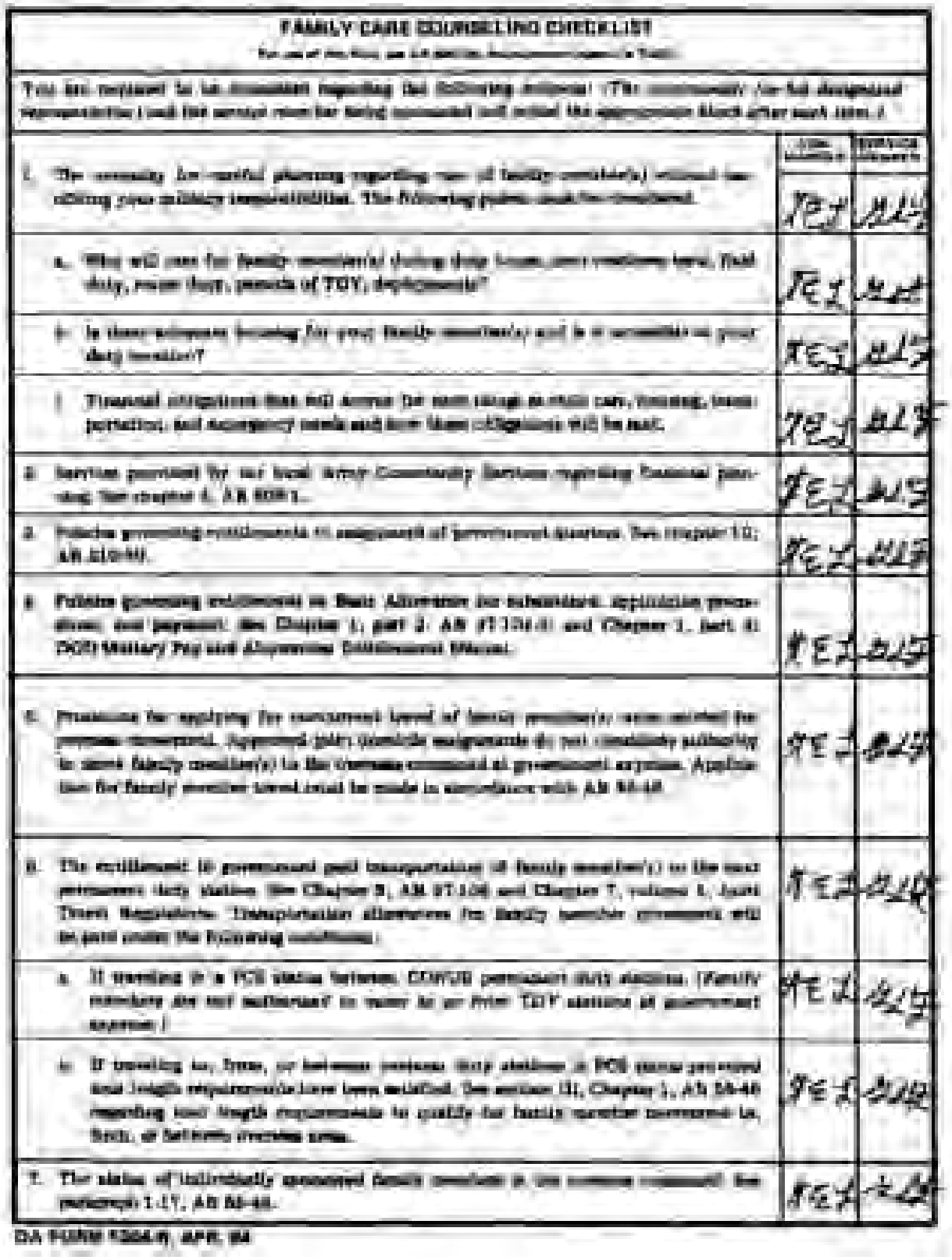
Figure 9–5–1. Sample personnel action for change of name

PERSONNEL ACTION

DA FORM 4187

Figure 9–5–2. Sample personnel action for change of DOB

Figure 9–5–3. Sample personnel action for change of SSN



FAMILY CARE COUNSELING CHECKLIST

DA FORM 5264-R, APR 86

Figure 9–6–1. Sample Family Care Counseling Checklist

8. Eligibility requirements for shipment of household goods to your permanent duty station at government expense. See Chapter 4, AR 55-71 and Chapter 6, Volume 1, Joint Travel Regulations.	[illegible]	[illegible]
9. Policies governing reassignment eligibility. All soldiers are expected to serve their full term of [illegible] and overseas tours (including unaccompanied tours). The primary mode of the service records the basis for selecting a soldier for reassignment. See paragraph 1-4, AR 614-30, and paragraph 1-4b, AR 614-200 (enlisted) or Chapter 4, AR 614-101 (officers, warrant officers).	[illegible]	[illegible]
10. Policies governing deferral or deferment from assignment instructions because of personal reasons. See Chapter 4, AR 614-200 (enlisted) or Chapter 3, AR 614-101 (officers).	[illegible]	[illegible]
11. The purpose and requirements of the Family Care Plan and the time frame for processing the plan. The plan must be submitted early enough so that the commander may review it and determine its adequacy within two months of the date of counseling.	[illegible]	[illegible]
12. Provisions governing involuntary separation from service for inability to perform prescribed duties, repetitive absenteism, or nonavailability when directed, for worldwide assignment or will deployment because you cannot arrange for the care of family member(s) during your absence. See paragraph 5-34, AR 635-200 for enlisted personnel or AR 640-100 for officers.	[illegible]	[illegible]
13. Provisions governing power of attorney for individual(s) to act in your absence and providing the (these) individual(s) with medical consent to authorize medical care for your family member(s).	[illegible]	[illegible]
14. Provisions for the issuance of Uniformed Services Identification and Privilege Card(s) in case the Family Care Plan must be implemented. See Chapter 3, AR 640-10.	[illegible]	[illegible]
15. Services available from Personal Assistance [illegible] in the CONUS.	[illegible]	[illegible]
16. Referral assistance available from Family Life Communications [illegible] the world.	[illegible]	[illegible]
17. Advisability of preparing a will to consult instructions concerning custody of family members in case of death.	[illegible]	[illegible]
18. Provisions of CHAMPUS/Mental Health Services, if needed.	[illegible]	[illegible]
[illegible] Terry E. Leader TERRY E. LEADER, SFC, Counseling	DATE 10 [illegible]	
[illegible] Gary L. Fox, 1SG	DATE [illegible]	

Figure 9–6–1. Sample Family Care Counseling Checklist—Continued

STATEMENT OF UNDERSTANDING AND RESPONSIBILITY

I affirm that I have been counseled on all items of the Family Care Counseling Checklist and that I understand my responsibilities. I further understand that if I am unable to respond to military requirements, I am subject to disciplinary action to only be separated from the Army.

I hereby acknowledge that it is my responsibility to provide care for my family members before reporting for duty.

I affirm that I have made arrangements and will maintain arrangements for the care of my family members to all commitments required by my assignment to the military service, deployment, including unaccompanied tours, regular duty hours, exercises, alerts, TDY, and other duties (e.g., CQ, Guard).

Check boxes as you read each statement below and sign below to indicate commitment with requirements.

I UNDERSTAND THAT

a. DD Form 1172, application for Uniformed Service Identification Card, must be completed for my family member(s). If my Family Care Plan must be implemented, this application will be provided to the person who assumes responsibility for my family member(s).	✓
b. Power of Attorney and medical release authority must be provided to such designated position.	✓
c. I am subject to deployment on short notice and that I will be guaranteed no special privileges based on my family member(s).	✓
d. Noncompliance, when directed, for myself while assignment and/or unit deployment constitutes grounds for elimination from the Service.	✓
e. If arrangements for the care of my family member(s) fail to work, this is not a valid excuse for absence from government duties, unit deployment or reassignment.	✓
f. It is my responsibility to notify my Family Care Plan if circumstances change so that I will have, at all times, current family member care arrangement. This Family Care Plan will be limited. Failure to maintain a current plan can result in a bar to reenlistment.	✓
g. I am responsible for the adequacy of housing for my family members and the ability to meet the cost of child care, housing, transportation and emergency needs of my family.	✓

SIGNATURE OF FAMILY MEMBER

ALL IN APPROPRIATE INFORMATION

If assigned overseas or reassigned from overseas to another overseas area where family members are not authorized or restrictions travel is not authorized. I have designated the following person to assume care of my family member(s).

NAME: MRS JOHN R. FORD	RELATIONSHIP: WIFE
ADDRESS: 112 [illegible] ST [illegible] VA 22322	HOME PHONE: 703-[illegible]

DA FORM 5368-R, APR 86

Figure 9–6–2. Sample statement of understanding and responsibility

I have designated the following person to care for my family member(s) during duty hours, alerts, field duty, reader duty and Periods of TDY.

NAME MAJ GEORGE C. STONE	TELEPHONE 703-[illegible]
NAME MRS WILLIAM J. DOE	TELEPHONE 703-[illegible]
SIGNATURE OF SERVICE MEMBER [illegible]	

FOR PERSONNEL WITH FAMILY MEMBERS OVERSEAS

I have designated the following person to assume care of my family member(s) and move them to their destination if evacuation becomes necessary.

NAME	TELEPHONE
ADDRESS	HOME PHONE

I have designated the following person as guardian who, if my family member(s) are evacuated by escort, will assume care of them upon arrival at destination.

NAME	TELEPHONE
ADDRESS	HOME PHONE
TYPED OR PRINTED NAME OF SERVICE MEMBER	DATE
SIGNATURE OF SERVICE MEMBER	

STATEMENT OF COUNSELING AND VERIFICATION OF FAMILY CARE PLAN

I have counseled the service member whose signature appears above concerning all items on the Family Care Counseling Checklist. The service member understands his/her responsibilities to the Army and his/her family members. The service member has explained his/her plan for the care of his/her family in case of deployment, and, I find those plans acceptable.

SIGNATURE AND TYPED NAME OF COMMANDER OR SUPERVISOR [illegible] TERRY E. LEADER, CPT, INF, Comm Bde INC	DATE 1 Mar 00

REVIEW

SIGNATURE OF COMMANDER OR DESIGNATED REPRESENTATIVE	DATE
SIGNATURE OF COMMANDER OR DESIGNATED REPRESENTATIVE	DATE
SIGNATURE OF COMMANDER OR DESIGNATED REPRESENTATIVE	DATE

Reverse of DA Form [illegible], dec 86

Figure 9–6–2. Sample statement of understanding and responsibility—Continued

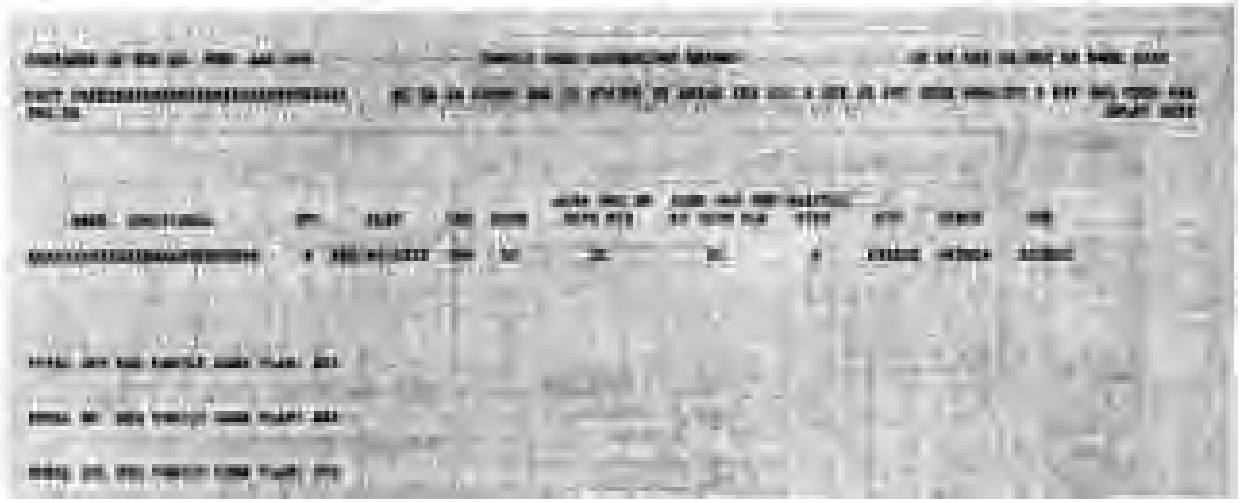
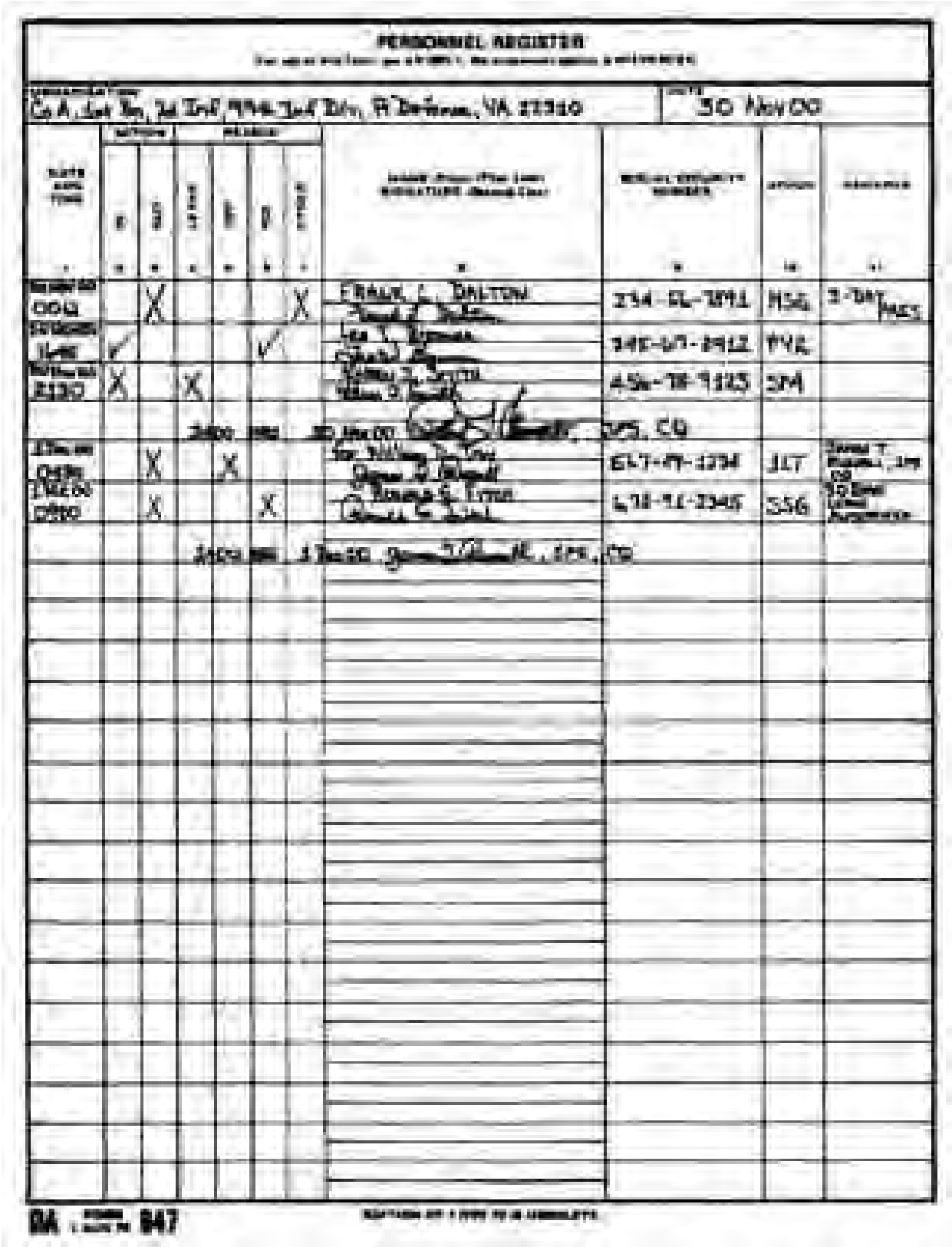


Figure 9–6–3. Sample Format for Family Care Counseling Report



PERSONNEL REGISTER

Co A, 1st Bn, 3d Inf, 99th Inf Div, Ft Dix, NJ 08640 — 30 Nov 00

Date and time	Without		Reason				Name (Rank) (Pay Grade) Signature (Rank) (Pay Grade)	Social Security Number	Initials	Remarks
	a	b	c	d	e	f	g	h	i	j
0001		X				X	FRANK L. DALTON	234-56-7891	HSG	3-DAY PASS
1400	✓				✓		[illegible]	345-67-8912	PVT	
2130	X		X				[illegible]	456-78-9123	SPC	
			2400				[illegible]	SFC, CO		
0800		X		X			[illegible]	567-89-1234	1LT	[illegible]
0900		X			X		[illegible]	678-91-2345	SSG	[illegible]
			2400				[illegible]	[illegible], CO		

DA FORM 647

Figure 9–7–1. Sample DA Form 647

PERSONNEL REGISTER

NAME	ORGANIZATION	
FOXX, Guy S.	Co A, 1st Bn, 2d Inf, 99th Inf Div Ft Defense, VA 22310	
SIGNATURE	SOCIAL SECURITY NUMBER	GRADE
	123-45-6789	SGT

DATE	ACTION		REASON			
30 Nov 00	IN	OUT	LEAVE	TDY	PER	OTHER
TIME 0900		✓			✓	

REMARKS

DA FORM 1 JUL 79 647-1 EDITION OF 1 MAY 78 IS OBSOLETE. U.S. GPO: 1980-311-

DEPARTMENT OF THE ARMY
Det C, Co A, 1st Bn, 2d Inf
99th Inf Div
Camp Swamey, VA 22320

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE $300

POSTAGE AND FEES PAID
DEPARTMENT OF THE ARMY
DOD-314

Commander
Co A, 1st Bn, 2d Inf
99th Inf Div
Ft Defense, VA 22310

Figure 9–7–2. Sample DA Form 647-1

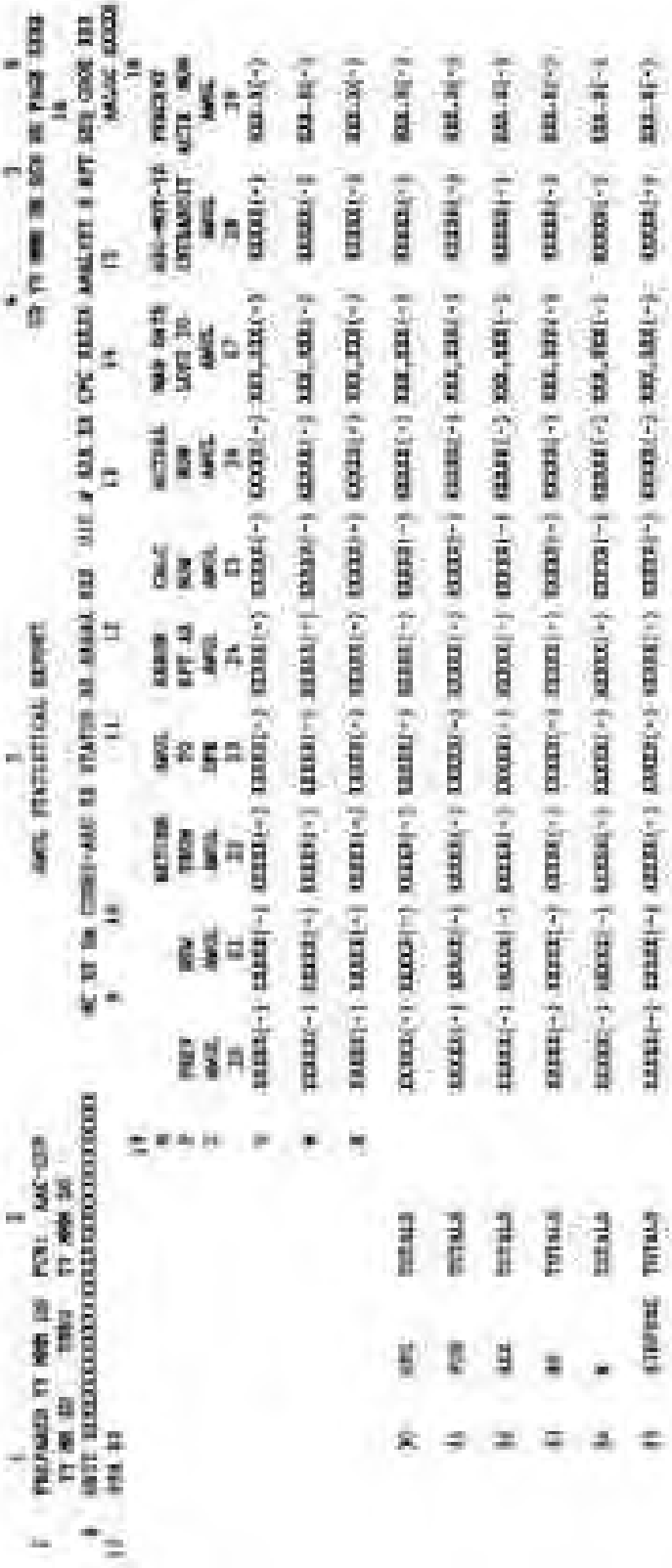


Figure 9–8–1. Sample format for AWOL Statistical Report

Figure 9–8–1. Sample format for AWOL Statistical Report—Continued

```
                    2                                                  3                                  4          5          6
PREPARED YY MMM DD  PCN: AAC-CDI            9   WEEKLY REPORT OF AWOLS BY NAME  12          13     CD YY MMM DD SCN XX PAGE XXXX
UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   8 MC XX DA CODES-ASC XX STATUS XX AREAS XXX  UIC X XXX XX UPC XXXXX ANALYST X RPT SEQ CODE XXX
PPA  XX                                                        10        11          22                    14              15
 16                                                   20                          FIELD DETERMINED
        17                    18        19   DATE AWOL/DFR        21            PERSONNEL SECURITY                23
       NAME                  SSN       GRD     YY MMM DD       CITIZENSHIP          STATUS                   DUTY STATUS

AXXXXXXXXXXXXXXXXXXXXXXXXXX  XXX-XX-XXXX   PV2     XX XXX XX     XXXXXXXXXXX        XXXXXXXXXXXX        XXXXXXXXXXXXXXXXXXXXXXX
BXXXXXXXXXXXXXXXXXXXXXXXXXX  XXX-XX-XXXX   PV1     XX XXX XX     XXXXXXXXXXX        XXXXXXXXXXXX        XXXXXXXXXXXXXXXXXXXXXXX
CXXXXXXXXXXXXXXXXXXXXXXXXXX  XXX-XX-XXXX   PV2     XX XXX XX     XXXXXXXXXXX        XXXXXXXXXXXX        XXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXX   XXX-XX-XXXX   PV1     XX XXX XX     XXXXXXXXXXX        XXXXXXXXXXXX        XXXXXXXXXXXXXXXXXXXXXXX
            24
       UNIT TOTALS            AWOL-XXXXX        DFR- XXXXX
```

Figure 9–8–2. Weekly report of AWOLs by Name (Peacetime)

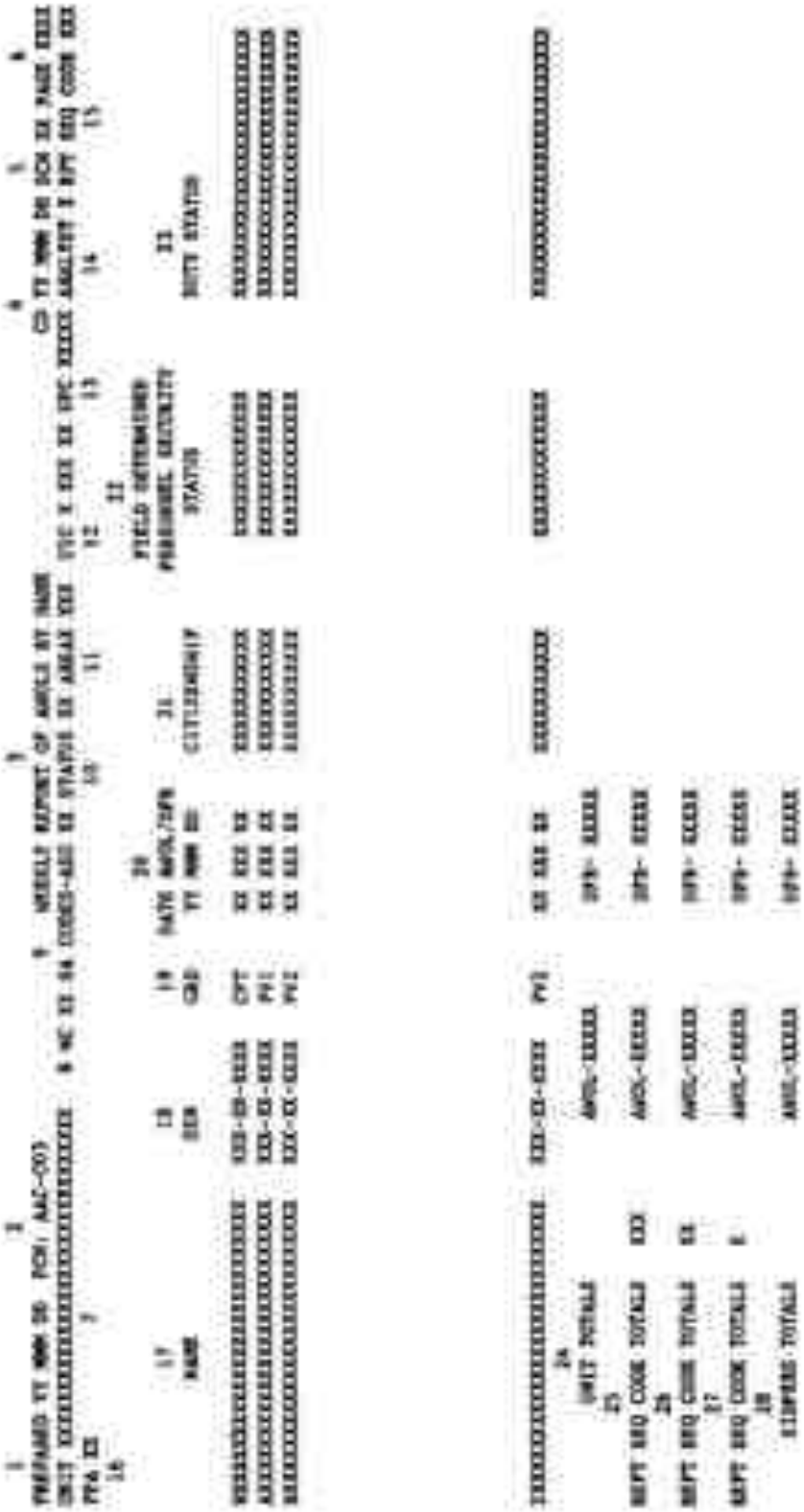


Figure 9–8–2. Weekly report of AWOLs by Name (Peacetime)—Continued

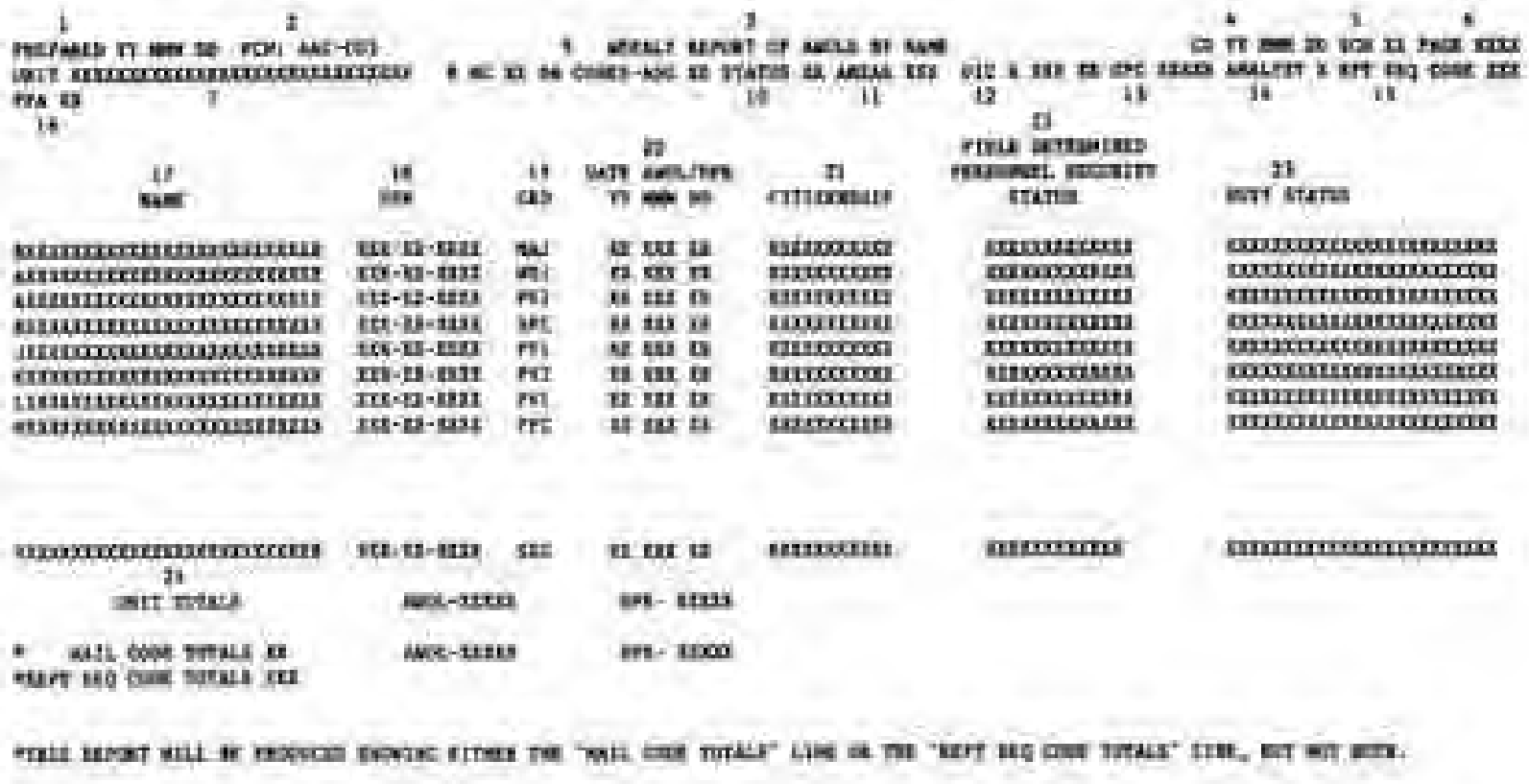


Figure 9–8–2. Weekly report of AWOLs by Name (Peacetime)—Continued

Figure 9–8–2. Weekly Report of AWOLs by Name (PEACETIME)

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was actually prepared.
(2)	PCN: [illegible]—Production Control Number.
(3)	WEEKLY REPORT OF AWOLS BY NAME—Title.
(4)	[illegible]—Cycle Date. The "as of" date of the SIDPERS processing cycle that produced the report.
(5)	SCN—Shipment Control Number. A two character code that identifies the month and day the report was prepared by the Data Processing Installation (DPI).
(6)	PAGE—Page Number.
(7)	UNIT—The Unit Name.
(8)	MC—Mail Code. A code assigned to the SIDPERS interface Branch (SIB) that identifies the Military Personnel Office (MILPO) that services the unit.
(9)	DA CODES—ASG—A code indicating the Major command to which the unit is assigned. Art 600–20.
(10)	STATUS—Status Code. A code used to identify the status of active Army organizations, personnel and equipment. Art 600–20.
(11)	[illegible]—Location Code. A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the next two positions the state in which the unit is located. If the unit is located overseas the "Location Code" represents the abbreviation of the country in which the unit is located.
(12)	UIC—Unit Identification Code. Consists of the Service Designation ("W" meaning Army), the Parent Unit Designation and the Subunit/Descriptive Designation.
(13)	UPC—Unit Processing Code. Consists of the Parent Unit Designation and Subunit/Descriptive Designation.
(14)	ANALYST—Analyst Code. A code assigned by the SIB to group certain units of interest to assign a group of units to a specific analyst in the SIB.
(15)	RPT SEQ CODE—Report Sequence Code. A code assigned by the SIB to group units in a desired sequence for report production.
(16)	PPA—PERSINS Processing Activity Code. Art 600–20.
(17)	NAME—The name of the individual in an AWOL or DFR status.
(18)	SSN—Social Security Number. The individual's Social Security Number.
(19)	GRD—Grade. The abbreviation of the grade in which the individual is currently serving. Art 600–20.
(20)	DATE AWOL/DFR—The date the individual was reported as AWOL or the date the individual was dropped from the rolls as a deserter.
(21)	CITIZENSHIP—The citizenship status of the individual.
(22)	HIGHEST DETERMINED PERSONNEL SECURITY STATUS—The degree of access to classified material that was held immediately the individual held prior to being reported as AWOL or DFR.
(23)	DUTY STATUS—The current duty status of the individual.
(24)	UNIT TOTALS—The total number of personnel, by unit, that are in a duty status of AWOL or DFR.
(25)	RPT SEQ CODE
(26)	TOTALS—Report Sequence Code (RSC) Totals. Totals by RSC/Major Code (MC) that are in a duty status of AWOL or DFR.
(27)	
(28)	SIDPERS TOTALS—PERSINS Processing Activity Totals. Totals by PPA that are in a duty status of AWOL or DFR.

Figure 9–8–2. Weekly report of AWOLs by Name (Peacetime)—Continued

```
 1                    2                                   3                                                   4          5        6
PREPARED YY MMM DD   PCN: AAC-CCC          9   WEEKLY REPORT OF AWOLS BY NAME  12            13   CD YY MMM DD SCN XX PAGE XXXX
UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   8 MC XX DA CODES-AGG XX STATUS XX AREAS XXX  UIC X XXX XX UPC XXXXX ANALYST X RPT SEQ CODE XXX
PPA XX          7                                   10      11              21                  14         15
 16                                          20                          FIELD DETERMINED
          17                 18        19   DATE AWOL                   PERSONNEL SECURITY        22
         NAME               SSN       GRD   YY MMM DD                       STATUS              DUTY STATUS

AXXXXXXXXXXXXXXXXXXXXXXXXXX  XXX-XX-XXXX   PV2    XX XXX XX                 XXXXXXXXXXXX        XXXXXXXXXXXXXXXXXXXXXXXX
BXXXXXXXXXXXXXXXXXXXXXXXXXX  XXX-XX-XXXX   PV1    XX XXX XX                 XXXXXXXXXXXX        XXXXXXXXXXXXXXXXXXXXXXXX
CXXXXXXXXXXXXXXXXXXXXXXXXXX  XXX-XX-XXXX   PV2    XX XXX XX                 XXXXXXXXXXXX        XXXXXXXXXXXXXXXXXXXXXXXX


ZXXXXXXXXXXXXXXXXXXXXXXXXXX  XXX-XX-XXXX   PV1    XX XXX XX                 XXXXXXXXXXXX        XXXXXXXXXXXXXXXXXXXXXXXX
          23
       UNIT TOTALS           AWOL-XXXXX
```

Figure 9–8–3. Weekly Report of AWOLs by Name (Wartime)

1 2 3 4 5 6

PREPARED YY MMM DD PCN: AAC-COS 9 WEEKLY REPORT OF AWOLS BY NAME 12 13 CD YY MMM DD SCN XX PAGE XXXX

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX 8 MC XX Ma CODES-AAC XX STATUS XX AREAS XXX CIC X XXX XX CPC XXXX ANALYST X RPT SEQ CODE XXX

PPA XX 7 10 11 21 14 15

16

17 NAME	18 SSN	19 GRD	20 DATE AWOL YY MMM DD	FIELD DETERMINED PERSONNEL SECURITY STATUS	22 DUTY STATUS
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	MAJ	XX XXX XX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	MSG	XX XXX XX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	PVT	XX XXX XX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	SPC	XX XXX XX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	PVT	XX XXX XX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	PVT	XX XXX XX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	PVT	XX XXX XX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	PVT	XX XXX XX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	XX XXX XX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXX

23

UNIT TOTALS AWOL-XXXXX

* MAIL CODE TOTALS XX AWOL-XXXXX

*RPT SEQ CODE TOTALS XXX

Figure 9–8–3. Weekly Report of AWOLs by Name (Wartime)—Continued

```
 1                    2                                                  3                                                  4          5          6
PREPARED YY MMM DD  PCN: AAC-CDJ                  9   WEEKLY REPORT OF AWOLS BY NAME  12          13   CD YY MMM DD SCN XX PAGE XXXX
UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  8 MC XX DA CODES-ASC XX STATUS XX AREAS XXX  SIC X XXX XX OPC XXXXX ANALYST X RPT SEQ CODE XXX
PPA XX              7                                                 10       11                                   14         15
 16
                                                                  20                                   21
                                                                                                 FIELD DETERMINED
          17                  18          19     DATE AWOL                                   PERSONNEL SECURITY          22
          NAME                SSN         GRD    YY MMM DD                                        STATUS                 DUTY STATUS

XXXXXXXXXXXXXXXXXXXXXXXXXXX   XXX-XX-XXXX   CPT    XX XXX XX                                   XXXXXXXXXXXXX          XXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXX   XXX-XX-XXXX   PVT    XX XXX XX                                   XXXXXXXXXXXXX          XXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXX   XXX-XX-XXXX   PVT    XX XXX XX                                   XXXXXXXXXXXXX          XXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXX   XXX-XX-XXXX   PVT    XX XXX XX                                   XXXXXXXXXXXX           XXXXXXXXXXXXXXXXXXXXXXXXXX
            23
        UNIT TOTALS                 AWOL-XXXXX
            24
RPT SEQ CODE TOTALS   XXX           AWOL-XXXXX
            25
RPT SEQ CODE TOTALS   XX            AWOL-XXXXX
            26
RPT SEQ CODE TOTALS   X             AWOL-XXXXX
            27
      GIRPARS TOTALS                AWOL-XXXXX
```

Figure 9–8–3. Weekly Report of AWOLs by Name (Wartime)—Continued

Figure 9–8–3. Weekly Report of AWOLs by Name (Wartime)

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was prepared.
(2)	RCN AAC-CCS—Reduction Control Number.
(3)	AREAS MEMBER OF AWOLS BY NAME—Title.
(4)	CD—Cycle Date. The "as of" date of the SIDPERS Processing cycle that produced the report.
(5)	SCN—Standard Control Number. A two character code that identifies the month and day the report was prepared by the Data Processing Installation (DPI).
(6)	PAGE—Page Number.
(7)	UNIT—The Unit Name.
(8)	MC—Mail Code. A code assigned by the SIDPERS interface branch (SIB) that identifies the Military Personnel Office (MILPO) that services this unit.
(9)	DA CHORS-ABS—A code indicating the major command to which the unit is assigned. AR 600-25.
(10)	STATUS—Status Code. A code used to classify the status of Active Army organizations, personnel and equipment. AR 600-25.
(11)	AREAX—Location Code. A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the next two positions the state in which the unit is located. If the unit is located overseas the "Location Code" represents the abbreviation of the country in which the unit is located.
(12)	UIC—Unit Identification Code. Consists of the Service Designation ("W" meaning Army), the Parent Unit Designator and the Subunit/Descriptive Designator.
(13)	UPC—Unit Processing Code. Consists of the Parent Unit Designator and Subunit/ Descriptive Designator.
(14)	ANALYST—Analyst Code. A code assigned by the SIB to group certain units in order to assign a group of units to a specific analyst in the SIB.
(15)	REPT SEQ CODE—Report Sequence Code. A code assigned by the SIB to group units in a desired sequence for report purposes.
(16)	PPA—PERSINS Processing Activity Code. AR 600-25.

REPORT CONTENTS

Item number	Explanation of item
(17)	NAME—The name of the individuals in an AWOL or DFR status.
(18)	SSN—Social Security Number. The individual's Social Security Number.
(19)	GRD—Grade. The abbreviation of the grade in which the individual is currently serving. AR 600-20.
(20)	DATE AWOL/DFR—The date the individual was reported as AWOL or the date the individual was "Dropped From the Rolls" as a deserter.
(21)	FIELD DETERMINED PERSONNEL SECURITY STATUS—The degree or access to classified material that may have determined the individual held prior to being reported as AWOL or DFR.
(22)	DUTY STATUS—The current duty status of the individual.
(23)	UNIT TOTALS—The total number of personnel by unit, that are in a duty status of AWOL or DFR.
(24), (25), (26)	REPT SEQ CODE TOTALS—Report Sequence Code (RSC) Totals. Totals by RSC. Mail Code (MC) that are in a duty status of AWOL or DFR.
(27)	SERVICE TOTALS—Personnel Processing Activity Totals. Totals by PPA that are in a duty status of AWOL or DFR.

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
(Office Symbol)	Revocation of Security Clearance

TO: SJ/Security Officer
1st Bn, 2d Inf
99th Inf Div
Ft Defense, VA 22310

FROM: Commander
Co A, 1st Bn, 2d Inf
99th Inf Div
Ft Defense, VA 22310

DATE: 30 Nov 00

CMT 1

1. Request that the security clearance for the person listed below be revoked under the provisions of AR 630-10 and procedure 8-8, DA Pamphlet 600-8:

SP5 FIRE, Guy E., 123-45-6789, TOP SECRET

2. NCE Fire was dropped from the rolls/(deserted absent without leave) from this organization on (Date).

//signed//
TERRY E. LEADER
CPT, Inf
Commanding

DA FORM 2496

PREVIOUS EDITIONS WILL BE USED

Figure 9–8–4. Sample DF for revocation of security clearance

(Office Symbol) (Letterhead) (Date)

(Name and Address of Next of Kin)

Dear [illegible]

I regret to inform you that "A has been absent without leave from this unit since "B. Your "C absence could result in a trial by court-martial with loss of pay and allowances which would mean that "D family members would lose all rights to receive allotments, medical care, commissary and post exchange privileges, and other military benefits. Continued absence could also result in confinement or dismissal with dishonorable or bad conduct discharge.

If you know where "D is, please urge "D to return immediately to military control at the nearest Army installation in order to avoid serious consequences of prolonged unauthorized absence.

Rest assured that "D will be given full hearing and the opportunity to present any information on "D behalf.

Sincerely,

(Signature Block of Unit Commander)

*Optional
(Additional indicate suitable information which will be added as circumstances warrant)

A—Date of service member.
B—Date absence began.
C—Relationship of member (husband, wife, son, etc).
D—Applicable pronoun (he, his, him, she, her).

*If the absentee is in the pay grade of E-4 (4 years or less service), E-3, E-2, or E-1, add condition in paragraph 6-3a(3), AR 630-10, again, add the following fourth paragraph to the letter:

"Should your "C fail to return to duty within the next 30 days, you may be eligible to receive a basic allowance for quarters to financially assist you for a period not to exceed 2 months beginning with the first day of "D unauthorized absence. I am enclosing an application for you to complete and return to me as soon as possible."

Figure 9–8–5. Sample letter to next of kin for AWOL

(Letterhead)

(Office Symbol) (Date)

SUBJECT: Notification of Change in Eligibility of Spouse/Family Members Under CHAMPUS

Director
OCHAMPUS
Denver, CO [illegible]

1. The spouse and/or family members listed below may be receiving benefits under the Uniformed Services Health Benefits Program. The soldier sponsor has been dropped from the rolls of this organization on a deserter effective (Date).

a. Sponsor:

(Name) (SSN) (Grade or Rank)

b. Spouse/Family Members:

(Name) (Name) (Name)

2. This notification is furnished in accordance with paragraph 5-4c, AR 40-121 and AR 630-10.

(Signature Block of Unit Commander)

CF:
Dir, Local MTF

Figure 9–8–6. Sample letter for notification of change in eligibility of spouse/family members under CHAMPUS

(Office Symbol) (Date)

(Name and Address of Next of Kin)

Dear (Sir)

I refer to my letter of *A in which I informed you that *B had been absent without leave from this organization since *C. *D was dropped from the rolls of this organization on *E and *B has been administratively classified as a deserter from the United States Army. Civilian and military law enforcement agencies have been notified of *B status and requested to apprehend *B. Spouse/family members of military personnel classified as deserters are not eligible for post exchange, commissary, medical care or other military privileges.

**Therefore, you are requested to return your Uniformed Services Identification and Privilege Card(s), ID Form(s) 1173. A postage-free, preaddressed, envelope is included for this purpose.

If you know where *B is, please urge *B to return to military control without further delay.

Sincerely,

(Commander Head of Unit Commander)

*Notes:
(Underlined Italicized variable information which will be added as circumstances warrant)

A--Date of letter sent as the 10th day of APRL.
B--Name of service member.
C--Date absence began.
D--Applicable pronoun (He, Her, Him, she, Her).
E--Date service member was dropped from the rolls.

**This paragraph will be used only when the next of kin possesses military identification card(s).

Figure 9–8–7. Sample letter to next of kin for DFR

DISPOSITION FORM

The use of this form, see AR 340-15, the proponent agency is TAGO

REFERENCE OR OFFICE SYMBOL	SUBJECT
(Office Symbol)	Assumption of Command

TO: [illegible] FROM: [illegible] DATE: [illegible] INFO:
1st Bn, 3d Inf
95th Inf Div
Ft Defense, VA 22110

1. Effective 30 November 1985, the undersigned assumed command of 1st Bn, 3d Inf, 95th Inf Div (ARSTAF) Ft Defense, VA 22110, vice John L. Ruff, LTC, Infantry.

2. Authority: (Appropriate subparagraph of chapter 3, AR 600-20)

3. Period from: 30 November 1985 to 29 December 1985

(When an Acting Commander assumes command, an "effective" date and a "to" date will be used. If the "to" date is unknown, an amending document will be issued when the date becomes known.)

//signed//
ROB B. GRADY
LTC, Inf
Acting Commander

NOTES:
1. The appropriate address, 1 copy to subordinate commands/elements, intermediate commands/elements, and the next higher command, or use "SEE DISTRIBUTION" when applicable.

2. The term "Acting Commander" will be substituted for "Commanding" when the conditions of paragraph 3-4, and 3-5, AR 600-20, apply.

3. See subparagraph 3-3c, AR 600-20, when appointing a Junior Officer as a Commander.

4. Organizations governed by AR 340-18-7 will file 1 copy of the assumption instrument under file number 220-08, Organization History files. Units governed by AR 340-2 will utilize file number 170-08, Organization History files. Disposition will be as stated in these regulations.

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED

Figure 9–9–1. Sample DF for assumption of command

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
(Office Symbol)	Principal Duty Assignment (Officer or Enlisted Personnel)

TO: (See Note 1, Below) FROM: Commander, 1st Bn, 34 Inf, Mech Inf Div, Ft DeLesser, VA 22310 DATE: (If Any) CMT 1

1. Effective 1 December 0000, SFC Guy E. Fann, 123-45-6789, Co A, 1st Bn, 34 Inf, Mech Inf Div, (ABCIA), Ft DeFreee, VA 22310, is assigned to following principal duty:

Personnel Staff Noncommissioned Officer/7220

2. Special Instructions: (Specify if appropriate.)

FOR THE COMMANDER:

/signed/
JOHN Q. SMARTT
CPT, Inf
Adjutant

NOTE:
1. Use appropriate address (individual concerned and MILPO) or "SEE DISTRIBUTION" when applicable.

2. More than 1 name may be used or a list may be attached to accomplish principal duty assignments of more than 1 individual.

3. Assignment Memorandum may be used in lieu of DA Form 1696 when appropriate. (See paragraph 4-3e, AR 310-2.)

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED

Figure 9–9–2. Sample DF for principal duty assignment

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
(Office Symbol)	Additional Duty Appointment (Officer or Enlisted Personnel)

TO (List with 1, below) FROM Commander DATE 30 Sep 00 CODE 1
Int Bn, 24 Inf
89th Inf Bde
Ft Defense, VA 22110

1. Effective 1 December 0000, 2LT Guy T. Fenn, 123-45-6789, Co A, Int Bn, 24 Inf Div, 89th Inf Bde (ABCAL) Ft Defense, VA 22110, is assigned the following additional duties:

Unit Voting Officer vice SMITH, Larry L, 2LT, 567-89-1234

2. Authority: (Give specific governing authority requiring the appointment.)

3. Purpose: (Specify when appropriate.)

4. Period: From 1 December 0000 to 29 November 0000

(Specify dates if known, if not, use statement "Until officially relieved or released from appointment or assignment.")

5. Special Instructions: (Specify if appropriate.)

FOR THE COMMANDER:

//signed//
KEN E. SHARPE
CPT, Inf
Adjutant

NOTES:
1. Use appropriate address (individual concerned and intermediate command/element), or "DIS DISTRIBUTION" when applicable. (See paragraph 3-2, AR 340-15.) Servicing MILPO will be furnished a copy of additional duty appointment if the duty appointment requires individual to perform duties in dual TOE or TDA organizations.

2. Also include position number and Duty Specialty (DTSPEC) or MOSC if assigned to authorized position.

3. More than 1 name may be used or a list of names may be attached if more than 1 additional duty appointment is being announced.

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED

Figure 9–9–3. Sample DF for additional duty appointment

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO

REFERENCE OR OFFICE SYMBOL	SUBJECT
[Office Symbol]	Duty Detail (Commissioned Officer)

TO (SEE NOTE BELOW) FROM Commander DATE 30 Nov 00 CMT 1
9th Inf Bde
Ft Defense, VA 22110

1. Effective 1 December 2000, 2LT Guy V. Fawx, 123-45-6789, Co A, 1st Bn, 16 Inf, 99th Inf Div (ABCIA) Ft Defense, VA 22100, is detailed to the following duty:

(Cite specific duty detail and reference chapter 3, AR 614-100.)

2. Relieved from duty: (Cite specific duty detail.)

3. Authority: (Cite specific paragraph, chapter 3, AR 614-100.)

4. Special instructions: (Specify if appropriate.)

FOR THE COMMANDER:

//signed//
ROBERT C. BECKGRD
CPT, AGC
Military Personnel Officer

NOTE:
Use appropriate address (1 copy to officer and copies to involved commands/elements) or use "SEE DISTRIBUTION" when applicable.

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED

Figure 9–9–4. Sample DF for duty detail for commissioned officer

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
(Office Symbol)	Appointment/Termination of Appointment to Acting Noncommissioned Officer

TO (SEE NOTE BELOW) FROM Commander, Co A, 1st Bn, 28 Inf, 99th Inf Div, Ft Defense, VA 22310 DATE 30 Nov 00 CODE

1. Effective 1 December 0000, SFC Guy E. Foss, 123-45-6789, Co A, 1st Bn, 28 Inf, 99th Inf Div (ABCIA), Ft Defense, VA 22310, (is appointed/(appointment terminated) to acting SGT.

2. Special instructions. (Specify if appropriate.)

//signed
TERRY E. LEADER
CPT, Inf
Commanding

NOTE:
For appropriate address (1 copy to individual concerned, 1 copy to the Personnel Management Specialist who will insure compliance with AR 600-200, and copies to interested commands/elements) or "SEE DISTRIB/DISM" when applicable.

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED

Figure 9–9–5. Sample DF for appointment/termination of appointments acting NCO

PERSONNEL DATA, WOMEN

DA FORM 2475-2

Figure 9–11–1. Sample DA Form 2475-2 (Part I)

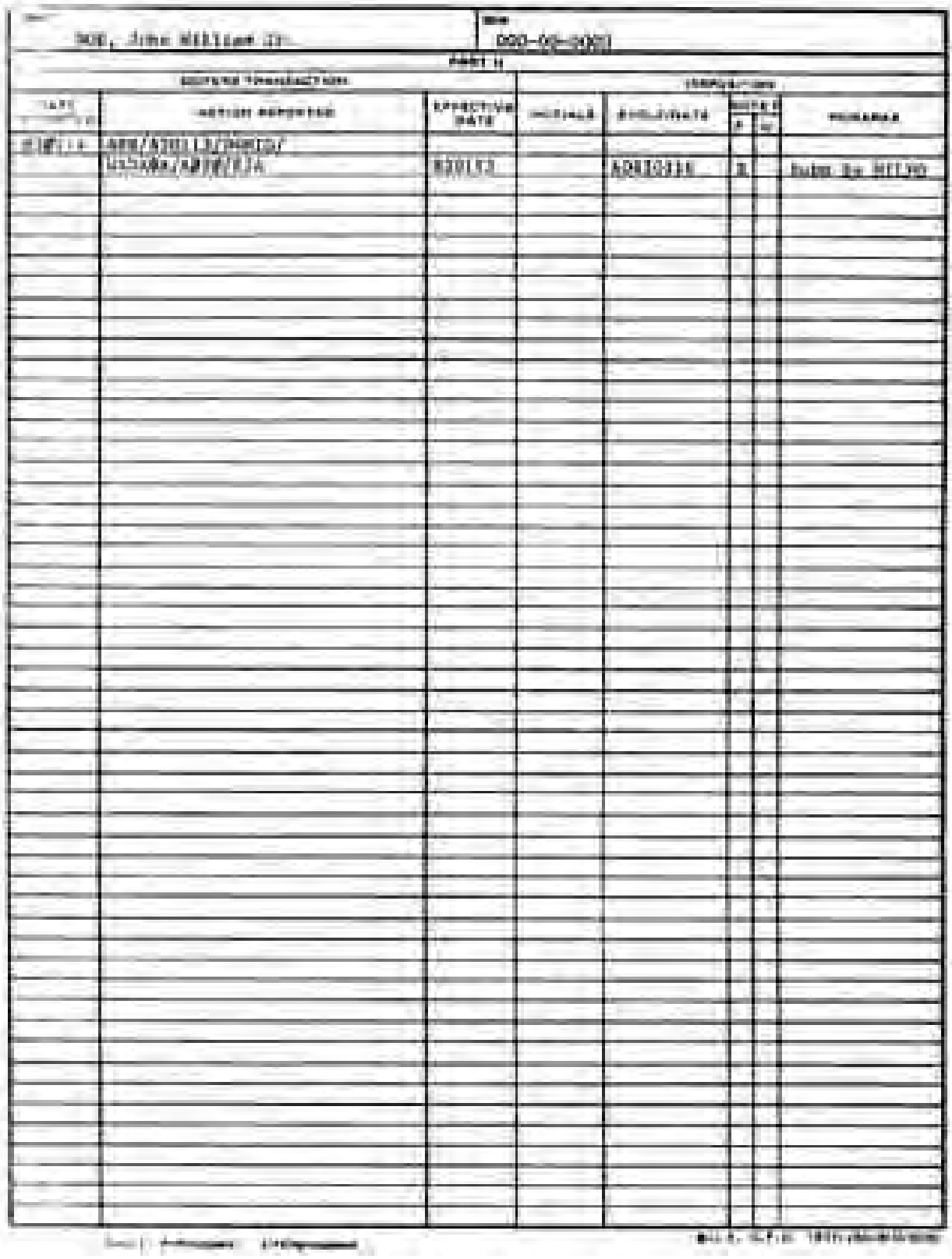


Figure 9–11–2. Sample DA Form 2475-2 (Part II)

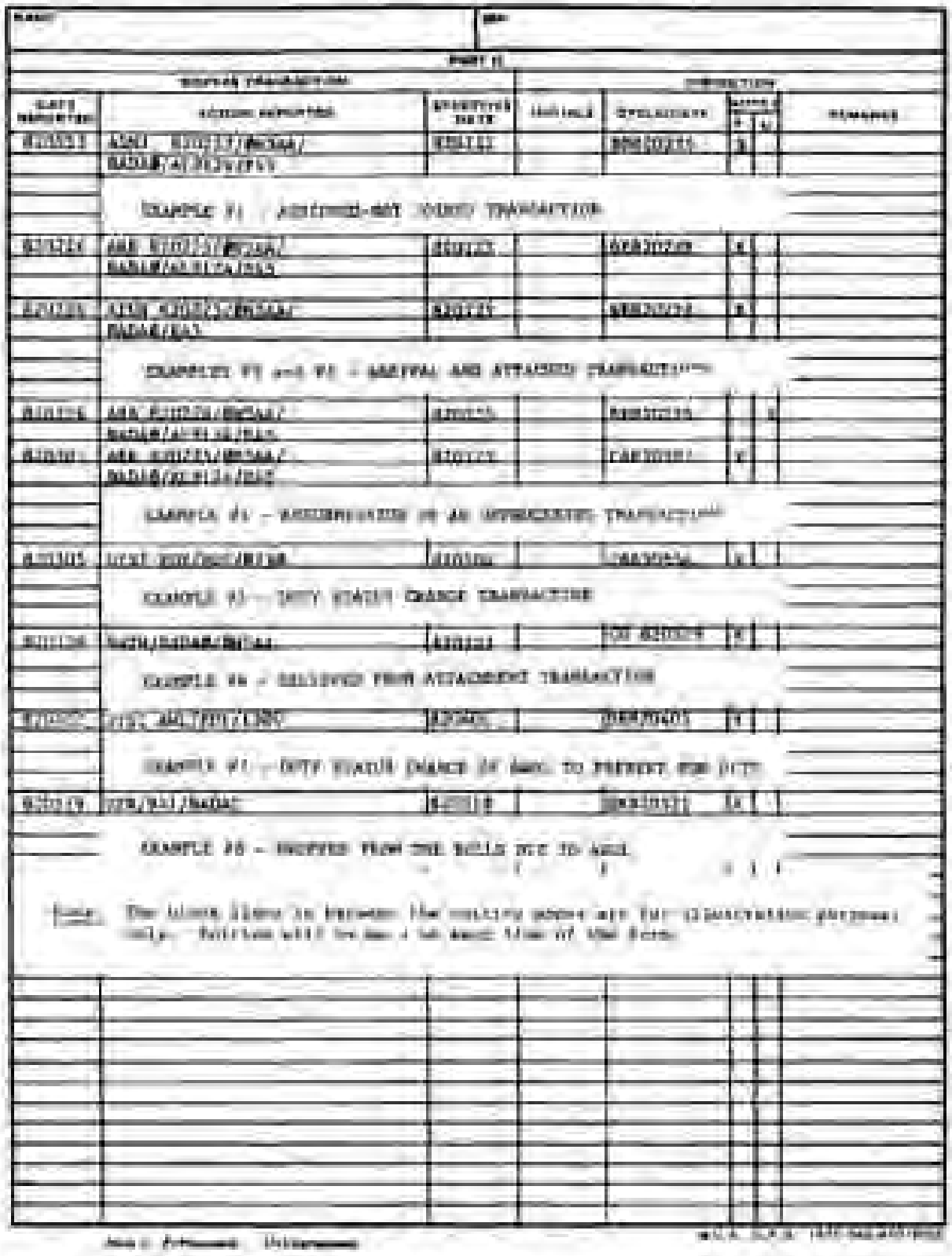
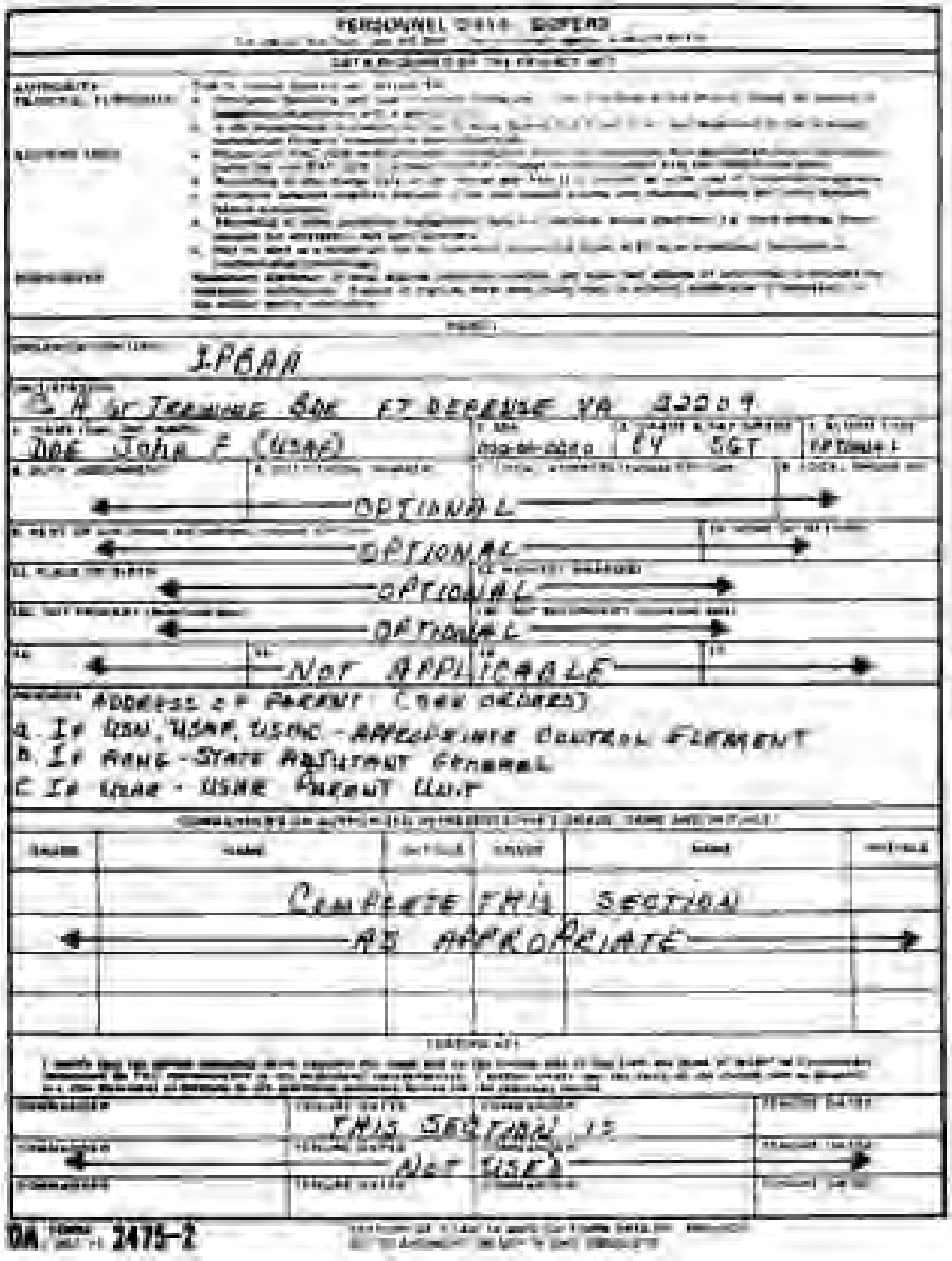


Figure 9–11–2. Sample DA Form 2475-2 (Part II)—Continued



PERSONNEL DATA RECORD

J.PEAR

HQ 1st TRAINING BDE FT BELVOIR VA 22209

DOE JOHN F (USAF) | 000-00-0000 | E4 SGT | OPTIONAL

OPTIONAL

OPTIONAL

OPTIONAL

OPTIONAL

NOT APPLICABLE

ADDRESS OF PARENT (SEE BELOW)

a. IF USN, USMC, USAF, USPHS - APPROPRIATE CONTROL ELEMENT

b. IF ARNG - STATE ADJUTANT GENERAL

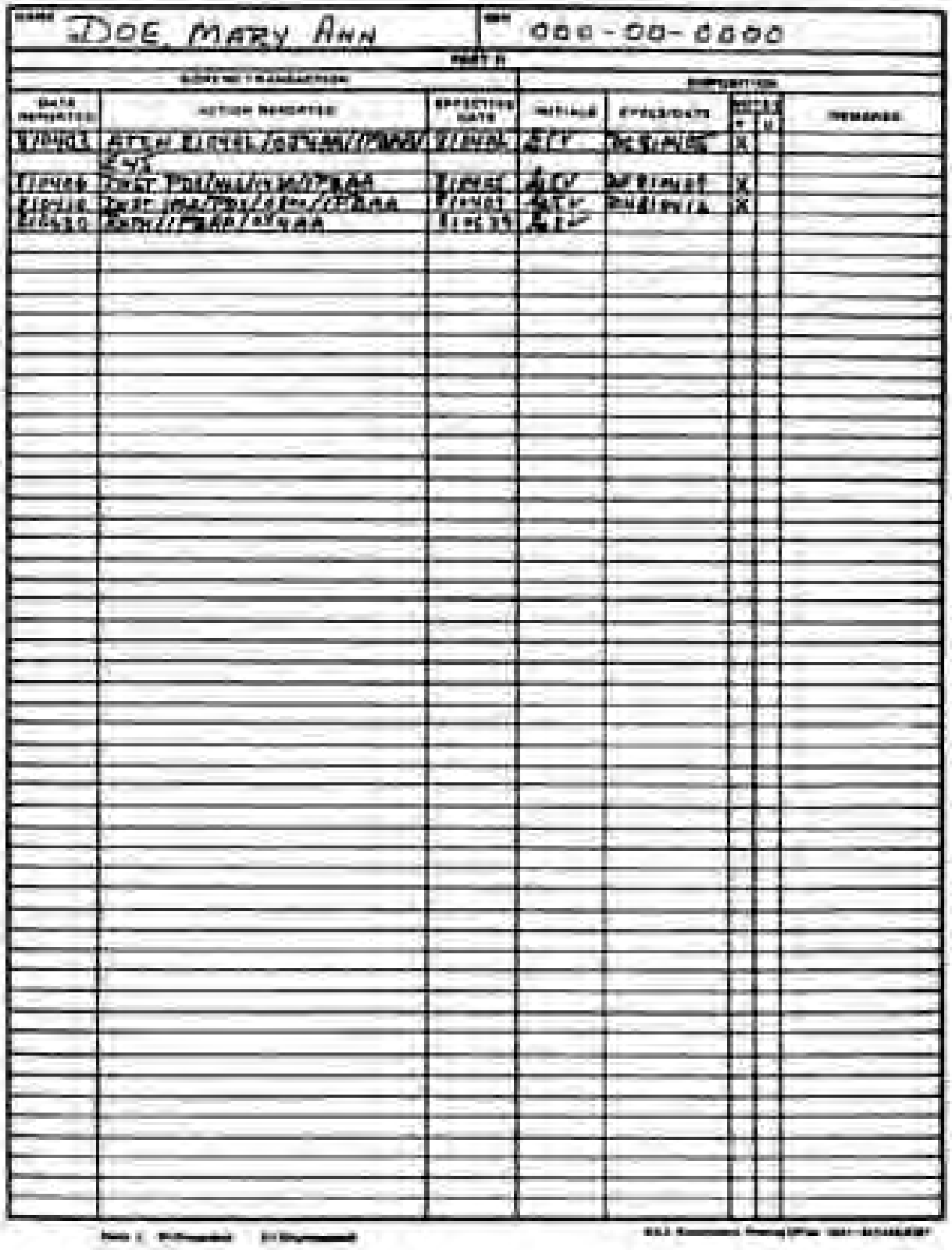
C. IF USAR - USAR PARENT UNIT

COMPLETE THIS SECTION AS APPROPRIATE

THIS SECTION IS NOT USED

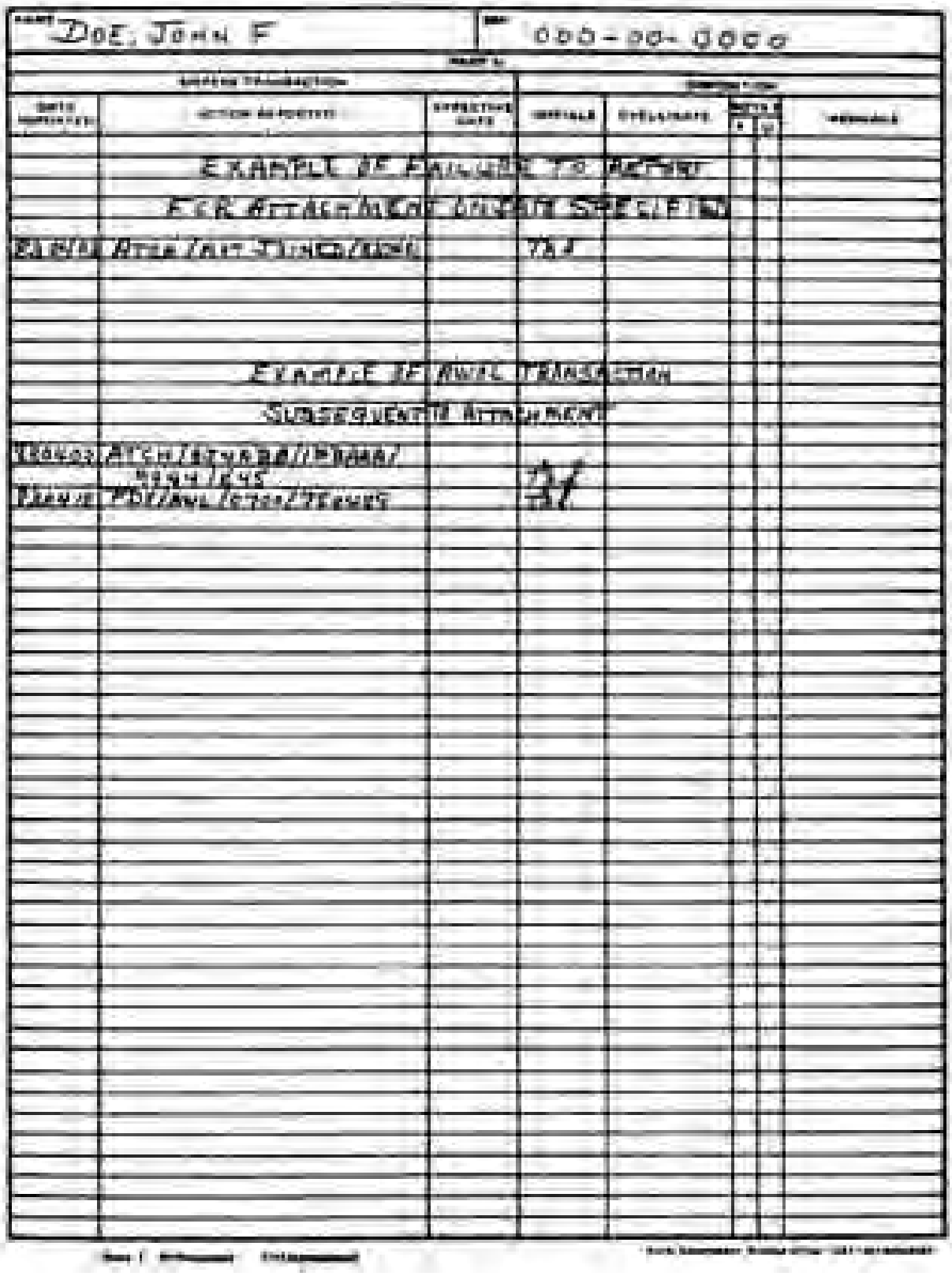
DA FORM 2475-2

Figure 9–11A–1. Sample Part I DA Form 2475-2



NAME: DOE, MARY ANN	SSN: 000-00-0000						
PART II							
SUPERVISOR'S TRANSACTION			SUPERVISOR				
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	SUPERVISOR'S	DATA CHANGE Y	DATA CHANGE N	REMARKS
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	X		
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	X		
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	X		
[illegible]	[illegible]	[illegible]	[illegible]				

Figure 9–11A–2. Sample Part II DA Form 2475-2



DOE, JOHN F | 000-00-0000

DATE		EFFECTIVE DATE					
	EXAMPLE OF FAILURE TO REPORT						
	FOR ATTACHMENT UNDER SPECIFIC						
24 JUL	ATTACH/ATT TUNGS/BOOM		YAJ				
	EXAMPLE OF NORMAL TRANSACTION						
	SUBSEQUENT TO ATTACHMENT						
15 AUG	ATCH/ETYPE B//DYNAM/						
	7894/R45						
15 AUG	POT/ANL/CTOR/TEMPS		31				

Figure 9–11A–2. Sample Part II DA Form 2475-2—Continued

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO

REFERENCE OR OFFICE SYMBOL	SUBJECT
Appropriate office symbol	Request for Preparation of DA Form 3805 (or DA Form 3806 as appropriate)

TO: MILPO FROM: Unit Commander (delivering request) DATE: DATE

1. Reference: Chapter 5, AR 630-10, Absence Without Leave and Desertion.

2. The following service member, a member of the (ARNG or USAR as appropriate) having been reported as AWOL, effective (Date of AWOL), DFR, effective (Date of DFR), and having been assigned to this unit in accordance with (this COMMCO order and date) is hereby involuntarily ordered to Active Duty for a period of (this period as stated on assignment order).

DOE, JOHN P. E-4, 000-00-0000

3. Request preparation and submission on DA Form 3805 (or DA Form 3806), SIDPERS Input and Control Data-Officer (Enlisted) Accession, in order to access member to the active rolls of the Army effective the 31st consecutive day of AWOL.

1 Incl
(Copy of DA Form 4187, AWOL to DFR)

Signature of Commander

NOTIFICATION TO MILPO REGARDING THE ACCESSION OF A MEMBER INTO THE STRENGTH OF THE ARMY

DA FORM 2458 PREVIOUS EDITIONS WILL BE USED

Figure 9–11B–1. Sample DF for request for preparation of DA Form 3805 or 3806

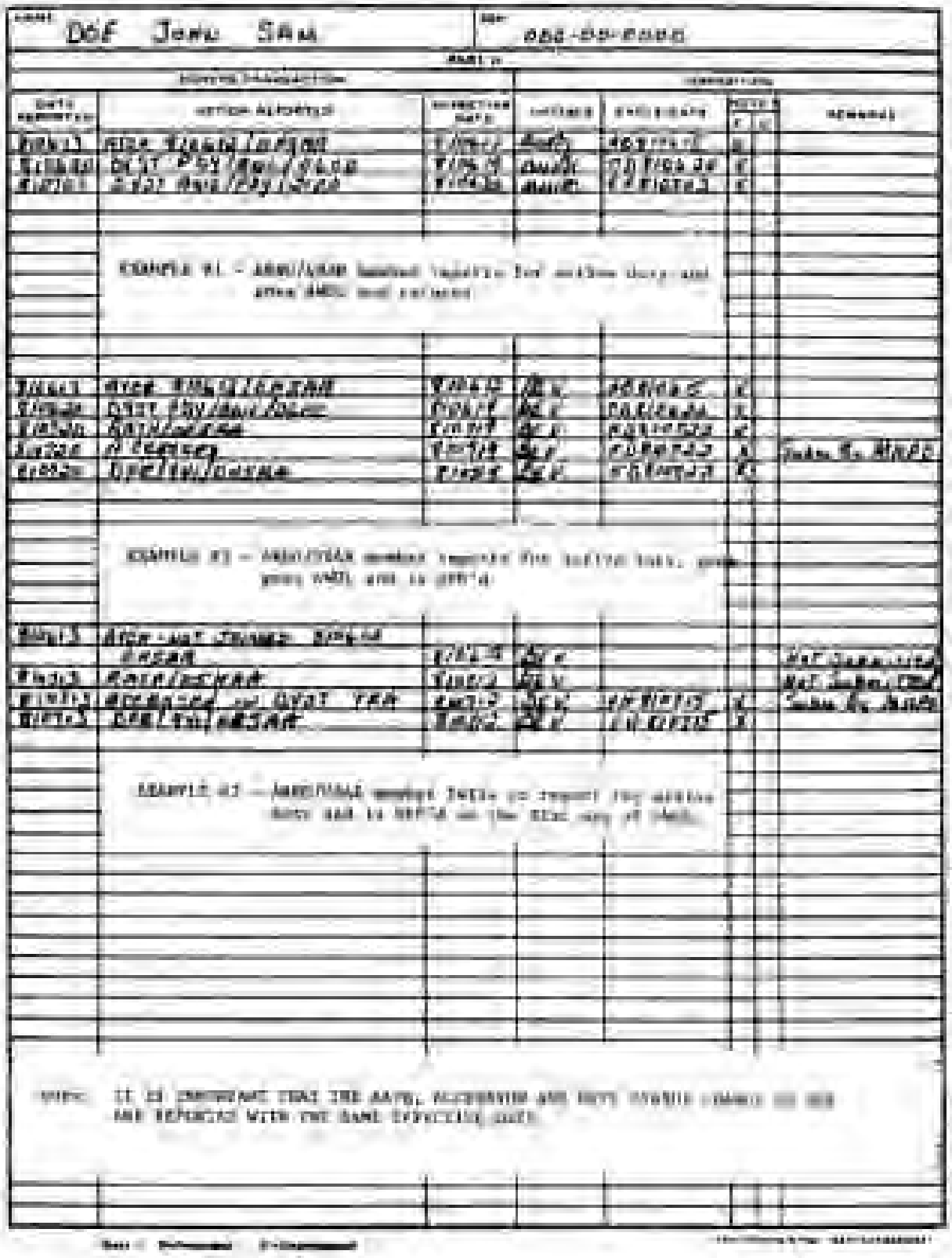


Figure 9–11B–2. Sample Part II DA Form 2475-2

Figure 9–12–1. Sample format for Eligibility for immediate Enlistment/Reenlistment Report

Figure 9–12–1. Sample format for Eligibility for immediate Enlistment/Reenlistment Report—Continued

REQUEST FOR REGULAR ARMY REENLISTMENT OR EXTENSION

TO:
Commander
Co A, 1st Bn, 3d Inf
99th Inf Div
Ft Defiance, VA 22310

FROM:
SGT Guy G. Funs
Co A, 1st Bn, 3d Inf
99th Inf Div
Ft Defiance, VA 22310

1. REQUEST THAT I BE AUTHORIZED TO (Check one or more):

a. REENLIST TO INCREASE MY TOTAL TIME OF SERVICE BY ____ YEARS.

b. EXTEND MY CURRENT REGULAR ARMY ENLISTMENT FOR A PERIOD OF 1 MONTHS, THEREBY INCREASING THE TERM OF MY CURRENT ENLISTMENT TO A TOTAL PERIOD OF 3 YEARS AND 1 MONTHS.

c. I CHOOSE THE ABOVE OPTION FOR THE REASONS LISTED BELOW (If applicable, an entry under option authorized by Chapter 5 is made):

Attendance at Army Service School

2. PERTINENT PERSONNEL DATA FOLLOWS:

a. DATE OF ENTRY ON CURRENT PERIOD OF ACTIVE DUTY: 07 Jun 80

b. CURRENT TERM OF SERVICE: Three (3) Years

c. CURRENT ETS: 06 Jun 00

d. CURRENT MOS (MILITARY, AFS, CIVILIAN): 11B

e. RANK: 11B20

f. PMOS: 71L20

g. NUMBER OF DEPENDENTS: Zero (0)

3. TO THE BEST OF MY KNOWLEDGE: ☐ AM ☒ AM NOT DESIROUS OF A WAIVER TO AUTHORIZE THIS ACTION (If waiver is desired, notify the commander).

DATE	SIGNATURE OF REQUESTER
13 Feb 00	

4. COMMANDER'S RECOMMENDATION:

a. ☒ APPROVED ☐ DISAPPROVED

b. REMARKS

DATE	TYPED NAME AND GRADE OF COMMANDING OFFICER	SIGNATURE
14 Feb 00	TERRY E. LEADER CPT, Inf, Commanding	Terry E. Leader

DA FORM 3340

PREVIOUS EDITION IS OBSOLETE.

(U.S.GPO:1986-0-491-024)

Figure 9–12–2. Sample completed DA Form 3340

PERSONNEL ACTION

DA FORM 4187

Figure 9–12–3. Sample personnel action for extension—Enlisted

REQUEST FOR EXTENSION OF CURRENT PERIOD OF ACTIVE DUTY

DATE: 1 Nov 00

I, Guy Stephen Foss, 123-45-6789

have had explained to me the provisions of Section II, Chapter 3, AR 601-280 as pertains to my status (USAR or ARNGUS).

I understand that:

a. In the event this request for 91A (5) extension is approved, I may not thereafter retract my consent for additional active duty, if my period of extension has commenced.

b. I must satisfactorily complete such requirements as may be indicated in the attached Part VI – Statement for Enlistment which I have signed as modified.

c. My request for extension is attendance at Army service school.

SIGNATURE

NAME, GRADE AND SOCIAL SECURITY NUMBER (Officer who explained the provisions of Section II, Chapter 3, AR 601-280) ROBERT C. RECORDS CPT, 987-65-4321

SIGNATURE: Robert C Records

STATION: Fort Defense, VA 22310

DATE: 2 Nov 00

I Incl (If applicable)
Part VI - Statement for Enlistment

DA FORM 3339-R, 1 APR 78 EDITION OF APR 68 IS OBSOLETE

Figure 9–12–4. Sample completed DA Form 3339-R

DATA OF EXTENSION OF ENLISTMENT

For use of this form, see AR 601-280; the proponent agency is Office of the Deputy Chief of Staff for Personnel.

NAME (Last, First, Middle)	SOCIAL SECURITY NUMBER
FOX, Guy Stephen	123-45-6789

ORGANIZATION

Co A, 1st Bn, 3d Inf, 90th Inf Div, Fort Defiance, VA 12310

I, a member of the Regular Army, do hereby acknowledge that the 15th day of June 19 90, to have voluntarily extended my Three (3) Year enlistment (Strike out if inapplicable) which was due to expire on the 09th day of June 19 90, as a soldier in the Regular Army of the United States for a period of 1 years 00 months from the last prescribed date. Period of this extension is 3 months. My reason for extension UP paragraph 2-3 b Note 3, Table 2-1 Chapter 2, AR 601-280 is 10 Student Army Service School (Appropriate paragraph) (Specific reason)

☐ I have no dependent leave forfeited. ☐ I request leave upon expiration of extended term.

(Signature) (Grade)

FOR USE OF THE ADMINISTERING OFFICER

Subscribed and sworn to before me this 19th day of June 19 90

WILLIAM ETTS, 20 Jan 90

TYPED NAME, GRADE AND BRANCH OF SERVICE	SIGNATURE
TERRY E. LEADER Cpt, Infantry	Terry E. Leader

DA FORM 1695, 1 JUN 82 — EDITION OF 1 JAN 70 IS OBSOLETE. U.S. GPO: 1982-0-361-421/2000 (Reverse)

Figure 9–12–5. Sample completed DA Form 1695

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGCEN.

REFERENCE OR OFFICE SYMBOL | SUBJECT: Request for Information

TO HILPO FROM PSRCO DATE CMT 1

(Grade or Rank) (Last Name, First Name, Middle Initial) (SSN)

Request the following information be provided for the above named individual:

(Signature of PSRCO)

TO PSRCO FROM HILPO DATE CMT 2

( ) Requested information is not available. If the requested information is still desired, it may be requested from

( ) Requested information is furnished below:

(Signature of HILPO)

DA FORM 2496 REPLACES DF FORM 96, WHICH IS OBSOLETE.

Figure 9–13–1. Sample DF for request for Information

APPOINTMENT SLIP

_____ (GRADE and NAME) _____ (SSN) _____ (UNIT)

has an appointment with _____
(NAME, LOCATION, BLDG. NUMBER, DATE AND TIME)

Reason for appointment: _____

_____

_____

_____
(Signature of PSNCO)

Time Left Unit Time Arrived MILPO Time Left MILPO Time Arrived Unit

_____
(Signature of Appropriate
MILPO Supervisor)

THIS SLIP MUST BE RETURNED TO THE PSNCO

Figure 9–13–2. Sample MILPO appointment slip

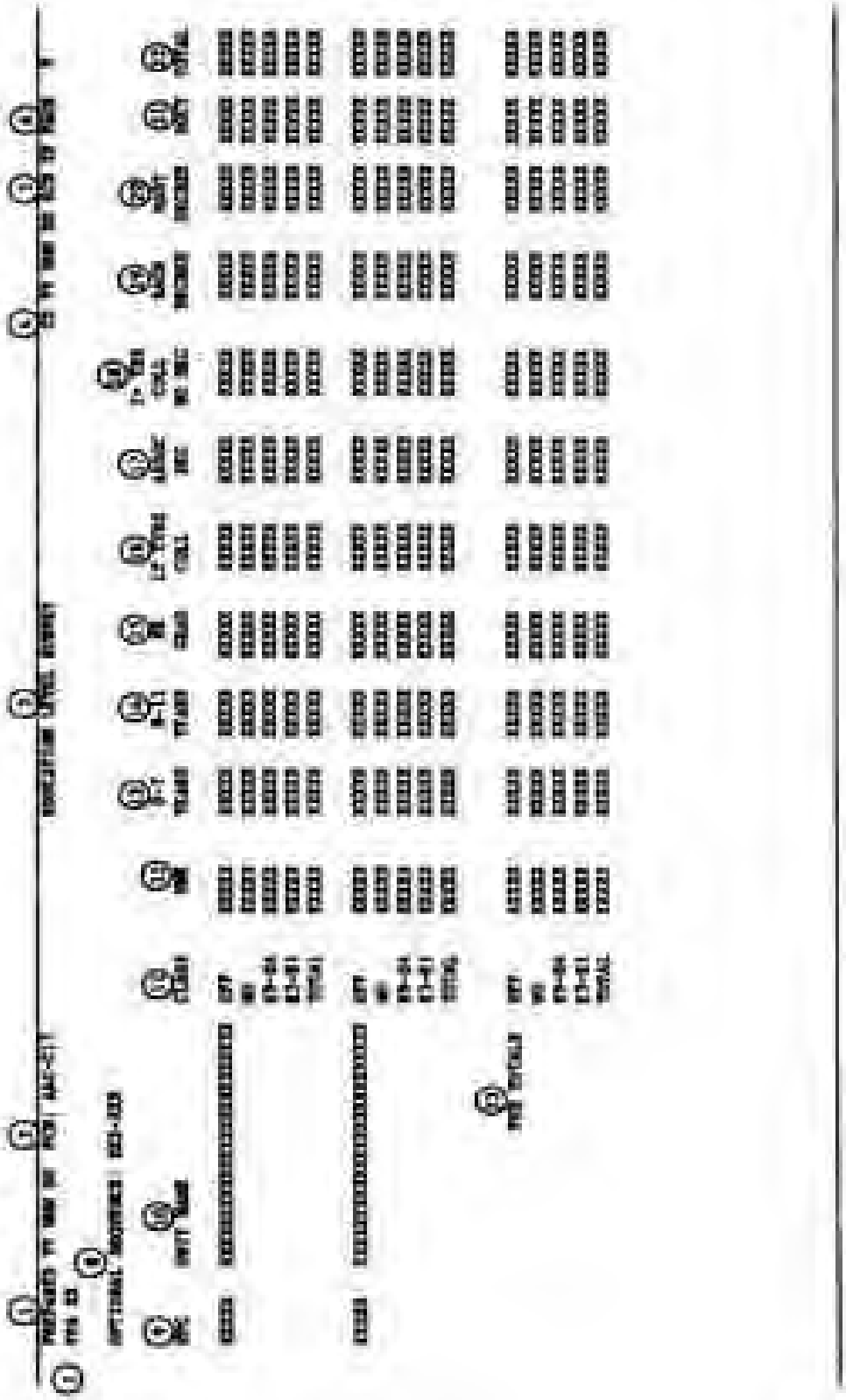


Figure 9–15–1. Format for Education Level Survey (page for UPC and PUD totals)

Figure 9–15–1. Format for Education Level Survey (page for UPC and PUD totals)

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was actually prepared.
(2)	PCN: AAC/CT7—The Production Control Number of the report.
(3)	EDUCATION LEVEL SURVEY—The title of the report.
(4)	CD—Cycle Date. The "as of date" of the SIDPERS processing cycle that produced the report.
(5)	SCN—Shipment Control Number. The Shipment Control Number is a two character code that identifies the month and day the report was prepared by the DPI.
(6)	PAGE 1—The page number of the report.
(7)	PPA—PERSINS Processing Activity.
(8)	OPTIONAL SO: QUENCE—Indicates the optional sequence selected, either Mail Code or Report Sequence Code.
(9)	UPC—Unit Processing Code.
(10)	UNIT NAME—Self Explanatory.
(11)	CLASS—Class of personnel: OFF, WO, E4–E9, E3–E1.
(12)	UNK—Education level unknown.
(13)	0–7 YEARS—0–7 years of education.
(14)	8–11 YEARS— 8–11 years of education.
(15)	HS GRAD— High school graduate.
(16)	LT 2 YRS COLL—Less than 2 years of college.
(17)	ASSOC DEG—Associate Degree.
(18)	2 + YRS COLL, NO DEG—Two or more years of college, no degree.
(19)	BACH DEG—Bachelor's Degree.
(20)	MAST DEG—Master's Degree.
(21)	DOCT DEG—Doctorate Degree.
(22)	TOTAL—Total of Education Level Groups by MPC, by UPC.
(23)	PUD TOTALS—Total of Education Level Groups by MPC, by PUD (Parent Unit Designation).

Figure 9–15–1. Format for Education Level Survey (page for UPC and PUD totals)—Continued

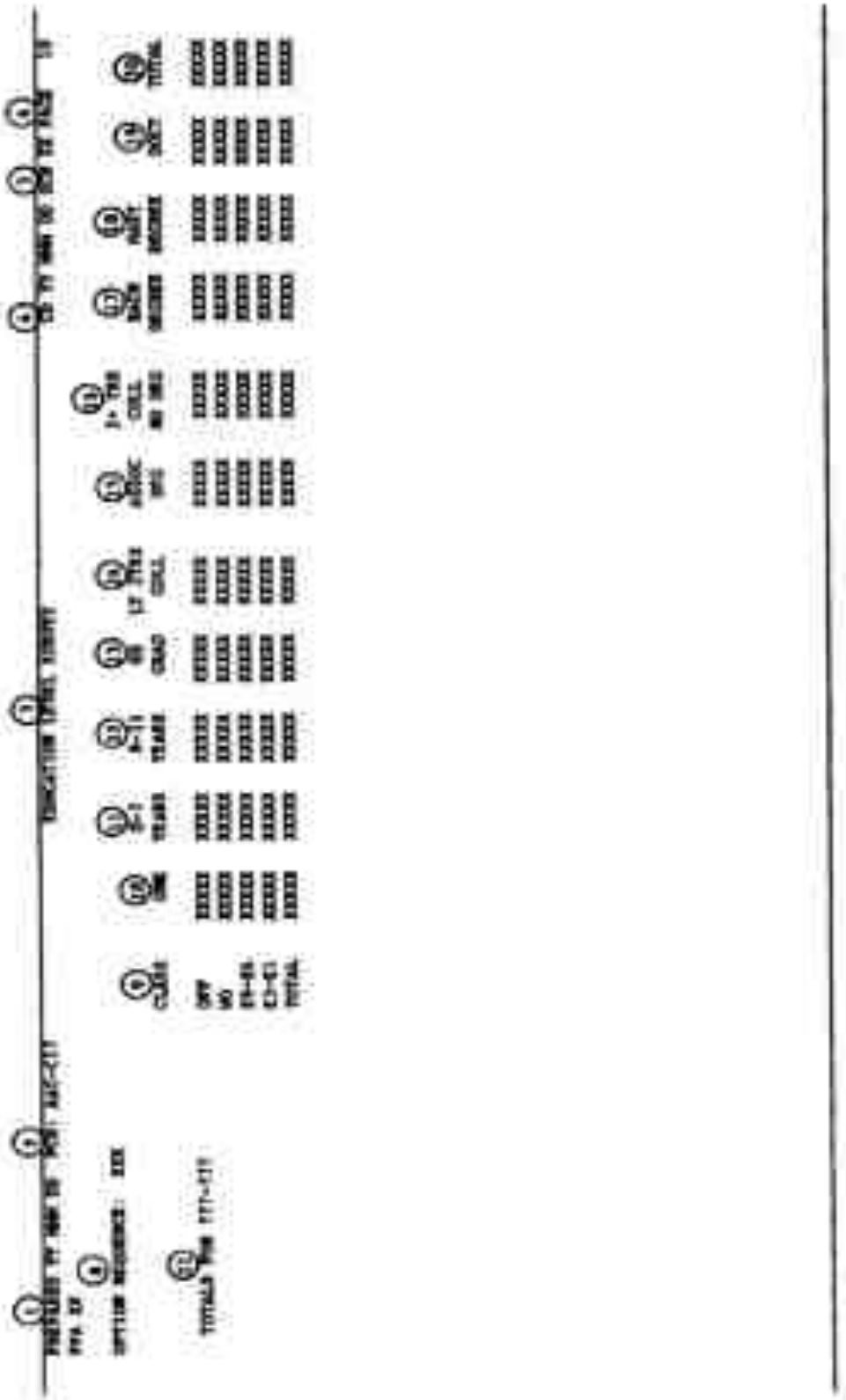


Figure 9–15–2. Format for education level survey (page for report sequence code minor total or mail code total)

Figure 9–15–2. Format for Education Level Survey (page for report sequence code minor total or mail code total)

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was actually prepared.
(2)	PCN: AACCYY—The Production Control Number of the report.
(3)	EDUCATION LEVEL SURVEY—The title of the report.
(4)	CD—Cycle Date: The "as of" date of the SIDPERS processing cycle that produced the report.
(5)	SCN—Shipment Control Number: The Shipment Control Number is a two character code that identifies that month and day the report was prepared by the DPI.
(6)	PAGE ___—The page number of the report.
(7)	PPA—PERSINS Processing Activity.
(8)	OPTIONAL SEQUENCE—Indicates the optional sequence selected, either Mail Code or Report Sequence Code.
(9)	UPC—Unit Processing Code.
(10)	UNIT NAME—Self Explanatory.
(11)	CLASS—Class of personnel: OFF, WO, E8–E9, E3–E1.
(12)	UNK—Education level unknown.
(13)	0–7 YEARS—0–7 years of education.
(14)	8–11 YEARS—8–11 years of education.
(15)	HS GRAD—High School graduate.
(16)	LT 2 YRS COLL—Less than 2 years of college.
(17)	ASSOC DEG—Associate Degree.
(18)	2+ YRS COLL NO DEG—Two or more years of college, no degree.
(19)	BACH DEG—Bachelor's Degree.
(20)	TOTAL—Total of Education Level Groups by MPC, by Report Sequence Code Total or Mail Code Total.
(21)	TOTALS FOR ???/??—(Totals for Report Sequence Code or Mail Code.)

Figure 9–15–2. Format for Education Level Survey (page for report sequence code minor total or mail code total)—Continued

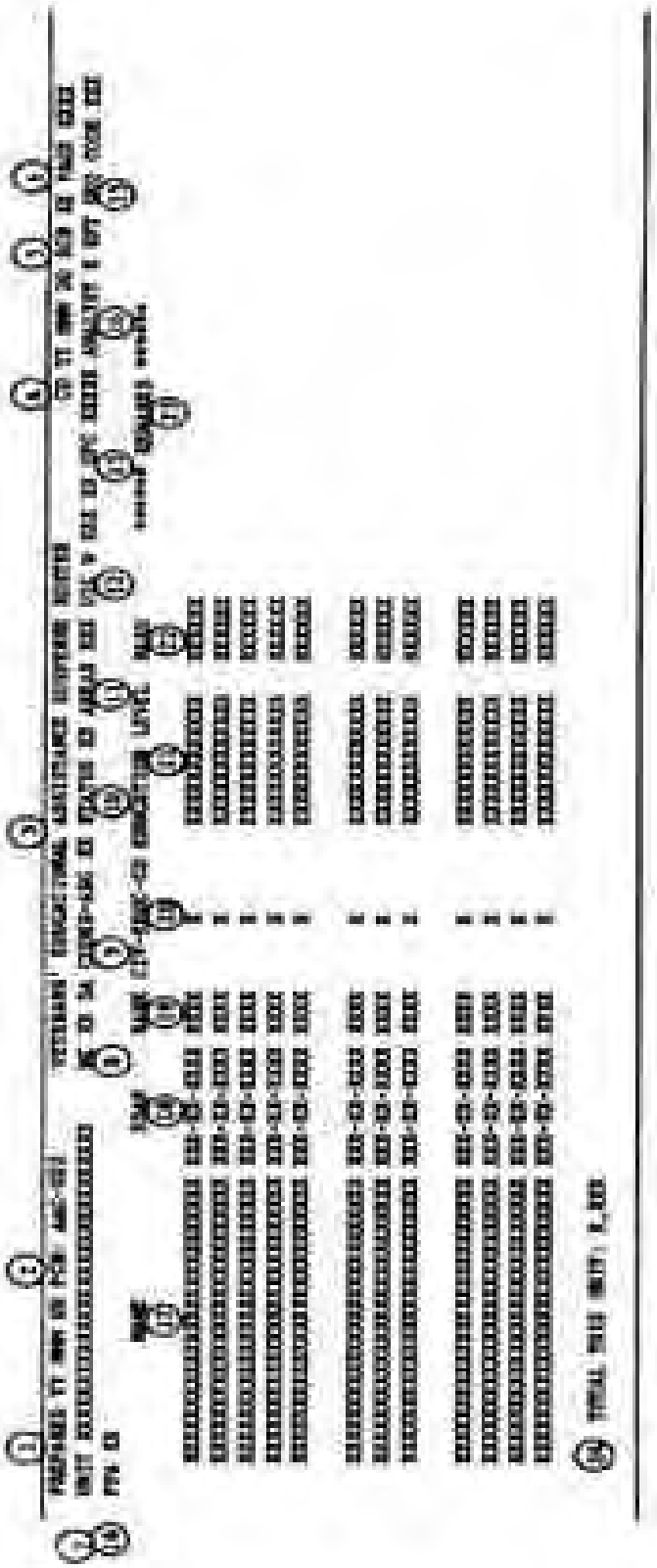


Figure 9–15–3. Sample Format for Veterans' Educational Assistance Suspense Roster

Figure 9–15–3. Sample Format for Veterans' Educational Assistance Suspense Roster

REPORT HEADING

Item number	Explanation of item
(1)	PROGRAMED—The date the report was prepared.
(2)	PCN: AAC-CC—The report Production Control Number.
(3)	VETERAN'S EDUCATIONAL ASSISTANCE SUSPENSE ROSTER—The report title.
(4)	CD—Cycle Date. The "as of" date of the SIDPPES processing cycle that produced the report.
(5)	RCN—Segment Control Number. A two character code that identifies the month and year the report was prepared by the Data Processing Installation (DPI).
(6)	PAGE—The page number of the report.
(7)	UNIT—The name of the unit.
(8)	MC—Mail Code. A code assigned by the SIDPPES Interface Branch (IIB) that identifies the unit.
(9)	DA CODE—A code that identifies the major command (MACOM) to which the unit is assigned. AR 680-29.
(10)	STATUS—Status Code. A code used to classify the status of Active Army organizations, personnel and Equipment. AR 570-2.
(11)	AREA XXX—A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the next two positions the state in which the unit is located. If the unit is located overseas the "AREA" code represents the abbreviation of the country in which the unit is located.
(12)	LIC—Line Identification Code.
(13)	LPC—Line Processing Code.
(14)	ANALTST—Analyst Code. A code assigned by the IIB to group certain units in order to assign a group of units to a specific analyst.
(15)	RPT SEQ-CODE—Report Sequence Code. A code assigned by the IIB to group certain units in a desired sequence for report purposes.
(16)	PPA—PERSINS Processing Activity. Identifies the service location of PERSINS ADP records in order to facilitate AUTODIN transmission, data processing, and PERSINS performance evaluation. AR 680-29.

REPORT CONTENTS

Item number	Explanation of item
(17)	NAME—The individual's name.
(18)	SSN—Social Security Number. The individual's Social Security number.
(19)	RANK—Grade or Rank. Abbreviation for the grade in which the individual is serving on active duty. AR 680-29.
(20)	CIV-EDUC-CD—Civilian Education Level Code. Highest civilian education level attained by the individual. AR 680-29.
(21)	EDUCATION LEVEL—Literal translation of the civilian education level code.
(22)	BASD—Basic Active Service Date. AR 140-3-1.
(23)	REMARKS—This section is for any appropriate user remarks.
(24)	TOTAL THIS UNIT—Total number of individuals by unit.

Figure 9–15–3. Sample Format for Veterans' Educational Assistance Suspense Roster—Continued

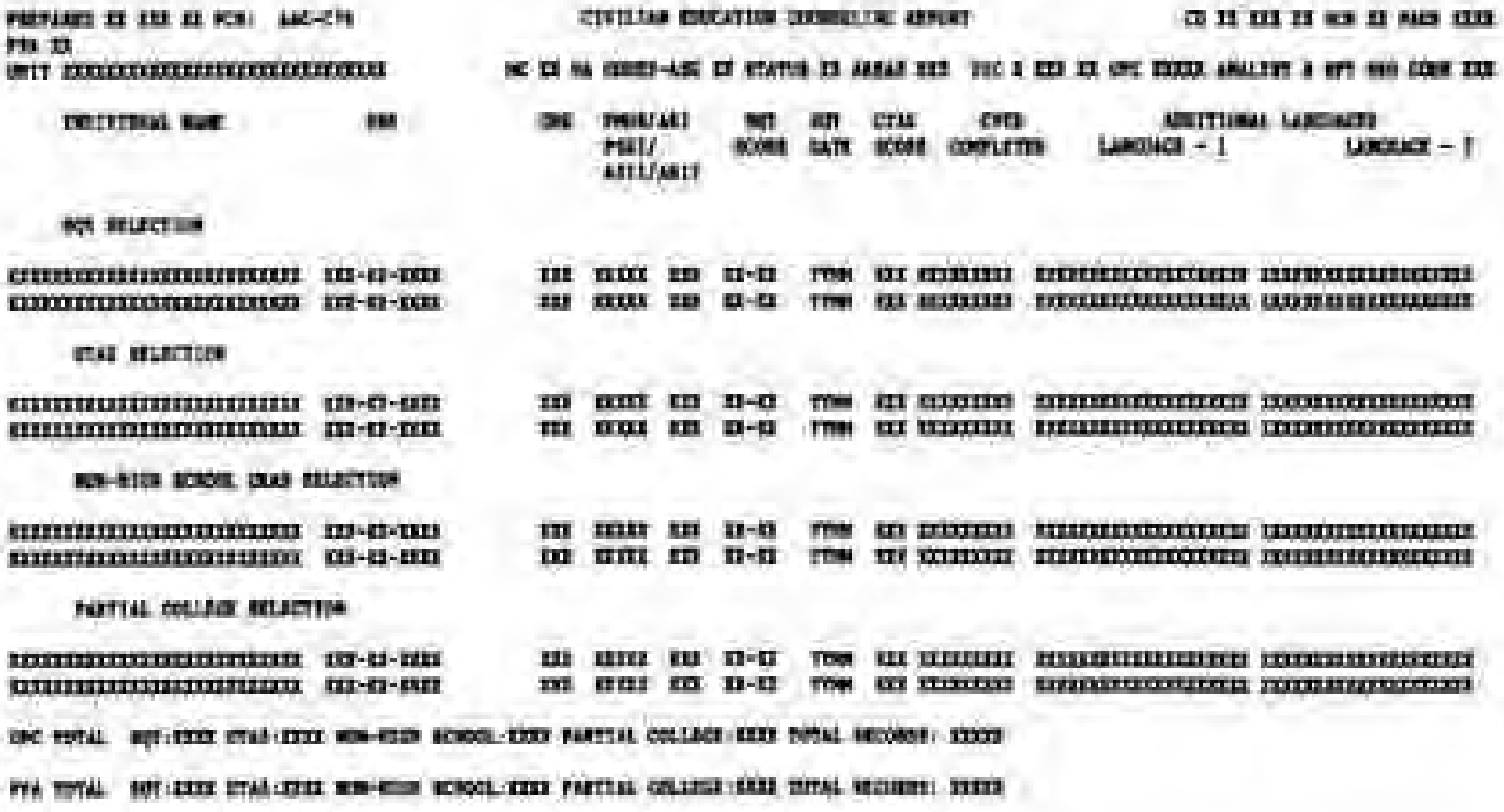


Figure 9–15–4. Sample format for Civilian Education Counseling Report

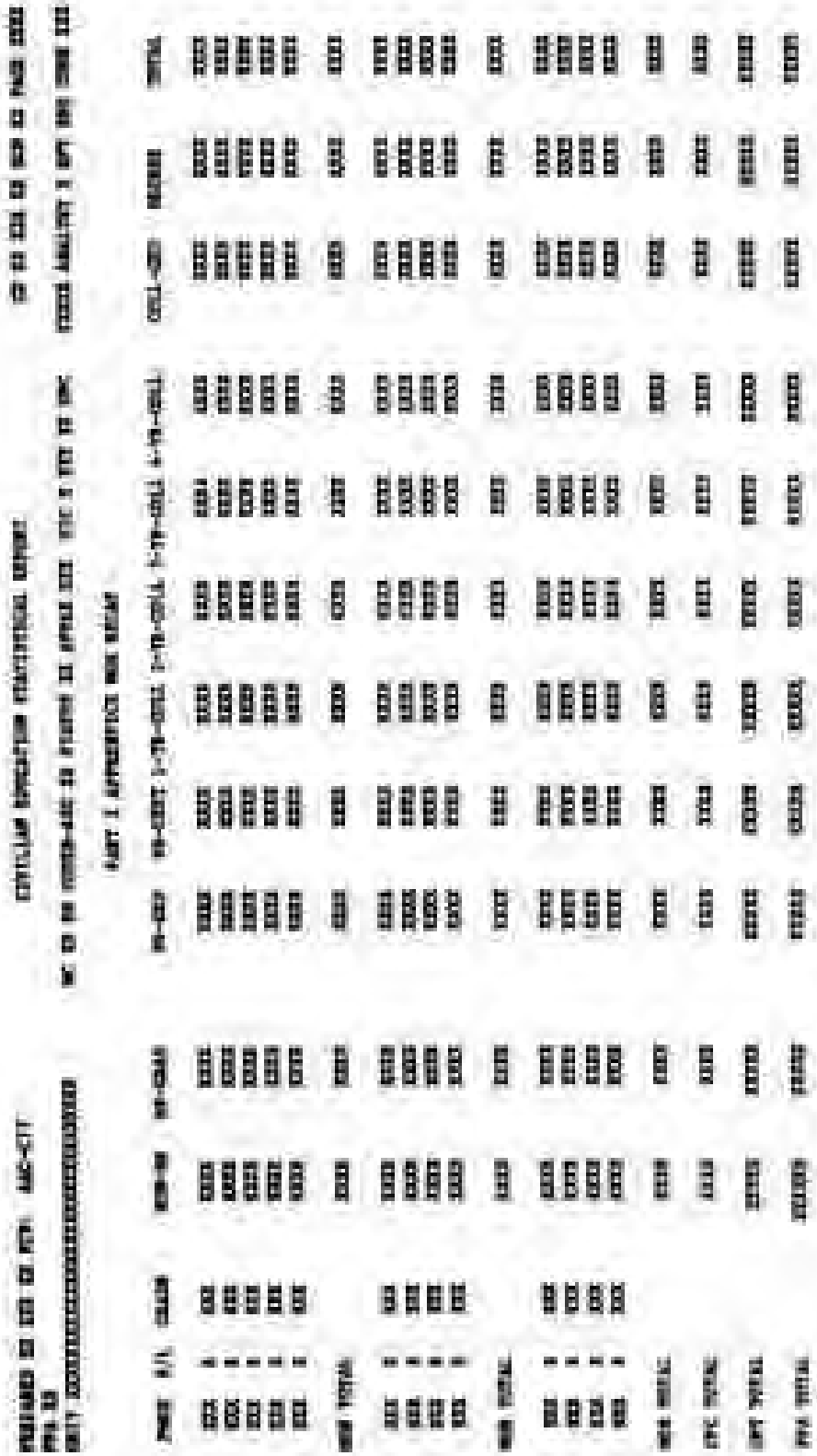


Figure 9–15–5. Sample format for Civilian Educational Statistical Report

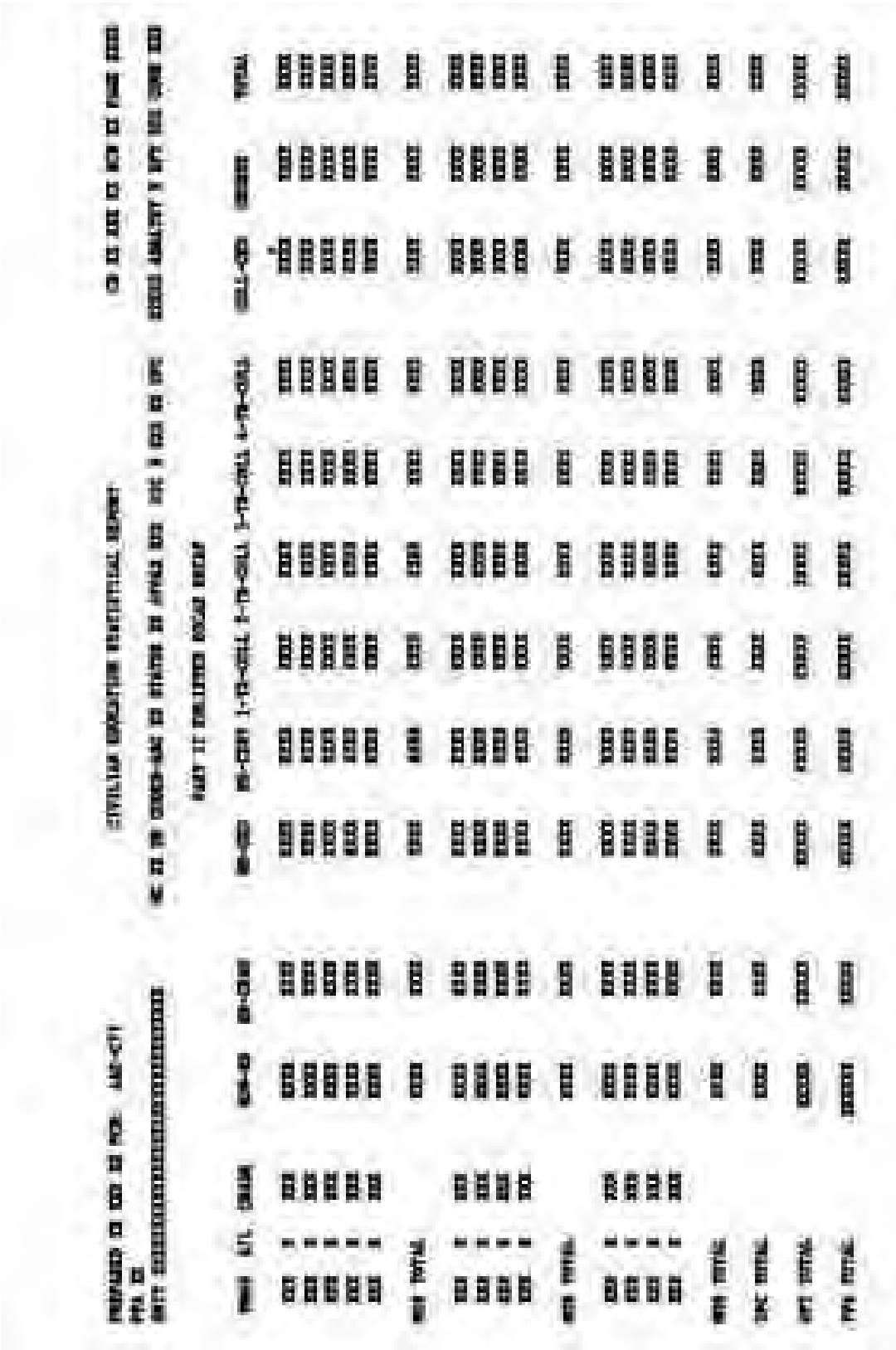


Figure 9–15–5. Sample format for Civilian Educational Statistical Report—Continued

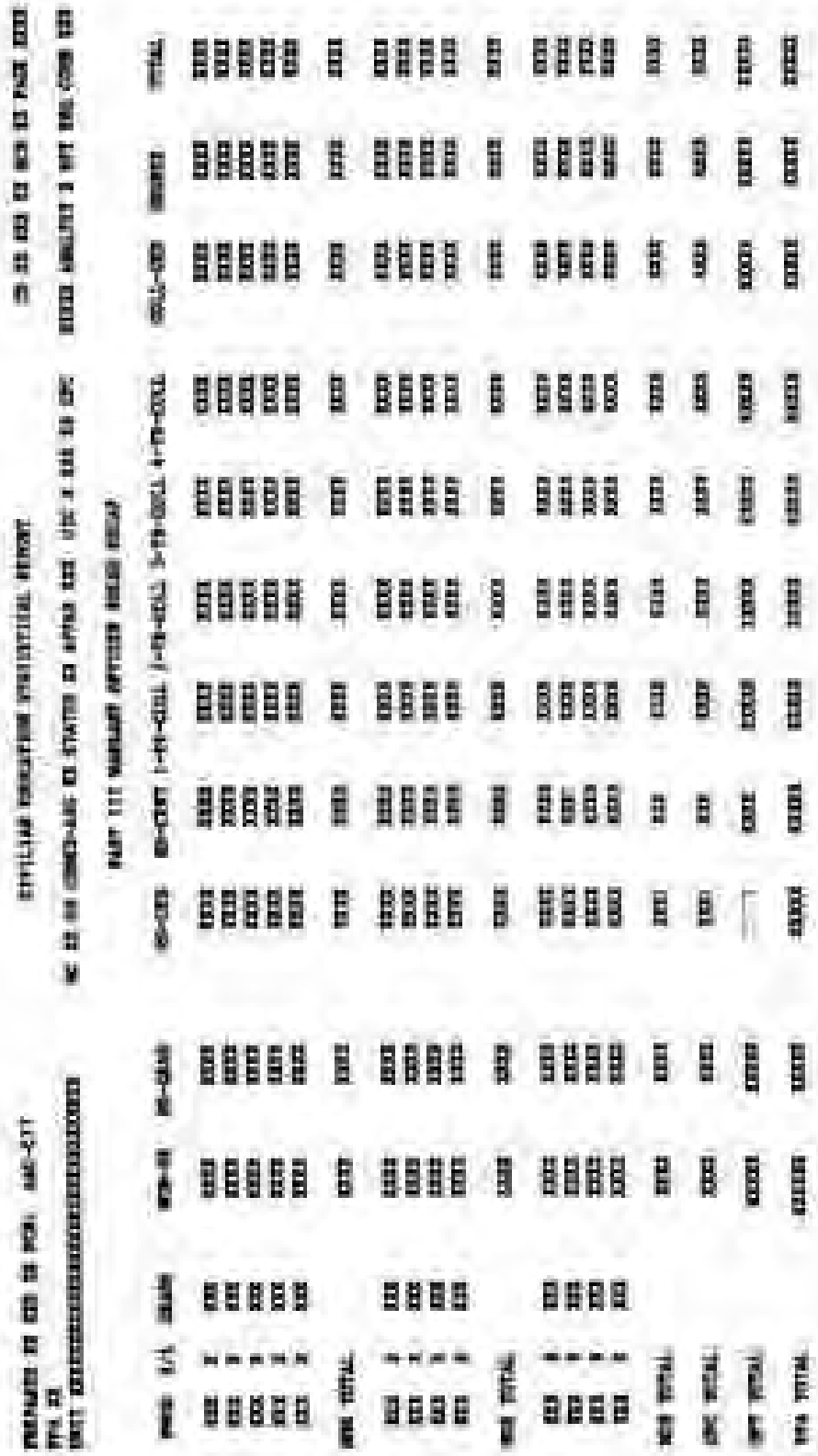


Figure 9–15–5. Sample format for Civilian Educational Statistical Report—Continued

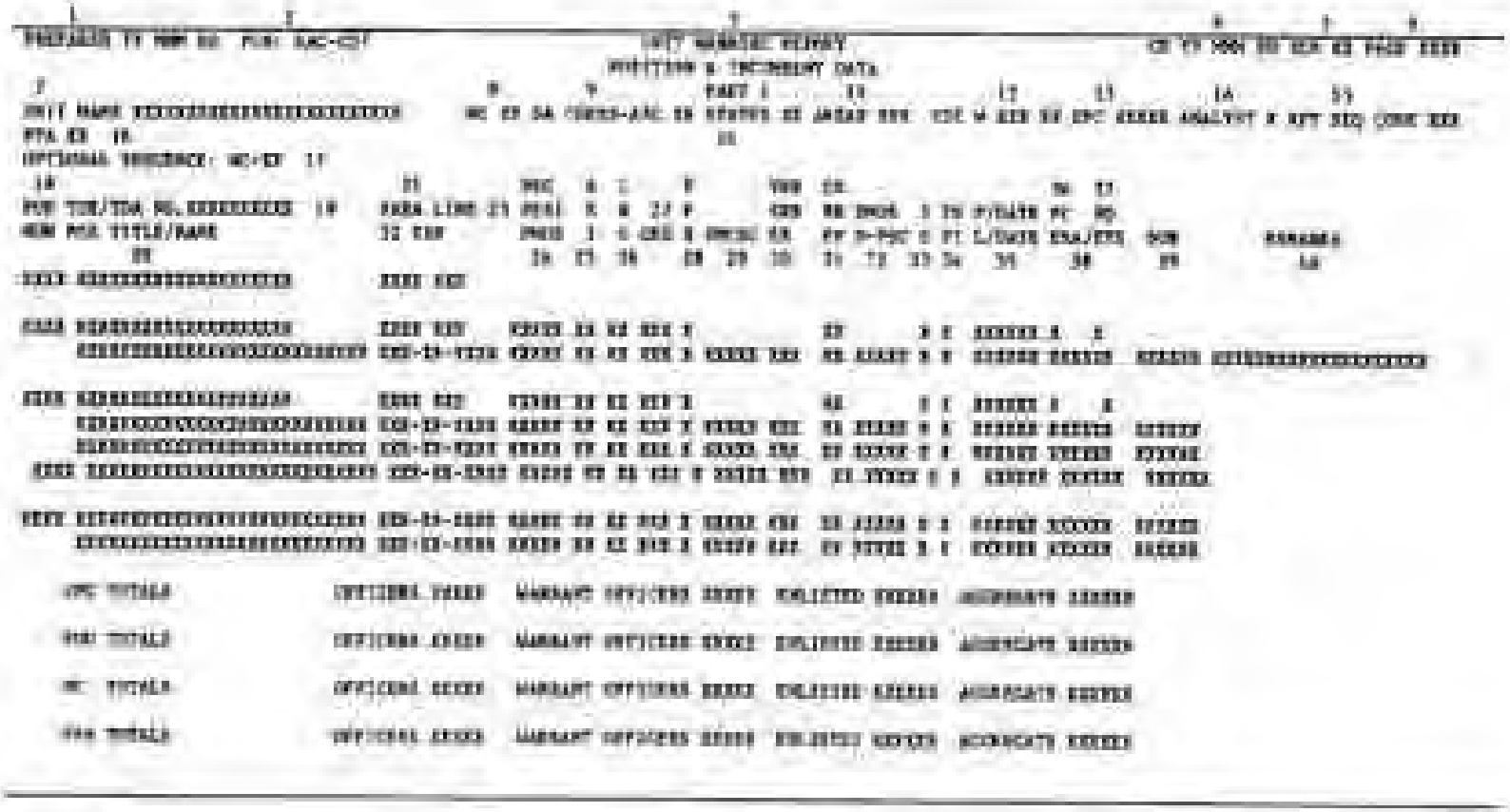


Figure 9–16–1. Sample format for Unit Manning Report position and incumbent data

```
PREPARED YY MMM DD  PCN:  AAC-CXX                    UNIT MANNING REPORT                          CD YY MMM
DD XCN XX PAGE XXXX
                                          POSITION & INCUMBENT DATA
                                                   PART 2
UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX     MC XX DA CODES-ASC XX STATUS XX AREAS XXX  UIC # XXX XX UPC XXXXX ANALYST X
RPT SEQ CODE XXX
FPA XX
(OPTIONAL SEQUENCE:   MC-XX                  PSC   A L       F       YRS  CS
POS TOE/TDA NO.XXXXXXXXXXX      PARA LINE    PSSI  E N       P       SER  AA DMOS  I PS P/DATE PC  RQ
NON POS TITLE/NAME                 SSN       PMOS  I O  GRD  S SMOSC SB   PF D-PSC D PT L/DATE YSA/YTS  SOR      REMARKS

 XXXX XXXXXXXXXXXXXXXXXXXX

XXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX XXXXX XX XX XXX X XXXXX XXX XX  XXXXX X X  XXXXXX XXXXXX  XXXXXX
     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX XXXXX XX XX XXX X XXXXX XXX XX  XXXXX X X  XXXXXX XXXXXX  XXXXXX
     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX XXXXX XX XX XXX X XXXXX XXX XX  XXXXX X X  XXXXXX XXXXXX  XXXXXX

NOTE:  Report Formats are the same as in Part 1.
```

Figure 9–16–1. Sample format for Unit Manning Report position and incumbent data—Continued

Figure 9–16–1. Sample format for Unit Manning Report position and incumbent data—Continued

Figure 9–16–1. Sample format for Unit Manning Report position and incumbent data—Continued

REPORT CONTENTS

Item number	Explanation of item
(39)	DOR—Date of Rank. The Year, Month and Day the incumbent was promoted to his current grade.
(40)	REMARKS—Personnel assets who are inter-departures. These individuals are identified by RSC=A and departure date 1 — blank. Each individual is displayed in two units, the departing unit (UPC1) and the potential gaining unit (PGUPC1). For UPC1, the individual is identified by remarks reflecting departure date 1, the literal (D) identifying the type date, and PGUPC1. For PGUPC1, the individual is identified by remarks reflecting reporting date 1; the literal (R) identifying the type date, and UPC1. Intradepartures are personnel assets who are available to fill authorized positions. These records always reflect asterisks from POSNO. Part 2 includes all excess personnel assets identified by POSNOE reflecting a 9 from the tens position. Note, parts 1 and 2 include identical assets when and only when the POSNO reflects a 9 from the tens positions and the first two positions are unequal to 99. The following mnemonics and their meaning will print in this section: Commissioned Officers "CS" (Control Specialty), Warrant Officers and Enlisted "MOS" (Primary MOS), "GRD", Enlisted "EB" (Enlisted Bonus MOS), "SRB" (Selective/Variable Reenlistment Bonus MOS), "PPD" (Pro Pay). "MPC" applies to all categories of personnel. a. CSC (Control Specialty Code, for Commissioned Officer only)—Unequal to either first two or last two positions of authorized position specialty code. b. MOS (Military Occupational Specialty—applies to Warrant Officers and Enlisted Personnel). Primary MOS or its substitutable MOS is unequal to authorized MOS. Equality is measured by four or three positions of MOS respectively for warrant officers and enlisted personnel. c. EB (Enlisted Bonus MOS, for Enlisted Personnel only)—EB MOS or its substitutable MOS is unequal to authorized MOS on three positions. d. SRB (Selective/Variable Reenlistment Bonus MOS, for Enlisted Personnel only)—SRB/VRB MOS or its substitutable MOS is unequal to authorized MOS on three positions. e. PPD (Proficiency Pay Designator, for Enlisted Personnel only)—PMOS or substitutable MOS in which individual is receiving proficiency pay is unequal to authorized MOS on three positions. Note: If more than one mnemonic applies, each is separated by an asterisk.

Figure 9–16–1. Sample format for Unit Manning Report position and incumbent data—Continued

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
ECMC	Change for Unit Manning Report, 8 Apr 00

TO(Grade): FSMCS. 70Last Bn.
Ft. Defense, VA 22310-1000

FROM: Cdr, Co. C
70Last Bn
Ft. Defense, VA 22310-1000

DATE: 28 Apr 00

CMPT:

TO: MILPO

1. Request the following authorization data element be changed as indicated:

MOS No. 0005 MOS required: 75B20.*

2. Request the following data element be changed on the individuals indicated:

SSN: Brown, Frederick 314-54-3124.

NAME: Brown, Frederick Ray

DOT: Smith, Frank R., [illegible]

GRADE: 75B20

1 Incl
LMR, 8 Apr 00

TERRY E. LEADER
CPT, Inf
Commanding

* Authorization data can only be changed to reflect approved TDA/MTOE authorizations which are incorrectly listed on this report. Other changes must be routed through channels to Force Development with appropriate paperwork.

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED

Figure 9–16–2. Sample for unit manning report

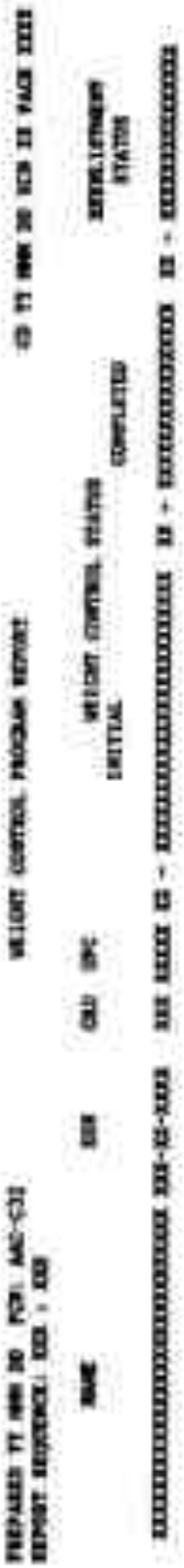


Figure 9–17–1. Sample format for Weight Control Program Report

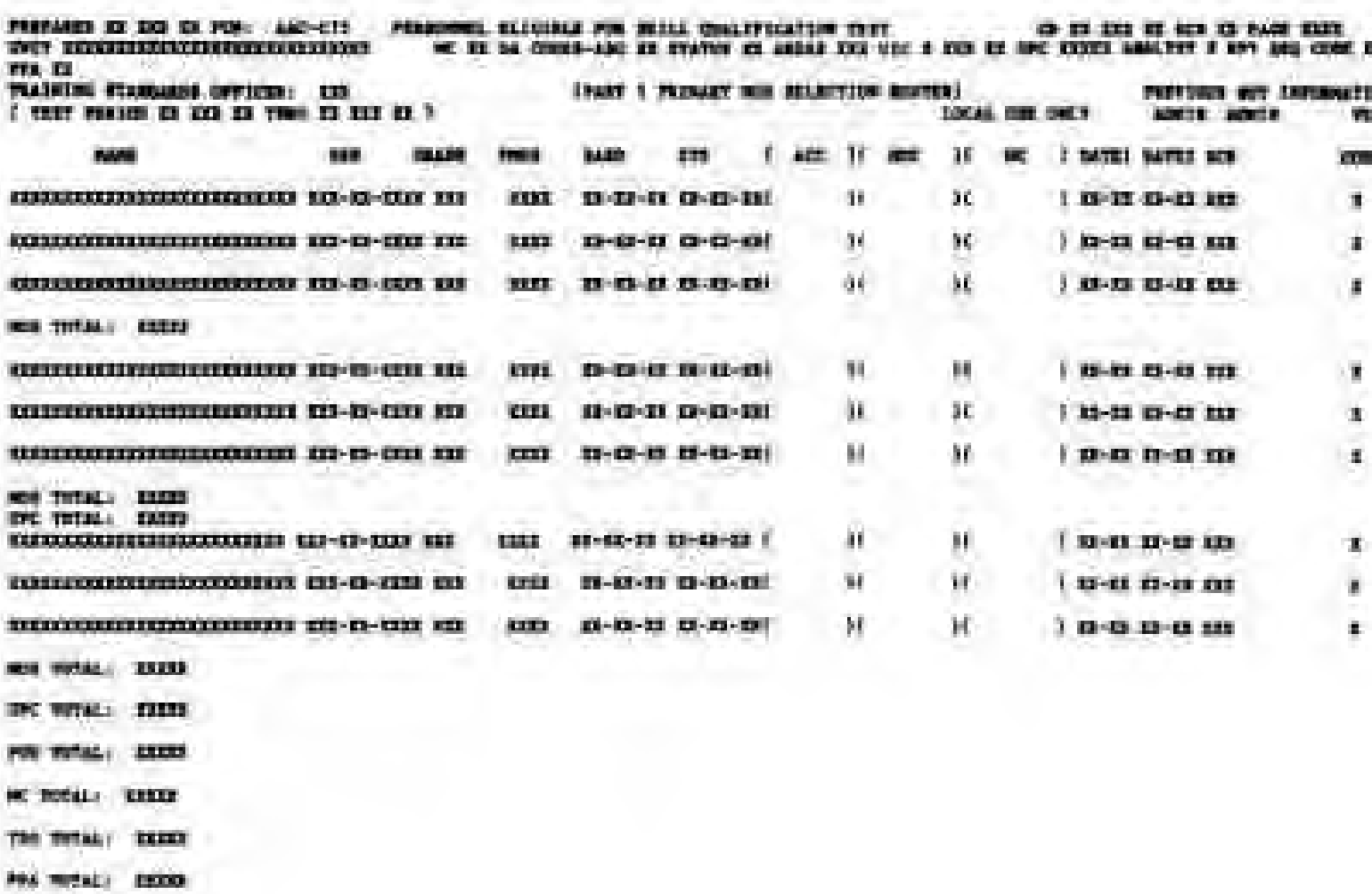


Figure 9–18–1. Sample format Part I Personnel Eligible for Skill Qualification Test (SQT)

PREPARED XX XXX XX PCN: AAC-PET SQT TRANSMITTAL ROSTER CH XX XXX XX DCN XX PAGE XXXX

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX MC XX 34 CODES ARE XX STATUS XX AREAS XXX UIC W XXX XX SPC XXXXX ANALYST S RPT SEQ CODE XXX

PPA XX TEST CONTROL OFFICER - XXX ROSTER NUMBER

NAME	GRADE	SSN	PMOS
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX	XXX-XX-XXXX	XXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX	XXX-XX-XXXX	XXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX	XXX-XX-XXXX	XXXXX

UNIT TOTAL - XXX

Figure 9–18–2. Sample of SQT Transmittal Roster

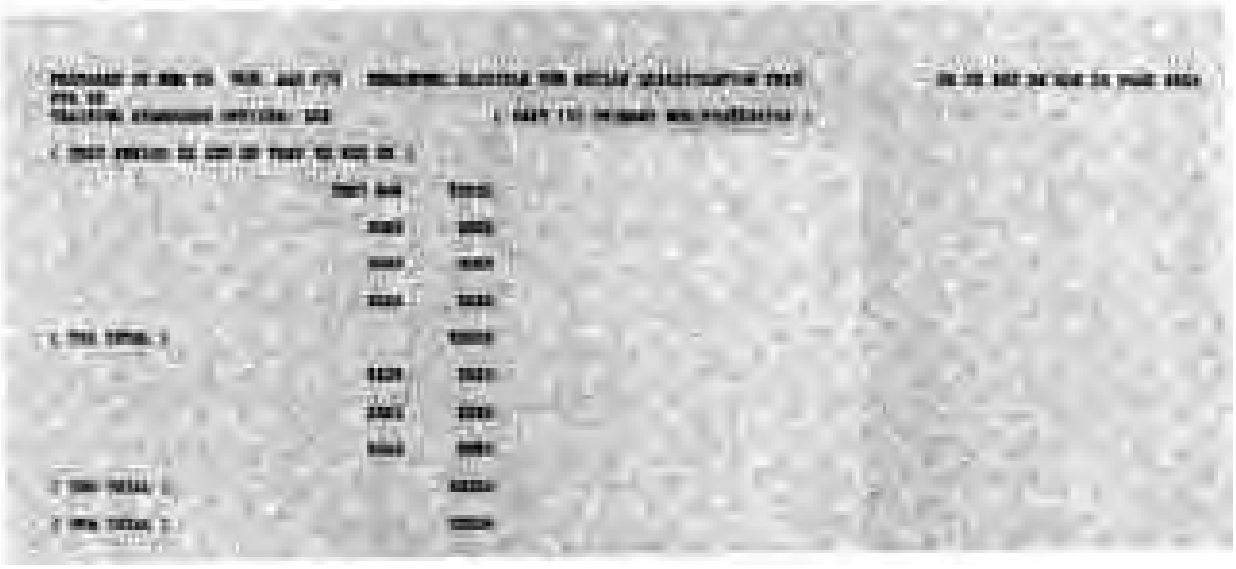


Figure 9–18–3. Sample format Part III Personnel Eligible for Skill Qualification Test (SQT)

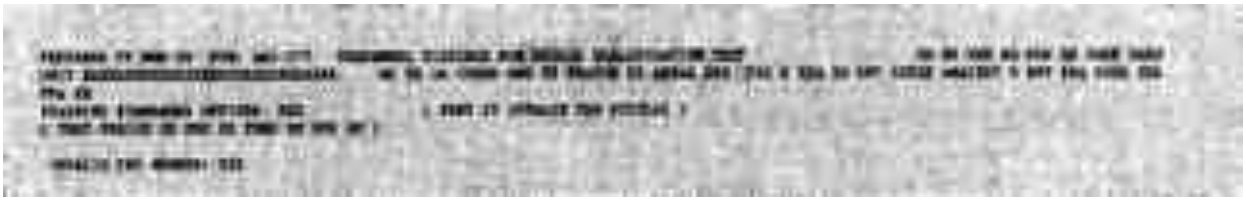


Figure 9–18–4. Sample format Part IV Personnel Eligible for Skill Qualification Test (SQT)

1

** FOR OFFICIAL USE ONLY

2 PREPARED: YY MMM DD 3 FOR: AAC-CVS 4 SUSPENSION OF FAVORABLE PERSONNEL ACTION ROSTER 5 CD YY MMM DD 6 SCK AA 7 PAGE 1 18

10 MAJOR REPORT DTG: DDD-DDD

21 NAME	22 SSN	23 GRD	24 DUTY	25 CPC	26 FLAG 1 CODE/DATE	27 FLAG 2 CODE/DATE	28 (OFFICER RECORDS)	29 REMARKS
AAAAAAAAAAAAAAAAAAAAAAAAAAAA	XXX-XX-XXXX	XXX	XXXX	XXXXX	XX XXXXXX	XX XXXXXX		
BBBBBBBBBBBBBBBBBBBBBBBBBBBB	XXX-XX-XXXX	XXX	XXXX	XXXXX	XX XXXXXX	XX XXXXXX		PREV MONT CTRL PROC: YYMMDD
CCCCCCCCCCCCCCCCCCCCCCCCCCCC	XXX-XX-XXXX	XXX	XXXX	XXXXX	XX XXXXXX	XX XXXXXX		

29 TOTAL OFF: XXXXX 30 (ENLISTED RECORDS)

AAAAAAAAAAAAAAAAAAAAAAAAAAAA	XXX-XX-XXXX	XXX	XXXX	XXXXX			
BBBBBBBBBBBBBBBBBBBBBBBBBBBB	XXX-XX-XXXX	XXX	XXXX	XXXXX		PREV MONT CTRL PROC: YYMMDD	
CCCCCCCCCCCCCCCCCCCCCCCCCCCC	XXX-XX-XXXX	XXX	XXXX	XXXXX			
DDDDDDDDDDDDDDDDDDDDDDDDDDDD	XXX-XX-XXXX	XXX	XXXX	XXXXX			
EEEEEEEEEEEEEEEEEEEEEEEEEEEE	XXX-XX-XXXX	XXX	XXXX	XXXXX			
FFFFFFFFFFFFFFFFFFFFFFFFFFFF	XXX-XX-XXXX	XXX	XXXX	XXXXX			

31 TOTAL ENL: XXXXX

32 TOTAL CPC: XXXXX

33 TOTAL ASCTNC: XXXXX

** FOR OFFICIAL USE ONLY

** Title printed at top and bottom of the page does not constitute classification of this page. Used as example only.

Figure 9–19–1. Sample Format of Suspension of Favorable Personnel Action Roster

Figure 9–19–1. Sample format for Suspension of Favorable Personnel Action Roster

REPORT HEADING

Item number	Explanation of item
(1)	FOR OFFICIAL USE ONLY—The classification of the report.
(2)	FREPARED—The date the report was actually prepared.
(3)	RCN: AAC-CDR—The Production Control Number of the report.
(4)	SUSPENSION OF FAVORABLE PERSONNEL ACTION ROSTER—The title of the report.
(5)	CD—Cycle Date. The "as of" date of the report.
(6)	SCN—Sequence Control Number. A two character code to identify the month and day the report was prepared by the DP.
(7)	PAGE 1—The page number of the report.
(8)	UNIT—The name of the unit.
(9)	MC—Mail Code. A code assigned by the SIB that identifies the MILPO that services the unit.
(10)	CA CODES ASG—A code indicating the major commands to which the unit is assigned.
(11)	STATUS—Status Code. A code used to identify the status of Active Army organizations, personnel and equipment.
(12)	AREA X XX—A code used to identify the location of a unit.
(13)	UIC—Unit Identification Code.
(14)	UPC—Unit Processing Code.
(15)	ANALYST—Analyst Code. A code assigned by the SIB to group certain units in order to assign a group of units to a specific analyst.
(16)	RPT SEQ CODE—Report Sequence Code. A code assigned by the SIB to group units in a desired sequence for report purposes.
(17)	PPA—Personnel Processing Activity.
(18)	APLOC—Area Location Code.
(19)	MAJOR REPORT SEQ—The RSC.

REPORT CONTENTS

Item number	Explanation of item
(20)	OFFICER RECORDS—Begin Officer and Warrant Officer Records.
(21)	NAME—The name of the individual.
(22)	SSN—Social Security Number.
(23)	GRD—Grade.
(24)	DTST—Duty Status. The current duty status of the individual on the report date.
(25)	UPC—Unit Processing Code.
(26)	TOTAL OFF—Total number of officer records that are flagged.
(27)	ENLISTED RECORD—Begin Enlisted Records.
(28)	TOTAL ENL—Total number of Enlisted Records.
(29)	TOTAL UPC—Total number of Officer and Enlisted Records for UPC.
(30)	TOTAL RSC/MC—Total number of Officer and Enlisted Records for RSC or MC.

Figure 9–19–1. Sample format for Suspension of Favorable Personnel Action Roster—Continued

PREPARED YY MMM DD PCN: AAC-CVP PERSONNEL SECURITY NOTICES CD YY MMM DD SCN XX PAGE XX
UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXX MC XX DA CODES-ASG XX STATUS XX ARDAY XXX DTC X XXX XX OPC XXXXX ANALYST X RPT SEQ CODE XXX
FPA XX

NAME	SSN	GRADE	TYPE OF NOTICE
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	FIELD STATUS IS HIGHER THAN DEPARTMENT STATUS FIELD DETERMINED PERSONNEL SECURITY STATUS IS X DEPARTMENT DETERMINED PERSONNEL SECURITY STATUS IS X
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	POSITION STATUS IS HIGHER THAN FIELD STATUS POSITION PERSONNEL SECURITY STATUS IS X FIELD DETERMINED PERSONNEL SECURITY STATUS IS X
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	POSITION STATUS IS HIGHER THAN DEPARTMENT STATUS POSITION PERSONNEL SECURITY STATUS IS X DEPARTMENT DETERMINED PERSONNEL SECURITY STATUS IS X
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	INVESTIGATION REQUIRED IS HIGHER THAN INVESTIGATION COMPLETED PERSONNEL SECURITY INVESTIGATION REQUIRED IS X PERSONNEL SECURITY INVESTIGATION COMPLETED IS X
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	INVESTIGATION REQUIRED IS HIGHER THAN INVESTIGATION INITIATED PERSONNEL SECURITY INVESTIGATION REQUIRED IS X PERSONNEL SECURITY INVESTIGATION INITIATED IS X

Figure 9–20–1. Sample of Personnel Security Notices

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL

SUBJECT: Position Personnel Security Requirements

TO	FROM	DATE	
TO(1): Commander 1st Bn, 3d Inf 99th Inf Div Ft Defense, VA 22310	Commander Co A, 1st Bn, 3d Inf 99th Inf Div Ft Defense, VA 22310	1 Sep 86	

TO: Installation/Command
Force Development Office

1. Request the following personnel security position requirements be added to this units authorization documents for the position identified below:

a. SSC: 01PBAA
b. MOS/TDA Number: 07010BE101
c. Paragraph and line: 001/01
d. Personnel security investigation required code: B
e. Position personnel security status code: N
f. Position personnel security required code: A

2. The above personnel security position requirements are essential to this units mission.

//signed//
TERRY E. LEADER
CPT, Inf
Commanding

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED

Figure 9–20–2. Position Personnel Security Requirements

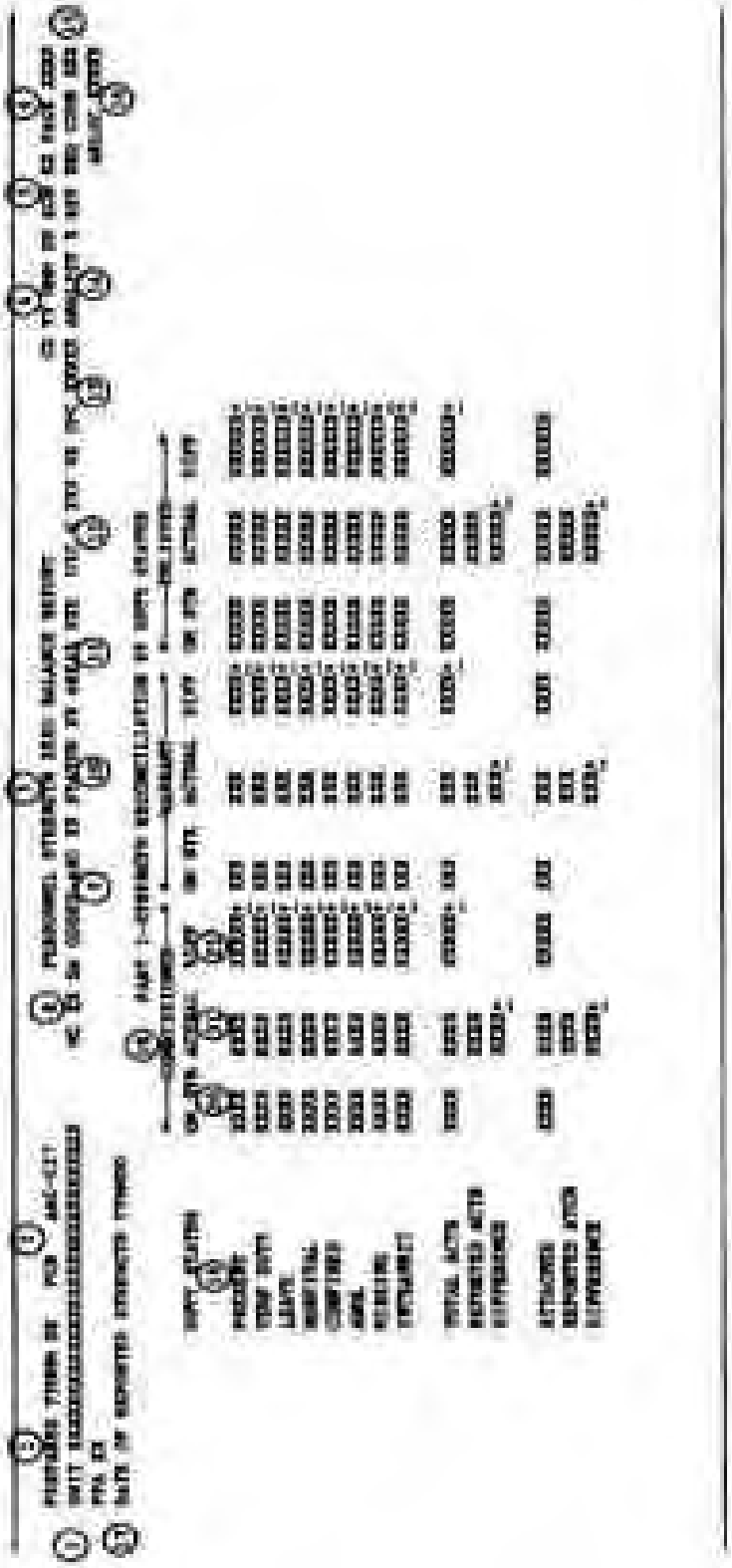


Figure 10–1–1. Sample format for Peacetime SIDPERS Personnel Zero Balance Report—Part I

*Figure 10–1–1. Sample format for Peacetime SIDPERS Personnel Zero Balance Report—Part I

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was actually produced.
(2)	RCN: RAC-C21—The Production Control Number of the report.
(3)	PERSONNEL STRENGTH ZERO BALANCE REPORT—The title of the report.
(4)	CC—Cycle Code. The "as of" date of the SIDPERS processing cycle that produced the report.
(5)	SCN—Shipment Control Number. The Shipment Control Number is a two character code that identifies the month, and day the report was processed by the DPI.
(6)	Page 1—The page number of the report.
(7)	UNIT—The name of the unit.
(8)	MC—Major Code. A code assigned by the SIDPERS Interface Branch (SIB) that identifies the Military Personnel Office (MILPO) that services the unit.
(9)	SA CODES-FSG—A code indicating the major command to which the unit is assigned.
(10)	STATUS—Status Code. A code used to identify the status of active Army organizations, personnel and equipment.
*(11)	AREAX—A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the next two positions represent the state in which the unit is located. If the unit is located overseas, the "AREAX CODE" is the abbreviation of the country in which the unit is located.
(12)	UIC—A Position Unit Identification Code. "W" is the Service Designator ("A" reading Army).
(13)	UPC—Unit Processing Code. A Position Unit Processing Code.
(14)	ANALYST—Analyst Code. A code assigned by the SIB to group certain units in order to assign a group of units to a specific analyst.
(15)	RPT SEQ CODE—Report Sequence Code. A code assigned by the SIB to group units in a desired sequence for report purposes.
(16)	APLOC—The Army Location Code.
(17)	DATE OF REPORTED STRENGTH—The date of the last "DUTY" transaction that updated the SCMF.
(18)	PART I STRENGTH RECONCILIATION BY DUTY STATUS—The identification of the part of the report.

REPORT CONTENTS

Item number	Explanation of item
(19)	DUTY STAT—Duty Status. The condition of the individual's presence or absence at his assigned duties.
(20)	CM STR—Commander Master Strength. The SCMF strength based on successful processing of SIDPERS Change Reports.
(21)	ACTUAL—The actual number or records of the unit according to the SIDPERS Personnel File (DPR).
(22)	DIFF—Difference. The difference (plus or minus) between the "CM STR" and the "ACTUAL" Strength. Should equal ZERO.

Figure 10–1–1. Sample format for Peacetime SIDPERS Personnel Zero Balance Report—Part I—Continued

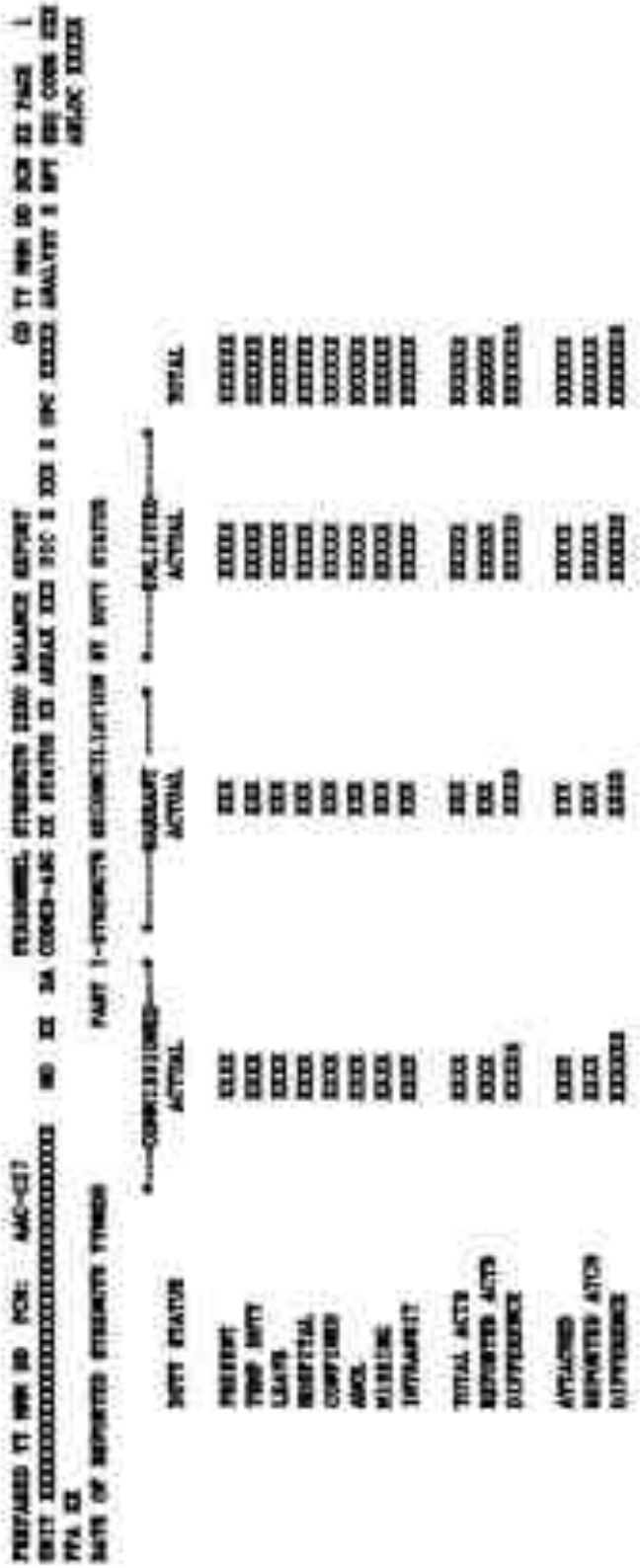


Figure 10–1–2. Sample format for Wartime SIDPERS Personnel Zero Balance Report—Part I

Figure 10–1–2. Sample format for Wartime SIDPERS Personnel Zero Balance Report—Part I

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was actually prepared.
(2)	PCN: AAC-C97—The Production Control Number of the report.
(3)	PERSONNEL STRENGTH ZERO BALANCE REPORT—The title of the report.
(4)	CD—Cycle Date. The "as of" date of the SIDPERS processing cycle that produced the report.
(5)	SCN—Shipment Control Number. The Shipment Control Number is a two character code that identifies the month and day the report was prepared by the DPI.
(6)	PAGE 1—The page number of the report.
(7)	UNIT—The name of the unit.
(8)	MC—Mail Code. A code assigned by the SIDPERS Interface Branch (SIB) that identifies the Military Personnel Office (MILPO) that services the unit.
(9)	DA CODE-ASG—A code indicating the major command to which the unit is assigned.
(10)	STATUS—Status Code. A code used to classify the status of Active Army organizations, personnel and equipment.
(11)	AREA X XXX—A code used to identify the location of a unit.
(12)	UIC—Unit Identification Code.
(13)	UPC—Unit Processing Code.
(14)	ANALYST—Analyst Code. A code assigned by the SIB to group certain units in order to assign a group of units to a specific analyst.
(15)	RPT SEQ—Report Sequence Code. A code assigned by the SIB to group units in a desired sequence for report purposes.
(16)	PPA—PERSINS Processing Activity.
(17)	ARLOC—Army Location Code.
(18)	DATE OF REPORTED STRENGTH—The date of the last "CNTR" transaction that updated the SDMF.
(19a)	PART I STRENGTH RECONCILIATION BY DUTY STATUS—The identification of this part of the report.
(19)	DUTY STATUS—The condition of the individual's presence or absence at his assigned duty.
(20)	COMMISSIONED ACTUAL—The actual commissioned officer duty status.
(21)	WARRANT ACTUAL—The actual warrant officer duty status.
(22)	ENLISTED ACTUAL—The actual enlisted personnel duty status.
(23)	TOTAL—The total commissioned, warrant and enlisted duty status.

Figure 10–1–2. Sample format for Wartime SIDPERS Personnel Zero Balance Report—Part I—Continued

PREPARED FY [illegible] BY: FCN: AAO-CST PERSONNEL STRENGTH ZERO BALANCE REPORT CS TY [illegible] ON DCN XX PAGE XX

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX MC XX AA CONDS-AAC XX STATUS XX AREAS XXX SUC X XXX XX TOC XXXXX ANALYST X DPT REQ CODE XXX

FPA XX ANLOC XXXXX

DATE OF REPORTED STRENGTH YYMMDD

PART II-LIST OF DUTY STATUS FOR RECONCILIATION OF PART I

NAME	SSN	CRD	DTY STA	EFFECT DATE	FOR ARR	UNIT1 ARR	UNIT1 TPC	UNIT1 DPRT	GAIN TPC	UNIT2 ARR	UNIT2 TPC	UNIT2 DPRT	UNIT1 SUC	LAST TRAN
XXXXXXXXXXXXXX	XXXXXXXXX	XXX	XXX	YYMMDD	XXXXX	XXXXX	XXXXX	YYMMDD	XXXXX	YYMMDD	XXXXX	YYMMDD	X	XXXX
TOTAL	XXXX													
TOTAL DPT	XXXX													
XXXXXXXXXXXXXX	XXXXXXXXX	XXX	XXX	YYMMDD	XXXXX	XXXXX	XXXXX	YYMMDD	XXXXX	YYMMDD	XXXXX	YYMMDD	X	XXXX
XXXXXXXXXXXXXX	XXXXXXXXX	XXX	XXX	YYMMDD	XXXXX	XXXXX	XXXXX	YYMMDD	XXXXX	YYMMDD	XXXXX	YYMMDD	X	XXXX
TOTAL	XXX													
TOTAL ARR	XXX													
XXXXXXXXXXXXXX	XXXXXXXXX	XXX	XXX	YYMMDD	XXXXX	XXXXX	XXXXX	YYMMDD	XXXXX	YYMMDD	XXXXX	YYMMDD	X	XXXX
XXXXXXXXXXXXXX	XXXXXXXXX	XXX	XXX	YYMMDD	XXXXX	XXXXX	XXXXX	YYMMDD	XXXXX	YYMMDD	XXXXX	YYMMDD	X	XXXX
XXXXXXXXXXXXXX	XXXXXXXXX	XXX	XXX	YYMMDD	XXXXX	XXXXX	XXXXX	YYMMDD	XXXXX	YYMMDD	XXXXX	YYMMDD	X	XXXX
TOTAL	XXXXX													
TOTAL DPR	XXXXX													
AGGREGATE	XXXXX													

I CERTIFY THAT THIS REPORT HAS BEEN

VERIFIED AND RECONCILED:

Figure 10–1–3. Sample format for Peacetime SIDPERS Personnel Zero Balance—Part II

Figure 10–1–3. Sample format for Peacetime SIDPERS Personnel Zero Balance—Part II—Continued

PREPARED TY MMM DD PCN: AAC-CIT PERSONNEL STRENGTH ZERO BALANCE REPORT TO TY MMM DD HCN XX PAGE 10

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX MC XX DA CODES-XXX XX STATUS XX AREAS XXX VIC X XXX XX UPC XXXXX ANALYST X RPT SEQ CODE XXX

FPA XX ANLOC XXXXX

DATE OF REPORTED STRENGTH YYMMDD

PART II-LIST BY UNIT STATUS FOR RECONCILIATION OF PART I

NAME	SSN	GRD	UNIT STS	EFFECT DATE	UNIT1 ARR	UNIT1 UPC	UNIT1 DPRT	GAIN UPC	UNIT2 ARR	UNIT2 UPC	UNIT2 DPRT	UNIT2 SEQ
XXXXXXXXXXXXXX	XXXXXXXXX	XXX	XXX	YYMMDD	YYMMDD	XXXXX	YYMMDD	XXXXX	YYMMDD	XXXXX	YYMMDD	X
TOTAL	XXXX											
TOTAL OFF	XXXX											
XXXXXXXXXXXXX	XXXXXXXXX	XXX	XXX	YYMMDD	YYMMDD	XXXXX	YYMMDD	XXXXX	YYMMDD	XXXXX	YYMMDD	X
XXXXXXXXXXXXX	XXXXXXXXX	XXX	XXX	YYMMDD	YYMMDD	XXXXX	YYMMDD	XXXXX	YYMMDD	XXXXX	YYMMDD	X
TOTAL	XXX											
TOTAL WO	XXX											
XXXXXXXXXXXXX	XXXXXXXXX	XXX	XXX	YYMMDD	YYMMDD	XXXXX	YYMMDD	XXXXX	YYMMDD	XXXXX	YYMMDD	X
XXXXXXXXXXXXX	XXXXXXXXX	XXX	XXX	YYMMDD	YYMMDD	XXXXX	YYMMDD	XXXXX	YYMMDD	XXXXX	YYMMDD	X
XXXXXXXXXXXXX	XXXXXXXXX	XXX	XXX	YYMMDD	YYMMDD	XXXXX	YYMMDD	XXXXX	YYMMDD	XXXXX	YYMMDD	X
TOTAL	XXX											
TOTAL ENL	XXXXX											
AGGREGATE	XXXXXX											

I CERTIFY THAT THIS REPORT HAS BEEN

VERIFIED AND RECONCILED:

Figure 10–1–4. Sample format for Wartime SIDPERS Personnel Zero Balance—Part II

Figure 10–1–4. Sample format for Wartime SIDPERS Personnel Zero Balance Report—Part II

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was actually prepared.
(2)	PCN AAC-CCT—The Production Control Number of the report.
(3)	PERSONNEL STRENGTH (SIDC BALANCE REPORT)—The title of the report.
(4)	CD—Cycle date. The "as of" date of the SIDPERS processing cycle that produced the report.
(5)	SCN—Segment Control Number. The Segment Control Number is a two character code that identifies the month and day the report was prepared by the DP.
(6)	PAGE NO—The page number of the report.
(7)	UNIT—The name of the unit.
(8)	MC—Mail Code. A code assigned by the SIDPERS Operation Branch (SOB) that identifies the Military Personnel Office (MPO) that services the unit.
(9)	SA CODE/SUBS—A code indicating the major command to which the unit is assigned.
(10)	STATUS—Status Code. A code used to classify the status of Active Army organizations, personnel and equipment.
(11)	MANM—A code used to identify the content of the unit.
(12)	LIC—A Program Load Identification Code. "N" is the Gender Designator ("M" meaning female).
(13)	UIC—Unit Identifying Code.
(14)	ANALYST—Analyst Code. A code assigned by the SOB to group certain units or units or assign a group of units to a specific analyst.
(15)	RPT SEC CODE—Report Sequence Code. A code assigned by the SOB to group units in a desired sequence for report purposes.
(16)	PSA—Previous Personnel Subsidy.
(17)	MOLOC—Army Command Code.
(18)	DATE OF REPORTED STRENGTH—The date of the last "DSTR" transaction that updated the SOAP.
(19)	PART I LIST BY DUTY STATUS FOR RECONCILIATION OF PART I—The continuation of the name of the report.

REPORT CONTENTS

Item number	Explanation of item
(20)	NAME—The name of the individual.
(21)	SSN—Social Security Number.
(22)	GRD—The grade abbreviation for the grade in which the individual is currently serving.
(23)	DTY STS—Duty Status. The condition of the individual's presence or absence in the assigned duty.
(24)	EFFECT DATE—Effective date of the Duty Status.
(25)	UNIT 1 NAM—The active name of the individual at the current unit of assignment.
(26)	UNIT 1 UIC—The current unit of assignment or if the individual has been reported as departed the servicing SIDPERS (PSC 1), the last unit of assignment, or if the individual is to be assigned from an organization outside the servicing SIDPERS (PSC 1), the receiving gaining UIC.
(27)	UNIT 1 DTYT—The date the individual was reported as having departed the current unit of assignment.
(28)	GAIN UIC—The gaining Unit Identifying Code or an individual who has been reported as being transferred to a unit outside the servicing SIDPERS (PSC 1), or if the individual is being assigned to a unit within the servicing SIDPERS from a unit outside the servicing SIDPERS (PSC 1), the last unit of assignment.
(29)	UNIT 2 NAM—The name of unit of the individual in the previous unit of assignment within the servicing SIDPERS.
(30)	UNIT 2 UIC—The UIC of the previous unit of assignment within the servicing SIDPERS.
(31)	UNIT 2 DTYT—The date the individual was reported as having departed the previous unit of assignment within the servicing SIDPERS.
(32)	UNIT 1 PSC—The Personnel Service Code identifying the personnel classification of the SIDPERS Personnel File (SPF) record for active or inactive.
(33)	TOTAL OFF—The total number of commissioned officers assigned to the unit.
(34)	TOTAL WO—The total number of warrant officers assigned to the unit.
(35)	TOTAL ENL—The total number of enlisted personnel assigned to the unit.
(36)	AUTHORIZATIONS—The total number of commissioned officers, warrant officers, and enlisted personnel assigned to the unit.

Figure 10–1–4. Sample format for Wartime SIDPERS Personnel Zero Balance Report—Part II—Continued

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO

REFERENCE OR OFFICE SYMBOL	SUBJECT
HHISC	Correct Unit of Assignment/Attachment

TO HQIPC
99th Inf Div
Ft Defense, VA 22310-1000

FROM Cdr, HHC, 2nd Bn
18th Inf Mech
Ft Defense, VA 22310-1000

DATE 1 Jul 00

CMT 1

Request the following individual(s) be deleted from the SIDPERS Personnel File as being assigned or attached to this unit. The Personnel Strength Zero Balance Report as of 1 Jul 00 shows the individual(s) are assigned or attached to this unit. Records of this unit indicate the individual(s) were never assigned or attached to this unit.

GABBE, LARRY EDWARD SSN: 999-99-9999 GRADE: SP4 DUTY STATUS: PDY

TERRY E. LEADER
CPT, INF
Commanding

DA FORM 2496

PREVIOUS EDITIONS WILL BE USED

U.S. GOVERNMENT PRINTING OFFICE: 1985-461-024

Figure 10–1–5. Correct unit of assignment/attachment

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
HRXXC	Request for TDR

TO: HELPO
99th Inf Div
Ft Defense, VA 22310-1000

FROM: Cdr, HRXC, 2nd Bn
16 Inf Regt
Ft Defense, VA 22310-1002

DATE: 1 Jul 00

CMT 1

Request Transfer Data Record(s), DA Form 3907 (officer), DA Form 3908 (enlisted) or FID "N" be prepared for the following individual(s). Records are needed for resolution of this unit's Personnel Strength Zero Balance Report.

XXXXX, XXXXX XXX SSN: 999-99-9999 GRADE: SGT PMOS: 11B20 SEX: M

REPORTING DATE: 000630 LOSING UNIT: 39SB1

TERRY E. LEADER
CPT, Inf
Commanding

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED

Figure 10–1–6. Request for TDR

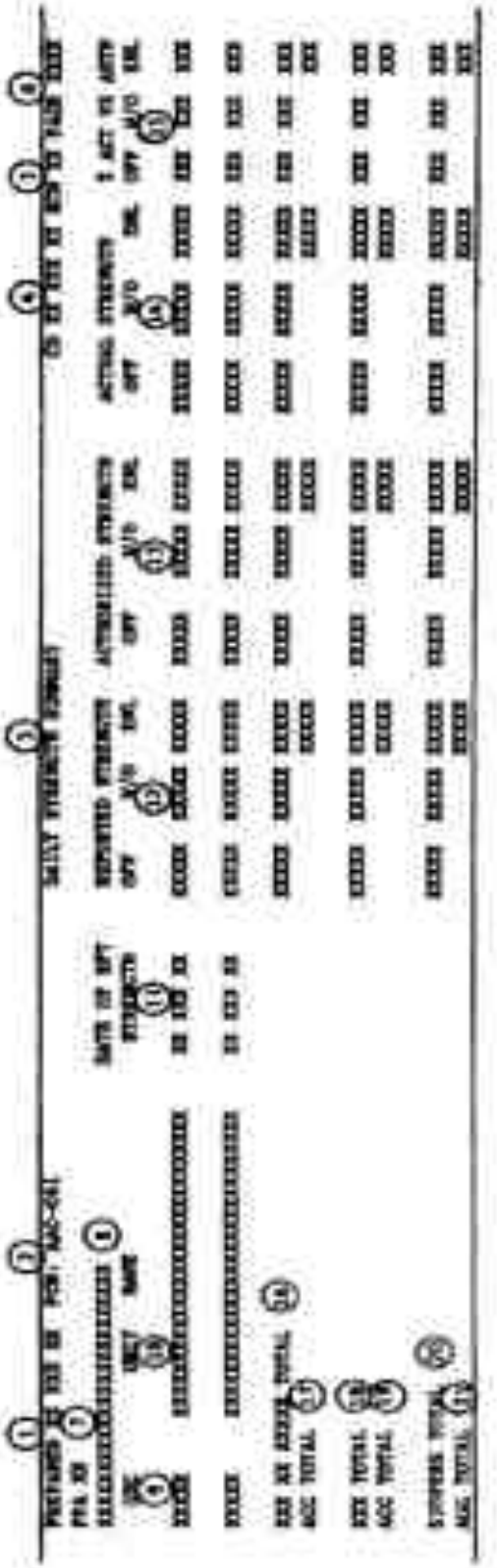


Figure 10–2–1. Sample format for Daily Strength Summary

Figure 10–2–1. Sample format for Daily Strength Summary

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The time the report was prepared.
(2)	PCN: AAG-CR—The Production Control Number of the report.
(3)	DAILY STRENGTH SUMMARY—The title of the report.
(4)	CS—Cycle Date. The "as of" date of the SIDPERS processing cycle that produced the report.
(5)	SCN—Shipment Control Number. The Shipment Control Number is a two character code that identifies the month and day the report was prepared by the DPI.
(6)	PAGE—The page number of the report.
(7)	PPA—PERSINS Processing Activity.
(8)	XXXXXXXX—Identifies the major sequence option of Mail Code or Report Sequence Code.

REPORT CONTENTS

Item number	Explanation of item
*(9)	UPC—Unit Processing Code.
(10)	UNIT NAME—The name of the unit.
(11)	DATE OF RPT STRENGTH—Date of Reported Strength. The effective date of the last "DSTR" transaction submitted by the unit.
(12)	REPORTED STRENGTH—The number, by MPC, of personnel reported in the last "DSTR" transaction.
(13)	AUTHORIZED STRENGTH—The number, by MPC, of personnel authorized the unit in the last TOE/TOA Authorization Document.
(14)	ACTUAL STRENGTH—The number, by MPC, of personnel on the SPF assigned to the unit.
(15)	% ACT VS AUTH—Percentage Actual Versus Authorized. The percentage of the actual strength as compared to the authorized strength of personnel assigned by MPC.
(16)	XXX XX XXXXX Total—The total number of personnel by MPC By Parent Unit/Unit Status/ARLOC.
(17)	AGG TOTAL—Aggregate Total. The total number of personnel by Parent Unit/Unit Status/ARLOC.
(18)	MAJOR OPTION TOTAL—The total number of personnel by MPC.
(19)	AGG TOTAL—AGG total number of personnel.
(20)	SIDPERS TOTAL—Grand total number of personnel by MPC.
(21)	AGG TOTAL—Grand total number of personnel.

Figure 10–2–1. Sample format for Daily Strength Summary—Continued

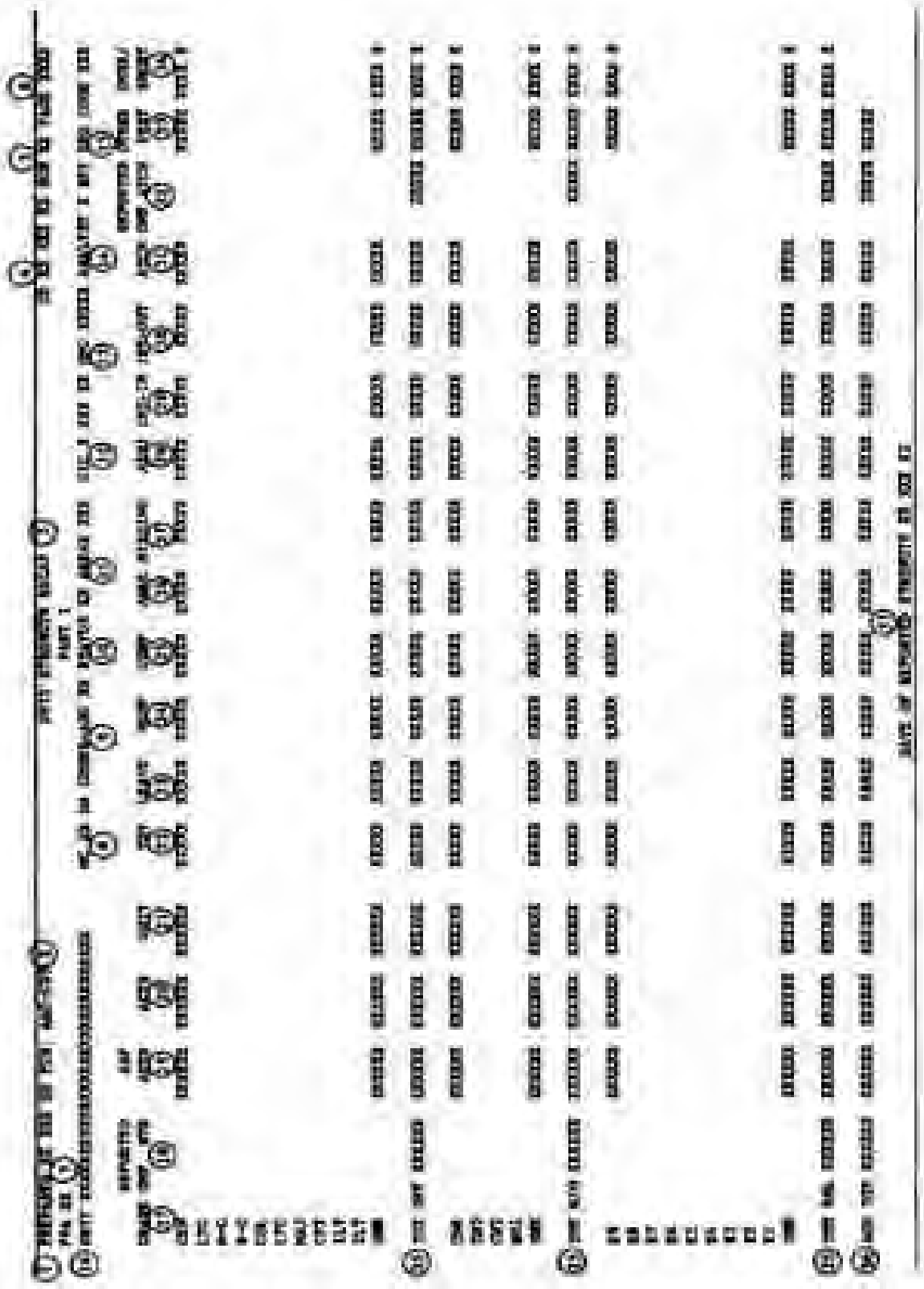


Figure 10–2–2. Sample format for Unit Strength Recap—Part I

Figure 10–2–2. Sample format for Unit Strength Recap—Part I—Continued

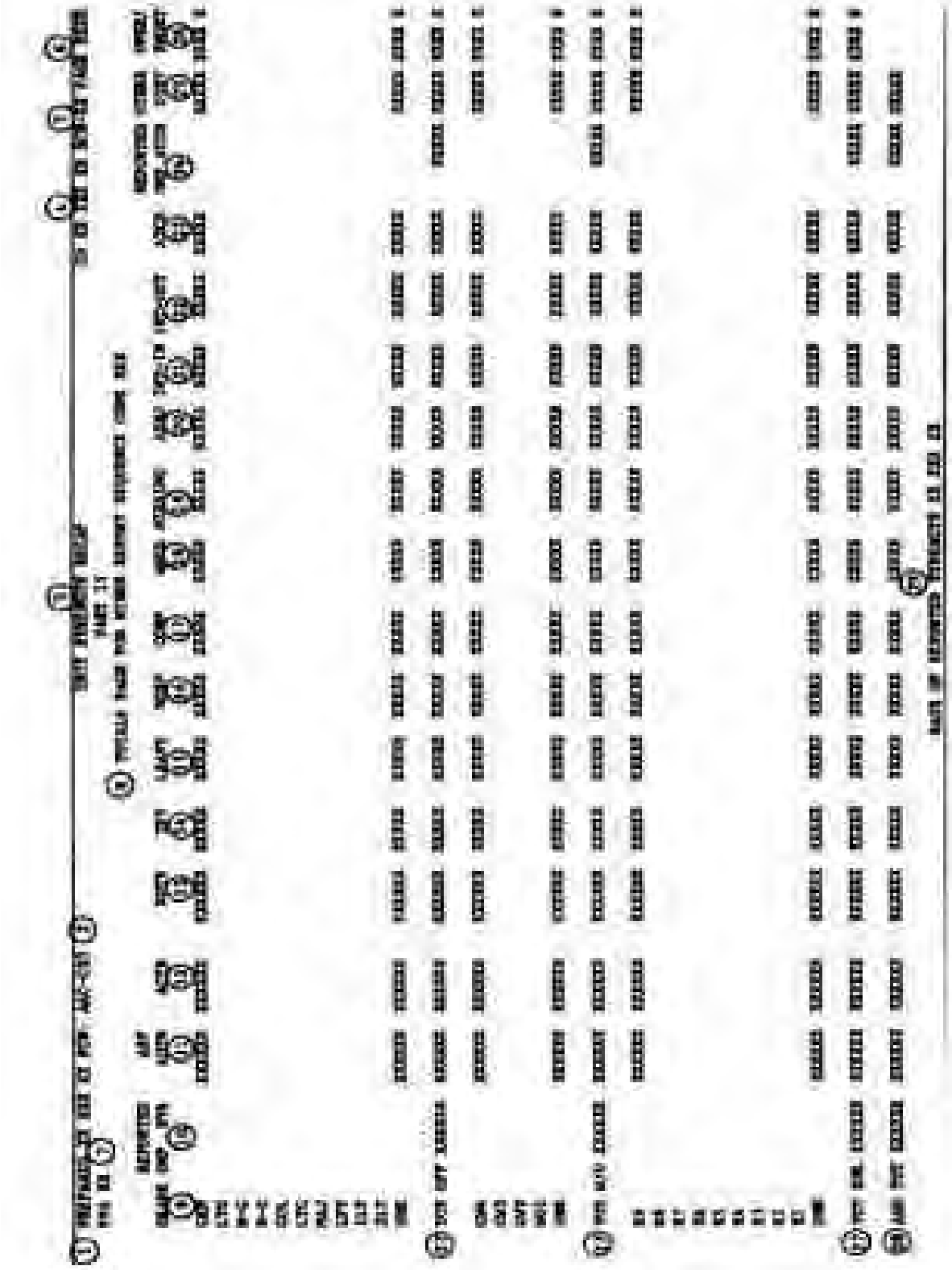


Figure 10–2–3. Sample format for Unit Strength Recap—Part II

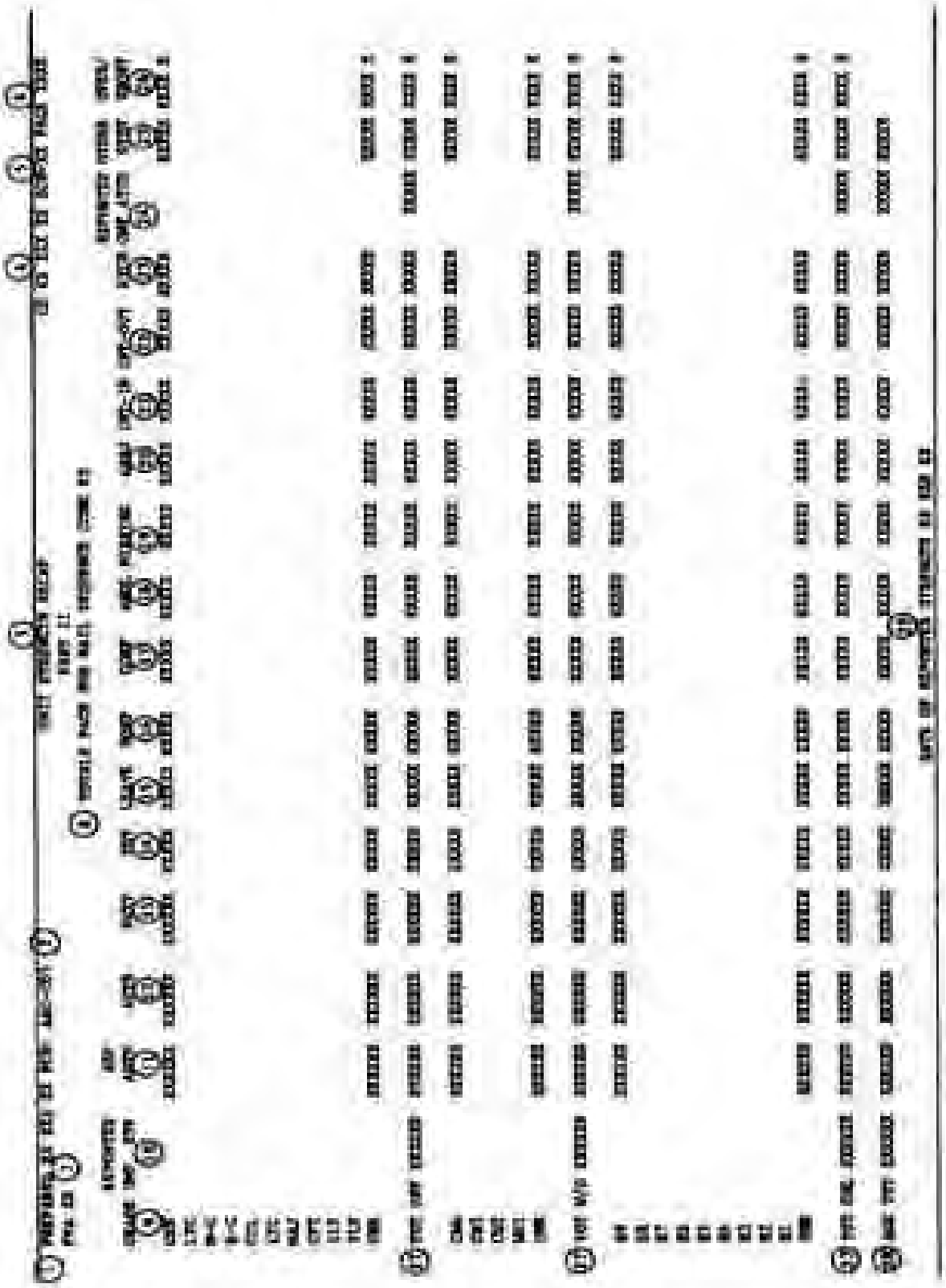


Figure 10–2–3. Sample format for Unit Strength Recap—Part II—Continued

Figure 10–2–3. Sample format for Unit Strength Recap—Part II—Continued

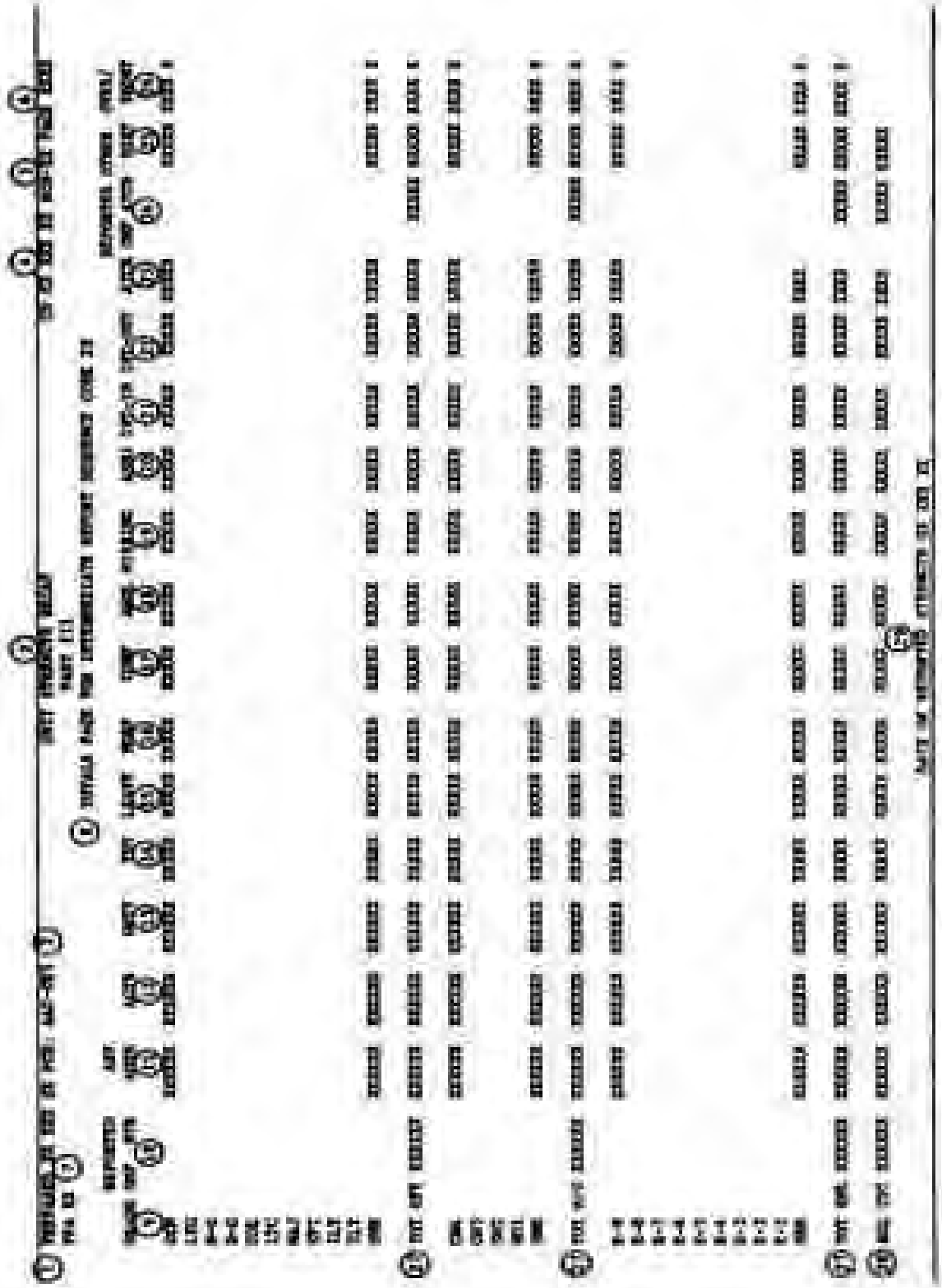


Figure 10–2–4. Sample format for Unit Strength Recap—Part III

Figure 10–2–4. Sample format for Unit Strength Recap—Part III—Continued

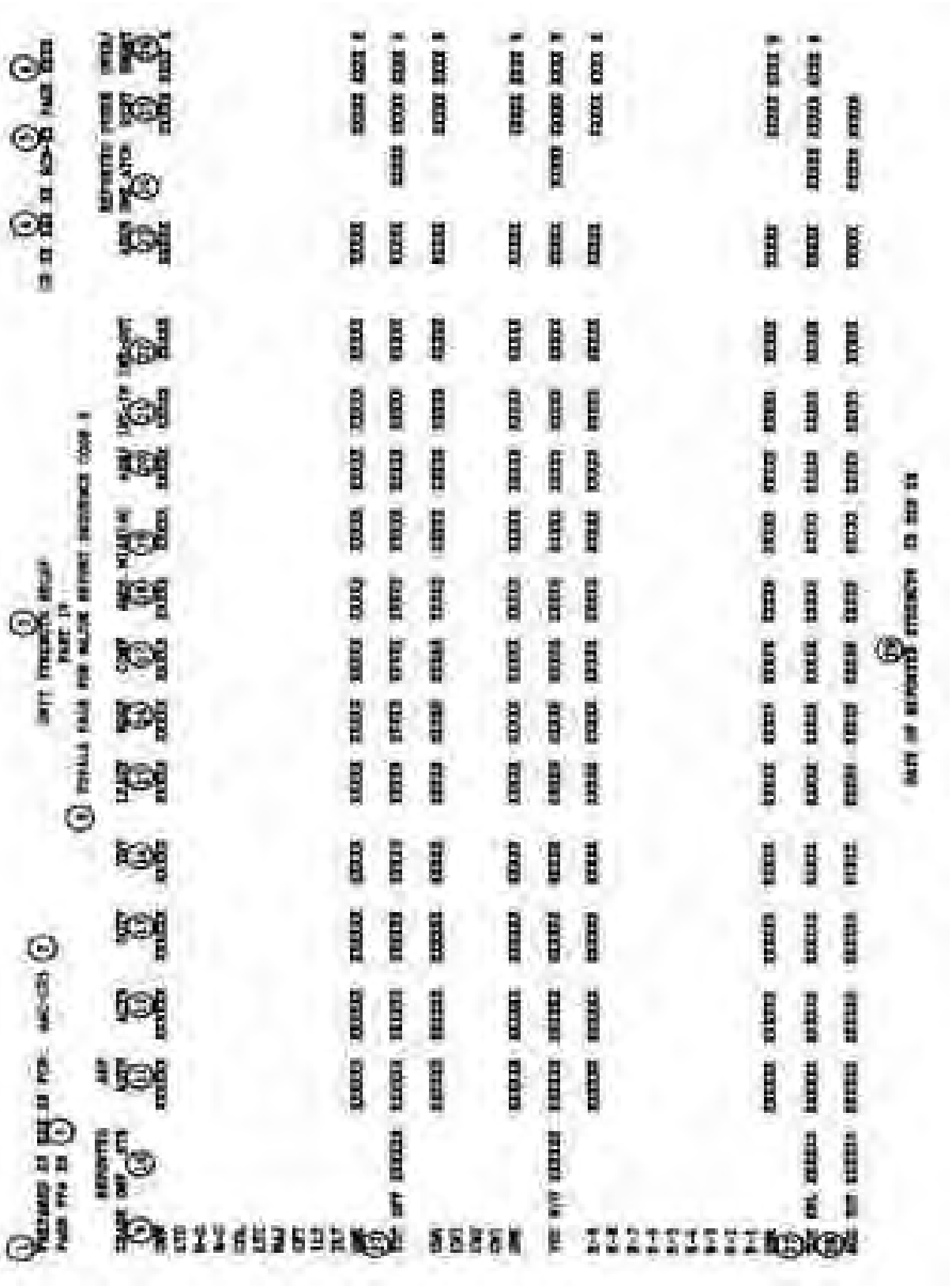


Figure 10–2–5. Sample format for Unit Strength Recap—Part IV

Figure 10–2–5. Sample format for Unit Strength Recap—Part IV

REPORT HEADING

Item number	Explanation of item
(1)	[illegible]
(2)	[illegible]
(3)	[illegible]
(4)	[illegible]
(5)	[illegible]
(6)	[illegible]
(7)	[illegible]
(8)	[illegible]

REPORT CONTENTS

Item number	Explanation of item
(9)	[illegible]
(10)	[illegible]
(11)	[illegible]
(12)	[illegible]
(13)	[illegible]
(14)	[illegible]
(15)	[illegible]
(16)	[illegible]
(17)	[illegible]
(18)	[illegible]
(19)	[illegible]
(20)	[illegible]
(21)	[illegible]
(22)	[illegible]
(23)	[illegible]
(24)	[illegible]
(25)	[illegible]
(26)	[illegible]
(27)	[illegible]
(28)	[illegible]
(29)	[illegible]
(30)	[illegible]

Figure 10–2–5. Sample format for Unit Strength Recap—Part IV—Continued

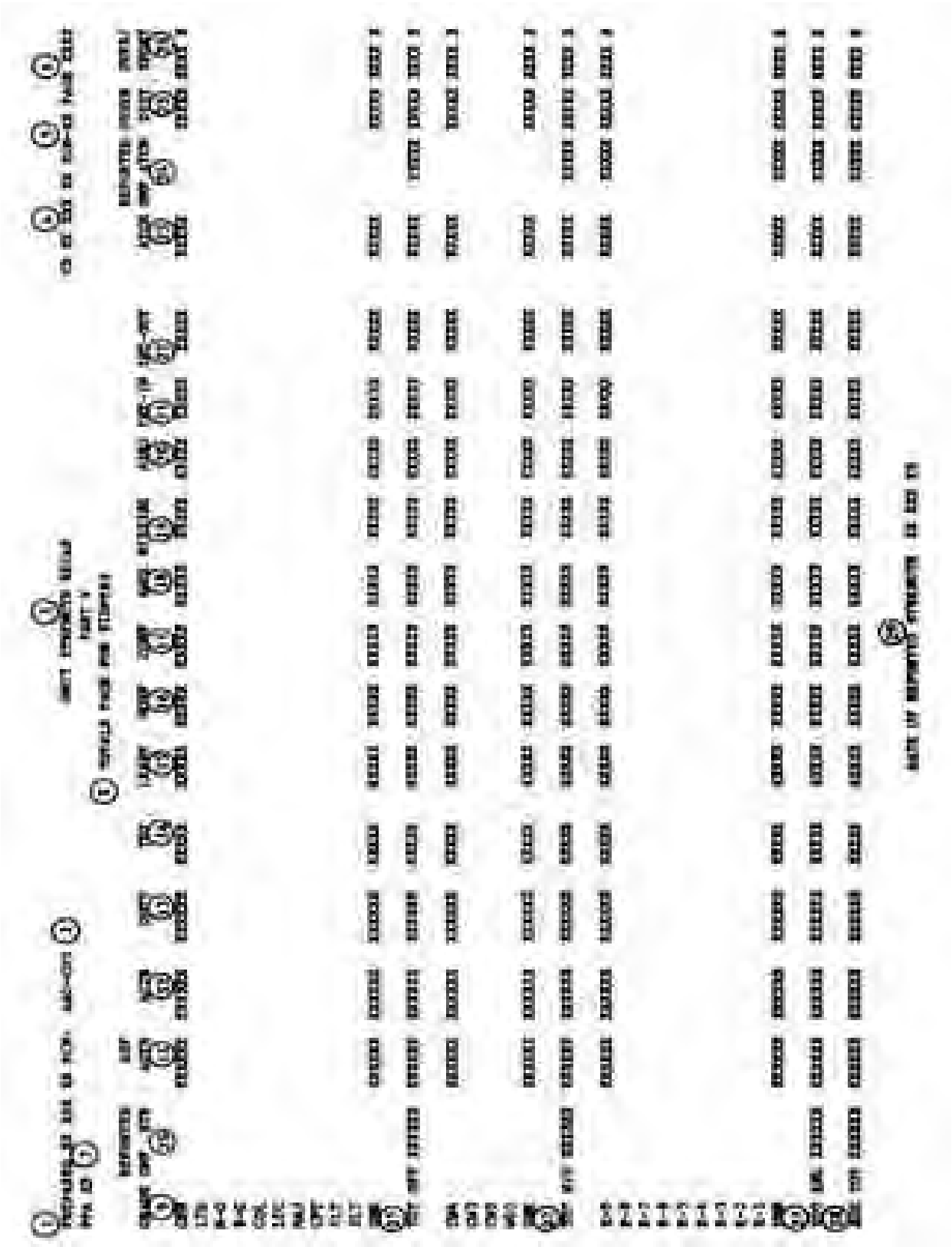


Figure 10–2–6. Sample format for Unit Strength Recap—Part V

Figure 10–2–6. Sample format for Unit Strength Recap—Part V

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was initially prepared.
(2)	PCN—AAC-CDS—The Production Control Number of the report.
(3)	UNIT STRENGTH RECAP PART V—The title of the part of the report.
(4)	CD—Code Date. The "as of" date of the SIDPERS Processing cycle that produced the report.
(5)	SCN—Supplemental Control Number. The Supplemental Control Number is a two character code that identifies the month and day the report was prepared by the DPI.
(6)	PAGE—The page number of the report.
(7)	PPA—HUMANS PROCESSING ACTIVITY.
(8)	TOTALS-PAGE (OR MINOR) REPORT SEQUENCE CODE—A code assigned by the SSF to group units in a defined sequence for report purposes.

REPORT CONTENTS

Item number	Explanation of item
(9)	GRADE—The grade abbreviation of personnel listed on the report as AUTH, ACTS, SUTY, TDY LV, HOSP, CONF, AWOL, MISSING, ASNL, INT-IN, INT-OUT, ATCH (OTHER DTST AND OVER) SHORT.
(10)	REPORTED DMF SSN—The last submission of the "DSTH" transaction that updated the SIDPERS Organization Master File (SOMF).
(11)	AMF AUTH—Authorized. The number of personnel authorized for the grade abbreviation indicated.
(12)	ACTS—Assigned. The number of personnel accountable for the grade abbreviation indicated.
(13)	SUTY—Present for Duty. The number of personnel in a duty status of Presence for Duty (PFD).
(14)	TDY—Temporary Duty. The number of personnel in a duty status of Administrative Absence (ADM) or Temporary Duty (TDY).
(15)	LV—Leave. The number of personnel in a duty status of Convalescent Leave (CL), Ordinary Leave (OL), Special Leave (SLV) or Combat Leave (CLV).
(16)	HOSP—Hospital. The number of personnel in a duty status of Hospital (HOS), Hospital (HOW) or Sick Not in Line of Duty (SNI).
(17)	CONF—Confined. The number of personnel in a duty status of Confined Prisoner of Civil Authorities (CCA) or Confined Health of Military Authorities (CHM).
(18)	AWOL—Absent Without Leave. The number of personnel in a duty status of Absent Without Leave (AWL) or Absent Without Leave Confined Prisoner of Civil Authorities (AWC).
(19)	MISSING—The number of personnel in a duty status of Captured (CAP), Interned (INT), Missing in Action (MIA) or Missing (MIS).
(20)	ASNL—Assigned Not Joined. The number of personnel in a duty status of Missing (TMA).
(21)	INT IN—Interned In. The number of personnel reported as departed previous unit of assignment but not arrived at this unit.
(22)	INT OUT—Interned Out. The number of personnel who have been departed at this unit but arrival transaction has not been processed at the potential gaining unit.
(23)	ATCH—Attached. The number of personnel in a duty status of Attached (ATC).
(24)	REPORTED DMF ATCH—REPORT UTILIZATION ATCH—The last submission of the "DSTH" transaction that updated the SIDPERS Organization Master File (SOMF).
(25)	OTHER DTST—Any duty status not included in Items 11 through 23.
(26)	TASH REPORT—The difference between accountable and authorized. If ACTS is greater than AUTH it is indicated as a plus (+) or if AUTH is greater than ACTS it is indicated as a minus (-).
(27)	TOTAL—The total of items 14 through 26 by Minor Designator Code (MPC).
(28)	AGG TOTAL—Aggregate Total. The total of items 11 through 26.
(29)	DATE OF REPORT REFERENCE—The effective date of Strength Accounting.

Figure 10–2–6. Sample format for Unit Strength Recap—Part V—Continued

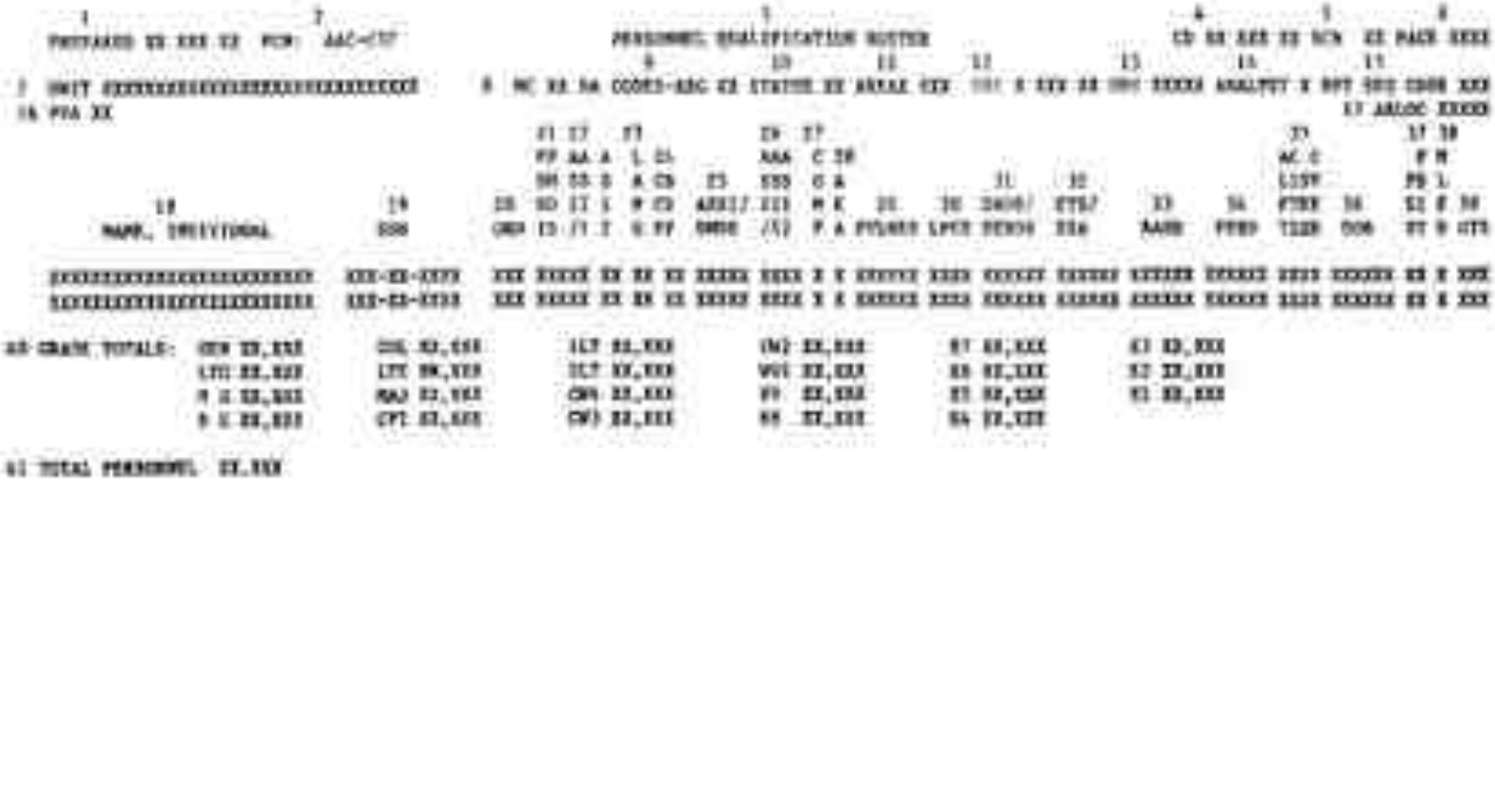


Figure 10–3–1. Sample Format for Personnel Qualification Roster

Figure 10–3–1. Sample Format for Personnel Qualification Roster—Continued

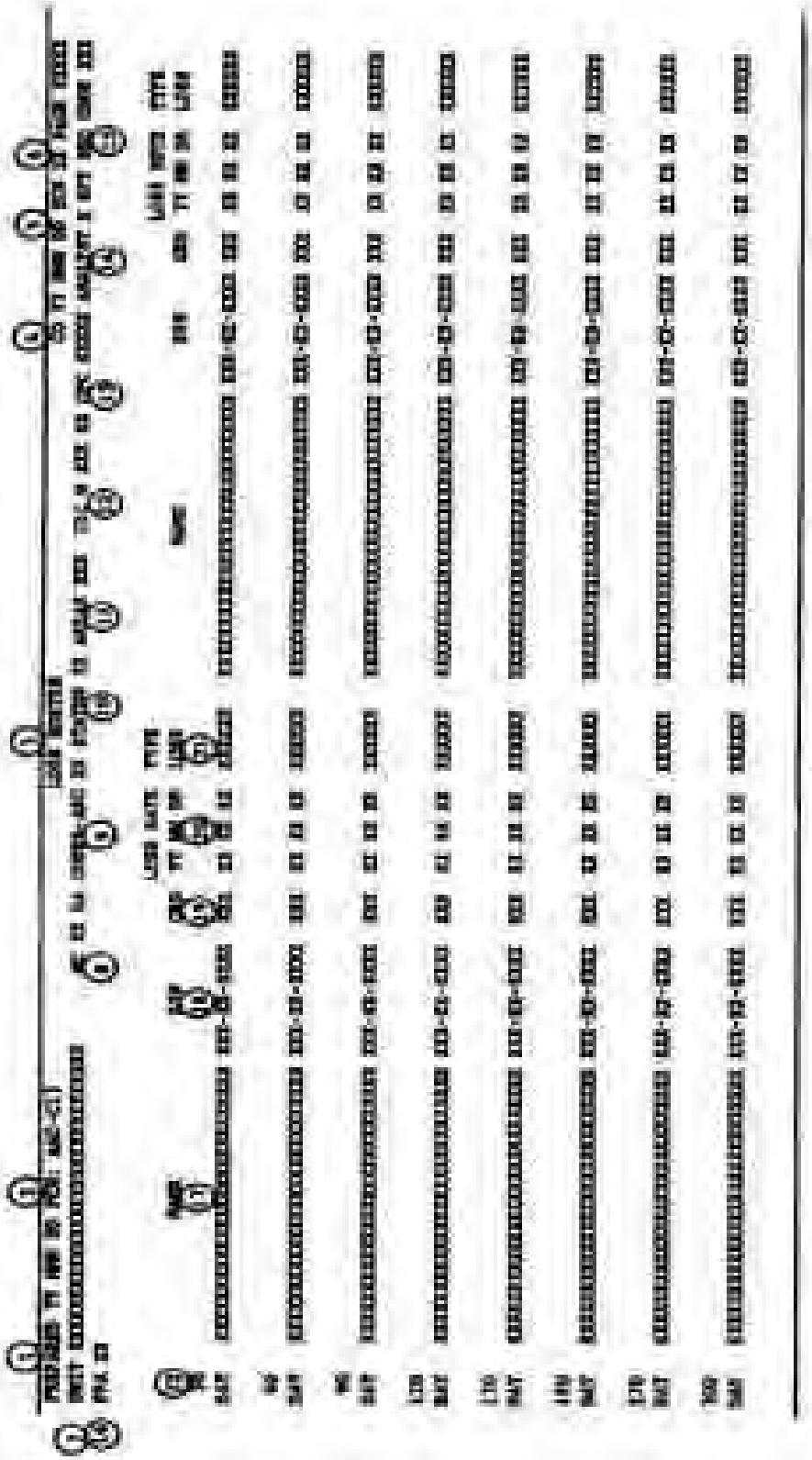


Figure 10–4–1. Sample format for the Loss Roster—Part I

Figure 10–4–1. Sample format for Loss Roster

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was prepared.
(2)	PCN: MC-CCN—The Production Control Number of the report.
(3)	LOSS ROSTER—The title of the report.
(4)	LCD—Cycle Date. The "as of" date of the MOPES processing cycle that produced the report.
(5)	SCN—Segment Control Number. A two character code that specifies the month and day the report was prepared by the Data Processing Installation (DPI).
(6)	PAGE—The page number in the report.
(7)	UNIT—The name of the unit.
(8)	MC—Mail Code. A code assigned by the DCSPER Interface Branch (DIB) that identifies the Military Personnel Office (MILPO) that services the unit.
(9)	CM CODES-ASCC—A code indicating the major command (MACOM) to which the unit is assigned.
(10)	STATUS—Status Code. A code used to identify the status of Active Army organizations, personnel and equipment. AR 680–29.
(11)	AND AS—Automation Code. A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the last two positions the state in which the unit is located. If the unit is located overseas, the "1 position-Code" represents the abbreviation of the country in which the unit is located. AR 680–29.
(12)	UIC-W—Unit Identification Code. Consists of the Service Designator ("W" meaning Army), the Parent Unit Designator and the Subunit Descriptive Designator.
(13)	UPC—Unit Processing Code. Consists of the Parent Unit Designator and the Subunit Descriptive Designator.
(14)	ANALYST—Analyst Code. A code assigned by the SIR to group certain units in order to assign a group of units to a specific analyst in the SIR.
(15)	RPT ORD CODE—Report Sequence Code. A code assigned by the SIR to group units in a special sequence for report processing.
(16)	PPA—PERSCOM Processing Activity. AR 680–29.

REPORT CONTENTS

Item number	Explanation of item
(17)	NAME—The name of the individual.
(18)	SSN—Social Security Number. The individual's Social Security Number.
(19)	GRD—Grade. The abbreviation of the grade in which the individual is currently serving. AR 600–20.
(20)	LOSS DATE YY MM DD—Loss Date Year, Month and Day. The date the individual will be a loss to the unit will be shown. Additionally, area of residence will be shown for non-CONUS residents. AR 680–29.
(21)	TYPE LOSS—The reason an individual will be a loss to the unit. For CONUS residents, ETS/VSA or A/LOSS (Anticipated Date of Loss, also known as DEROS). For OCONUS, ROHS or ETS/VSA.
(22)	30 DAY—The projected loss of individuals under this heading will occur within the period 0 to 30 days from the cycle date.
	60 DAY—The projected loss of individuals under this heading will occur within the period 31 to 60 days from the cycle date.
	90 DAY—The projected loss of individuals under this heading will occur within the period 61 to 90 days from the cycle date.
	120 DAY—The projected loss of individuals under this heading will occur within the period 91 to 120 days from the cycle date.
	180 DAY—The projected loss of individuals under this heading will occur within the period 121 to 180 days from the cycle date.
	270 DAY—The projected loss of individuals under this heading will occur within the period 241 to 270 days from the cycle date.
	360 DAY—The projected loss of individuals under this heading will occur within the period 271 to 360 days from the cycle date.

Figure 10–4–1. Sample format for the Loss Roster—Part I—Continued

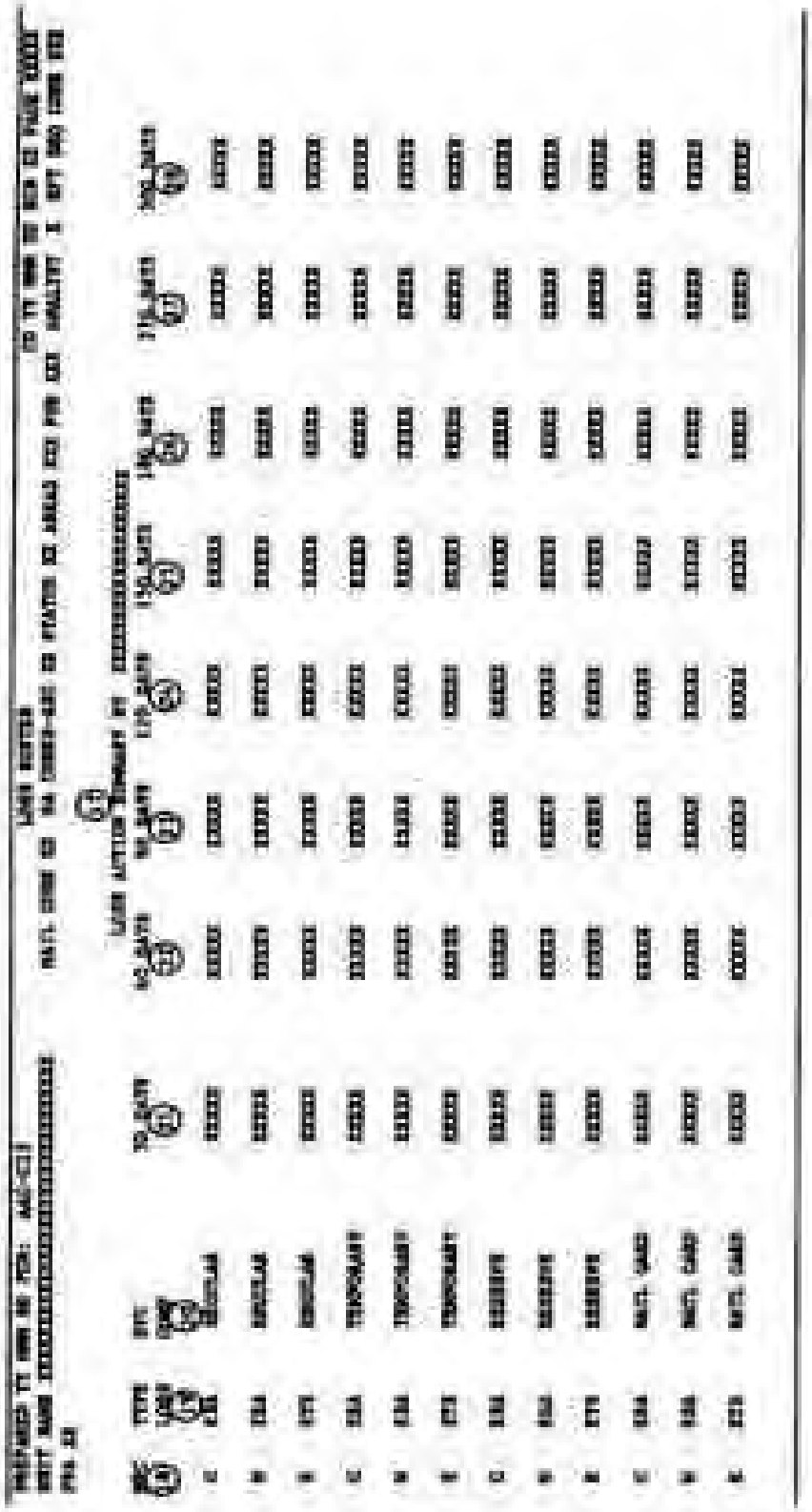


Figure 10–4–2. Sample format for Loss Roster -Part 2

Figure 10–4–2. Sample format for Loss Roster—Personnel Lose Summary

REPORT HEADING

Item number	Explanation of item
(1)–(16)	EXPLANATION OF ITEMS 1–16 ARE THE SAME AS IN FIGURE 10-4-1.
(17)	LOSS ACTION SUMMARY BY (MC or RSC)—The subtitle of the report.

REPORT CONTENTS

Item number	Explanation of item
(18)	MPC—Military Personnel Class. AR 640-28.
(19)	TYPE LOSS—The reason an individual will be a loss to the unit. For CONUS residents, ETS/ESA or A/LOSS (Anticipated Date of Loss, also known as DLOS) for OCONUS, DEROS or ETS/ESA.
(20)	SVC COMP—Service Component.
(21)	30 DAY — The projected loss period 0 to 30 days from the cycle date.
(22)	60 DAY — The projected loss period 31 to 60 days from the cycle date.
(23)	90 DAY — The projected loss period 61 to 90 days from the cycle date.
(24)	120 DAY — The projected loss period 91 to 120 days from the cycle date.
(25)	150 DAY — The projected loss period 121 to 150 days from the cycle date.
(26)	180 DAY — The projected loss period 151 to 180 days from the cycle date.
(27)	270 DAY — The projected loss period 181 to 270 days from the cycle date.
(28)	360 DAY — The projected loss period 271 to 360 days from the cycle date.

Figure 10–4–2. Sample format for Loss Roster-Personnel Lose Summary

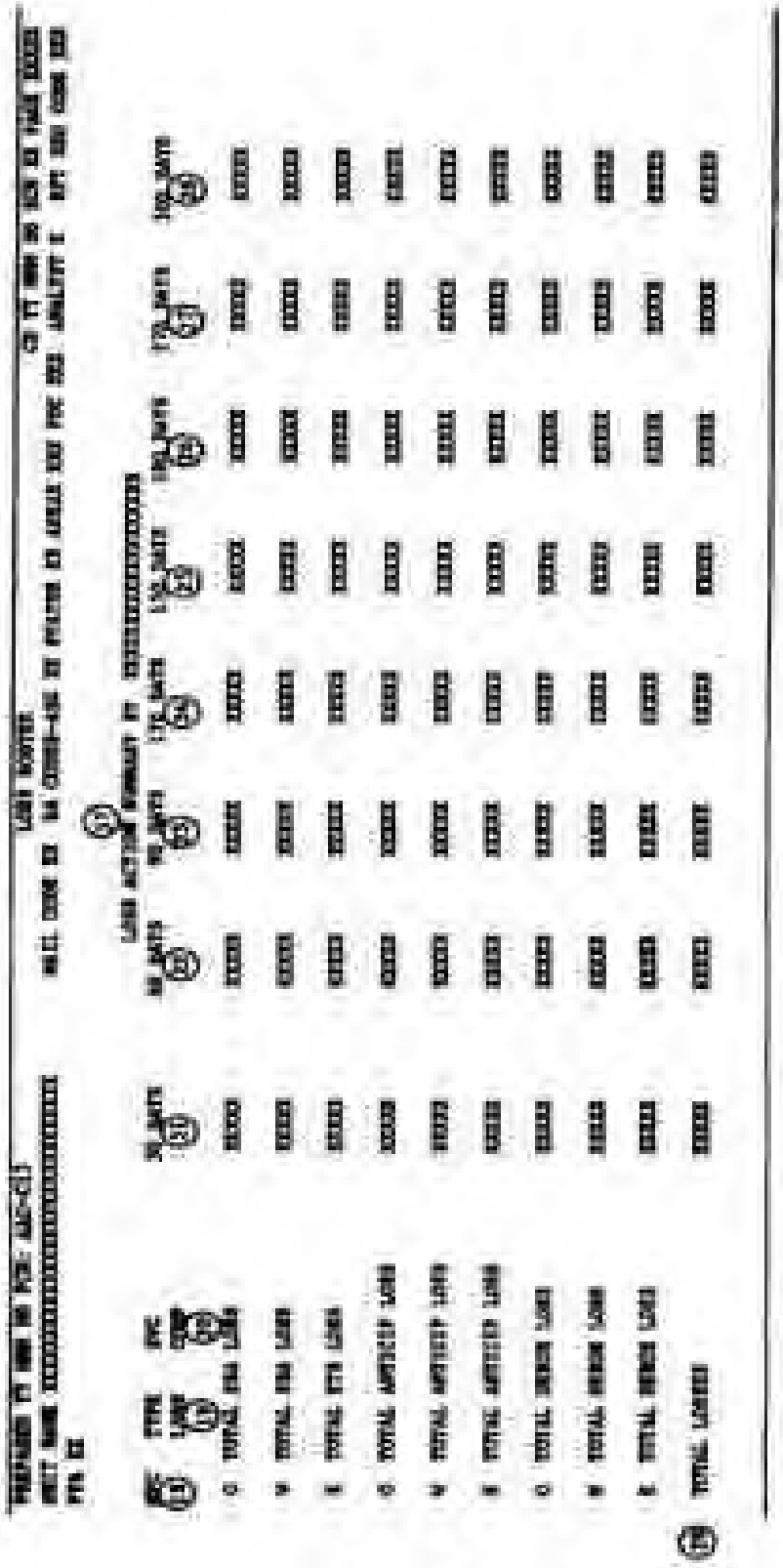


Figure 10–4–3. Sample format for Loss Roster—Part 2

Figure 10–4–3. Sample format for Loss Roster—Loss Actions

REPORT HEADING

Item number	Explanation of item
(1)–(16)	EXPLANATION OF ITEMS 1–16 ARE THE SAME AS IN FIGURE 10–4–1.
(17)	LOSS ACTION SUMMARY BY (MC or RSC)—The subtitle of the report.

REPORT CONTENTS

Item number	Explanation of item
(18)	MPC—Military Personnel Class. AR 600–25.
(19)	TYPE LOSS—The reason an individual will be a loss to the unit. For CONUS residents, ETS/ESA or A/LDES. (Anticipated Date of Loss, also known as DLOS) for OCONUS, DEROS or ETS/ESA.
(20)	SVC COMP—Service Component Share.
(21)	30 DAYS—The projected loss period 0 to 30 days from the cycle date.
(22)	60 DAYS—The projected loss period 31 to 60 days from the cycle date.
(23)	90 DAYS—The projected loss period 61 to 90 days from the cycle date.
(24)	120 DAYS—The projected loss period 91 to 120 days from the cycle date.
(25)	150 DAYS—The projected loss period 121 to 150 days from the cycle date.
(26)	180 DAYS—The projected loss period 151 to 180 days from the cycle date.
(27)	270 DAYS—The projected loss period 241 to 270 days from the cycle date.
(28)	300 DAYS—The projected loss period 271 to 300 days from the cycle date.
(29)	TOTAL LOSSES—Total losses of all types by increments of 30 days due to 180, and thereafter to 270–300 days.

Figure 10–4–3. Sample format for Loss Roster—Loss Actions

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO

REFERENCE OR OFFICE SYMBOL	SUBJECT
AGPO	Preparation Processing/Interview

TO: Cdr, 70th CS Bn
3d Inf Div
Ft Defense, VA 22310-1000

FROM: MILPO
99th Inf Div
Ft Defense, VA 22310-1000

DATE: 17 Jan 00

CMT 1

1. Reference Chapter 2, AR 635-10, Processing Personnel for Separation.

2. Under the provisions of Sections II and III of above reference, preseparation processing has commenced for the following individuals, your organization, who are scheduled for separation on dates indicated:

NAME	GRADE	SSN	ETS/ESA	REMARKS
DOE, JOHN W	1SG	999-99-9999		
DOE, PAUL T	PVT	999-99-8999		
DOOR, PAUL C	SP5	999-99-9999		

3. Under the provisions of Section IV of above reference, non-CONUS residents must be interviewed at least 90 days prior to scheduled separation date or, immediately upon final approval of separation in accordance with other criteria as appropriate, to determine if the individual desires to return to his area of residence for separation if authorized, or to remain in CONUS.

4. Request personnel listed in paragraph 2 report to the MILPO for preseparation processing and/or interview between the hours of 0800 and 1300 on 20 Jan.

ROBERT E. ARCHER
CPT, ADC
Military Personnel Officer

DA FORM 2496

PREVIOUS EDITIONS WILL BE USED

Figure 10–4–4. Sample DF preparation processing/interview

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO

REFERENCE OR OFFICE SYMBOL	SUBJECT
AGPO	Transmittal of Loss Roster

TO: Cdr, 75th Ord Bn
R&AS
OIC, Transfer Point
Reassignment Officer
Adjutant General

FROM: MILPO
99th Inf Div
Ft Defense, VA 22310-1000

DATE: 11 Apr 86

CMT 1

1. Transmitted herewith for information and any action deemed appropriate is a copy of a Loss Roster which lists individuals serviced by this MILPO with an expiration of term of service (ETS) or an expiration of service agreement (ESA) during the current month and five subsequent months.

2. AR 635-10, Processing Personnel for Separation applies.

1 Incl
as

ROBERT G. SMITHAB
CPT, AGC
Military Personnel Officer

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED

Figure 10–4–5. Sample DF transmittal of loss roster

PREPARED TT MMM DD PCN: AAC-XXX UNIT PERSONNEL ACCOUNTABILITY NOTICES CD TT MMM DD HCN XX PAGE X

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX NC XX GA CHANGE-AAC XX STATUS XX ARMAS XXX XXX X XXX XX PPC XXXXX ANALYST X RPT NRO CLASS XXX

FPA XX

REPORT NAJ REQ: XXX-XXXXX

NAME	SSN	GRADE	TYPE NOTICE
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	FAILURE TO GAIN FROM- XXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX EFFECTIVE DATE: TT MMM DD
			FAILURE TO LOSE TO- XXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX EFFECTIVE DATE: TT MMM DD
			XXXXXXXXXXXXX XXX
			ANNL OVER 23 DATE - DATE OF ANNL: TT MMM DD
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	EXPIRED ETS/ETS: TT MMM DD CHECK DEPARTURE
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	ASSIGNED-NOT JOINED OVER 10 DATE - REPORTING DATE: TT MMM DD
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	EXPIRED MEDICAL: TT MMM DD CHECK DEPARTURE
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	FAILURE TO LOSE TO- XXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX EFFECTIVE DATE: TT MMM DD
			XXXXXXXXX XXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	EXPIRED REPORT DATE: TT MMM DD TMA - X PR-UNIT XXXXX

TOTAL PERSONNEL NOTICES FOR XXX-XXXXX

XXX,XXX	ANNL OVER 23 DATE
XXX,XXX	ASSIGNED NOT JOINED OVER 10 DATE
XXX,XXX	FAILURE TO GAIN
XXX,XXX	FAILURE TO LOSE
	XXX,XXX (PPC)
	XXX,XXX (PPC)
XXX,XXX	EXPIRED ETS/ETS
XXX,XXX	EXPIRED MEDICAL
XXX,XXX	EXPIRED REPORT DATE
XXX,XXX	TOTAL NOTICES

Figure 10–5–1. Sample format for Unit Personnel Accountability Notices

Figure 10–5–1. Sample format for Unit Personnel Accountability Notices

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was prepared.
(2)	PCN: AAC-CAS—The Processing Control Number of the report.
(3)	UNIT PERSONNEL ACCOUNTA. RELIFY NOTICES—The title of the report.
(4)	CD—Cycle Date. The "as of" date of the SIMPERS processing cycle that produced the report.
(5)	SCN—Shipment Control Number. The Shipment Control Number is a two character code that identifies the month and day the report was prepared by the DPI.
(6)	PAGE 1—The page number of the report.
(7)	UNIT—The name of the unit.
(8)	MC—MAI Code. A code assigned by the SIDPERS Interface Branch (SIB) that identifies the Military Personnel Office (MILPO) that services the unit.
(9)	EA UCODE-ASG—A code indicating the major command to which the unit is assigned.
(10)	STATUS—Status Code. A code used to identify the status of Active Army organizations, personnel and equipment. Reference paragraph 6-16, AR 570-5.
(11)	AREA XXX—A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the next two positions the state in which the unit is located. If the unit is located overseas, the "AREA XXX" code represents the abbreviation of the country in which the unit is located.
(12)	UIC—Unit Identification Code.
(13)	UPC—Unit Processing Code.
(14)	ANALYST—Analyst Code. A code assigned by the SIB to group certain units in order to assign a group of units to a specific analyst in the SIB.
(15)	RPT SEQ CODE—Report Sequence Code. A code assigned by the SIB to group units in a desired sequence for report purposes.
(16)	PYA—PERSTATS Processing Activity.
(17)	REPORT MAJ SEQ—The Major Seq (after) selected.

REPORT HEADING

Item number	Explanation of item
(18)	NAME—The name of the individual.
(19)	SSN—Social Security Number.
(20)	GRADE—The abbreviation of the grade in which the individual is currently serving.
(21)	TYPE NOTICE—The type of Unit Accountability Notice.
(22)	TOTAL PERSONNEL NOTICES FOR—The total number of notices for the unit.

If the report notice is	Then list days in
FAILURE TO DAYS	The date the individual departed the losing unit.
EXPIRATION OF TERM OF SERVICE	The ETS/SSA of the individual.
FAILURE TO CORE	The date the individual arrived at the gaining unit.
AWOL OVER 10 DAYS	The effective date of the individual's duty status (AWL or AWOL).
EXPIRED REPORT DATE	The report date indicated on the TDR.
ASSIGNED—NOT JOINED OVER 10 DAYS	The reporting date of the individual.
EXPIRED DEROS	The individual's DEROS.
EXPIRED REPORT DATE	The report date entered on the TDR.

DISPOSITION FORM

SYMBOL OR OFFICE SYMBOL	SUBJECT
MDMC	Unit Personnel Accountability Notice

TO: Cdr, Co A
70lst CS Bn
Ft Defense, VA 22310-1000

FROM: Cdr, 70lst CS Bn, Ft Defense, VA 22310-1000 DATE: 18 Apr 81 CMT1

1. Attached as enclosure 1 is the latest Unit Personnel Accountability Notice for your unit.

2. This Unit Personnel Accountability Notice has been compared with the previous week's notice and the following discrepancies have not been corrected.

a. Doe, Joseph John, 236-76-3647, Cpl, Failure to Loss to AWOLA.

b. Miller, Steven John, 376-50-3756, Pvt, AWOL over 25 days.

3. Request you take necessary action to correct these discrepancies and return this correspondence to this headquarters not later than 1 May 81.

1 Encl
as

JOHN L. DUFF
LTC, QM
Commanding

DA FORM 2496

PREVIOUS EDITIONS WILL BE USED

U.S. Government Printing Office: 1986-

Figure 10–5–2. Unit personnel accountability notice

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO

REFERENCE OR OFFICE SYMBOL	SUBJECT
ANGMC	Request for SIDPERS Change Report

TO: DEBU: PERCO
70Ist CS Bn
Ft Defense, VA 22310-1000

FROM: Cdr, Co A
70Ist CS Bn
Ft Defense, VA 22310-1000

DATE: 13 Apr 81

CMT 1

TO: HILPO

1. Reference Unit Personnel Accountability Notice Report, 10 Apr 81.

2. Referenced report shows expired ETS of 81 May 30 for: SP4 Hill, Michael Lee, 367-87-9639.

3. Request you report SP4 Hill's extension of four months, effective 81 Mar 30.

TERRY E. LEADER
CPT, Inf
Commanding

DA FORM 2496 PREVIOUS EDITIONS WILL BE USED

Figure 10–5–3. Request for SIDPERS change report

Figure 10–6–1. Sample format for Projected DEROS Roster

Figure 10–6–1. Sample format for Projected DEROS Roster—Continued

```
     1                2                                   3                                                   4      5      6
PREPARED YY MMM DD  PCN: AAC-XXX                  ROSTER OF OFFICERS BY XXXXXXXXX                    CD YY MMM DD SCN XX PAGE XXXX
PPA XX                                                          8
XXXXXXXXX  XXX  9                                 PART I COMMISSIONED OFFICERS
                                   C                                                                  F P
                                   N                   PSI SPEC      CTL   DUTY SPEC        SROS/   S P   ESA/LOSS
        NAME                SSN    F NB GRADE   DOR    AEIL/AEIJ     SPEC  AEI/LNG    CPC  SERDS  S N     DATE
         10                 11     12 13  14    15      16          17      18       19   20   21 22     23
XXXXXXXXXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX X XX XXXXX  YYMMDD XXX XX XX     XX  XXXXX XX XX XXXXX YYMMDD X XX YYMMDD
XXXXXXXXXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX X XX XXXXX  YYMMDD XXX XX XX     XX  XXXXX XX XX XXXXX YYMMDD X XX YYMMDD
XXXXXXXXXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX X XX XXXXX  YYMMDD XXX XX XX     XX  XXXXX XX XX XXXXX YYMMDD X XX YYMMDD

                                                                24
XXXXXXXXX XXX                        25          PART II WARRANT OFFICERS
                                   C CB                                                               F P
                                   N TE  28     27     28            29          SROS/   S P   ESA/LOSS
        NAME                SSN    F L  GRADE   DOR   PMOS/AEI    SMOS/AEI/LNG  CPC  SERDS  S N     DATE

XXXXXXXXXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX X XX XXXXX  YYMMDD XXXXX XX     XXXXX XX XX  XXXXX YYMMDD X XX YYMMDD
XXXXXXXXXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX X XX XXXXX  YYMMDD XXXXX XX     XXXXX XX XX  XXXXX YYMMDD X XX YYMMDD
XXXXXXXXXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX X XX XXXXX  YYMMDD XXXXX XX     XXXXX XX XX  XXXXX YYMMDD X XX YYMMDD
                                   30
XXXXXXXXXXXXXXXX  XXX    OFW  XX,XXX  CTL  XX,XXX
                         LTC  XX,XXX  MAJ  XX,XXX
                         CPT  XX,XXX  LT   XX,XXX
                         CW4  XX,XXX  CW3  XX,XXX
                         CW2  XX,XXX  WO1  XX,XXX
```

Figure 10–7–1. Sample format for the Roster of Officers

Figure 10–7–1. Sample format for the Roster of Officers—Continued

REPORT HEADING

Item number	Explanation of item
(1)	PRD/YR/DD—The date the report was actually prepared.
(2)	PCN: RAC-CAS—The Production Control Number of the report.
(3)	ROSTER OF OFFICERS—The title of the report.
(4)	CD—Cycle Code. The "as of" date of the REPORTS processing cycle that produced the report.
(5)	SCN—Submission Control Number. A two character code that identifies the month and day the report was processed by the DP.
(6)	PAGE—The page number of the report.
(7)	PRA—PROMOTED Processing Activity.
(8)	UNIT MAIL CODE—A code assigned by the DB to assist in control of the output.
(9)	PART 1 COMMISSIONED OFFICER—Part Number and Subtitle of the report.
(10)	NAME—The name of the individual.
(11)	SSN—Social Security Number. The Social Security Number of the individual.
(12)	CMP—Component. A code that identifies personnel.
(13)	BR—Basic Branch. A code that identifies the basic branch of the officer.
(14)	GRADE—The abbreviation of the grade in which the individual is currently serving.
(15)	DOR—Date of Rank. Year, Month and Day. The date the individual's grade was effective.
(16)	PRI SPEC ASI1/ASI2—Primary Specialty Additional Skill Identifier 1 and 2.
(17)	CTL BRC—Control Specialty.
(18)	DUTY SPEC ASI/LNG—Duty Specialty Additional Skill Identifier and Language Identifier.
(19)	LPC—Local Processing Code. The LPC of the unit to which the individual is assigned.
(20)	DRCS/DERDS—Date Returned from Overseas or Date Eligible to Return from Overseas.
(21)	FDS—Field Determined Personnel Security Status.
(22)	PPN—Procurement Program Number. A code that identifies the means by which commissioned and warrant officers were appointed.
(23)	ESA/LOS DATE—Expiration of Service Agreement/Loss Date. Year, Month and Day. The date the individual completes his service agreement or the date he will be a loss to the unit or the anticipated date of loss or DEROS.
(24)	PART 2 WARRANT OFFICER—Part Number and Subtitle of the report.
(25)	CTL BR—Control Branch. A code that identifies the branch of the Army that controls assignments and other personnel actions.
(26)	PMOS/ASI—Primary Military Occupational Specialty and Additional Skill Identifier.
(27)	DMOS/ASI/LNG—Duty Military Occupational Specialty, Additional Skill Identifier and Language Identifier.
(28)	TOTAL—Totals by Grade for both Parts 1 and 2.

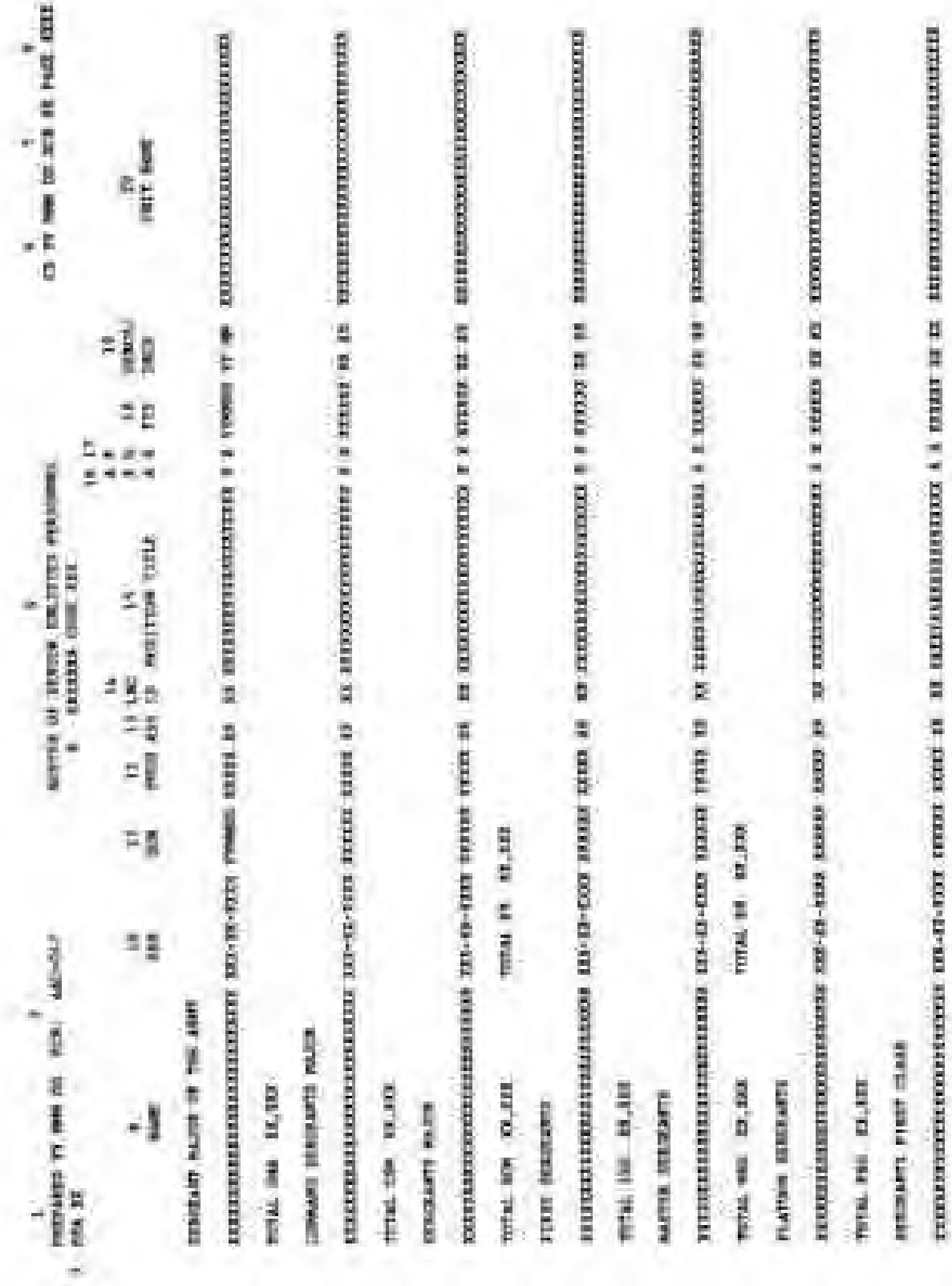


Figure 10–8–1. Sample Format Roster of Senior Enlisted Personnel

Figure 10–8–1. Sample Format Roster of Senior Enlisted Personnel—Continued

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was actually prepared.
(2)	PCN: AAC-C47—The Production Control Number of the report.
(3)	ROSTER OF SENIOR ENLISTED PERSONNEL—The title of the report.
(4)	DD—Cycle Date: The "as of" date of the SIDPERS processing cycle that produced the report.
(5)	SCN—Shipment Control Number: The Shipment Control Number is a two character code that identifies the month and day the report was prepared by the DPI.
(6)	PAGE—The page number of the report.
(7)	PPA—PERSINS Processing Activity.
(8)	MAIL CODE—The report code.

REPORT CONTENTS

Item number	Explanation of item
(9)	NAME—The name of the individual.
(10)	SSN—Social Security Number: The individual's Social Security Number.
(11)	DOR YY MM DD—Date of Rank: The year, month and day the individual was promoted to his current grade.
(12)	PMOS—Primary Military Occupational Specialty Code: The PMOSC of the individual.
(13)	ASI—Primary MOS Additional Skill Identifier.
(14)	LNG—Language-1 identifier: A code used to identify the language in which an individual is proficient.
(15)	POSITION TITLE—The title of the position to which the individual is assigned.
(16)	AEA—Assignment Eligibility Availability Code: A code that indicated an individual's availability for world wide service.
(17)	FDS—Field Determined Personnel Security Status.
(18)	ETS—Expiration of Term of Service: The date the individual completes his active duty commitment.
(19)	DEROS DPOS—The year, and month and day of the individual's Date Eligible to Return from Overseas or the Date of Return from Overseas.
(20)	UNIT NAME—The name of the unit to which the individual is assigned.

Figure 10–8. Sample Format Roster of Senior Enlisted Personnel—Continued

Figure 10–9–1. Sample format Authorized/Accountable Strength by UPC

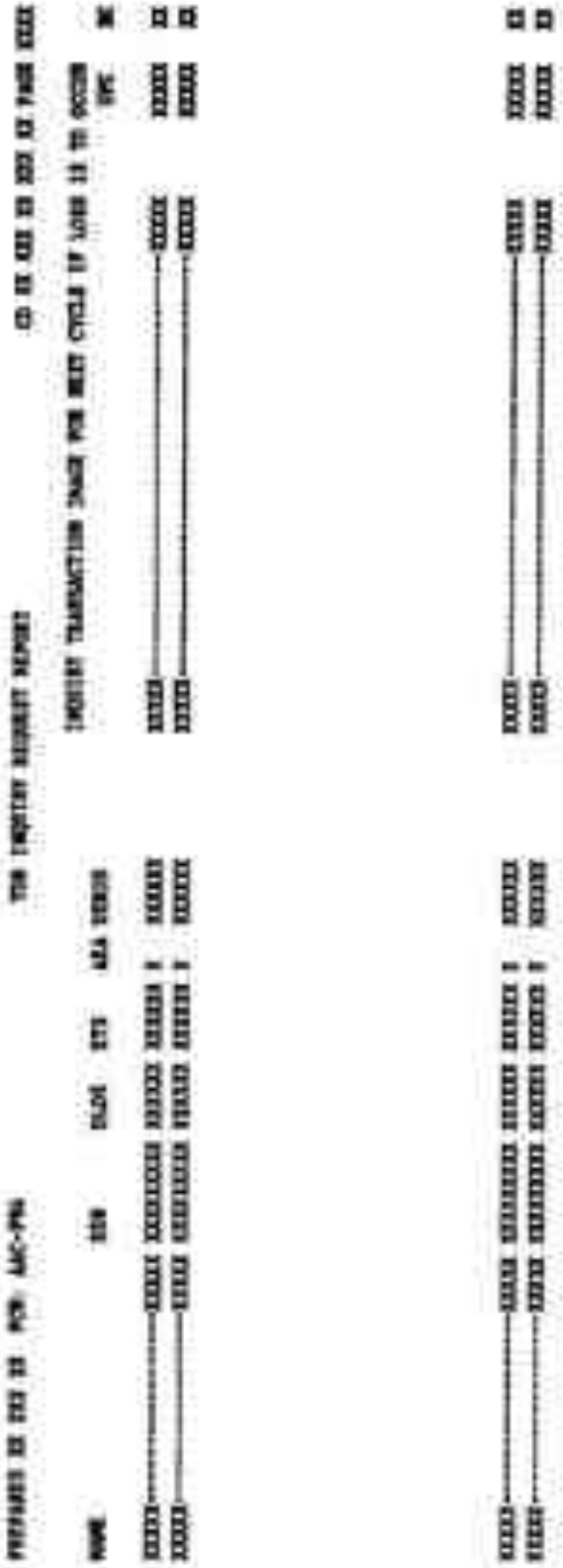


Figure 10–10–1. Sample format for TDR Inquiry Report

PREPARED XX XXX XX FOR: AAC-C11 ALPHA ROSTER CO XX XXX XX XXX XX PAGE XXXX
FPA XX
XXXXXXXXXXXXXXXXXXXXXXXX

NAME	SSN	V S S ORD	PMOS/AOC1/ PSEL/AOC1/ AOC2	CMD/ CO	LOOS/ REPORT DATE	T T F E	CPC	UNIT NAME	S S F	STATUS	GAINING/ LOSING/ DISPOSITION/ MOS
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	X XXX	XXXXX XX	XX	XXXXXX	X	XXXXX	XXXXXXXXXXXXXXXXXXXXXXXX	X	XXXX	XXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	X XXX	XXXXX XX	XX	XXXXXX	X	XXXXX	XXXXXXXXXXXXXXXXXXXXXXXX	X	XXXX	XXXXX

TOTALS: TOTAL RECORDS XXXXXX ASSIGNED XXXXXX INTER-ATTACHED XXXXXX PENDING GAINS XXXXXX
ARMY XXXXXX INTRA-ATTACHED XXXXXX LOSSES XXXXXX

PREPARED XX XXX XX FOR: AAC-C11 *ALPHA ROSTER CO XX XXX XX XXX XX PAGE XXXX
FPA
XXXXXXXXXXXXXXXXXXXXXXXX

DEAD RECORDS:

NAME	SSN	CPC	REC	STATUS
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXXXX	X	XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXXXX	X	XXXX

TOTAL DEAD RECORDS: XXXX

*Indicates second page of the report.

Figure 10–11–1. Sample format for the Alpha Roster (Peacetime)

```
 1                    2                                  3                                  4          5          6
PREPARED XX XXX XX  PCN: AAC-C11                       ALPHA ROSTER                       CO XX XXX XX SCN XX PAGE XXXX
PPA XX  T
XXXXXXXXXXXXXXXXXXXXXXX
 8                                 11                          15                                          20
                                    V        13          14    T                                 18        GAINING/
                                    A     PMOS/AST/      LOSS/  Y                                 X        LOSING/
          9                 10      S 12  PSAI/ABII/     REPORT P  16          17                 3   19   DISPUTED
        NAME                SSN     N CED                DATE   X  UPC       UNIT NAME             C STATUS   UPC

XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX X XXX XXXXX XX     XXXXXX X XXXXX XXXXXXXXXXXXXXXXXXXXXXXX X XXXX    XXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX X XXX XXXXX XX     XXXXXX X XXXXX XXXXXXXXXXXXXXXXXXXXXXXX X XXXX    XXXXXX

TOTALS:  TOTAL RECORDS XXXXXX   ASSIGNED XXXXXX  INTER-ATTACHED XXXXXX  PENDING GAINS XXXXXX
 21                             ASMJ   XXXXXX  INTRA-ATTACHED XXXXXX  LOSSES        XXXXXX
```

Figure 10–11–2. Sample Format for the ALPHA Roster (Wartime)

Figure 10–11–2. Sample Format for the ALPHA Roster (Wartime)—Continued

REPORT HEADING

Item number	Explanation of item
(1)	PREPARED—The date the report was prepared.
(2)	PCN: AAC-C11—The Production Control Number of the report.
(3)	ALPHA ROSTER—The title of the report.
(4)	CD—Cycle Date. The "as of" date of the SIDPERS Processing Cycle that produced the report.
(5)	SCN—Shipment Control Number. A two character code that identifies the month and day the report was prepared.
(6)	PAGE—The page number of the report.
(7)	PPA—PERSINS Processing Activity.
(8)	RSC or MC—The report sequence or Mail Code requested.
(9)	NAME—The name of the individual.
(10)	SSN—Social Security Number. The individual's Social Security Number.
(11)	VSSN—Verified Social Security Number. The individual's verified Social Security Number.
(12)	GRD—Grade. The abbreviation of the grade in which the individual is currently serving.
(13)	PMOS/PSSI/ASI/ASI1—Primary Specialty Skill identifier for commissioned officers. Primary Military Occupational Specialty Code and ASI and ASI1 for warrant officer and enlisted personnel.
(14)	LOSS REPORT DATE—The loss report date for the individual.
(15)	TYPE—The type of loss (i.e. DLDE, DROE, and ETS/ESA).
(16)	UPC—The Unit Processing Code.
(17)	UNIT NAME—The name of the unit.
(18)	RSC—Report Sequence Code. A code assigned by the SIB to group units in a distinct sequence for report purposes.
(19)	STATUS—A code used to classify the status of Active Army organizations, personnel and equipment.
(20)	GAINING/LOSING/DISP/TSD UPC—The gaining/losing/disputed UPC unit.
(21)	TOTALS—The total records by classification.

Figure 10–11–2. Sample Format for the ALPHA Roster (Wartime)—Continued

Appendix A
References

Section I
Required Publications

AR 27–3
Legal Assistance

AR 37–103
Finance and Accounting for Installations: Disbursing Operations

AR 37–104–3
Military Pay and Allowance Procedures: Joint Uniform Military Pay System Army (JUMPS—Army)

AR 40–3
Medical, Dental and Veterinary Care

AR 40–26
Tuberculosis Detection and Control Program

AR 40–66
Medical Record and Quality Assurance Administration

AR 40–501
Standards of Medical Fitness

AR 50–5
Nuclear Surety

AR 50–6
Chemical Surety Program

AR 95–1
Army Aviation: General Provisions and Flight Regulations

AR 135–100
Appointment of Commissioned and Warrant Officers of the Army

AR 135–215
Officer Periods of Service on Active Duty

AR 140–192
Organization, Training, Assignment and Retention Criteria for Military Intelligence, Signals Intelligence, Electronic Warfare and Signal Security Units

AR 190–47
The US Army Correctional System

AR 215–1
Administration of Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

AR 220–90
Army Bands

AR 230–60
The Management and Administration of the US Army Club

AR 310–10
Military Orders

AR 340–5
Correspondence Distribution Management

AR 340–15
Preparing Correspondence

AR 340–17
Release of Information and Records from Army File

AR 351–1
Individual Military Education and Training

AR 355–155
Management Information Control System

AR 600–2
Name and Birth Data, Social Security Number, and Temporary Identification Number

AR 600–8
Military Personnel Offices

AR 600–9
The Army Weight Control Program

AR 600–10
The Army Casualty System

AR 600–20
Army Command Policies and Procedures

AR 600–31
Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings

AR 600–37
Unfavorable Information

AR 600–43
Conscientious Objection

AR 600–200
Enlisted Personnel Management System

AR 600–290
Passports and Visas

AR 601–100
Appointment of Commissioned and Warrant Officers in the Regular Army

AR 601–210
Regular Army and Army Reserve Enlistment Program

AR 601–270
Military Entrance Processing Stations (MEPS)

AR 601–280
Army Reenlistment Program

AR 604–5
Clearance of Personnel for Access to Classified Defense Information and Material

AR 608–2
Servicemen's Group Life Insurance (SGLI), Veteran's Group Life Insurance (VGLI), United States Government Life Insurance (USGLI) and National Service Life (NSLI)

AR 608–3
Naturalization and Citizenship of Military Personnel and Dependents

AR 608–8
Mortgage Insurance for Service Members

AR 608–9
The Survivor Benefit Plan (SBP)

AR 608–20
Voting by Personnel of the US Armed Forces

AR 611–3
Army Occupational Survey Program (AOSP)

AR 611–5
Army Personnel Selection and Classification Testing

AR 611–6
Army Linguist Program

AR 611–60
Assignment to Army Attache Duty

AR 611–85
Selection of Enlisted Volunteers for Training as Aviation Warrant Officers

AR 611–101
Commissioned Officer Specialty Classification System

AR 611–201
Enlisted Career Management Fields and Military Occupational Specialties

AR 612–2
Preparing Individual Replacements for Oversea Movement (POR)

AR 614–6
Permanent Change of Station Policy

AR 614–30
Oversea Service

AR 614–100
Officers

AR 614–101
Officer and Warrant Officer Reassignment Policy

AR 614–102
Current and Projected Colonel Requirements

AR 614–103
Selection and Assignment of Officers in Military Intelligence MOS

AR 614–162
Selection, Training, and/or Assignment of In-Service Officer Volunteers to Special Forces Organizations

AR 614–185
Requisitions and Assignment Instructions for Officers

AR 614–200
Selection of Enlisted Soldiers for Training and Assignment

AR 614–203
Assignment of Personnel with Physically, Emotionally, or Intellectually Handicapped Dependents

AR 621–5
Army Continuing Education System (ACES)

AR 621–101
Advanced Degree Program for ROTC Instructor Duty

AR 623–1
Academic Evaluation Reporting System

AR 623–105
Officer Evaluation Reporting System

AR 623–205
Enlisted Evaluation Reporting System

AR 624–100
Promotion of Officers on Active Duty

AR 630–5
Leave, Passes, Permissive Temporary Duty, and Public Holidays

AR 630–10
Absence Without Leave and Desertion

AR 635–5
Separation Documents

AR 635–5–1
(O) Separation Program Designators (SDP)

AR 635–10
Processing Personnel for Separation

AR 635–100
Officer Personnel

AR 635–200
Enlisted Personnel

AR 638–1
Disposition of Personal Effects of Deceased and Missing Persons

AR 640–2–1
Personnel Qualification Records

AR 640–3
Identification Cards, Tap, and Badges

AR 640–10
Individual Military Personnel Records

AR 640–30
Photograph for Military Personnel Files

AR 672–5–1
Military Awards

AR 680–1
Unit Strength Accounting and Reporting

AR 700–84
Issue and Sale of Personal Clothing

DA Pam 350–37
Handbook for the Conduct of Skill Qualification Tests (SQT)

DA Pam 600–3
Commissioned Officer Professional Development and Utilization

DA Pam 600–8
Military Personnel Management and Administrative Procedures

DA Pam 600–8–1
SIDPERS Unit Level Procedures

DA Pam 600–8–2
SIDPERS Military/Personnel Office Level Procedures

DA Pam 600–8–3
SIB Level Procedures Organization and Operations (General)

DA Pam 600–8–4
SIDPERS User Manual: SIB/SID Level Procedures Data Base Description and File Structure

DA Pam 600–8–5
SIDPERS User Manual: SIB/SID Level Procedures Reference Handbook

DA Pam 600–8–6
SIDPERS User Manual: SIB Level Procedures Special Features. and Command and Staff Reports

DA Pam 600–8–9
Unit/Battalion/PAC and Military Personnel Office In/Out Processing Procedures

DA Pam 600–8–10
Assignment and Reassignment Procedures

DA Pam 611–3
Military Occupational Data Bank Questionnaire Administration (Enlisted MOS)

DA Cir 601–series
Personnel Procurement

DA Cir 611–series
Personnel Selection and Classification

DODPM
DOD Military Pay and Allowances Entitlement Manual

VA Handbook 29–75–1
Servicemen’s and Veterans, Group Life Insurance Handbook

MCM
Manual for Courts-Martial, United States 1969

Section II
Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 5–9
Intraservice Support Installation Area Coordination

AR 15–185
Army Board for Correction of Military Records

AR 27–10
Military Justice

AR 27–14
Complaints Under Article 138 UCMJ

AR 37–10
Waiver of US Claims for Erroneous Payments of Pay and Allowances

AR 37–19
Financial Administration of Interservice and Interdepartmental Support Agreements

AR 37–60
Pricing for Materiel and Services

AR 37–101–1
Field Organization and Operating Instructions Under the Joint Uniform Military Pay System—Army (JUMPS—Army)

AR 37–106
Finance and Account for Installations: Travel and Transportation Allowances

AR 37–108
General Accounting and Reporting for Finance and Accounting Offices

AR 40–2
Army Medical Treatment Facilities: General Administration

AR 40–63
Ophthalmic Services

AR 40–121
Uniformed Services Health Benefits Program

AR 40–562
Immunization Requirements and Procedures

AR 55–46
Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Oversea Area

AR 60–20
Operating Policies

AR 105–31
Record Communications

AR 105–32
Authorized Addresses for Electrically Transmitted Messages

AR 135–91
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

AR 135–155
Promotion of Commissioned Officers and Warrant Officers Other Than General Officers

AR 135–175
Separation of Officers

AR 135–178
Separation of Enlisted Personnel

AR 135–200
Active Duty for Training and Annual Training of Individual Members

AR 135–210
Order to Active Duty as Individuals During Peacetime

AR 140–1
Mission, Organization, and Training

AR 140–10
Assignments, Attachments, Details, and Transfers

AR 140–50
Officer Candidate School Course

AR 140–111
Enlistment and Reenlistment

AR 140–145
Mobilization Designation Program

AR 145–1
Senior ROTC Program: Organization, Administration, and Training

AR 145–2
Junior Program and National Defense Cadet Corps: Organization, Administration, Operation, and Support

AR 165–20
Duties of Chaplains and Commander's Responsibilities

AR 190–9
Military Absentee and Deserter Apprehension Program

AR 190–27
Army Participation in National Crime Information Center (NCIC)

AR 190–30
Military Policy Investigations

AR 190–40
Serious Incident Report

AR 195–3
Acceptance and Accreditation of Criminal Investigative Personnel

AR 210–50
Family Housing Management

AR 210–51
Army Housing Referral Service Program

AR 210–174
Accounting Procedures for Prisoner's Personal Property and Funds

AR 310–2
Identification and Distribution of DA Publications and Issue of Agency and Command Administrative Publications

AR 310–25
Dictionary of United States Army Terms

AR 310–49
The Army Authorization Documents System (TAADS)

AR 310–50
Catalog of Abbreviations and Brevity Codes

AR 335–15
Management Information Control System

AR 340–2
Maintenance and Disposition of Records in TOE Units of the Active Army, The Army Reserve and The National Guard

AR 340–9
Office Symbols

AR 340–18–5
Maintenance and Disposition of Planning, Programming, Management, Historical and Combat Development Functional Files

AR 340–18–7
Maintenance and Disposition of Military Personnel Functional Files

AR 340–21
The Army Privacy Program

AR 350–1
Army Training

AR 350–21
Instruction in Benefits of an Honorable Discharge

AR 350–100
Officer Active Duty Service Obligation

AR 351–3
Professional Training of Army Medical Department Personnel

AR 351–9
Interservice Education and Training

AR 351–22
The Judge Advocate General's Fundegal Education Program

AR 351–23
Advanced Management Training for Senior Officers

AR 380–5
Department of the Army Information Security Program

AR 380–35
(S) Department of the Army Communications Intelligence Security Regulation

AR 381–20
US Army Counterintelligence Activities

AR 525–10
(O) Department of the Army Command and Control Reporting System

AR 570–2
Organization and Equipment Authorization Tables: Personnel

AR 600–3
The Army Specialty Proponent System

AR 600–15
Indebtedness of Military Personnel

AR 600–21
Equal Opportunity Program in the Army

AR 600–33
Line of Duty Investigations

AR 600–39
Dual Component Personnel Management Program

AR 600–40
Apprehension, Restraint, and Release Civil Authorities

AR 600–50
Standards of Conduct for Department of the Army Personnel

AR 600–61
The Personnel Management Assistance Systems (PERMAS)

AR 600–240
Marriage in Oversea Commands

AR 601–1
Assignment of Enlisted Personnel to the Army Recruiting Command

AR 601–102
Voluntary Duty with The Judge Advocate General's Corps

AR 601–110
Identification of Commissioned and Warrant Officer Personnel by Army Procurement Program

AR 601–141
US Army Health Professions Scholarship Program

AR 604–10
Military Personnel Security Program

AR 608–1
Army Community Service Program

AR 608–11
Eligibility for Reduced Cost Commercial Air Fare for Unofficial Travel

AR 611–110
Selection and Training of Army Aviation Officers

AR 611–112
Manual of Warrant Officer Military Occupational Specialties

AR 612–10
Reassignment Processing and Army Sponsorship and Orientation Program

AR 612–105
Personalized Assignment of Officers (Except General Officers) to US Army, Europe, and Seventh Army

AR 612–210
Processing Procedures at US Army Reception Stations and Training Centers and Control and Distribution of Trainees

AR 614–3
Selection of US Army and Civilian Personnel and Contractor Employees for Assignment to Presidential Support Activities

AR 614–5
Stabilization of Tours

AR 614–10
US Army Personnel Exchange Program with Armies of other Nations: Short Title: Personnel Exchange Program

AR 614–11
Temporary Duty (TDY)

AR 614–35
(O) Assignment and Travel to Turkey of Army and US Citizen Civilian Personnel

AR 614–105
Initial Assignment of Regular Amy Second Lieutenants

AR 614–107
Assignment of Officers, as Army Research Associates with the Energy Research and Development Administration

AR 614–110
Assignment of Airborne Officers and Processing Volunteers for Training

AR 614–115
(C) Military Intelligence Officers Excepted Career Program (U)

AR 614–120
Interservice Transfer of Army Commissioned Officers on the Active Duty Test

AR 621–1
Training of Military Personnel at Civilian Institutions

AR 621–108
Military Personnel Requirements for Civilian Education (RCS MILPC-10)

AR 635–40
Physical Evaluation for Retention, Retirement or Separation

AR 635–120
Officer Resignations and Discharges

AR 670–1
Wear and Appearance of Army Uniforms and Insignia

AR 680–5
Direct Exchange of Personnel Data Between the MILPERCEN and the SIDPERS (Minimize) (RCS MILPC-27)

AR 680–29
Military Personnel, Organization, and Type of Transaction Codes

AR 725–50
Requisitioning, Receipt, and Issue System

AR 735–5
General Principal, Policies, and Basic Procedures

AR 930–4
Army Emergency Relief

AR 930–5
American National Red Cross Service Program and Army Utilization

DA Pam 1–2
Personnel Administration Center (PAC): Guide for Administrative Procedures

DA Pam 310–8
Index of Army Personnel Tests and Measures

DA Pam 351–4
US Army Formal Schools Catalog

DA Pam 351–20
Announcement of Army Correspondence Courses

DA Pam 360–503
Voting Assistance Guide

DA Pam 360–539B
Survivor Benefits Plan for the Uniformed Services

DA Pam 525–12
Army Location Codes: States Within The United States

DA Pam 525–13
Army Location Codes: Foreign Locations

DA Pam 570–551
Staffing Guides for US Army Garrisons

DA Pam 570–554
Staffing Guides for US Army Readiness Regions

DA Pam 600–5
Handbook on Retirement Services for Army Personnel and Their Families

DA Pam 600–7
Personnel Management Assistance System Visits Procedures

DA Pam 600–8–20
SIDPERS Handbook for Commanders

DA Pam 600–11
Warrant Officer Professional Development

DA Pam 600–44
MILPO Self-Assessment and Evaluation Program (SAEP)

DA Pam 601–4
Commander's Guide to the Retention of Junior Officers

DA Pam 611–l
The Army Interview

DA Pam 623–105
The Officer Evaluation Reporting System "In Brief"

DA Pam 630–1
AWOL and The Consequences

DA Cir 350 Series
Training

DA Cir 600 Series
Personnel—General

FM 12–1
Adjutant General Support in Theaters of Operations

FM 12–3–2
Division/Separate Brigade Personnel and Administrative Doctrine

FM 12–3–3
Corps Level Personnel and Administrative Doctrine

FM 21–20
Physical Readiness Training

FM 22–5
Drill and Ceremonies

DOD Regulations and Manuals

4160–21M
Defense Disposal Manual

5200.1–R
Information Security Program Regulation

68008.1–R
Civilian Health and Medical Program of the Uniformed Services (CHAMPUS)

JTR
Joint Travel Regulations: Vol I: Members of the Uniformed Services

JTR
Joint Travel Regulations: Vol II: DOD Civilian Personnel

Section III
Referenced Forms

DA Forms

2A—
Personnel Qualification Record, Part I—Enlisted Peacetime

2B—
Personnel Qualification Record, Part I-Warrant Officer Peacetime

2–1—
Personnel Qualification Record, Part II

2–2—
Insert to Personnel Qualification Record of Court Martial Convictions

31—
Request Authority For Leave

54—
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61—
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67–8—
US Army Officer Evaluation Report

67–8–1—
Officer Evaluation Report Support Form

67–8–2—
Senior Rater Profile Officer Evaluation Reporting System

71—
Oath of Office—Military Personnel

78—
Recommendation For Promotion of Officer

87—
Certificate of Training

136—
Military Training Certificate—Reserve Officer's Training Corps

137—
Installation Clearance Record

145—
Army Correspondence Course Enrollment Application

200—
ADP Data Transmittal Record

201—
Military Personnel Records Jacket, US Army

209—
Delay, Referral or Follow Up Notice

268—
Report For Suspension of Favorable Personnel Actions

330—
Language Proficiency Questionnaire

428—
Application For Identification Card

477—
Requisition for Enlisted Personnel

483—
Officer's Assignment Preference Statement

543—
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638—
Recommendation for Award

647—
Personnel Register

647–1—
Personnel Register

669—
Educational Development Record

705—
Army Physical Fitness Evaluation Scorecard

759—
Individual Flight Record and Flight Certificate—Army

759–1—
Individual Flight Record and Flight Certificate—Army

872—
Requistion For Individual Officer Personnel

873—
Certificate of Clearance and/or Security Determination

1058—
Application For Active Duty For Training (ACDUTRA)

1059—
Service School Academic Evaluation Report

1059–1—
Civilian Institution Academic Evaluation Report

1059–2—
Senior Service College Academic Evaluation Report

1315—
Reenlistment Data

1341—
JUMPS Army Allotment Authorization

1506—
Statement of Service—Computation of Length of Service for Pay Purposes

1633–R—
Band Audition

1695—
Oath of Extension of Enlistment

1696–R—
Enlistment/Reenlistment Qualifying Application (Especially Recruited Personnel)

1811—
Physical Data and Aptitude Test Scores Upon Release From Active Duty

2083–R—
Dependents and Other Selected Categories of Personnel by Geographic Location

2142—
Pay Inquiry

2166–6—
Enlisted Evaluation Report

2250—
Application or Nomination for Special Assignment

2408–12—
Army Aviator's Flight Record

2445—
Correspondence Control Record

2446—
Request for Orders

2467—
Record of Local Payment

2475–2—
Personnel Data-SIDPERS

2496—
Disposition Form

2632—
Miscellaneous Code Layout for Key Punching

2635—
Enlisted Preference Statement

2644–R—
Enlisted Personnel Eligible for Promotion

2644–1–R—
Point Spread—Enlisted Personnel Eligible for Promotion (E-5 to E-6)

2644–2–R—
Point Spread—Enlisted Personnel Eligible for Promotion (E-4 to E-5)

2755–R—
Current and Projected Colonel Requirements-Section A

2755–1–R—
Current and Projected Colonel Requirements—Section B

2784–R—
Request for Counterintelligence Investigation

3072—
Request for Waiver of Disqualification for Enlistment/Reenlistment in the Regular Army for In-Service Personnel

3078—
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3081–R—
Periodic Medical Examination (Statement of Exemption)

3161—
Request for Issue or Turn-In

3180—
Personnel Screening and Evaluation Record

3286—
Statement for Enlistment—Parts I through V

3286–3—
Statement for Enlistment—US Army Training of Choice Enlistment Option

3339–R—
Request for Extension of Current Period of Active Duty

3340—
Request for Regular Army Reenlistment or Extension

3349—
Physical Profile Board Proceedings Medical Condition Physical Profile Record

3355—
Promotion Point Worksheet

3356—
Board Member Appraisal (Worksheet)

3357—
Board Recommendation

3444—
Terminal Digit File for Treatment Record

3508–R—
Application for Remission or Cancellation or Indebtedness

3645—
Organization Clothing and Equipment Record

3685—
JUMPS—Army Pay Elections

3686—
Military Leave and Earning Statement (Test)

3716—
JUMPS—Army Personal Financial Report

3728—
SIDPERS Input and Control Data—Personnel Change (Expanded)

3739—
Application for Assignment/Deletion/Deferment for Extreme Family Problems

3805—
SIDPERS Input, and Control Data—Officer Accession

3807—
SIDPERS Input and Control Data—Officer Transfer Data Record

3808—
SIDPERS Input and Control Data—Enlisted Transfer Data Record

3813—
SIDPERS Input and Control Data—Personnel Organizational Change (Key Punch)

3835—
Notice of Unauthorized Absence from the United States Army

3836—
Notice of Return from Unauthorized Absence

3881—
Rights Warning Procedure/Waiver Certificate

3955—
Change of Address and Directory Card

3964—
Classified Document Accountability Record

4036–R—
Medical and Dental Preparation for Oversea Movement (POR Qualification)

4037—
Officer Record Brief

4126–R—
Bar to Enlistment/Reenlistment Certificate

4179–R—
Leave Control Log

4187—
Personnel Action

4188—
Military Personnel Office/finance Verification on MPRJ and PFR

4240—
Data for Payment of Retired Army Personnel

4308—
Army Occupational Data Bank Questionnaire Data Sheet

4319–R—
AMEDD Professional Qualification Record, Part I

4319–R–1–R—
AMEDD Professional Qualification Record, Part II

4322–R—
Army Officer Candidate Control and Service Agreement

4370–R—
Cadet/Student Initial Preference Statement

4384—
Commander's Report of Inquiry/Unauthorized Absence

4474–R—
Information for Accelerated Payment of SRB/VRB

4515—
Personnel Reliability Program Record Identifier

4591–R—
Reenlistment Data worksheet

4600—
Travelope

4609–R—
ROTC Cadet Performance Evaluation

4787—
Reassignment Processing

4941–R—
Statement of Option.

4950—
Good Conduct Medal Certificate

4989–R—
Aviation Warrant Officer Training Application

4972–R—
Family Care Counseling Checklist (Officer Personnel)

4973–R—
Family Care Counseling Checklist (Enlisted Personnel)

4974–R—
Family Care Plan

5120–R—
TDY Schooling in Conjunction with PCS Option Statement

5233—
Acknowledgement of ASOP Shipment

5234–R—
Officer Evaluation Report Control Log

5235–R—
Volunteer Statement for the Enlisted Club Management Career Program (MOSOOJ)

5237–R—
Personnel Staff NCO Enlisted Evaluation Report Suspense Roster

5247–R—
Request for Security Determination

5304–R—
Family Care Counseling Checklist

5305–R—
Statement of Understanding and Responsibility

5339–R—
OCS Applicant's Evaluation Sheet

6256—
Flight Aptitude Selection Test (FAST) FAST Scoring Worksheet

DOD Forms

2A—
Active Duty Military ID Card

4 Series—
Enlisted Reenlistment Documents—Armed Forces of the United States

47—
Record of Induction

93—
Record of Emergency Data

137—
Application for Basic Allowance for Quarters for Members with Dependents

149—
Applications for Correction of Military or Naval Record Under the Provisions of Title 10, US Code, Sec 1552

173—
Joint Messageform

214—
Certificate of Release or Discharge From Active Duty

214WS—
Worksheet for Certificate or Release or Discharge from Active Duty

220—
Active Duty Report

345—
Armed Forces Liberty Pass

362—
Statement of Charges for Government Property Lost, Damaged, or Destroyed

368—
Request for Discharge or Clearance From Reserve Components

398—
Statement of Personal History

398–2—
Personnel Security Questionnaire (National Agency Check)

493—
Extract of Military Records of Previous Convictions

553 (Test)—
Deserter/Absentee Wanted by the Armed Forces

616—
Report of Return of Absentee

785—
Records of Disenrollment from Officer Candidate Type Training

802—
Request for Certificate of Eligibility

803—
Certificate of Termination

1172—
Application for Uniformed Services Identification and Privilege Card

1173—
Uniformed Services Identification and Privilege Card

1300—
Report of Casualty

1343—
Notification of Change in Service Member's Official Records

1407—
Dependent Medical Care and DD Form 1173 Statement

1584—
Department of Defense National Agency Check Request

1610—
Request and Authorization for TDY Travel of DOD Personnel

1879—
Request for Personnel Security Investigation

1882—
Survivor Benefit Plan—Election Change

1883—
Survivor Benefit Plan—Election Certification

1884—
Survivor Benefit Plan—Application for Annuity

1885—
Survivor Benefit Plan—Minimum Income Claim

1934—
Geneva Conventions Identify Card for Medical and Religious Personnel who Serve in or Accompany the Armed Forces

1966–series—
Application for Enlistment—Armed Forces of the United States

2058—
State of Legal Residence Certificate

2058–1—
State Income Tax Exemption Test Certificate

2221—
DOD Authority for Release of Information and Records

Standard Forms

76—
Post Card Application for Absentee Ballot

88—
Report of Medical Examination

93—
Report of Medical History

520—
Clinical Record—Electrocardiographic Record

600—
Health Record—Chronological Record of Medical Care

601—
Health Record—Immunization Record Foreign, Service Forms

240—
Report of Birth Abroad of a Citizen of the USA

545—
Certificate of Birth VA Forms

29–6285—
Request for Insurance—Servicemen's Group Life Insurance

29–8286—
Servicemen's Group Life Insurance Election

29–8290—
Servicemen's Group Life Insurance Certification of Membership

29–8713—
Application for Servicemen's Group Life Insurance (Retired Reservists)

29–8714–1—
Application for Veteran's Group Life Insurance (to be completed) within 120-day period following separation)

29–8714–2—
Application for Veteran's Group Life Insurance (to be completed by veterans separated more than 120 days) Miscellaneous Forms

PHS 731—
International Certificate of Vaccination

IRS W4—
Employees Withholding Allowance Certificate

NSN 7530–00–270–6178—
General Purpose Card

1A Form 92—
Personnel Security Screening Interview

FD 258—
FBI US Department of Justice Fingerprint Card (Applicant)

OF 23—
Chargeout Record

OF 41—
Routing and Transmittal Slip

SSA 5—
Application for Social Security Number Card

OAAN 7003—
Request for Change in Social Security Record

Unnumbered Post Card—
Request for Statement of Earnings Immigration & Naturalization Service Forms

1–53—
Address Report Form

1–151—
Alien Registration Receipt Card

FD–285—
Application Fingerprint

G–325—
Biographic Information

G–325B—
Biographic Information

N–4000—
Application to File a Petition of Naturalization

N–402—
Application to File Petition for Naturalization in Behalf of Child

N–426—
Request for Certification of Military Or Naval Service

N–600—
Application for Certificate of Citizenship

Appendix B
Addresses for Missing Service Periods

B–1. Center Manager

National Personnel Records Center, GSA
9700 Page Boulevard
ATTN: (Air Force Records Branch) (Navy Records Branch) (Army Records Branch) (Marine Corps Records Branch) (Coast Guard Records Branch)
St. Louis, Missouri 63132

B–2. State Adjutant General (*)

Note. *Should send letter if officer indicates any ARNG service.
1720 Federal Drive, Montgomery, AL 36102
338 Denall St, Anchorage, AK 99501
5636 E. McDowell Rd, Phoenix, AZ 85008
Ft. McAllister, P.O. Box 678, North Little Rock, AR 72115
P.O. Box 214405, Sacramento, CA 95821
300 Logan St., Denver, Co 80203
360 Broad St., Hartford, CT 06115
First Regiment Road, Wilmington, DE 19808
NG Armory, 2001 E. Capitol St., Washington, DC 20003
State Arsenal, St. Augustine, FL 32084
Dept of Defense, Mil Div, P.O. Box 17965, Atlanta, GA 30316
3949 Diamond Head Rd, Honolulu, HI 96816
P.O. Box 45, Boise, ID 83707
1301 N. MacArthur Boulevard, Springfield, IL 62702
Mil Dept of Indiana, P.O. Box Drawer AO, Indianapolis, IN 46241
RH # 1, Camp Dodge, Grimes, IA 50111
P.O. Box C-300, Topeka, KS 66601
Boone NG Center, Frankfort, KY 40601
Hq Bldg, Jackson Barracks, New Orleans, LA 70146
Camp Keyes, Augusta, ME 04333
5th Regiment Armory, Baltimore, MD 21201
905 Commonwealth Ave, Boston, MA 02215
2500 S. Washington Ave, Lansing, MI 48913
Veterans Service Bldg, St. Paul, MN 55155
P.O. Box 5027, Fondron Station, Jackson, MS 39216
1717 Industrial Dr, Jefferson City, MO 65101
P.O. Box 4789, Helena, Mt 59601
1300 Military Rd, Lincoln, NE 68508
2525 S. Carson St, Carson City, NV 89701
State Military Reservation, Airport Road, Concord, NH 03301
P.O. Box 979, Trenton, NJ 08625
P.O. Box 4277, Santa Fe, NM 87502
Public Security Bldg, State Campus, Albany, NY 12226
PO Drawer 26 26B, Raleigh, NC 27611
P.O. Box 1817, Bismarck, ND 58505
2825 W. Granville Road, Worthington, OH 43085
3501 Military Circle, N.E., Oklahoma City, OK 73111

2150 Fairgrounds Rd, NE, Salem, OR 97303
Dept of Military Affairs, Annville, PA 17003
P.O. Box 3786, San Juan, PR 00904
1051 N. Main St, Providence, RI 02904
1225 Bluff Rd, Columbia, SC 29201
P.O. Box 2150, Rapid City, SD 57709
NG Armory, Sidco Drive, Nashville, TN 37204
Box 5218, Austin, TX 78703
P.O. Box 8000, Salt Lake City, UT 84108
Bldg # 1, Camp Johnson, Winooski, VT 05404
401 E. Main St, Richmond, VA 23219
Camp Murray, Tacoma, WA 98430
1703 Coonskin Dr, Charleston, WV 25311
P.O. Box 8111, Madison, WI 53708
5500 Bishop Boulevard, PO Box 1709 Cheyenne, WY 82001
PO Box 3240, Christiansted, Saint Croix, US VI 00820

Glossary

Section I
Abbreviations

abbr
abbreviation

ABCMR
Army Board for Correction of Military Records

AC
Active Component

acad
academic

ACB
Army Classification Battery

acmp
accompanying

AD
active duty

ADL
active duty list

admin
administrative

ADP
automatic data processing

ADT
active duty for training

AEA
assignment eligibility and availability

AERO
aeronautical

AF
Air Force

AFCr
Armed Forces Classification Test

AFRM
Armed Forces Reserve Medal

AFS
Active Federal Service

AFSC
Active Federal Commissioned Service

AFQT
Armed Forces Qualification Test

AG
Adjutant General

AGR
Active Guard/Reserve Status

ALAT
Army Language Aptitude Test

AMEDD
Army Medical Department

ANCOC
Advanced Noncommissioned Officer Course

anl
annual

APO
Army Post Office

app
approved; appendix

AQB
Army Qualification Battery

AR
Army Regulation

ARCAM
Army Reserve Components Achievement Medal

ARCOM
Army Reserve Command

ARGO
Army Reserve Command/General Officer Command

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

arr
arrival

asg
assign

ASF
Authorized Strength File

ASI
additional skill identifier

ASNJ
assigned not joined

ASNP
Army Student Nurse Program

ASVAB
Armed Services Vocational Aptitude Battery

atch
attached

AUS
Army of the United States

auth
authorized

AUTODIN
Automatic digital network

AWOL
absent without leave

BASD
Basic Active Service Date

BCT/BT
Basic Combat Training/Basic Training

BESD
Basic Enlisted Service Date

BNCOC
Basic Noncommissioned Officer Course

BTC
Basic Technical Course

cbt
combat

CCF
U.S. Army Central Personnel Security Clearance Facility

cdr
commander

CSSD
constructive commissioned service date

cert
certificate

CGRD
civilian grade

chg
charged

CI
Criminal Investigator

Cir
circular

civ educ
civilian education

citzshp
citizenship

cl
class

CLEP-GEN
college level examination program—general examination

cnf
confinement

col
college

CONOBJTR
conscientious objector

CONUS
continental United States

CONUSA
the numbered Armies in the continental United States

COPMOS
career progression military occupational specialty

CPA
certified public accountant

CPRC
complete the record

CPRP
Chemical Personnel Reliability Program

C/R
change of rater

CSDEP
command sponsored dependents

CSM
Command Sergeants Major

CURR/LAST FST
Current/Last Foreign Service Tour

CURR TERM SVC
current term of service

DA
Department of the Army

DANTES
Defense Activity for Non-Traditional Educational Support

DC
Dental Corps

DEROS
date eligible to return from overseas tour

DETS
date eligible for transfer to the Standby Reserve

DF
disposition form

DIA
date of initial appointment

disqual
disqualified

dipl
diploma

dir
directed

div
division

DLAT
Defense Language Aptitude Test

DLOS
date of loss

DMSQ
Duty Qualification Code

DOD
Department of Defense

DODPM
Department of Defense Military Pay and Allowances Entitlement Manual

DOR
date of rank

DOT
Dictionary of Occupational Titles

DROS
date of return from overseas

DS
drill sergeant

durat
duration

dy
duty

EB
enlistment bonus

EER
Enlisted Evaluation Report

elig
eligible

EMF
Enlisted Master File

empl
employer

enl
enlisted; enlistment

enr
en route

ENTNAC
Entrance National Agency Check

EOD
explosive ordnance disposal

ECMD
Enlisted Personnel Management Directorate

equiv
equivalent

ER
evaluation report

ETH GRP
ethnic group

ETS
expiration of term of service

EURA
european area

EUSA
Eighth U.S. Army

ext
extend; extended

FAO
finance and accounting office

FAST
foreign area specialist training

FEPA
Far East Pacific Area

FHA
Federal Housing Authority

FHA Elig Ind
Federal Housing Authority Eligibility Indicator

FID
format identification

FLYS
flying status

fr
from

Ft
Fort

GCM/GCMDL
Good Conduct Medal

GED
general education development

GOCOM
General Officer Command

grad
graduate

GRDC
grade change

GT
general technical

hr
hour

hosp
hospital

HQDA
Headquarters, Department of the Army

HSM
Humanitarian Service Medal

IIED
Individual Incentive Effective Date

IISC
Individual Incentive Status Code

ind
indicator

int
initial

inqy
inquiry

inves
investigation

IPAY
incentive pay

IRYE
inclusive retirement yearending

ITEP
Individual Training Evaluation Program

JAGC
Judge Advocate General's Corps

JET
Junior Enlisted Travel

JTD
joint table of distribution

JUMPS-RC
Joint Uniform Military Pay Systems-Reserve Components

lang
language

LD
line of duty

lic
licentiates; license

LIC
Language Indicator Code

LOR
Letter of Reprimand

ltr
letter

M-DAY
mobilization day

MACOM
major Army command

MC
Medical Corps

mc
mail code

med
medical

Mgt
management

MIA
missing in action

MI/AS fld
Military Intelligence/Army Security field

MILPERCEN
United States Army Military Personnel Center

MILPO
Military Personnel Office(r)

mo
month(s)

MOBDES
mobilization designees

MOS
military occupational specialty

MOSC
military occupational specialty code

MPC
military personnel class

MPRJ
Military Personnel Records Jacket

MRD
mandatory removal date

MRTL STS
marital status

MTOE
modification table of organization and equipment

MUSARC
Major United States Army Reserve Command

NAC
National Agency Check

NBC Defense Off
Nuclear, Biological, Chemical Defense Officer

NCO
noncommissioned officer

NCOES
noncommissioned Officer Education System

NCSDEP
noncommand sponsored dependents

NET
new equipment training

no
number

noncbt
noncombat

NPDR
Noncommissioned Officer Professional Development Ribbon

NTC
normal tour completion

OB
officer basic

obig
obligation

OCS
officer candidate school

OCT
officer candidate test

OER
officer evaluation report

OJT
on-the-job training

OMF
Officer Master File

OMPF
Official Military Personnel File

OPER
SIDPERS Personnel File Inquiry

OPMD
Officer Personnel Management Directorate

OPMS
Officer Personnel Management System

OPUS
Officer Personnel Utilization System

ORB
Officer Record Brief

OS
overseas

OSR
Overseas Service Ribbon

OSUT
one station unit processing

OTRA
Other than Regular Army

PAC
Personnel Administration Center

PAP
U.S. Army Personnel Assistance Point

PCS
permanent change of station

PDY
Permanent duty

PEBD
Pay Entry Basic Date

PERM DOR
permanent date of rank

PERM GRD
permanent grade

PFR
Personal Financial Record

PHYS CAT
physical category

PLC
primary leadership course

PMOS
primary military occupational specialty

PNCOC
primary noncommissioned officer course

POV
Privately-owned vehicle

PPA
personnel procurement authority

PPN
procurement program number

prog
progression; program

prom
promotion

prom pts
promotion points

PRC
position requirement code

PRP
Personnel Reliability Program

PSD
personnel service division

PSNCO
personnel staff noncommissioned officer

PSP
Personnel Security Program

PSR
personnel suspense roster

PSSP
PersonneL Security and Surety Program

PULHES
physical profile serial code

PTC
primary technical course

QMP
qualitative management program

RA
Regular Army

R/C
relief for cause

RCPAC
Reserve Components Personnel and Administration Center

recm
recommended

REEN ELIG/INELIG
Reelistment Eligibility/Ineligibility

REFRAD
release from active duty

reg
regular

regt
regimental

regt affil
regimental affiliation

REL PREF
religious preference

REP-63
Reserve Enlistment Program of 1963

repl
replacement

Res
Reserves

rest
restored

RESAD
Reserve Active Duty

restr
restriction

REVD
revocation of departure

ROTC
Reserve Officer Training Corps

RPMF
Reserve Personnel Management File

RSC
Report Sequence Code

RVN
Republic of Vietnam

rtd
returned

SADT
special active duty for training

sbm
submitted

SDAP
Special Duty Assignment Pay

SC
specialty code

scty Cln
security clearance

scty sts
security status

sep
separation

SF
Standard Form

SGLI
Serviceman's Group Life Insurance

SH
semester hours

SIB
SIDPERS Interface Branch

SIDPERS
Standard Installation/Division Personnel System

SMOS
secondary military occupational specialty

SOP
standing operating procedures

SP
special

SPAY
special pay

SPF
SIDPERS Personnel File

Spec
specialty

spt
support

SQI
special qualification identifier

SQT
skill qualification test

SRCS
source of commission

SRB
selective reenlistment bonus

SSI
specialty skill identifier

SSN
social security number

svc
service

svc compt
service component

supvr
supervisor

TCC
Training Center Code

TDA
table of distribution and allowances

TDR
transfer data record

TDRL
temporary disability retired list

TDY
temporary duty

temp
temporary

term
terminated

tng
training

TOE
table of organization and equipment

Top-Fed
The SIDPERS data base is updated from HQDA

TPTS
total cumulative retirement points

TSO
training standards officer

TWI
training with industry

UIC
unit identification code

UPC
unit processing code

U.S.
United States

USAEREC
U.S. Army Enlisted Records and Evaluation Center

USAF
United States Air Force

USAFA
United States Air Force Academy

USAFI
United States Armed Forces Institute

USAFR
United States Air Force Reserve

USAR
United States Army Reserve

USAREC
United States Army Recruiting Command

USARECSTA
United States Army Reception Station

USATTC
U.S. Army Transportation Terminal Command

USAWCCSC
U.S. Army War College Corresponding Studies Group

USC
United States Code

USCG
United States Coast Guard

USACGA
United States Coast Guard Academy

USCGR
United States Coast Guard Reserve

USDB
United States Disciplinary Barracks

USMA
United States Military Academy

USMC
United States Marine Corps

USMCR
U.S. Marine Corps Reserve

USN
United States Navy

USNR
United States Navy Reserve

USNA
United States Naval Academy

VFDMIS
Vertical Force Development Management Information System

vol
voluntary; voluntarily

VSSSN
Verification Status of the Social Security Number

wd
withdrawn

w/dy
with duty

WO
warrant officer

w/o
without

WOCB
Warrant Officer Candidate Basic

WRAIN
Walter Reed Army Institute of Nursing

XO
executive officer

Yr
year

Section II
Terms

Allied documents
Attachments to a document that have no meaning if viewed alone but are a necessary part of the primary document.

Custodian
The person responsible for the safe storage, maintenance, and control of personnel records.

Career Management Individual File (CMIF)
The personnel record kept by DA career management activities for making duty assignments and assisting in other personnel management decisions.

Document
A numbered form or other paper that is filed in personnel records.

Individual military personnel records (also called personnel records or records)
A collection of documents maintained as a single entry that pertains to the military career of a particular soldier.

Military Personnel Office
A military office or other personnel activity providing records maintenance support to the member's unit.

Military Personnel Records Jacket (MPRJ)
The individual military personnel records maintained in a DA Form 201 (Military Personnel Records Jacket, US Army) normally kept in a MILPO serving the member's unit.

Official Military Personnel File (OMPF)
The permanent, historical, and official record of a member's military service

Records maintenance
The continual updating and proper filing of documents in individual military personnel records.

Transfer documents
Certain documents that are not part of the MPRJ but accompany the MPRJ when it is transferred between custodians.

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RESERVED

LEAVE CONTROL LOG

For use of this form, see Da Pam 600-8; the proponent agency is MILPERCEN

CONTROL NUMBER	DATE ISSUED	OFFICER MEMBER			PERIOD OF AUTH ABSENCE			DATE PAID TO FILE				CLERK'S INITIALS
		NAME (Last, First, Middle)	GRADE	SSN	NO OF DAYS	DATE FROM ITEM 8A (DA FORM 31)	DATE TO ITEM 8B (DA FORM 31)	EXTENSION ITEM 31 (DA FORM 31)	SUBPENOED COPY	NOTIFYING OF EXTENSION	ORIGINAL COPY	

DA FORM 4179-R, JUL 84

EDITION OF OCT 72 IS OBSOLETE

M TAB TAB TAB TAB TAB TAB TAB

AMEDD PROFESSIONAL QUALIFICATION RECORD—PART I

For use of this form, see AR 640-3-1 and Pamphlet 5-3, DA Pam 640-2; the proponent agency is TSG

1. NAME (Last, First, MI) 2. SSN 3. BRANCH

FOR CONTINUATION OF ITEMS LISTED BELOW, USE REVERSE. SPECIFY CONTINUED ITEM BY ITEM NUMBER.

4. PROFESSIONAL ORGANIZATIONS

ORGANIZATION (a)	POSITION (b)	YEAR (c)

5. HOSPITAL TEACHING APPOINTMENTS

FROM (a)	TO (b)	INSTITUTION (c)	TYPE (d)	HOURS (e)

6. PROFESSIONAL EDUCATION

COURSE TITLE (a)	LENGTH (b)	YEAR (c)	CREDIT (d)

7. ADMINISTRATIVE APPOINTMENTS/PROFESSIONAL AWARDS

FROM (a)	TO (b)	INSTITUTION OR AGENCY NAME (OR AWARD) (c)	TYPE (d)

8. AUTHENTICATION

a. THIS RECORD CONTAINS

PART I _____ PAGES

PART II _____ PAGES

b. DATE PREPARED

c. DATE REVISED

d. SIGNATURE

DA FORM 4318-R, 1 NOV 74

CONTINUATION OF ITEMS 4 THRU 7

ITEM NUMBER	ENTRY

GENERAL INSTRUCTIONS FOR COMPLETION OF FORM

(Detailed instructions of specific items are contained in Procedure 9-2, DA PAM 600-8)

Form is completed by AMEDD officers on an "as required" basis. The form should be completed in two copies. (Machine reproduced copies are acceptable.) One copy will be forwarded to the appropriate Career Activities Office (CAO) (see AR 640-3-1 for addresses) of The Surgeon General's Office and the other copy will be retained by the office concerned. If only Part I of form is required then only that part need be prepared, however, if only Part II is required, then both parts must be prepared and submitted to HQDA. For all entries on the form documentation should be available for examination if requested. When changes occur a new form may be prepared or the correction may be entered on the retained (officer's) copy and a machine reproduced copy transmitted to HQDA provided it is clearly legible. Only the latest copy received by the CAO will be retained in the officer's Career Branch individual file.

TAB TAB

AMEDD PROFESSIONAL QUALIFICATION RECORD—PART II

For use of this form, see AR 640-2-1 and Pamphlet 5-3, DA PAM 600-3. For proponent agency is TSG

1. NAME (Last, First, MI) 2. SSN 3. GRADE(S)

4. BOOKS AND TECHNICAL PAPERS PUBLISHED

TITLE (a)	PUBLISHER/PERIODICAL (b)	YEAR (c)

DA FORM 4318-1-R, NOV 74

TITLE (8)	PUBLISHER/PERIODICAL (9)	YEAR (10)

REVERSE OF DA FORM 4218-1-R

DATA REQUIRED BY THE PRIVACY ACT OF 1974

TITLE OF FORM: AMEDD Professional Qualification Record

5 USC 552a

PRESCRIBING DIRECTIVE: AR 640-2-1/DA Pam 600-8

1. AUTHORITY

10 USC 3012

2. PRINCIPAL PURPOSES

To provide career managers at AMEDDPERSA with personnel management information not available in any other form at this level.

3. ROUTINE USES

To facilitate career management decisions through use of current and complete information concerning officers' professional qualifications.

To facilitate career counseling for individual officers.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION

Preparation and submission of these forms is the responsibility of each officer concerned. Effects on individual not providing information to be determined since use of form initiated January 1975. Possible effects could be career management decisions and career counseling of less than optimal quality due to lack of complete information concerning an officer.

0	TAB	TAB	TAB	TAB	TAB	TAB	TAB

OER CONTROL LOG

For use of this form, see DA PAM 623-3; the proponent agency is MILPERCEN

RATED OFFICER POSITION/UNIT	REASON FOR REPORT	PERIOD OF REPORT	RATED OFFICER AND RATING OFFICIALS	SUSPENSE DATE	MILPERCEN SUSPENSE	DATE FORWARDED TO MILPERCEN	REMARKS
		From:	Rated officer				
			Rater				
		Thru:	1st Rater				
			2d Rater				
		From:	Rated officer				
			Rater				
		Thru:	1st Rater				
			2d Rater				
		From:	Rated officer				
			Rater				
		Thru:	1st Rater				
			2d Rater				
		From:	Rated officer				
			Rater				
		Thru:	1st Rater				
			2d Rater				
		From:	Rated officer				
			Rater				
		Thru:	1st Rater				
			2d Rater				
		From:	Rated officer				
			Rater				
		Thru:	1st Rater				
			2d Rater				
		From:	Rated officer				
			Rater				
		Thru:	1st Rater				
			2d Rater				
		From:	Rated officer				
			Rater				
		Thru:	1st Rater				
			2d Rater				
		From:	Rated officer				
			Rater				
		Thru:	1st Rater				
			2d Rater				

DA FORM 5234-R, JUL 83

TAB TAB

VOLUNTEER STATEMENT FOR THE ENLISTED CLUB MANAGEMENT CAREER PROGRAM (MOS DOJ)

For use of this form, see DA Pamphlet 600-8; the proponent agency is MILPERCEN

NAME (Last, first, MI) SSN GRADE OR RANK (Military/Civilian)

Prepare this form in 4 copies. Original—Forward to HQDA (DAPC-OPA-C), ALEX, VA 22332; Copy 1—Give to soldier concerned; Copy 2—Place in the Action Pending Section of the Soldier's MPRJ; Copy 3—Place in the MILPO suspense file.

1. I hereby volunteer for the Enlisted Club Management Career Program (DOJ) training with subsequent assignment to an Installation/Area Club Management Activity under the provisions of AR 614-200 and AR 230-60.

2. I volunteer to perform the duties as indicated in AR 611-201. These include, but are not limited to, general supervisory duties; club personnel management; food and beverage operations; concession operations; stock control and inventory; and financial management.

3. I understand that if I do not have sufficient remaining service to meet service obligation requirements, I will be required to reenlist or extend my current enlistment (or tour of active duty) in accordance with chapter 3, AR 601-280, upon notification of acceptance for DOJ training.

4. I am/have not been in receipt of an Enlistment Bonus or Selective Reenlistment Bonus in my present PMOS for my current term of service.

5. I am/am not currently serving on a Stripes for Skills Program enlistment.

6. I also understand that failure to complete DOJ training will lead to immediate reassignment and possible reclassification.

SIGNATURE OF SERVICE MEMBER SIGNATURE OF WITNESS DATE

DA FORM 5339-R, JUL 82

PSNCO EER SUSPENSE ROSTER

For use of this form, see DA PAM 600-8; the proponent agency is MILPERCEN

LAST NAME SHO LAST 4 SSN	UNIT	TYPE REPORT	PERIOD OF REPORT		RECEIVED FROM MILPO	RATED OFFICIAL	SUSPENSE DATE	RETURNED TO MILPO
			BEGIN	END				
						Name Initials Rankings		
						Name Initials Rankings		
						Name Initials Rankings		
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						Name Initials Rankings		

DA FORM 5227-R, JUL 83