AR 600-8-104 cy.

Army Regulation 600–8–104

Personnel—General

Military Personnel Information Management/ Records

Headquarters
Department of the Army
Washington, DC
27 April 1992

Unclassified

SUMMARY of CHANGE

AR 600-8-104
Military Personnel Information Management/Records

This new Army regulation consolidates AR 600-2, AR 640-2-1, and AR 640-10. It prescribes policy, tasks, steps, and rules for military personnel information management, to include personnel records.

- The following conversion tables are provided to distinguish between the old tables in AR 640-10 and AR 640-2-1 and the new tables in this regulation--

o Conversion table (AR 640-10)	Old table number	New table number
--Obsolete or no longer used documents	1-1	2-2
--Transfer documents	2-1	6-2
--Contents of the separation packet	2-2	6-3
--Composition of the MPRJ	3-1	6-1
--Compositon of the U.S. Army Reserve MPRJ (USAR unique documents	3-2	6-4
--Required minimum documents in the MPRJ	3-3	6-6
--Composition of the OMPF	4-1	2-1
--Composition of the active Army CMIF	5-1	3-1
--Composition of the USAR CMIF	6-1	3-2

--Conversion table (AR 640-2-1)	Old table number	New table number
--MOS career management responsibilities	1-1	5-1
--Instructions for completing DA Form 2A-Enlisted Peacetime and Wartime (Note applicable to USAR)	2-1	5-3
--Instructions for completing DA Form 2B-Enlisted Peacetime and Wartime (Note applicable to USAR)	2-2	5-4
--Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)	3-1	5-2
--Update procedures for ORB	C-1-1	4-1

Headquarters
Department of the Army
Washington, DC
27 April 1992

*Army Regulation 600–8–104

Effective 27 May 1992

Personnel—General

Military Personnel Information Management/Records

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:

MILTON H. HAMILTON
Administrative Assistant to the Secretary of the Army

History. This UPDATE printing publishes a new Army regulation.

Summary. This regulation prescribes policies, operating tasks, and steps governing the Official Military Personnel File; the Military Personnel Records Jacket; the Career Management Individual File; Army Personnel Qualification Records; and Military Personnel Information Management as a work category.

Applicability. This regulation applies to the Active Army, the Army National Guard, and the U.S. Army Reserve.

Internal control systems. This regulation is subject to the requirements of AR 11–2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists appear in DA Circular 600–89–1.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAPE–MPE), WASH DC 20310–0300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, PERSCOM, ATTN: TAPC–PDO, ALEX VA 22332–0474.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12–09–E, block number 5328, intended for command levels B for Active Army and A for Army National Guard and U.S. Army Reserve.

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*This regulation supersedes AR 600–2, 1 April 1983; AR 640–2–1,31 August 1989; AR 640–10, 31 August 1989; NG Regulation (AR) 640–10, 31 December 1990; NG Regulation (AR) 640–2–1, 28 May 1990. It also rescinds DA Form 2D, June 82; DA Form 2E, June 82; DA Form 2F, June 82; DA Form 4319–R, Nov 74; and DA Form 4319–1–R, Nov 74.

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Glossary

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Chapter 1
Introduction

Section I
Overview

1–1. Purpose

This regulation prescribes the policies and mandated operating tasks for the Military Personnel (MILPER) Information Management/Records Program of the Military Personnel System. It is linked to AR 600–8 and provides principles of support, standards of service, policies, tasks, rules, and steps governing all work required in the field to support MILPER Information Management/ Records.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

Section II
Responsibilities

1–4. The Deputy Chief of Staff for Personnel (DCSPER)

The DCSPER will establish personnel policies relating to the MILPER Information Management/Records Program.

1–5. The Chief, National Guard Bureau (CNGB)

The Chief, CNGB, will recommend Army National Guard of the United States (ARNGUS) policy changes to include mobilization to the DCSPER regarding the MILPER Information Management/ Records Program.

1–6. The Chief, Army Reserve (CAR)

The Chief, CAR, will recommend Reserve policy changes to include mobilization the the DCSPER regarding the MILPER Information Management/ Records Program.

1–7. The Commanding General, U.S. Total Army Personnel Command (CG, PERSCOM)

The CG, PERSCOM, will establish standards and mandated operating tasks of the MILPER Information Management/Records Program.

1–8. Commanders of all major Army commands (MACOMs), major subordinate commands (MSCs), and State adjutants general (AGs)

Commanders of MACOMs, MSCs, and State AGs will monitor and assist in the administration of the MILPER Information Management/Records Program to ensure compliance with policies and mandated tasks established by this regulation.

1–9. The Commandant, Adjutant General School (AG School)

The Commandant, AG School (ATSG–AG), will ensure lesson programs of instruction incorporate the provisions of this regulation.

Section III
The MILPER Information Management/Records Program

1–10. Overview

a. MILPER information is a multifunctional program. It requires the connectivity of all other personnel functions and multifunctional programs.

b. Information about soldiers is accumulated at various locations. Essential personnel information is recorded in a record for use by personnel managers, commanders, and the individual soldier. The primary responsibility for accumulating personnel information is the Military Personnel Division (MPD)/Personnel Service Company (PSC).

1–11. The principles of support

The military personnel system will direct a function to provide—

a. A record of critical personnel information about soldiers to support battlefield decisions and to satisfy the nation's obligation to retain historical information for its veterans.

b. A manual source of information on skills, grades, numbers, and physical limitations as a backup to the electronic personnel databases.

c. Support to the Army's personnel life-cycle function of sustainment.

1–12. The standards of service

a. MILPER Information Management/Records includes the following:

(1) A wartime military personnel multifunctional program.

(2) Resourced in the table of organization and equipment (TOE) PSC with tables of distribution and allowances (TDA) augmentation for personnel operations in garrison.

(3) Deploys with the tactical force.

(4) The functional responsibility of the MILPER Information Management/Records Program (and its tactical counterpart).

b. The execution of the MILPER Information Management/ Records Program requires connectivity with all the Military Personnel Functions/Multifunctional Programs.

c. All military personnel functional proponents support the program managers in the execution of the program by—

(1) Owning the personnel information data elements and forms required to support functional and program responsibilities.

(2) Analyzing and taking action to influence the accuracy of the data elements and the efficiency of forms in the field.

d. Personnel information will be recorded and reconciled at two locations, in the field (the Military Personnel Records Jacket, U.S. Army (MPRJ)) and the top-of-the-system (the official military personnel file (OMPF)).

e. Battlefield standards are as follows:

(1) In preparation for deployment, the field file (that is, the MPRJ) will be closed out and disposed of according to this regulation.

(2) Units will deploy with electronic copies of the database and copies of the soldiers' DA Forms 2–1 (Personnel Qualification Record—Part II).

(3) After deployment, units will provide a copy of the database and the DA Forms 2–1 to the supporting MPD/PSC.

(4) Supporting MPD/PSC will integrate new units into the appropriate personnel database and establish a working file (such as, a drop file) for each soldier.

(5) Changes in key elements of information will be recorded and reported to the MPD/PSC or as soon as the battlefield situation permits.

Section IV
Manpower

1–13. Manpower resources

Manpower resource requirements to perform the MILPER Information Management/Records function are determined according to policies and procedures prescribed by the manpower requirement criteria (MARC) process, AR 570–2, and the Manpower Staffing Standards Systems (MS–3) process, AR 570–5. MILPER Information Management/Records functional managers will support efficient personnel utilization by adhering to organization structure in

AR 600–8 and position management policies in AR 570–4. Manpower resources should be used to perform approved functional tasks based only on valid manpower standards.

1–14. Levels of work

Most personnel work in the field is performed at three primary levels: unit, battalion, and installation (or some equivalent in the tactical force). The focus of the guidance in this regulation is on the Installation Military Personnel Division. This regulation will prescribe the work center required to perform the work.

Section V
Policies

1–15. Overview

The MILPER Information Management/Records Program is directed by Headquarters, Department of the Army (HQDA) staff level and field operating agencies either as policy, functional, or branch proponents. This regulation provides a single-source operating document to the field, and as such, is binding on all involved in Military Information Management. By using this regulation, management has the capability to compare Army-wide organizations and functions, and to analyze work load and man-hour reporting systems by linking manpower systems (MS–3 and MARC) to the MILPER Information System.

1–16. MILPER information management/records

a. Statutory requirements for Military Personnel Information are as follows:

(1) Chapters, 29, 31, and 33, title 44, United States Code.

(2) AR 25–400–2.

b. All personnel information recorded under the authority of this regulation is the property of the U.S. Government. Once recorded, it will not be removed except as provided by law or this regulation.

c. Types of authorized military personnel files are as follows:

(1) OMPF.

(2) MPRJ.

(3) Career Management Individual File (CMIF).

(4) Classified Personnel Record (AR 380–5).

d. When requests for personnel information are received from non-DOD agencies or employees, refer to AR 25–55, AR 340–21, and DA Memo 640–1 OMPF access for policy and compliance.

e. HQDA and PERSCOM functional proponents determine what information needs to be recorded, the content of the information, and establish the required automated or manual system to support the recording of the information. Any data elements to be added or deleted or changed in form or content, must be coordinated with the proponent of this regulation before implementation. (Refer to app B for index to information on qualification records.)

1–17. Safeguarding personnel information

a. Custodians safeguard all personnel records under their supervision. They must set procedures to control the release of the records and the information within.

b. Data in personnel records will be safeguarded as "For Official Use Only" whether it bears special markings or not. DA Memo 640–1, AR 25–55, and AR 340–21 will be complied with when individuals, who do not belong to the Department of Defense (DOD), request information from personnel records.

c. Data in personnel records will be released to DOD activities or individuals only as indicated below.

(1) Soldiers may view and be given copies of documents kept in their records, unless restricted by security classification.

(2) Soldiers may authorize, in writing, an agent to view and receive copies of documents kept in their personnel records. This authorized agent will have access to the records specified by the soldier, unless access is restricted by security classification.

(3) Records and personnel information may be released to persons performing routine records maintenance, processing personnel actions, and performing personnel management functions.

(4) See paragraph 2–6 for guidance on release of the restricted parts of the OMPF.

(5) DA Memo 640–1 contains guidelines for loan and access of the OMPF at HQDA level.

(6) Conflicts regarding release that cannot be resolved through the personnel record custodians chain of command or supervision will be referred to Commander, PERSCOM, ATTN: TAPC–PDO–PO, ALEX VA 22332–0474.

d. Custodians protect personnel records from loss, destruction, or unauthorized disclosure. Storage locations will be locked when unattended. These locations will be selected so as to prevent access by unauthorized persons.

e. Couriers entrusted with records and soldiers transporting their own records will safeguard them. Couriers and soldiers will be informed of their responsibililties for safeguarding records before their departure. Records must be given to the personnel representatives at inprocessing at the new destination.

1–18. Classified personnel records

Do not file classified documents in unclassified personnel records. Make a separate personnel record and put classified documents in a DA Form 201 (Military Personnel Records Jacket, U.S. Army) that has been stamped with the proper classification. Follow AR 380–5 for handling, storing, and transferring this classified material. Place an unclassified DA Form 1613 (Cross Reference) in the soldiers unclassified records.

1–19. Authority for filing documents

a. Only those documents, listed in this regulation will accompany or be filed in the OMPF, CMIF, or MPRJ. The addition or deletion of documents in these records will be done only through changes to this regulation. Proposed publications containing filing instructions for documents or information in the OMPF, MPRJ, or CMIF will be coordinated with Commander, PERSCOM, ATTN: TAPC–PDO–PO, ALEX VA 22332–0474, before printing. (Reference AR 25–30, para 4–6c(9)).

b. Except for those documents listed as "minimum required" documents, personnel records need not contain a document simply because it is listed in this regulation. If a document listed in one of the tables is prepared, however, it will be filed in the proper personnel record of the soldier concerned. Unless directed in this regulation, only one copy of a document will be filed in a military personnel record.

c. In determining forms or documents authoized for file in a personnel record, refer to appendix C for numbered forms and appendix D for unnumbered documents.

d. No congressional or White House inquiry or reply will be filed in the OMPF, CMIF, or MPRJ. Files will not be coded, annotated, or marked to show existence of a congressional or White House inquiry about the soldier. Letters of commendation or appreciation from a Congressman may only be filed if endorsed to the soldier by an official authorized to sign letters for filing in the OMPF.

Chapter 2
Official Military Personnel File

Section I
OMPF Policy

2–1. When to initiate the OMPF

The OMPF is initiated when the soldier becomes a member of any Army Component. The responsible custodian is determined by the soldier's status during entry.

2–2. Determining the OMPF custodian

a. Active Army commissioned and warant officers.

(1) The OMPF is started and maintained by the Commander, PERSCOM, ATTN: TAPC–MSR, ALEX VA 22332–0400.

(2) OMPF is created upon receipt of an accession packet from one of the following sources:

(a) A Reserve Officers' Training Corps (ROTC) region for ROTC graduates.

(b) Officer candidate school for Officer Candidate School (OCS) graduates.

(c) The U.S. Military Academy (USMA) for USMA graduates.

(d) U.S. Army Reserve Personnel Center (ARPERCEN) for (U.S. Army Reserve (USAR)) officers, USAR Judge Advocate General's Corps (JAGC) warrant officers, and USAR Army Medical Department (AMEDD) warrant officers.

(e) The OMPF is transferred from Commander, Army National Guard (ARNG) Personnel Center (PERCEN) (NGB–ARP–CA) upon accession of an ARNG officer or warrant officer to the Active Army.

(f) Warrant Officer Division, PERSCOM, for newly appointed AD warrant officers.

b. Active Army enlisted soldiers.

(1) OMPF is created and maintained by the Commander, U.S. Army Enlisted Records and Evaluation Center (USAEREC), ATTN: PCRE–F, Fort Benjamin Harrison, IN 46249–5301.

(2) The enlisted Active Army OMPF is started on receipt of an enlistment packet from the Military Entrance Processing Station (MEPS) commander.

c. ARNG soldiers. Soldiers entering the ARNG will have their OMPF started and maintained by the following:

(1) The Commander, Army National Guard Personnel Center, ATTN: NGB–ARP–CA, 4501 Ford Ave, ALEX VA 22302–1450, for officers and warrant officers.

(2) The soldiers' State adjutant general for enlisted persons. The MPRJ for ARNG enlisted soldiers also serves as the OMPF. An Active Army OMPF is created from applicable documents in the MPRJ, if the soldier is later accessed into the strength of the Active Army. The Active Army custodian in *b* above, will begin the OMPF from the documents in the MPRJ.

d. USAR soldiers. The OMPF will be created and maintained by the Commander, ARPERCEN, ATTN: DARP–PRM, 9700 Page Blvd, St. Louis, MO 63132–5200.

2–3. Composition of the OMPF

Only those documents listed in tables 2–1 and 2–2 are authorized for filing in the OMPF. Depending on the purpose, the documents will be filed in one of three sections. For those OMPFs on microfiche, the sections are as follows:

a. The performance (P) fiche. The P fiche is used for filing performance, commendatory, and disciplinary data. The P fiche is routinely used by career managers and selection boards. Documents placed on this fiche are limited to those that provide evidence of a soldier's demonstrated performance. These documents are used for evaluation and selection purposes.

(1) This fiche is divided into a performance (P) section and a commendatory and disciplinary (CD) section. Performance data are entered on the P fiche from left to right beginning at the upper left corner. CD data are entered from right to left beginning at the lower right corner. No other division or arrangement of images is authorized. Documents will be placed in the P or CD sections as they are received by the custodian. When more than one document is received at the same time, they will be filed in chronological order.

(2) Documents will not be obliterated or moved from the P fiche unless directed by an authority authorized to correct or move documents filed on the P fiche. (See para 2–4.) On removal of an evaluation report or any part of a report, a HQDA memorandum for record will be placed in the next unused frame of the fiche. This document is filed to explain breaks in evaluation periods or corrections to evaluation reports.

(3) MPRJ custodians may request a copy of specific documents from a soldiers P fiche if authorized for file in the MPRJ. The OMPF custodian will provide the documents or the "P" fiche (SGT and below) and/or the "S" fiche, as appropriate. (See table 2–3 and fig 2–1.)

(4) The complete P fiche will not be released to commanders except under the provisions of this paragraph. Commanders, MPD/PSC, or other Department of the Army (DA) agencies may request the complete P fiche, or specific documents thereon, to conduct legal proceedings, investigations, qualitative management, or elimination actions. If there are no legal objections and the OMPF custodian determines the request to be justified, the OMPF custodian may authorize the release of the P fiche. If the request is determined to be legally objectionable or not justified, the request will be returned to the requester by the OMPF custodian with an explanation of the disapproval. The custodian's servicing staff judge advocate will provide the legal review.

b. The service (S) fiche. The S fiche is the OMPF section where general information and service data are filed. The fiche is divided into a service computation (SC) section and a general administration (GA) section. Documents will be placed in the SC and GA sections as they are received by the custodian. When more than one document is received at the same time, they will be filed in chronological order. SC data will be entered from left to right beginning at the upper left corner of the fiche. GA data will be entered from right to left beginning at the lower right corner of the fiche. Documents filed on this fiche are those that must be permanently kept to—

(1) Record a soldier's military service.

(2) Manage a soldier's career.

(3) Protect the interests of both the soldier and the Army.

c. The restricted (R) fiche. The R fiche is used for historical data that may normally be improper for viewing by selection boards or career managers. The release of information on this fiche is controlled. It will not be released without written approval from the CG, PERSCOM; Commander, ARPERCEN; Commander, ARNG Personnel Center, or HQDA selection board proponent. See paragraph 2–6 for guidance on the release of R fiche material. Documents on this fiche are those that must be permanently kept to—

(1) Maintain an unbroken, historical record of a soldier's service, conduct, duty performance, and evaluation periods; and corrections to other parts of the OMPF.

(2) Record investigation reports.

(3) Record appellate action.

(4) Protect the interest of the soldier and the Army.

2–4. Changing the OMPF

a. Once placed in the OMPF, the document becomes a permanent part of that file. The document will not be removed from a fiche or moved to another part of the fiche unless directed by the following:

(1) The Army Board for Correction of Military Records (ABCMR).

(2) The Department of the Army Suitability Evaluation Board (DASEB).

(3) Army appeal boards.

(4) Chief, Appeals and Corrections Branch, PERSCOM.

(5) The OMPF custodian when documents have been improperly filed.

(6) Commander, PERSCOM, ATTN: TAPC–PDO–PO, as an approved policy change to this regulation.

(7) Chief, Appeals Branch, ARPERCEN.

(8) Chief, Appeals Branch, National Guard Personnel Center.

b. Documents designated for transfer from the P or S fiche will be put on the R fiche, if authorized.

c. When discovered by the custodian or requested by the soldier concerned, transfer R fiche documents mistakenly filed on the P or S fiche to the R fiche. Unless approved by DCSPER or PERSCOM Promotions Branch, this action does not justify standby or special selection board consideration.

2–5. Access to the OMPF

The P, S, and R fiche will be given to soldiers on their written request. The P and S fiche and all or part of the R fiche will also be given to a person authorized by the soldier in writing. The OMPF will be released to HQDA elements per DA Memo 640–1.

2–6. Release of restricted data filed in the OMPF

a. Restricted data will not be given to any other person or agency, without the approval of the CG, PERSCOM; Commander, ARPERCEN; or DA selection board proponent. (See *c* below.)

b. As an exception, all or part of the R fiche will be released upon written request, without referral to the CG, PERSCOM, the Commander, ARPERCEN or Commander, ARNG Personnel Center, to the following activities:

(1) The ABCMR.

(2) The DASEB.

(3) The Defense Investigative Service (DIS).

(4) The DCSPER Special Review Board.

(5) Litigation Division, Office of The Judge Advocate General (TJAG).

(6) Director of Counterintelligence and Security Countermeasures, Office of the Deputy Chief of Staff for Intelligence (ODCSINT).

(7) Investigations Support Division, Office of Personnel Management (OPM).

(8) Commander, Enlistment Eligibility Activity (EEA), St. Louis, MO 63132–5200 (disciplinary data only).

(9) The Federal Aviation Administration (FAA) to the extent that the FAA is delegated authority to perform pre-employment screening by OPM.

(10) The Department of Veterans' Affairs (VA) (Line of Duty Investigations (LOD) only, for persons separated or discharged from the Army).

c. All or part of the R fiche may be given to other requesters who, by the authority of the CG, PERSCOM, the Commander, ARPERCEN, or Commander, ARNG Personnel Center, have a fully justified need for the information. OMPF custodians are delegated the authority to release authenticated copies of the R fiche Article 15 for use in court-martial proceedings when the specific documents requested are identified as existing on the R fiche and the requested documents have not been filed on the R fiche pursuant to action by the ABCMRs. The release will be made only upon receipt of a written request and proper justification. (See DA Memo 640–1.)

(1) *Requests sent to the OMPF custodian.* When an activity or agency sends a written request to the custodian for release of a soldier's OMPF, the custodian—

(a) Ensures the request conforms with the release of private information (AR 340–21).

(b) Releases the P and S fiche to the requester, if appropriate.

(c) If an R fiche exists, except in the case of Article 15 actions, informs the requester that written justification must be sent to PERSCOM, ATTN: TAPC–PDO; ARPERCEN, ATTN: DARP–PRM or ARNG PERCEN, ATTN: NGB–ARP–CA before the R fiche can be released.

(d) If the requester wants the R fiche, sends a copy of the request and the R fiche to the appropriate release authority.

(e) If the justification for the R fiche was included in the original request for the OMPF, sends it and the R fiche to PERSCOM, ARPERCEN, or ARNG PERCEN.

(2) When written justification for the R fiche is sent directly to the release authority, a PERSCOM, ARPERCEN, or ARNG PERCEN official will request the R fiche from the OMPF.

(3) On receipt of the justification and the R fiche, the official will examine both to decide if the request is legitimate and if it is proper to release the information. If the release is disapproved, the fiche will be returned to the custodian and the requester notified. If the release is approved, the following actions will be taken:

(a) The release authority, acting on behalf of the Commander, PERSCOM, Commander, ARPERCEN, or Commander, ARNG PERCEN, approve and sign a release. The approval will be prepared as shown in figure 2–2.

(b) A copy of the approval will be sent to the custodian for filing on the soldier's R fiche together with the request.

(c) The approval will be sent to the requester with the R fiche. When possible, the fiche will be hand carried.

(4) When the requester has finished using the R fiche, it will be returned to the release authority for destruction.

d. Disciplinary information filed on the restricted fiche will be provided to the Command Sergeant Major/sergeant major (CSM/SGM), SGM Academy selection and CSM/SGM retention boards to ensure the best qualified soldiers are selected for these positions of highest trust.

(1) For purposes of this provision, disciplinary information includes court-martial orders, DA Forms 2627 (Record of Proceedings Under Article 15, UCMJ), and punitive or administrative letters of reprimand, admonition, or censure.

(2) The following disciplinary information will *not* be provided to these boards:

(a) Any court-martial order where all findings were not guilty; or all charges or specifications were dismissed; or all findings of guilty were reversed in a supplemental order; or the order was transferred to the R fiche by the ABCMR "to correct an error or to remove an injustice."

(b) Any article 15 and admonition or reprimand filed with it "set aside" pursuant to AR 27–10 as evidenced by a DA Form 2627–2 (Record of Supplementary Action Under Article 15, UCMJ).

(c) Any Article 15, letter of reprimand, admonition, or censure filed on the R fiche as a result of corrective action required by section 1034, title 10, United States Code (10 USC 1034) ("Whistleblower Act") or transferred from the P fiche to the R fiche by the ABCMR "to correct an error or remove an injustice."

e. Although not a routine procedure, except as outlined in *d* above, the R fiche may be released to DA selection boards. The board president will request permission from ODCSPER to review specific restricted information when he or she believes the information is crucial to the selection process (such as, it is required to protect the interest of the Army or an individual under consideration). The board president will make this request in writing (unless waived by the Director of Military Personnel Management (DMPM), ODCSPER, or designated representative) through the supporting DA Secretariat. Approval authority on the above request rests with the DMPM, ODCSPER, or designated representative.

(1) If the request is approved, the DMPM or designated representative will send an authorization specifying the information necessary for release (fig 2–2) to the OMPF custodian, who will enter the authorization on the R fiche.

(2) The original copy of the authorization will be sent to the supporting DA Secretariat with that part of the R fiche approved for release.

(3) When the selection board has finished using that part of the R fiche approved for release, it will be returned to the appropriate OMPF custodian for destruction.

(4) For ARNG officers not on AD, the board president will request permission from the Commander, ARNG PERCEN. If the request is approved, the Commander, ARNG PERCEN, sends an authorization specifying the information necessary for release (fig 2–2) to the Military Personnel Records Branch, who will enter the authorization on the R fiche. The military personnel records branch will then forward the applicable information per (2) above.

2–7. Continued use of the OMPF

a. Once started, the OMPF will be continued in use. It will be continued even if the soldier—

(1) Changes grade.
(2) Changes Army Components.
(3) Enlists or reenlists within 24 hours after discharge.
(4) Changes status within an Army Component (such as, Active Army enlisted to Active Army warrant officer, Active Army commissioned officer to Active Army enlisted, and so forth). In these cases, the OMPF custodian sends the OMPF to the new custodian.

(a) When enlisted soldiers are appointed as commissioned or warrant officers, their enlisted OMPF will be collocated with their new officer OMPF. The enlisted OMPF, however, will not be released to officer selection boards. Awards and decorations will be transferred to the newly created officer P fiche. For those enlisted soldiers who were appointed or commissioned prior to February 1981, records of courts-martial conviction will be filed on their respective officer R fiche.

(b) When officers change status to enlisted, their officer OMPF will be collocated with their new enlisted OMPF (except in the case of former ARNG officers). The P fiche of the soldier's officer OMPF may be released to enlisted selection boards. When State adjutants general require a copy of the P fiche for an enlisted selection board, the Military Personnel Management Officer forwards a request to the Commander, ARPERCEN, ATTN: DARP–PRM, 9700 Page Boulevard, St. Louis, MO 63132–5200.

(c) If an OMPF that has not been converted to microfiche is transferred on a soldier upon his or her change in status within an Army component, the new custodian films authorized documents on the new OMPF as outlined in table 2–1. As an exception, enlisted performance, commendatory, and disciplinary data, except for awards and decorations, will be filmed on a "special" R fiche for enlisted soldiers changing to officer status. For officers changing status to enlisted, officer performance, commendatory, and disciplinary data will be filmed on a separate P fiche of the enlisted OMPF. This fiche will be marked to show officer data and may be released to selection boards.

b. When a soldier reenters the Army after a break in service, the old OMPF will be sent from ARPERCEN or the National Personnel Records Center (NPRC) to the appropriate OMPF custodian. The custodian may transfer all documents to a new OMPF or may continue to use the old OMPF, as appropriate. Tables 2–1 and 2–2 will be used for filing guidance.

c. OMPF's will be transferred between custodians when a member changes Army components.

d. DD Form 127 (Case Routing Slip) will be used by OMPF custodians to enroute actions and correspondence to the correct OMPF custodian.

2–8. Soldier's request for a personal copy of their OMPF

a. Soldiers may forward a written request for a copy of their OMPF directly to the OMPF custodian. (Table 2–3 gives the address of OMPF custodians.) Requests must include the soldier's name, grade, social security number (SSN), mailing address, and signature.

b. AD enlisted soldiers may also obtain a copy of their OMPF by telephonic request through the Interactive Voice Response System (IVRS), DSN 699–3714, commercial (317) 542–3714. The request must be made from a push button phone. OMPF mailed out based upon telephonic request will be mailed only to the soldier's military address.

2–9. Forwarding performance fiche on USAR soldiers

a. The OMPFs on USAR soldiers, not on AD in the Active Army and counted against the end strength of the Active Army, will be maintained at ARPERCEN. ARPERCEN is authorized to release the P fiche on Individual Ready Reserve (IRR) and troop program unit (TPU) soldiers to the numbered armies in the continental United States (CONUSA) on request under the following circumstances:

(1) For use by Unit Vacancy Promotion Boards.

(2) In conducting LTC and COL Command Selection Boards.

b. Any exception to the above policy must be addressed on an individual basis to Commander, ARPERCEN, ATTN: DARP–ZPO, 9700 Page Boulevard, St. Louis, MO 63132–5200.

c. In cases where the P fiche has been released to CONUSA, the measures indicated in (1) through (3) below will be taken to safeguard the confidentiality and security of the data. ARPERCEN will release the P fiche only to the requesting CONUSA and not to any subordinate command of the CONUSA.

(1) The data will be for board use only.

(2) Only the data on the P fiche germane to the board proceedings as identified in the criteria for selection will be examined. Under no circumstances will other documents shown on the P fiche be used in making decisions on selection.

(3) In view of the sensitive nature of these records, CONUSA commanders ensure that individual P fiches are destroyed after each board.

Section II
Task: Receive and Forward Documents to the OMPF/CMIF

2–10. Rules for receiving and forwarding documents to the OMPF/CMIF

a. All documents for filing in the OMPF must be sent through the MPD/PSC or State adjutants general office if applicable, except the following documents may be sent directly to the OMPF custodian:

(1) Accession or enlistment packets (U.S. Military Enlistment Processing Command (MEPCOM) or Retention Work Centers).

(2) Documents personally given to an OMPF official.

(3) Documents originating at DA level.

b. Ensure the soldiers' name and SSN appear on the first page of each document sent. SSN and name will be underlined on first page. If not, write (blocked letters with black ink) or type on first page of each document. Copies must be clear and legible copies, suitable for microfilming. When documents contain multiple names on the same document (such as award orders, award of parachute badge, and so forth) the issuing headquarters must furnish the OMPF custodian one copy per name (SSN and name must be underlined.)

2–11. Steps for receiving and forwarding documents to the OMPF/CMIF

The steps for receiving and forwarding documents to the OMPF/CMIF are as shown in table 2–4.

Table 2–1
Composition of the OMPF

Form number or document (proponent)	Title	Remarks	Fiche location [1] P	S	R	Table cross-reference
07–3101 (VA)	Request for Information	File a copy when final action is completed by the OMPF custodian. The original form will be returned to the requestor.		GA		

Table 2–1
Composition of the OMPF—Continued

Form number or document (proponent)	Title	Remarks	Fiche location [1] P	S	R	Table cross-reference
0122 (NGB)	Special Order, Announcement of Federal Recognition			GA		
0123 (NGB)	Special Order, Announcement of Federal Recognition			GA		
0126 (NGB)	Special Order, Announcement of Federal Recognition			GA		
3 (USAEREC)	Statement of Service	File when the form has been completed by the OMPF custodian.		SC		
4 Series (DD)	Enlistment/Reenlistment Document—Armed Forces of the United States	File along with allied documents.		SC		6–1, 6–6
5 (DAPC)	Prisoner of War Statement of Service	File with inclosures and synopsis of current debrief.		SC		
5 (USAEREC)	Request for Statement of Service (National Guard Service)			SC		
5 Series (OPO, OPD)	Approval of Extension of Service			GA		
7 (AF)	Airman Military Record			SC		
8 (AHAME)	Statement of Evidence of Citizenship Status			GA		
12–1 (MFO)	Application for Multinational Force and Observers Medals	File only approved applications.	CD			6–1
17 (RCPAC)	Reserve Promotion Worksheet			SC		
21–1 (NGB)	Army National Guard Amendment to Enlistment Agreement			SC		
22 (NGB)	Report of Separation and Record of Service			SC		
22A (NGB)	Correction to NGB Form 22			SC		
22–1 (NGB)	Request/Decline Copy of NGB Form 22			SC		
23 (NGB)	Retirement Credits Record			SC		6–6
29–8286 (VA)/ (SGLV) 8286	Servicemen's Group Life Insurance Election	File the most recent copy *only on death of the member.*		GA		6–1, 6–6
5–50 (USMA)	Oath of Allegiance			GA		
61 (DA)	Application for Appointment	File *only* approved applications.		GA		6–1
62 (NGB)	Application for Federal Recognition as a National Guard Officer or Warrant Officer and Appointment as a Reserve Commissioned Officer or Warrant Officer of the Army National Guard of the United States			GA		
67–8 Series (DA)	US Army Officer Evaluation Report	File for ARNG and USAR members not on active duty. *Do not* file DA Form 67–8–1. File inclosures authorized by AR 623–105	P			2–2, 3–1, 3–2
67–8–2 (DA)	Senior Rater Profile Report Officer Evaluation Reporting System	Includes unnumbered addenda and report of commander's inquiry that may be attached to the form. Refer to AR 623–105.	P			
71 (DA)	Oath of Office—Military Personnel			SC		
78 (DA)	Recommendation for Promotion of Officer	File forms that—				6–1
		a. Approve promotion to ILT if the promotion occurred during the 6-month retention period.		GA		
		b. Disapprove promotions to ILT. Also, file all allied documents.	CD			
87 (DA)	Certificate of Training	File *only* certificates issued by activities listed in DA Pam 351–4.	CD			6–1
88 (SF)	Report of Medical Examination	File the initial form for a member's appointment, enlistment, or induction. Also file a form for changes in status (e.g., enlisted to commissioned officer, commissioned officer to enlisted).		SC		3–2
		File a form for periodic examinations of general officers and colonels.		GA		
93 (DD)	Record of Emergency Data	File the most recent form *only* on the death of the member.		GA		6–1, 6–6
108 (DD)	Application for Retired Pay Benefits			GA		
115 (AGUZ)	Statement of Retirement Points			SC		2–2
0122 (NGB)	Special Order, Announcement of Federal Recognition	File according to purpose as follows: *a.* Initial appointment (INIT APT)		GA		

Table 2–1
Composition of the OMPF—Continued

Form number or document (proponent)	Title	Remarks	Fiche location [1] P	S	R	Table cross-reference
		b. Appointment from USAR (APT FR USAR)		GA		
		c. Reappointment (REAPT FR .....)		GA		
		d. Change of State (CH OF ST FR .....)		GA		
		e. Promotion (PRM)		SC		
0123 (NGB)	Special Order, Announcement of Federal Recognition	File according to purpose as follows:				
		a. Change of Branch (BR CH FR .....)		GA		
		b. Transfer to the Inactive National Guard (TRF TO ING)		SC		
		c. Transfer from the Inactive National Guard (TRF FR ING)		SC		
		d. Federal recognition withdrawal (FED RECOG WD)		SC		
0126 (NGB)	Special Order, Announcement of Federal Recognition	File according to purpose as follows:				
		a. Amendment to NGB 0122 or 0123. File in same fiche location as order being amended.		GA/ SC		
		b. Retention in an active status		SC		
		c. Name change		GA		
128 (CGSC)	Report of Academic Progress	File *only* forms that report 50% completion of course.	CD			
128 (CGSC)	Report of Academic Progress	File forms that report completion of CAS3.	P			
133 (OPD)	Approval of Extension of Service (Short Term)			GA		
143 (DAPC–PS)	Computation of Officer's Service			SC		
149 (DD)	Application for Correction of Military or Naval Record Under the Provisions of Title 10, US Code Sec. 1552	File allied documents.			R	
160 (DA)	Application for Active Duty	File *only* when accompanied by correspondence showing final determination.		GA		6–2
185 (DAPC–PS)	Computation of Officer's Service			SC		
190 (AF)	Air Force Reserve Personnel Record Card			GA		
199 (DA)	Physical Evaluation Board Proceedings	File allied documents.		GA		
204 (DAPC–PS)	Computation of Officer's Service			SC		
214 (DD)	Certificate of Release or Discharge From Active Duty	File copy 2. Also file form issued by order of the Army Discharge Review Board.		SC		6–3, 6–1, 6–6
215 (DD)	Correction to DD Form 214, Certificate of Release or Discharge from Active Duty	File copy 2.		SC		6–1, 6–6
220 (DD)	Active Duty Report			SC		6–4
254 (SSS)	Application for Voluntary Induction Selective Service			GA		
261 (DD)	Report of Investigation—Line of Duty and Misconduct Status	File allied documents.			R	
293 (DD)	Application for Review of Discharge or Separation from the Armed Forces of the United States				R	
303 (FEC)	Report of Medical History in Captivity			GA		
312 (SF)	Classified Information Nondisclosure Agreement			GA		
337 (NGB)	Oath of Office			SC		
369 (DD)	Police Record Check	File *only* when check is part of enlistment, reenlistment, or appointment packet.		SC		6–4
372 (DD)	Request for Verification of Birth	File *only* when accompanied by correspondence showing final determination.		GA		
398–2 (DD)	DOD National Agency Questionnaire (NAQ)	File only when accompanied by DD Form 1966 series.		SC		
456 (AHS)	US Army Baylor—Physical Therapy Course		CD			
553 (DD)	Deserter/Absentee Wanted by the Armed Forces	File on the *P* fiche.	CD			
		File allied documents on the *R* fiche. Refer to filing instructions for DA Form 4187.			R	
591 Series (DA)	Application for Initial (Educational) Delay from Entry on Active Duty and Supplemental Agreement			GA		6–4

Table 2–1
Composition of the OMPF—Continued

Form number or document (proponent)	Title	Remarks	Fiche location [1] P	S	R	Table cross-reference
597–3 (DA)	Army Senior Reserve Officers' Training Corps Scholarship Cadet Contract			GA		
616 (DD)	Report of Return of Absentee	File on the *P* fiche. File allied documents on the *R* fiche. Refer to filing instructions for DA Form 4187.	CD		R	
638 (DA)	Recommendation for Award	File *only* for award recommendations that were downgraded or disapproved. Also file the correspondence that disapproved or downgraded the award. *Do not* file board results.		GA		6–1
638–1 (DA)	Recommendation for Award (for other than valor) of Army Achievement Medal (AAM), Army Commendation Medal (ARCOM), and Meritorious Service Medal (MSM)					
712 (AF)	Air Force Reserve Personnel Report of Total Allowable Points and Service			SC		
871 (DARP)	Mandatory removal computation worksheet			GA		
1046 (AGUZ)	Application for Renewal of Educational Delay from Entry on AD and Verification of Enrollment in Graduate or Professional School			GA		
1059 (DA)	Service School Academic Evaluation Report		P			3–2, 6–1
1059–1 (DA)	Civilian Institution Academic Evaluation Report		P			3–2, 6–1
1059–2 (DA)	Senior Service College Academic Evaluation Report		P			
1256 (DA)	Incentive Award Nomination and Approval	File only approved record of Special Act/ Service Awards granted to service members for scientific achievements and honorary awards per AR 672–20.	CD			
1300 (DD)	Report of Casualty (S & U Casualty and Memorial Affairs)			GA		
1343 (DD)	Notification of Change in Service Member's Official Records	Fiche location depends on type of change.	P, CD	GA, SC	R	
1380 (DA)	Record of Individual Performance of Reserve Duty Training			SC		6–4
1380 (DD)	US Field Medical Card			GA		
1506 (DA)	Statement of Service—Computation of Length of Service for Pay Purposes			SC		
1556 (DD)	Request Authorization, Certification of training and reimbursement.	Only forms documenting Hazard Communication Training will be filed.		GA		
1569 (DA)	Transcript of Military Record			SC		
1574 (DA)	Report of Proceedings by Investigating Officer/Board of Officers	File allied documents.			R	
1577 (DA)	Authorization for Issuance of Awards	File when no order is published.	CD			
1594 (DA)	Daily Staff Journal or Duty Officer's Log	File *only* when the log records the *death of a service member.*		GA		
1613 (DA)	Cross Reference	Fiche location depends on the subject of the document.	P, CD	GA, SC	R	6–1
1618–R (DA)	Application for Detail as a Student Officer at a Civilian Educational Institution or at Training with Industry			GA		
1695 (DA)	Oath of Extension of Enlistment	File allied documents.		SC		6–1
1696–R (DA)	Enlistment or Reenlistment Qualifying Application (Especially Recruited Personnel)			GA		6–4
1826 (DD)	Certificate of Competency	File *only* initial certification for pest control management. *Do not* file recertification certificates.	CD			
1966 Series (DD)	Record of Military Processing—Armed Forces of the United States	File all pages when accompanied by correspondence showing final determination.		SC		6–1
2166–7 (DA)	Noncommissioned Officer Evaluation Report (NCO–ER)		P			2–2
2173 (DA)	Statement of Medical Examination and Duty Status			GA		
2329 (DD)	Record of Trial by Summary	*a.* This form will be filed together with:	CD			6–1

Table 2–1
Composition of the OMPF—Continued

Form number or document (proponent)	Title	Remarks	Fiche location [1] P	S	R	Table cross-reference
	Court-Martial	(1) DD Form 458 (Charge Sheet). (Not required if information is fully contained on DD 2329). (2) Memorandum, opinion or letter of legal review. *b.* File on the P fiche when there is an approved finding of guilty on at least one specification. Also file supplemental actions. If all approved findings are not guilty, file the above on the R fiche.	R			
		If all charges and specifications are later dismissed or if all findings of guilty have been reversed in a supplemental action, remove all related documents from the P fiche. Then transfer them to the R fiche.	R			
2339 (DA)	Application for Voluntary Retirement			GA		6–1
2366 (DD)	Montgomery GI Bill Act of 1984			GA		
2370 (DARP)	Application for Active Guard/Reserve (AGR)			SC		2–1
2442 (DA)	Certificate of Achievement	File the memorandum of award if the certificate is too big to file.	CD			6–1
2443 (DA)	Commendation Certificate	File the memorandum of award if the certificate is too big to file.	CD			6–1
2627 (DA)	Record of Proceedings Under Article 15, UCMJ	*For Article 15s issued on or after* 25 January 1990, the record of Proceedings under Article 15, UCMJ (DA Form 2627) for soldiers SPC/CPL or below will be filed only in local non-judicial punishment files. The DA Form 2627 will not be filed in the MPRJ or the OMPF of these soldiers. For Article 15s issued on or after 1 Nov 82.				2–2, 6–1
		a. File on *P* or *R* fiche as directed by item 5, DA Form 2627.	CD		R	
		b. If Article 15 is wholly set aside and is filed on the *P* fiche, move it to the *R* fiche. File the DA Form 2627–2 (Record of Supplementary Action under Article 15, UCMJ) directing the action on the *R* fiche.			R	
		c. If Article 15 is filed on the *R* fiche, also file the DA Form 2627–2 setting it aside on the *R* fiche.			R	
		d. Article 15s issued to an enlisted member will be moved to the *R* fiche if enlisted member changes status to commissioned or warrant officer. See paragraph 4–6.			R	
		e. File allied documents accompanying Article 15s on the *R* fiche.			R	
		For Article 15s *issued before 1 Nov 82.* Forms recording punishment imposed before 1 November 1982 that are filed on the *P* or *R* fiche will remain filed, subject to the provisions of AR 27–10, paragraph 3–42.				6–1
		a. If form shows any of the following punishments, *file only when the statement in part III* says to file on the OMPF.	CD			
		(1) Extra duty or restriction for 14 days or less. (2) Oral or written reprimand. (3) Forfeiture of pay for 1 month. (4) Any combination of the above.				
		Forms showing any other type punishment *do not need* the statement in part III. These forms are always filed.	CD			

Table 2–1
Composition of the OMPF—Continued

Form number or document (proponent)	Title	Remarks	Fiche location [1] P	S	R	Table cross-reference
		b. If Article 15 *is wholly set aside on or after 1 September 1979,* move it and the form that sets it aside to the *R* fiche. If Article 15 *was wholly set aside prior to 1 September 1979,* move it and the form that set it aside to *R* fiche if requested by the member.			R	
		c. An Article 15 imposed on an enlisted member *on or after 1 September 1979* will be moved to the *R* fiche on change of status to commissioned or warrant officer. An Article 15 imposed on a prior enlisted member who changed status to commissioned or warrant officer before *1 September 1979* will be moved to the *R* fiche if requested by the member. See paragraph 4–6.			R	
		d. File allied documents accompanying Article 15 on the *R* fiche. Remove Article 15 from the P fiche or transfer it to the R fiche as directed by the ABCMR or DASEB.			R	
		e. An Article 15 imposed on or after 25 January 1990 where filing is directed in the R fiche, and where a previous Article 15 is already on the soldiers R fiche, the following rules apply: (1) The previous Article 15 has not been wholly set aside. (2) Prior to the punishment imposed on a previous Article 15, the soldier was a SGT or higher. (3) When the above conditions exist the OMPF custodian will file the current Article 15 in the P fiche in lieu of the R fiche. (4) The soldier concerned and the commander imposing the Article 15 will be informed by the OMPF custodian of the determination to file the DA Form 2627 on the P fiche. (5) The copy of the DA Form 2627 that was placed in the local non-judicial punishment files will be moved to the soldier's MPRJ per table 6–1.				
		f. Article 15s issued on or after 25 January 1990 for soldiers SPC/CPL and below will be filed locally in the unit nonjudicial punishment files. The DA Form 2627 will not be filed in the MPRJ or the OMPF of these soldiers. Such locally filed originals will be destroyed at the end of 2 years from the date of imposition of punishment or on the soldier's transfer to another general court-martial convening authority.				
2627–2 (DA)	Record of Supplementary Action under Article 15, UCMJ	File on the same fiche location as the original DA Form 2627.	CD		R	2–2, 6–1
2981 (DA)	Application for Determination of Moral Eligibility for Induction			SC		6–1, 6–4
3072–R (DA)	Waiver of Disqualification for Reenlistment/Promotion in the Regular Army	File as an allied document to— *a.* DD Form 4. *b.* DA Form 1695.		SC		6–1
3072–1A (DA)	Request for Waiver of Disqualification for Enlistment/Reenlistment in the Regular Army for Personnel Applying from Civilian Life.	File as an allied document to DD Form 4.		SC		6–4

Table 2–1
Composition of the OMPF—Continued

Form number or document (proponent)	Title	Remarks	Fiche location [1] P	S	R	Table cross-reference
3180 (DA)	Personnel Screening and Evaluation Record	File *only* those forms that show a soldier is disqualified from the personnel reliability or chemical personnel reliability programs. File the letter of notification, the soldier's acknowledgement, the soldier's statement, and the final action taken by the reviewing authority. The form will be transferred to the *R* fiche when the soldier has been requalified in the programs. File the correspondence requalifying the soldier on the *R* fiche.		GA R		6–1
3283–R (DA)	Statement of Member Removed from the Temporary Disability Retired List			GA		6–4
3286 Series (DA)	Statement for Enlistment, Parts I through V			SC		6–1
3339–R (DA)	Request for Extension of Current Period of Active Duty	File *only* approved requests.		SC		6–4
3340 (DA)	Request for Regular Army Reenlistment or Extension	File as an allied document to— *a.* DD Form 4 *b.* DA Form 1695 *c.* DA Form 3072		SC		6–1
3540 Series (DA)	Certificate of Acknowledgement of Service Requirements for Individuals Enlisting, Reenlisting, or Transferring into Troop Program Units of the US Army Reserve			SC		6–4
3574 (DA)	Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR, Under the Provisions of AR 135–100, or AR 135–101, As Applicable—Individuals without Prior Service			SC		6–4
3575 (DA)	Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR, Under the Provisions of AR 135–100 or AR 135–101, As Applicable—Individuals Without a Statutory Service Obligation			SC		6–4
3587 (DA)	Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment in the United States Army Reserve Under Provisions of AR 601–130			SC		6–4
3688 (DA)	Application and Certificate of Acknowledgement and Understanding of Service Requirements for the Army Dental General Practice Residency.			SC		
3713 (DA)	Data for Retired Pay			SC		6–3
3838 (DA)	Application for Professional Training			GA		
3947 (DA)	Medical Evaluation Board Proceedings	File only Physical Evaluation Board cases.		GA		
4037 (DA)	Officer Record Brief	File only the last ORB produced before officer's release from active duty.		GA		6–2, 6–1, 3–1
4187 (DA)	Personnel Action	File only those forms that show final action that changes data on the OMPF. File location depends on the type of change. Forms that document time lost to be made good to include AWOL or DFR duty status changes will be filed on the *S* fiche. Forms which promote, reduce or deny advancement through SPC/CPL, file upon promotion to SGT. Forms which reflect reduction imposed under Article 15 (UCMJ) when the Article 15 was designated for filing on the R–Fiche, file upon promotion to SGT.	P, CD	GA, SC SC SC SC	R	6–1

Table 2–1
Composition of the OMPF—Continued

Form number or document (proponent)	Title	Remarks	Fiche location [1] P	S	R	Table cross-reference
		Forms which reflect reduction imposed under Article 15 (UCMJ) when the Article 15 is not designated for filing on the OMPF, file upon promotion to SGT.		SC		
4213 (DA)	Supplemental Data for Army Medical Service Reserve Officers			GA		6–1
4572–R (DA)	Statement of Understanding for Appointment as a Commissioned Officer			SC		6–1
4629 (DA)	Service Agreement Department of the Army Armed Forces Health Professions Scholarship			GA		
4789 (DA)	Statement of Entitlement to Selective Reenlistment Bonus	File as an allied document to DD Form 4.		SC		6–1, 3–1
4824–R (DA)	Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for all Personnel Applying for Participation in the Reserve Officers' Training Corps Simultaneous Membership Program			SC		6–4
4825–R (DA)	Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for Enlistment in the Army Reserve Civilian Acquired Skills Program.			SC		6–4
4826–R (DA)	Addendum to Certificate and Acknowledgement of Service Requirements for Enlistment under the Alternate Training Program.			SC		6–4
4836 (DA)	Oath of Extension of Enlistment or Reenlistment.			SC		6–4
4941–R (DA)	Statement of Option	File as an allied document to letter announcing the DA Qualification Management Screening Board results.	P			6–1
4960–R (DA)	Selected Reserve Incentive Program—Enlistment (Addendum to DA Form 3540-Series)			SC		6–4
4961–R (DA)	Affiliation Bonus Program (Addendum to DA Form 3540-Series)			SC		6–4
4962–R (DA)	Selective Reserve Incentive Program—Reenlistment (Addendum to DA Form 3540-Series)			SC		6–4
4991–R (DA)	Declination of Continued Service Statement			GA		6–1, 3–1
5074–R (DA)	Record of Award of Entry Grade Credit (Medical and Dental Officer)			SC		3–1
5074–1–R (DA)	Record of Award of Entry Grade Credit (Health Services Officer)			SC		3–1
(DA)	Service Agreement for the Uniformed Services University of the Health Sciences Program			GA		
5646–R (DA)	Statement of Conditions of Service—Active Guard Reserve (AGR)			SC		
		Unnumbered documents				
		Active duty and Reserve Component duty				
1	Acceptance or rejection of officer for retention on active duty (until a specified future date)			GA		
2	Active duty orders	Do not file those ordering units to active duty and those ordering members to annual training, active duty for training or for medical examinations.		SC		6–1, 6–4, 6–6
3	Application for active duty	File *only* for enlisted members.		GA		
4	Application for transfer from the Retired Reserve to the Ready Reserve	File both approved and disapproved applications together with the Secretary of the Army's finding of indispensability.		GA		
5	Approved requests for extension of service for USAR members			SC		6–4
6	Exemption from involuntary active duty			GA		
7	Letter of nonretention under qualitative retention program (enlisted) (USAR)	File letter on *P* fiche. File allied documents on *R* fiche.	CD		R	6–4

Table 2–1
Composition of the OMPF—Continued

Form number or document (proponent)	Title	Remarks	Fiche location [1] P	S	R	Table cross-reference
		If letter is successfully appealed, remove letter from the *P* fiche and file it along with the document approving appeal on the *R* fiche.			R	
8	Letter of nonretention under selective retention program (officer) (USAR)	File letter on *P* fiche. File allied documents on *R* fiche. If letter is successfully appealed, remove letter from *P* fiche and file it along with the document approving appeal on *R* fiche.	CD		R R	6–4
9	Letter of qualitative retention program (enlisted) (USAR).	File letter on the *P* fiche. File allied documents on *R* fiche.	CD		R	6–4
10	Letter of retention under selective retention program (officer) (USAR).	File letter on the *P* fiche. File allied documents on *R* fiche.	CD		R	6–4
11	Notice of removal from participation in ROTC/SMP			GA		6–4
12	Approved extension beyond MRD (USAR AMEDD Officers Chaplains)	File ARPERCEN document authorizing or disapproving extension		GA		
		Adverse Information				
1	Administrative letters of reprimand, admonitions, and censures of a nonpunitive nature (Includes personal indebtedness, dependent nonsupport, and paternity cases and drill sergeant reliefs.)	File original letter *only* if the provisions of AR 600–37 have been complied with. File the following documents on the P fiche: *a.* Letter. *b.* Referral correspondence. *c.* Member's reply. *d.* Other allied documents *if they are specifically directed for file by the letter or referral correspondence.* File all other allied documents not listed above on the *R* fiche. On appointment to warrant or commissioned officer from enlisted status, transfer letter along with allied documents to the *R* fiche. See paragraph 2–7. File letters of reprimand issued under Article 15 according to filing instructions for DA Form 2627.	CD		R R	6–1
2	Authenticated extracts of completed investigation reports that have resulted in elimination or disciplinary action		CD			
3	Finding of unfavorable information	File the finalized Summary of Derogatory Information determined by the DASEB, along with the official letter directing this filing, plus any letter of final rebuttal or acknowledgment that the subject does not request withheld from filing. The DASEB retains the authority to withdraw rebuttal enclosures deemed inappropriate for filing.	CD			
4	Proceedings of Boards of Officers	File *only* when attached as an inclosure to an adverse action in cases where it is *essential to clarify* the action taken or when the action results in the discharge of an enlisted member.	CD			
5	Records of Civil Conviction	File *only* those records of conviction and related records of arrest or extracts of them that are authenticated by civilian authorities. Records of conviction for minor traffic offenses *will not be filed.* The following offenses are examples of serious traffic violations: *a.* Negligent homicide resulting from operation of a motor vehicle. *b.* Reckless driving. *c.* Operation of a motor vehicle while under the influence of drugs or alcohol.	CD			6–1

Table 2–1
Composition of the OMPF—Continued

Form number or document (proponent)	Title	Remarks	Fiche location [1] P	S	R	Table cross-reference
6	Relief for cause actions	A relief for cause must be accompanied by a relief for cause OER or EER (filed in P fiche) (except for grades SPC/CPL and below) or an academic report. Relief from some special assignments, such as drill sergeant or recruiter programs require added documentation that may be filed *only* if the referral provision of AR 600–37 have been met.			R	3–1
7	Unfavorable information of which the member concerned had prior official knowledge	File if— *a.* Directed by the commander having general court-martial authority over member or by higher authority. *b.* The notation *AR 600–37 complied with* appears on the document. CD If document is an inclosure to an adverse action that resulted in disciplinary action, relief for cause, reclassification for cause, elimination from service, or administrative reduction file on the *R* fiche. R *c.* Directed by CCF when the soldiers security clearance is either denied or revoked. File original memo/letter only if the provisions of AR 600–37 have been complied with. File the following documents on the P fiche: CD (1) Memorandum or letter (2) Referral correspondence (3) Soldiers reply (4) Other allied documents if they are specifically directed for file by the memo/letter or referral correspondence. File all other allied documents not listed above on the R fiche. R				
8	Command Review Board Actions	File letter notifying officer of results, the boards evaluation and recommendation, officers response to the board, legal review, if included, and a summary of the unfavorable information.			R	
		Applications and requests				
1	Applications (approved or disapproved) for classification as a conscientious objector (1–A–O)	File with allied documents.		GA		6–1
2	Applications (approved or disapproved) for discharge as a conscientious objector (1–O)			GA		6–1
3	Approved applications for retention on active duty			GA		6–1
4	Request for removal of identification from conscientious objector status (1–A–O) (1–0)			GA		
		Appointments				
1	Appointment orders (Regular Army)			SC		6–1
2	Designation as an OCS distinguished graduate (RA appointment)			GA		6–1
3	Letter of appointment (Regular Army)			SC		
4	Letter of appointment (USAR)			SC		6–1, 6–6, 3–2
5	Request for appointment or reappointment as a warrant officer	File *only* approved applications.		GA		6–1
		Assignments				
1	Agreement for noncombatant duty assignments by members classified as conscientious objectors (1–A–O)			GA		6–1
2	Branch transfer, detail, or relief from detail			GA		
3	Request for noncombant duty as a sole surviving son or daughter or dual family status			GA		
		Awards and decorations				

Table 2–1
Composition of the OMPF—Continued

Form number or document (proponent)	Title	Remarks	Fiche location [1] P	S	R	Table cross-reference
1	Award orders (includes badges, bars, tabs, and so forth.)	Do not forward approved DA Form 638–1 (unless for downgraded or disapproved awards/see table 2–1 DA Form 638–1).	CD			6–1
2	Certificates of appreciation, commendation, or achievement	672–5–1, chapter 8, applies. File a memorandum for the award when the certificate is too large to file.	CD			6–1
3	Copy of award citation when not included in the award order	*a.* Ensure order number from block 25a, DA Form 638–1 is annotated on certificate below approval authority signature block. *b.* Handwrite SSN at upper right hand corner of certificate prior to forwarding to OMPF.	CD			6–1
4	Correspondence, authorizations, and orders regarding foreign decorations		CD			6–1
5	Disqualification statement for award of the Good Conduct Medal	File approval correspondence, and statement on *P* fiche. File allied documents on *R* fiche.	CD		R	6–1
6	Documents and certificates that award badges, service medals, tabs or non-Army awards for which no orders are published		CD			6–1
7	Documents concerning posthumous awards		CD			
8	Documents regarding the awarding of the Medal of Honor and certification to the Veterans Administration	Also file the recommendation for award.		GA		
9	Document that approves or disapproves a request for a 10% increase in retirement pay due to the receipt of an award	File with allied documents.		GA		6–1
10	Letters, memorandums, and messages of appreciation or commendation	File correspondence only when signed by an official listed below: *a.* The President of the United States. *b.* The Vice President of the United States. *c.* The Secretary of Defense. *d.* The Service Secretaries. *e.* Chairman, Joint Chiefs of Staff. *f.* Chiefs of Services.	CD			
		AWOL and desertion				
1	Documents relating to AWOL and DFR status of a member	File all allied documents to DA Form 3835, DA Form 3836, and DA Form 4187 on *R* Fiche. Refer to filing instructions for the above forms, this table.			R	
2	Documents that amend or change time lost to be made good or correct mistaken reports of AWOL	See filing instructions for DA Form 4187, this table		SC		6–1
3	Dropped from the rolls (DFR) orders		CD			
4	Information relating to Army deserters now members of another service		CD			
		Casualty				
1	All correspondence and messages regarding casualty status including casualty notification messages to the next of kin			GA		
2	Correspondence and other documents regarding death, very seriously ill, seriously ill, and missing status			GA		
3	Interrogation reports and similar data regarding missing persons			GA		
4	Memorandum determining status under the missing persons act			GA		
5	Report of missing persons board of inquiry			GA		
		Classification and qualification				
1	Documents pertaining to members volunteering for or withdrawing from explosive ordnance disposal duty			GA		
2	Reclassification actions	File *only document* that shows DA approval		GA		3–1, 3–2

Table 2–1
Composition of the OMPF—Continued

Form number or document (proponent)	Title	Remarks	Fiche location [1] P	S	R	Table cross-reference
3	Reclassification actions for cause	File *only the document* that approves the action on the *S* fiche. File allied documents on the *R* fiche.		GA R		3–1
4	Report of action of flight status review board			GA		
5	Report of action of flying evaluation board			GA		
6	For directed retention in a PMOS or specialty code by MMRB, file summary of proceedings together with decision to retain. Do not file inclosures.			GA		6–1, 3–1
7	Reclassification and voluntary withdrawal from the Command Sergeants Major (CSM) Program	File only document that shows DA Approval on the P fiche.	P			
		Correction of Military Records and Appeals				
1	ABCMR document that approves or denies an evaluation report appeal	File according to the Secretary of the Army guidance. File the ABCMR proceedings and case correspondence relating to *denied evaluation report* appeals action on the *R* fiche. *Correspondence for approved appeals will be filed only by the direction of the ABCMR.*	P, CD	GA, SC	R R R	
2	Army discharge review board case report (OSA Form 172).	File on direction of the board. File exhibits and inclosures.			R	
3	DASEB document approving or denying request for removal of administrative letters of reprimand, admonition or censures; Article 15s; or other adverse information from the *P* fiche	File on the *P* fiche *only* if denied or partially denied. If the DASEB approves the request and directs the transfer of the adverse action to the *R* fiche, the document directing this action will be filed on the *R* fiche along with the adverse action. File allied documents related to denied requests on the *R* fiche. If the DASEB approves a request and *directs removal* from the OMPF, *do not file the document directing the removal.* File allied papers relating to approved requests *only if directed by the DASEB.*	CD		R R R	
4	Denial of review of the Army Board of Correction of Military Records	File all allied documents.			R	
5	Document approving or disapproving a qualitative management program (QMP) screening board appeal	*Approved appeal.* File approval document and allied papers on the *R* fiche. Transfer QMP letter to the *R* fiche. *Denied appeal—* *a.* File the disapproval document on the *P* fiche. *b.* File allied documents on the *R* fiche.	P		R R	
6	Document denying or partially denying an appeal to remove a case summary of unfavorable information	Include the second addendum to the case summary. File other allied documents on the *R* fiche.	CD		R	
7	Document that announces the DCSPER Special Review Board or Commander, PERSCOM decision that *denies or partially denies* an evaluation report appeal	File the allied documents on the *R* fiche when a HQDA memorandum for record is filed on the *P* fiche.	P		R	
8	HQDA Memorandum for record	File this document to explain breaks in evaluation periods or for corrections to evaluation reports.	P			
9	Record of determination for correction of errors on the OMPF	File on the fiche location where the correction occurs. Include correction of time lost to be made good due to an erroneous report of AWOL.	P, CD	GA, SC	R	

Table 2–1
Composition of the OMPF—Continued

Form number or document (proponent)	Title	Remarks	Fiche location [1] P	S	R	Table cross-reference
10	Secretary of the Army ADHOC review board case report (OSA Form 173)	File the board's recommendation on the *S* fiche. File the remainder of the board's proceedings and inclosures on the *R* fiche.		GA	R	
		Education and training				
1	Air Force master instructor certificate for special weapons training		CD			6–1
2	Certificates of residency and fellowship training for medical department officers		CD			
3	Correspondence by members declining attendance at an Army or other DOD service schools		CD			6–1
4	Letter of failure to complete an Army service school resident course of instruction	*Do not file* if an academic report is issued for course.	CD			
5	Letter of failure to complete the Sergeant Major Academy nonresident course		CD			
6	Physical therapy course student record		CD			
7	Resident and nonresident course completion certificates	File only when an academic report (DA Form 1059 and DA Form 1059–1) is not issued. File only certificates issued by schools and colleges listed in AR 351–1, appendixes B, C, D, and DA Pam 351–4. Do not file for USAR personnel, or if an acceptance report is issued for course.	CD			
8	License/Certification of Professional Engineer, Engineer-In-Training and Architecture, Accounting and Contracts Manager.		CD			
9	Specialty board certificates for Army medical department officers		CD			
10	Transcripts of credit from civilian colleges, universities, trade schools, or business schools	For enlisted: File all transcripts. For JAG, Chaplain, and AMMED officers: File only transcripts showing completion of degree (BA, BS, MBA, etc.) or completion of a program. Continuing education units will not be filed. For all other officers, transcripts will only be filed in the CMIF.	CD			6–1, 3–1
11	Service Obligation Statement Funded Legal Education Program			GA		
12	Letter of Course Completion Verification (Resident and Nonresident Courses)	Letter will be filed only for USAR personnel. Only file for those schools and colleges listed in AR 351–1, appendixes B, C, and D.	CD			
		Enlistment, reenlistment, or retention on active duty				
1	Application for determination of eligibility for induction, enlistment or reenlistment			SC		
2	Approved withdrawal of DA Form 4991–R (Declination of Continued Service Statement)			GA		6–1
3	Constructive enlistment			SC		
4	Correspondence authorizing selective retention of officers on active duty or disapprovals			SC		3–1
5	Enlistment or reenlistment orders			SC		6–1
6	FBI report of investigation relating to fraudulent entry				R	6–1
7	Oath of extension of enlistment (USAR)			SC		6–4
8	Predated enlistment documents			SC		6–1
9	Waiver of enlistment commitment			SC		6–1
		Legal affairs				
1	Documents relating to aliens suspected of violations of immigration and naturalization laws			GA		
2	Judge Advocate General opinions relating to specific individuals			GA		
		Miscellaneous				
1	Agent GB employment statement	File the acceptance or declination statement.		GA		

Table 2–1
Composition of the OMPF—Continued

Form number or document (proponent)	Title	Remarks	Fiche location [1] P	S	R	Table cross-reference
2	Approved requests for release of the *R* fiche	File with approval document.			R	
3	Correspondence regarding requests for or return of medical or dental records		GA			
4	Documents concerning line of duty status				R	
5	Documents from other than DOD agencies regarding the release of personal information under the Freedom of Information Act	File on the fiche location from which the information was released.	P, CD	GA, SC	R	
6	Statement acknowledging the reporting of employment with a defense contractor		GA			6–3
7	Synopsis of POW brief				R	
		Orders				
1	Announcement of Federal recognition status of an Army National Guard officer			GA		
2	Court-martial orders	File on the *P* fiche when there is an approved finding of guilty on at least one specification. Also file supplemental orders. If all approved findings are not guilty, file the order on the *R* fiche. If all charges and specifications are later dismissed or if all findings of guilty have been reversed in a supplemental order, remove all related orders from the *P* fiche. Then transfer them to the *R* fiche.	CD		R R	6–1
3	Determination of data pertaining to permanent or temporary promotion status			GA		
4	Orders relating to aviation service of aviators and flight surgeons			GA		
5	State National Guard orders reassigning an officer			GA		
6	Transfer among Army Reserve Components, control groups, or units			SC		
		Personal data				
1	Adoption record certifying the legal parents of a service member			GA		
2	Biographical sketch	File *only* for general officers.		GA		
3	Documents granting authority to change personal data	The fiche location depends on the location of the data changed	P, CD	GA, SC	R	
4	Notification of correct social security number determination			GA		6–1
5	Official full length photograph	File for general officers.	P			3–1, 3–2
6	Statement of citizenship			GA		
		Personnel evaluation				
1	Documents concerning nonrated periods in evaluation report records		P			
2	Non-Army evaluation reports received by persons when they were members of another service		P			
		Physical or medical				
1	Application for review of findings of disability review board			GA		
2	Application for review of physical evaluation board proceedings and retirement decisions			GA		
3	Physical disability appeals board case report (OSA Form 174)	File the board's recommendation on the *S* fiche. File allied documents on *R* fiche.		GA R		
4	Physical evaluation board letter of approval			GA		6–1
5	Statement concerning status of physical condition (Regular Army)			GA		
6	Statement of election-physical evaluation board appearance			GA		
7	Summary report AERO medical consultation or in-flight evaluation			GA		
		Promotions and reductions				

Table 2–1
Composition of the OMPF—Continued

Form number or document (proponent)	Title	Remarks	Fiche location [1] P	S	R	Table cross-reference
1	Correspondence to special selection, promotion advisory, promotion review, or standby advisory boards authorizing member's records to appear before board and letters of notification announcing board results	File allied documents on the *R* fiche		GA	R	
	Letters of Notification announcing officer special selection board results			GA		
2	Declination of promotion statement	Includes CSM appointments.		GA		
3	Document approving removal from a promotion list	File removal from HQDA promotion list and allied documents on R fiche.			R	
4	Enlisted reduction action for inefficiency	File the following on *P* fiche: *a.* Correspondence to member stating intent to reduce. *b.* Member's reply. *c.* Document directing reduction.				6–1
		File allied documents on *R* fiche.			R	
		If reduction is set aside, move all related documents from the *P* fiche and file them with the appeal action on the *R* fiche.			R	
5	Letter of notification to officers considered for promotion but not selected			GA		
6	Promotion nonselection election statement of separation options			GA		
7	Promotion or reduction orders			SC		6–1, 6–6
8	Reserve Component promotion letter or order			SC		6–3, 6–4, 6–6, 3–2
9	Reserve promotion worksheet			SC		
10	Standby advisory board letter announcing promotion			GA		6–1
	Enlisted standby advisory board letter announcing its decision			GA		
11	USAR promotion nonselection election statement of separation options			GA		
12	PLDC Deferment	File only document that shows HQDA approval on the P fiche				
		Separation, discharge, or retirement				
1	Application for retired benefits			GA		
2	Approved and disapproved requests for voluntary retirement			GA		
3	Approved requests, letters, or applications for resignation, relief from active duty, or discharge of commissioned or warrant officers	File for active Army and USAR or ARNG members.		GA		
4	Case files for approved separations	Include elimination board proceedings, administrative discharge actions, resignations instead of board action, or separations for the good of the service. File all allied documents.		GA		6–1
5	Consent affidavit of members held beyond ETS or release date			SC		6–1
6	DA directed elimination action				R	3–1
7	Determination of grade for retirement, advancement, or retired pay	Include all data for retired pay		SC		
8	Disapproved applications for discharge, resignation or relief from active duty			GA		
9	Election of disability severance pay under section 1209, Title 10, US code, for retirement benefits under section 1331, Title 10, US code			GA		
10	Fraudulent entry determination			SC		
11	Letter that announces the DA qualitative management program (QMP) board decision	File as an allied document to DA Form 4941.	P			6–1, 3–1
		File allied documents on the *R* fiche.			R	
		If voided, remove letter and DA Form 4941 from the *P* fiche and file them with the correspondence voiding QMP letter on the *R* fiche.			R	

Table 2–1
Composition of the OMPF—Continued

Form number or document (proponent)	Title	Remarks	Fiche location [1] P	S	R	Table cross-reference
12	Notification of eligibility for retirement	Also file the reduction in force (RIF) letter, if applicable		GA		
13	Notification of involuntary relief from active duty	Also file the member's acknowledgement		GA		6–1
14	Orders removing member from the temporary disability retirement list (TDRL) when member is returned to duty			SC		6–1
15	Reevaluation of retirement benefits or termination of benefits			GA		
16	Relief from training and service in the US Armed forces because of alien status	File *only* when the member declines discharge.		GA		
17	Request for withdrawal of retirement application			GA		
18	Retirement year end (RYE) report			SC		
19	Separation orders	Include discharge, relief from active duty, retirement, and release by virtue of void enlistment or induction.		SC		6–3, 6–1
20	Statement acknowledging voluntary retirement will not be approved			GA		
21	Statement of notification of involuntary retirement		GA			6–1
		Service data and verification				
1	Acknowledgement of service obligation (inductees)			GA		
2	Administrative determination of credit for service not available from records			SC		
3	Application for renewal of category			SC		
4	Applicant's statement and State Adjutant General agreement for ROTC graduates who have not completed initial active duty for training			SC		
5	Certification from State Adjutants General that an officer has 5 years to serve after appointment			SC		
6	Certification from the highest State court or a US district court for Judge Advocate General Corps (JAG) officers			GA		
7	Completed request for verification of active duty paid from Federal funds			SC		
8	Computation of service, service by category, or service for pay purposes			SC		
9	Draft-age statement for applications for appointment			GA		
10	Ecclesiastical indorsement			SC		
11	Evidence of completion of dental course for dental corps officers			GA		
12	Extract of State code pertinent to rank and tenure for ARNG general officer appointees			SC		
13	HQDA document announcing the Secretary of the Army's decision to restore a member to duty and remit the unexecuted part of confinement as announced in the court-martial order.		CD			
14	License to practice or evidence of internship for medical corps officers			GA		
15	Professional school or training certification data required in service computation for Army medical department officers			SC		
16	Statement of military service			SC		6–1

Notes:

[1] P=Performance, CD=Commendatory and Disciplinary, S=Service, SC=Service Computation, GA=General Administration, R=Restricted.

Table 2–2
Obsolete or no longer used documents

Form number or document (proponent)	Title	Remarks	OMPF [1] Fiche location P	S	R	MPRJ [2] Officer	Enlisted
0708 (AGO)	Record of Award of Decoration	File instead of orders.	CD				
3 (AGPERSCEN)	Statement of Service	File latest form at separation.		SC			
3 (USAEEC)	Statement of Service-Enlisted	File *only* when completed.		SC			
3a (WDNGB)	Extended Federal Recognition			GA			
4 (AGPZ)	Extract of DASO/Announcement of change in rank			SC			
4 (DD)	Enlistment or Reenlistment Agreement-Armed Forces of the United States			SC			P
8–118 (DA)	Medical Board Proceeding	File *only* physical evaluation board cases.		GA			
8–130 (DA)	Supplemental Data for Army Medical Service Reserve Officers	Replaced by DA Form 4213 (Supplemental Data for Army Medical Service Reserve Officers).		GA		P	
10 (USAEEC)	MOS Evaluation Data Report	Obsolete editions.	P				
10 (AGTE–O)	Evaluation Data Report	Replaced by AGTE–O Form 10A.	P				
10A (AGTE–O)	Evaluation Date Card	Replaced AGTE–O Form 10.	P				
10A (USAEREC)	Enlisted Evaluation Data Report		P				P
13 (DD)	Statement of Service			SC			
20 and 20A (DA)	Enlisted Qualification Record	File *only* the last form existing at conversion to DA Form 2 and DA Form 2–1.		GA			
20B (DA)	Insert to Personnel Qualification Records of Court Martial Convictions	Keep this form in the same location as DA Form 2–1. This form was replaced by DA Form 2–2. However, DA Form 20Bs completed before Nov 74 will be kept on file.					P
21 (NGB)	Enlistment or Reenlistment Agreement, Army National Guard			SC			
24 (DA)	Service Record			GA			
24 (NGB)	Service and Qualification Record			SC			
26 (DA)	Record of Court-Martial Conviction	File *only* in the absence of court-martial orders.	CD				
		File acquittals and those convictions wholly set aside on the *R* fiche.			R		
27 (SG)	Student Record, Physical Therapy Course		CD				
29B (RCPC)	Reserve Promotion Letters			SC			
29–8286 (VA)	SGLI Election	This form was replaced by Form (SGLV) 8286. File only the most recent form. File directly under the DD Form 93.				P	P
30 (AGPZ)	Appointment in the Regular Army			SC			
30 (AGPERSCEN)	Verification of Active Duty Paid from Federal Funds			SC			
32 (AGPZ)	Letter of Appointment in the Regular Army			SC			
33 (OPO–RCPC)	Letter of Appointment			SC			
41 (DA)	Record of Emergency Data			GA			
47 (DD)	Record of Induction			SC			P
47 (NGB)	Certification of Active Duty/Active Duty for Training/Full-Time Training Duty			SC			
47 (NME)	Record of Induction			SC			
50 (AGPZ)	Statement Concerning Status of Physical Condition Regular Army			GA			
52 (OPO–RCPC)	Application for Renewal of Education Delay for Entrance on Active Duty		GA				
54 (AGPZ)	Request by Permanent Resident Alien for Relief from Training and Service in the Armed Forces			GA			
55 (NGB)	Honorable Discharge from the Armed Forces of the United States of America—Army National Guard			SC			
61 (AGPZ)	Computation of Service, Service by Category, or Service for Pay Purposes			SC			
61 (USAAC)	Army Reserve Retirement Credit Card			SC			
65 (RCPC)	Supplemental Delay, EAD Agreements			GA			
66 (DA)	Officer Qualification Record	File *only* last form existing at conversion to DA Form 2 and DA Form 2–1.		GA			

Table 2–2
Obsolete or no longer used documents—Continued

Form number or document (proponent)	Title	Remarks	OMPF [1] Fiche location P	S	R	MPRJ [2] Officer	Enlisted
67-Series (DA)	US Army Officer Evaluation	Obsolete editions (DA Forms 67–1 through 67–7) before Sep 79.	P				
80 (AGPZ)	Casualty Report			GA			
95 (TAGO)	Correction or Completion of Enlistment or Education Record			GA			
99 (AGPZ)	Promotion and Retirement Record			SC			
102 (AGPZ)	Reserve Promotion Worksheet			SC			
105 (USARE)	Enlistment Promise Statement	File with enlistment contract as a package.		SC			
108 (TAGO)	Report of Determination	Fiche location depends on type of change.	P, CD	SC, GA	R		
109 (AGPZ)	Request for Statement of Service			SC			
109 (DAPC–DA)	Request for Statement of Service			SC			
109 (TAGO)	Request for Statement of Service			SC			
109–1 (AGPZ)	Request for Statement of Service (National Guard)			SC			
110 (TAGO)	Notification of Change in DA Record	Fiche location depends on type of change.	P, CD	SC, GA	R		
114 (NCW)	National War College Academic Report		P				
115 (AGUZ)	Statement of Retirement Points.	File with DA Form 1383 or DA Form 3593				P	P
158 (AGPZ)	Administrative Determination	Fiche location depends on the type of change.	P, CD	SC, GA	R		
165 (DA)	Enlisted Record-Enlisted Reserve Corps			SC			
168 (TAGO)	Request for Verification of Active Duty Pay from Federal Funds			SC			
170 (DA)	Application for Appointment in the Officer Reserve Corps			GA			
172 (AGUZ)	Option to Extend Ready Reserve Obligation			GA			
185 (OPO–EPD)	Rating for Command Sergeant Major		P				
190 (ICAF)	ICAF Academic Report		P				
213 (AGPZ)	Statement of Service-Officers under Title 10, USC	File latest form at member's separation.		SC			
220 (AGPZ)	Computation of Date of Rank			SC			
220 (NME)	Active Duty Report			SC			
221 (DDS)	Report of Induction Physical Examination			SC			
230 (DD)	Service Record			SC			
237 (AGPZ)	USAR Promotion Passover Election Statement			GA			
289 (AGPZ–FL)	Memorandum of Award			GA			
373 (DD)	Consent Declaration of Parent or Legal Guardian			SC			
378 (USAAC)	Report of Reserve Component Training			SC			
390 (DD)	Initial Data for Classification and Commissioning in Medical Services for Medical, Dental, and Veterinary Corps			GA			
412 (AGPZ)	Appointment as Second Lieutenant in the Regular Army			SC			
421 (NGB)	Enlistment Record			SC			
457 (DD)	Investigating Officer's Report				R		
471 (DA)	National Guard Oath of Office			SC			
589–1 (USAAG)	Chronological Record of Service for Retired Pay			SC			
597–1 (DA)	Acknowledgement of Understanding, Nonscholarship Two year Program		P			P	
612 (AGPZ)	Medical Disqualification for Appointment in the Regular Army			GA			
639 (DA)	Recommendation for Award-Heroism		CD				
657 (AGO)	Authorization for Issuance of Award	File instead of orders.	CD				
680 (AGPZ)	Retention on Active Duty			GA			
680 (AGPZ)	DA Special Order Extract (Orders to Active Duty)			SC			
682 (AGPZ)	Computation of Officer's Service			SC			
689 (AGPZ)	Form Letter-Transmittal of Medical Records in Temporary Disability Retired List Cases			GA			
695 (AGPZ)	Request of Waiver for Conviction				R		

Table 2–2
Obsolete or no longer used documents—Continued

Form number or document (proponent)	Title	Remarks	OMPF [1] Fiche location P	S	R	MPRJ [2] Officer	Enlisted
722 (AGPZ)	Extract of Special Orders-Removal from Temporary Disability Retired List-Enlisted Personnel	File when member returns to duty.		SC			
736–R (CONARC)	Enlisted Academic Report	Replaced by DA Form 1059 (Service School Academic Evaluation Report).	P				
760 (DAPC–PA)	Medical or Dental School			SC			
760–1 (AGPZ)	Data Required for Service Computation			SC			
782 (AGUZ)	Removal From Active Status of USAR			SC			
789 (AGUZ)	Waiver for Retention in the US Army Reserves			SC			
797 (AGPZ)	Correction or Completion of Enlistment or Induction Record			SC			
801 (AGPZ)	Request for Verification of Active Duty Paid from Federal Funds			SC			
807 (USAAC)	Request for Statement of Service			SC			
930 (AGPZ)	Computation of Service by Category			SC			
977 (AGPZ)	Data for Retired Pay			SC			
1074 (AGPZ)	Computation of Date of Rank			SC			
1078 (AGPZ)	Nonrated Period in Officer Efficiency Reports		P				
1270 (DA)	Transfer or Release to Reserve Component			SC			
1301 (DA)	Reserve Officer Evaluation Report		P				
1357 (AGO)	Report of USMA Entrance Examination			GA			
1383 (DA)	Annual or Terminal Statement of Retirment Points			SC			
1439 (AGO)	Battlefield Appointment in ORC (Officer Reserve Corps)			SC			
1481 (DD)	Request for Deferment from Residency Training			GA			
1515 (AGUZ–FL)	Reserve Assignment					P	P
1548 (DD)	Preinduction Processing and Commissioning Data-Medical, Dental, and Allied Specialists Categories			GA			
1608 (DA)	ROTC Deferment Agreement			GA			
1609 (DA)	Statement Acknowledging Obligation for Service			GA			
1688 (DD)	Election of Options Retired Servicemen's Family Protection Plan			GA			
1775 (DA)	Army Reserve Officer Evaluation Report		P				
1803 (DA)	ROTC Enrollment Agreement			GA			
2166 (DA)	Enlisted Evaluation Report	Obsolete editions (DA Forms 2166 through 2166–6)	P				P
2280 (DA)	Application for Enlistment: Women's Army Corps	File *only* when accompanied by correspondence indicating final determination.		SC			
2281–R (DA)	Application for Determination of Eligibility for Enlistment	File *only* when accompanied by correspondence indicating final determination.		GA			
2292 (DA)	US Army Advance Emergency Order to Active Duty			GA		P	
2343 (DA)	Evaluation Report of Enlisted		P				
2492–R (DA)	Consent of Parents or Legal Guardian for Amendment or Extension of a Minor.			SC			
2627–1 (DA)	Record of Proceedings Under Article 15, UCMJ	File according to AR 27–10.	CD			P	P
2627–2 (DA)	Record of Summarized Supplementary Action under Article 15, UCMJ	File according to AR 27–10.	CD			P	P
3284–R (DA)	Applicant Statement of Name Change	Replaced by DA Form 4187 (Personnel Action).		GA			P
3327 (DA)	Personnel Clothing Record					P	P
3352 (DA)	CSM Efficiency Report		P				
3538 (DA)	Certification and Acknowledgment of Service Requirements for Individuals Enlisting in the USAR Under the Reserve Enlistment Program 1963	File for members age 26 or under.		SC			
3539 (DA)	Certification and Acknowledgment of Service Requirements for Individuals Enlisted in the USAR Under the 6 Year—2 Year Active Duty Program	File for members age 26 or under.		SC			P

Table 2–2
Obsolete or no longer used documents—Continued

Form number or document (proponent)	Title	Remarks	OMPF [1] Fiche location P	S	R	MPRJ [2] Officer	Enlisted
3580 (DA)	Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR under the Provisions of AR 135–50			SC			
3687 (DA)	Application and Certificate of Acknowledgment and Understanding of Service Requirement for the Army Senior Medical, Osteopathic, Dental, or Veterinary Student Program			GA			
3726 (DA)	Ready Reserve Service Agreement (Officer and Warrant Officers)			GA			
3835 (DA)	Notice of Unauthorized Absence from the United States Army	File form on the *P* fiche. File allied documents on the *R* fiche. Refer to filing instructions for DA Form 4187, Personnel Action. See table 4–1.	CD		R		
3836 (DA)	Notice of Return from Unauthorized Absence	File form on the *P* fiche. File allied documents on the *R* fiche. Refer to filing instructions for DA Form 4178, Personnel Action. See table 4–1.	CD		R		
R–5695	Medical Survey-Master Form Repatriated American Prisoners of War			GA			

Notes:
[1] P=Performance, CD=Commendatory and Disciplinary, S=Service, SC=Service Computation, GA=General Administration, R=Restricted
[2] P=Permanent Section, A=Action Pending Section.

Table 2–3
Location of the OMPF

Category of Soldier	Direct Request for copy to:
Commissioned Officers and Warrant Officers on AD.	Commander, PERSCOM, ATTN: TAPC–MSR–S, ALEX VA 22332–0444
Enlisted soldiers on AD.	Commander, USAEREC, ATTN: PCRE–RF–I, Fort Benjamin Harrison, IN 46249–5301
ARNG Commissioned or Warrant Officers.	Commander, Army National Guard Personnel Center, ATTN: NGB–ARP–CA, 4501 Ford Ave, ALEX VA 22302–1450
ARNG Enlisted Soldiers.	The Adjutant General of the soldiers State, the District of Columbia, the Commonwealth of Puerto Rico, territories of Guam and the U.S. Virgin Islands (as appropriate).
USAR Officers, Warrant Officers, and Enlisted Soldiers not on AD.	Commander, ARPERCEN, ATTN: DARP–PAS–EV, 9700 Page Blvd, St. Louis, MO 63132–5200

Table 2–4
Receiving and forwarding documents to the OMPF/CMIF

Step	Work center	Required action
1	UNIT	Forward documents for soldier's OMPF/CMIF to MPD/PSC or State MPMO.
2	ENRC/OFRC	Upon receipt of documents, review documents for validity, completeness, and if authorized for filing per tables 2–1, 3–1, and 3–2.
3	ENRC/OFRC	Obtain soldier's record and post accordingly.

Table 2–4
Receiving and forwarding documents to the OMPF/CMIF—Continued

Step	Work center	Required action
4	ENRC/OFRC	Forward documents to OMPF/CMIF, if appropriate. (OMPF custodians listed in table 2–3 and CMIF custodians in paras 3–3 and 3–6.)

(Letterhead)

(Office symbol) *(Date)*

MEMORANDUM FOR: Cdr, U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE-RF-I, Fort Benjamin Harrison, IN 46249-5301

SUBJECT: Request for Military Personnel Documents

1. Request the following documents pertaining to *(Last Name—First— Middle) (Complete Social Security Number) (Unit)* be furnished to this office to be used in updating the soldier's DA Form 201 (Military Personnel Records Jacket).

_____ Service microfiche
_____ Promotion/Reduction document to grade _____
_____ Article 15/courts-martial action date _____
_____ Verification of lost time and/or document _____
_____ NCOER ending date and type of report _____
_____ Good Conduct Medal orders for award during _____
_____ Orders for award of _____
_____ DD Form 4 (with annex) for period commencing _____
_____ Extension of enlistment (DD Form 1695) dated _____
_____ Separation document (DD Form 214) dated _____
_____ DA Form 1059 for completion of _____
_____ Derogatory information during the period of _____
_____ Other _____

2. Mail the above data/documents to _____

/signed/
MARY A. TAYLOR
CPT, AG
Military Personnel Officer

Figure 2–1. Sample memorandum requesting enlisted records

DEPARTMENT OF THE ARMY
U.S. TOTAL ARMY PERSONNEL COMMAND
ALEXANDRIA, VA

TAPC-PDO-PO (Date)

MEMORANDUM FOR RECORD

SUBJECT: Release of the Restricted Fiche

Under the provisions of AR 600-8-104, paragraph 2-5, the restricted fiche pertaining to CPT Johnny L. Jones, 123-45-6789, is released for use in investigating the circumstances surrounding the expenditure of Government funds.

Unless otherwise authorized by law or regulation, duplication of this restricted fiche or the material thereon is prohibited. The fiche will not be attached to an investigative report as an enclosure. On completion of the necessary action, the attached restricted fiche will be returned for proper disposition.

Encl

RICHARD D. SMITH
Colonel, GS
Chief of Staff

Figure 2–2. Sample authorization for release of the R fiche

Chapter 3
The CMIF

Section I
The Active Army CMIF

3–1. When to initiate the CMIF

HQDA career managers initiate the CMIF when an Active Army soldier is awarded a HQDA managed military occupational specialty (MOS) or specialty. The file is used in day-to-day management functions that affect a soldier's Army career. These functions include—

a. Assignments.
b. Counseling.
c. Monitoring professional development.

3–2. Control of the CMIF

a. The career management division chief will set procedures to control the release of the CMIF between activities responsible for career management. The division chief will be the only person who can release the CMIF outside the career management division. Further disclosure is governed by paragraph 1–17.

b. The CMIF will not be given to HQDA selection boards unless the OMPF is unavailable from the custodian or the data in the OMPF are unsuitable for evaluation.

c. On a soldier's separation from AD, the CMIF will be destroyed, unless the soldier was an ARNG member on AD. Send the ARNG CMIF to the proper State adjutant general.

3–3. Filing documents in the CMIF

a. Only those documents listed in table 3–1 are authorized for filing in the Active Army CMIF. Depending on their purposes, these documents may be placed in separate sections within the file. The type of sections will be determined by the following:

(1) Director, Enlisted Personnel Management Directorate, PERSCOM, for PERSCOM managed enlisted soldiers.
(2) Director, Officer Personnel Management Directorate, PERSCOM, for PERSCOM managed officers.
(3) The Surgeon General for AMEDD officers.
(4) The Judge Advocate General for JAG officers.
(5) The Chief of Chaplains for Army Chaplains.

b. The core of the CMIF is the soldier's OMPF P and S fiche. The R fiche will not be filed in the CMIF at any time. Duplicate documents with the exception of evaluation reports will not be filed in the

CMIF if they appear on the OMPF. Once a document is placed on the OMPF, remove and destroy the duplicate paper in the CMIF. All other paper documents will be destroyed when no longer needed.

c. The officer OMPF custodian furnishes a copy of the OMPF to career managers as shown below.

(1) The P fiche is furnished—

(a) Once a year.

(b) When derogatory information is added to or deleted from the OMPF.

(c) When an officer evaluation report (OER) is placed on the P fiche.

(d) On specific request.

(2) The S fiche is furnished on an as-required basis.

d. The enlisted OMPF custodian will furnish a copy of the OMPF as stated in existing memorandum of agreement between the Director, Enlisted Personnel Management Directorate, PERSCOM, and Commander, USAEREC.

Section II
The USAR CMIF

3–4. Initiation and purpose of the USAR CMIF

a. Personnel managers will maintain a CMIF for all USAR managed soldiers.

b. The file is to be used to help the personnel manager maintain and increase the mobilization readiness of USAR soldiers.

3–5. Control of the USAR CMIF

Data within the CMIF will not be released to persons or agencies outside the career management divisions unless authorized by the division chiefs. Further disclosure is governed by paragraph 1–17.

3–6. Contents of the USAR CMIF

a. Only those documents listed in table 3–2 are authorized for filing in the USAR CMIF.

b. The following offices will establish an operating procedure (OP) or standard operating procedure (SOP) for specific information or composition, maintenance, and arrangement of CMIFs:

(1) Director, Enlisted Personnel Management Directorate, ARPERCEN, for managed enlisted soldiers.

(2) Director, Officer Personnel Management Directorate, ARPERCEN, for managed officers.

(3) Director, Full-time Support Management Directorate, ARPERCEN, for AGR personnel.

c. The core of the CMIF is the Individual Record Brief and personnel manager record of conversations. When available, the OMPF P and S fiche will be filed in the CMIF. The R fiche will not be filed in the CMIF at any time. Duplicate documents will not be filed in the CMIF if they appear on the P or S fiche. Once a document is on microfiche, destroy the duplicate paper in the CMIF. All other documents will be destroyed when no longer needed.

d. The OMPF records custodian furnishes a copy of the OMPF to personnel managers as shown below:

(1) The P fiche is furnished—

(a) When new gains are accessed.

(b) Once a year.

(c) When derogatory information is added to or deleted from the OMPF.

(d) On specific request.

(2) The S fiche is furnished—

(a) When new gains are accessed.

(b) On specific request.

3–7. Maintaining the USAR CMIF

a. Files for personnel no longer managed will be kept according to AR 25–400–2, after a terminal check shows the soldier's new status has been correctly entered into the ARPERCEN database.

b. Files will be kept on personnel no longer managed if there is a pending personnel action (such as, a commissioned officer who is discharged for two promotion passovers and applies for warrant officer appointment, individual retires but has point problems that need to be resolved).

Table 3–1
Composition of the Active Army CMIF

Form number or document (proponent)	Title	File location OFF	File location ENL	Remarks	Table cross-reference
2–1 (DA)	Personnel Qualification Record—Part II		X		6–2, 6–1, 6–6
67-Series (DA)	US Army Officer Evaluation Report	X			2–2, 2–1, 3–2
118–R (DAPC)	Assignment coordination worksheet/Assignment RFO Worksheet	X		File *only* the most recent.	
129–1 (CGSC)	Notice of Enrollment	X		Remove on the member's termination or completion of the course.	
220 (DD)	Active Duty Report	X		File for AMMED officers only.	
268 (DA)	Report to Suspend Favorable Personnel Actions (Flag)	X		Destroy on receipt of the final report.	6–1
271 (OF)	Conversation Record	X		File *only* forms directly related to member's career management.	3–2
483 (DA)	Officer's Assignment Preference Statement	X		File *only* the most recent.	
751 (DA)	Telephone or Verbal Conversation Record	X		File *only* forms directly related to member career management.	3–2
759 (DA)	Individual Flight Record and Flight Certificate—Army	X			6–2, 6–3, 3–2
838 (OPD)	Graduate Civil Schooling Utilization Caution Card	X			
868 (OPD)	Interview Record	X			
884 (OPD)	Home Basing	X			
2166–7 DA	NCO Evaluation Report		X	Original	

Table 3–1
Composition of the Active Army CMIF—Continued

Form number or document (proponent)	Title	File location OFF	File location ENL	Remarks	Table cross-reference
2171 (DA)	Request for Tuition Assistance Army Continuing Education Program	X			
2446 (DA)	Request for Orders	X		File *only* the most recent.	
3349 (DA)	Physical Profile	X		Remove upon receipt of a new profile record.	6–1
4037 (DA)	Officer Record Brief	X		File *only* the most recent.	6–2, 6–1, 2–1
4255–R (DA)	Request for Initial Assignment Instructions for Active Duty	X			
4319–R (DA)	AMEDD Professional Qualification Record, Part I	X		File *only* most recent.	
4319–1–R (DA)	AMEDD Professional Qualification Record, Part II	X		File *only* most recent.	
5074–R (DA)	Record of Award of Entry Grade Credit (Medical and Dental Officers)	X			2–1
5074–1–R (DA)	Record of Award of Entry Grade Credit (Health Services Officer)	X			2–1
5315–R	US Army Advanced Educational Financial Assistance Record	X			
	Unnumbered documents				
	Adverse actions				
1	Relief for cause action (drill sergeants and recruiters, etc.)		X		2–1
	Assignments				
1	Approved deferments or deletions	X			
2	Assignment instruction messages		X	File *only* the most recent.	
3	Command activation, declination, or deferrals	X			
4	Command designation letter	X			
5	Compassionate or hardship reassignments	X		File *only* basic request and reply.	
6	Curtailments	X			
7	Foreign service tour extensions	X			
8	Joint domicile correspondence	X			
9	Requests for stabilization and exceptions	X			
	Applications and requests				
1	Applications, requests, and other personnel actions relating to individual personnel management and administration	X	X	Keep in the file *only* until completion of the action.	6–1, 3–2
	Classification and qualification				
1	For directed retention in a PMOS or specialty code by MMRB, file summary of proceedings together with the decision to retain. Do not file inclosures.	X			6–1, 2–1
	Education and training				
1	SSC or CSC alternate, activation, declination and deferral letters	X			
2	Transcripts of credit from civilian colleges, universities, trade schools, or business schools	X		For officers less JAG, Chaplain, and AMMED: File only transcripts showing completion of a degree (BA, BS, MBA, and so forth) or completion of a program. Continuing education units will not be filed.	2–1
	Enlistment, reenlistment, or retention on active duty				
1	Correspondence authorizing selective retention of officers on active duty	X			2–1
	Miscellaneous				
1	Documents unique to a particular career field that are necessary for proper career management	X	X	File the paper *only* when document is not on the OMPF.	3–2
2	Internal staff actions, working papers, and other documents pertaining to unfavorable information	X	X	Include papers used among personnel management officers and personnel decision makers at HQDA.	

Table 3–1
Composition of the Active Army CMIF—Continued

Form number or document (proponent)	Title	File location OFF	File location ENL	Remarks	Table cross-reference
3	Managed tenure documents	X			
4	PCCF letter that denies or revokes member's security clearance	X	X	Remove when member is given a security clearance. Do not file allied documents.	
	Performance data				
1	OMPF performance fiche	X	X	File *only* the most recent	3–2
	Personal data				
1	Official full length photographs	X	X	File for all enlisted personnel SSG through SGM. File for all warrant and commissioned officers.	2–1, 3–2
	Physical or medical				
1	Document that grants exception to maximum allowable weight standards	X		File *only* the most recent.	
	Professional development				
1	Interview records		X		3–2
2	Requests for schools and training	X	X	Include approval or disapproval action.	3–2
	Separation, discharge, or retirement				
1	DA directed elimination action	X		Remove on filing in the OMPF.	2–1
	Service data and verification				
1	OMPF service fiche	X	X	File *only* the most recent.	6–1, 3–2
2	Statement of service obligation and service agreements	X			
3	Waivers of discharge or separation	X			
	Specialty or MOS data				
1	Specialty or MOS designation letter	X			
2	Specialty or MOS preference	X			
3	Specialty skill and additional skill identifier designations	X			

Table 3–2
Composition of the USAR CMIF

Form number or document (proponent)	Title	File location OFF	File location ENL		Table cross-reference
67–8 (DA)	US Army Officer Evaluation Report	X		File all reports given during period member is specially managed.	2–2, 2–1, 3–1
88 (SF)	Report of Medical Examination	X	X	Maintain copy if required for special actions, that is, aviator, assignment limitations, profile date entry.	2–1
93 (SF)	Report of Medical History	X	X		
145 (DA)	Army Correspondence Course Enrollment Application	X	X	Retain until course completion certificate is received.	
249 (DARP)	Chronological Statement of Retirement Points	X	X	File *only* most current.	6–4
271 (OF)	Conversation Record	X	X		3–1
751 (DA)	Telephone or Verbal Conversation Record	X	X		3–1
759 (DA)	Individual Flight Record and Flight Certificate	X			6–2, 3–1
1058–R (DA)	Application for Active Duty for Training, Active Duty for Special Work, and Annual Training for Soldiers of the Army National Guard and U.S. Reserve	X	X	Upon publication of orders maintain for a period of 2 years from training date. Maintain for 1 year if training is disapproved.	
1059 (DA)	Service School Academic Evaluation Report	X	X		6–1, 2–1
1059–1 (DA)	Civilian Institution Evaluation Report	X	X		6–1, 2–1
1834 (AGUZ)	Officer Data Resume	X			
1851 (AGUZ)	Enlisted Personnel Data Resume		X		
1856 (AGUZ)	Enlisted Record Brief		X		

Table 3–2
Composition of the USAR CMIF—Continued

Form number or document (proponent)	Title	File location OFF	File location ENL		Table cross-reference
1974–2 (AGUZ)	Request for Orders	X	X	Maintain copy until order is published.	
1984–2 (AGUZ)	Reenlistment Reference Form		X	Retain until reenlistment is accomplished.	
2166–6 (DA)	Enlisted Evaluation Report		X	File all reports given during period member is specially managed.	2–2, 6–1, 2–1
2242 (AGUZ)	Record of Conversation		X		
2343 (AGUZ)	Specialty Classification and Reclassification Review and Action Coding Sheet		X	Retain until coding has been entered in database.	
2370 (DARP)	Application for Active Guard Reserve (AGR) Duty	X	X		
2370–3 (DARP)	Eligibility Checklist USAR Officer Selection Board	X			
3078 (DA)	Personnel Clothing Request		X		6–2
4037 (DA)	Officer Record Brief	X			6–2, 6–1, 2–1, 3–1
4051–R (AGUZ)	Request for Assignment or Attachment	X	X	Retain until orders are published.	
5646–R (DA)	Statement of Conditions of Service Active Guard Reserve (AGR)				
	Unnumbered documents				
	Active duty and Reserve Component duty				
1	Active Duty orders for AT, ADT, and AGR	X	X		6–1, 6–4
	Applications and requests				
1	Applications, request, and other personnel actions related to individual personnel management and administration.	X	X	File until action is completed.	6–1, 3–1
	Appointments				
1	Letter of Appointment (USAR)	X			6–1, 2–1
2	Officer oath of office	X			
	Assignments				
1	Assignment Orders (TPU or IMA)	X	X		
	Classification and qualification				
1	Reclassification actions	X	X	File until action is completed.	2–1, 3–1
	Education and training				
1	Resident and nonresident course completion	X	X		6–1, 2–1, 3–1
	Miscellaneous				
1	Current personnel master file inquiry transcript pre-edit	X	X	File most recent.	
2	Documents unique to a particular career field that are necessary for proper career management	X	X		3–1
	Performance data				
1	OMPF performance fiche	X	X		3–1
	Personal data				
1	Official full length photograph	X	X		2–1, 3–1
	Professional development				
1	Interview records	X	X		3–1
2	Request for schools and training	X	X		3–1
	Promotion and reduction				
1	Reserve Component promotion letter or order	X	X		6–3, 6–4, 6–6, 2–1
	Service data and verification				
1	OMPF service fiche	X	X		6–1, 3–1

Chapter 4
Officer MILPER Information Management/ Records—Personnel Qualification Record (PQR)

Section I
Basic Officer PQR for the Army Components

4–1. PQR for Active Army officers

This chapter provides rules and tasks for the management of officer personnel information. The primary documents for management of Active Army officer information are the Officer Record Brief (ORB) and the DA Form 2B (Personnel Qualification Record–Part I, Warrant Officer Peacetime).

4–2. PQR for USAR and ARNG officers

Basic Officer PQR for the Army RC.

a. DA Form 2–1 (Personnel Qualification Record–Part II) is applicable to USAR and ARNG officers not in the Active Army strength.

b. For Reserve TPU officers/warrant officers, DA Forms 2B (USAR) commissioned officers and DA Forms 2C (Personnel Qualification Record–Part I, Commissioned Officer Peacetime) warrant

officers will be produced by the ARPERCEN. ARPERCEN will use Standard Installation/Division Personnel System (SIDPERS)–USAR data to produce the form.

c. For AGR status officers, the supporting Active Component (AC) MPD/PSC may produce the DA Form 2 (Personnel Qualification Record, Part I) using SIDPERS data. These officers must be carried on SIDPERS in the test model file or in an attached status.

d. For ARNG officers/warrant officers, the automated PQR will be produced by their State SIDPERS Interface Branch (SIB). SIDPERS–ARNG data will be used to produce the form. The PQR to include DA Form 2–1 will be reviewed for ARNG personnel per this regulation or as directed by the State adjustant general.

Section II
ORB

4–3. Policy for the ORB

a. ORB are formatted data used primarily by personnel managers at HQDA/PERSCOM. They are forwarded to all selection boards along with the OMPF. The automated ORB applies only to Active Army commissioned and warrant officer personnel. ORB update procedures are in table 4–1.

b. The ORB is automatically produced from information contained in the officer master file (OMF) maintained by PERSCOM. The OMF is an automated file containing qualification record data on each officer on AD. The OMF is updated from—

(1) Transactions coded from data given to PERSCOM for accessions to AD.

(2) Transactions received from worldwide data processing activities.

(3) Transactions recorded on documents such as HQDA orders and DA Form 330 (Language Proficiency Questionnaire).

c. Copies of the ORB will be prepared and distributed—

(1) When specifically authorized by this regulation or other HQDA directives.

(2) Automatically to the gaining commands or organizations when the request for orders is issued under the Officer Distribution Assignment System (ODAS). This copy will assist the gaining commanders to program assignments and use replacements.

(3) To replace missing or lost ORBs.

(4) Upon request from officers who are having trouble in correcting a significant or excessive number of errors on their ORB. These officers should contact their servicing MPD/PSC. The MPD/PSC will submit a memorandum requesting the ORB changes be made. The memorandum, accompanied by documentation to support requested changes, will be sent to Commander, PERSCOM, ATTN: TAPC–OPZ–IS, ALEX VA 22332–0410. The memorandum must contain the officer's name (last, first, MI), grade, SSN, branch, and date of birth. Requests should not be submitted unless corrections via SIDPERS transactions have been unsuccessful or are not permitted. Requests from MPD/PSC for replacement or missing birth month ORB should be addressed to HQDA (ASQNI–DOI), ALEX VA 22332–0400.

(5) Triannually, keyed to the individual officer's birth month. (See table 4–2.) The ORB intended for audit during the birth month will be annotated in the top margin with "/AUDIT." The ORB following, at 4 months respectively, will be annotated with "FEEDBACK" in the top margin. The audit ORB is generated in the month before the audit month. (For example, ORB for officers whose birth month is March are generated in February.) The audit ORB will be reviewed and corrections submitted as early as possible during the audit month. The two feedback ORBs are not intended for audit, but rather to help verify that audit changes have been posted to the ORB. A copy of the feedback ORB is provided to the officer. (See table 4–2.)

4–4. Disposition of the ORB

Disposition of the ORB. The ORB will be destroyed by—

a. General Officers Management Office (DAGOM), Colonels Division, PERSCOM (TAPC–OPC), and career branches when an officer is separated.

b. Commanders receiving them per paragraph 4–3 *c*(2), (3), after ORBs have served their purpose.

Section III
Task: Update ORB/PQR

4–5. Rules for updating ORB/PQR

a. ORB and DA Form 2B are used as PQR for officers in peacetime (DA Form 2B (Personnel Qualification Record, Part I) is the only PQR for officers authorized for wartime).

b. File documents in the MPRJ per table 6–1.

c. If SIDPERS transactions are required, process per table 4–1 and DA Pam 600–8–2. (See AR 680–29 for transaction codes.)

d. DA Forms 2B will be produced for information and data accuracy purposes at inprocessing and during the officer's birth month audit of the ORB.

4–6. Steps for updating ORB/PQR

The steps for updating ORB/PQR are shown in table 4–3.

Table 4–3
Updating ORB/PQR

Step	Work center	Required action
1	UNIT	Provide documents to BNS1.
2	BNS1	Provide documents to officer records (OFRC).
3	OFRC	Receive documents, obtain PQR/ORB, and MPRJ.
4	OFRC	Verify documents for SSN and name.
5	OFRC	Post PQR/ORB and submit SIDPERS entry, if required. (See tables 4–1 and 5–4.)
6	OFRC	Check tables 2–1 and 6–1 for disposition of documents. File and forward PQR, ORB, and MPRJ, as required.

Section IV
Task: Conduct Annual Audit of the ORB

4–7. Rules for conducting annual audit of the ORB

a. PERSCOM will forward the ORB to MPD/PSCs during the month preceding the officer's birth month.

b. A list of officers, sequenced by unit identification code (UIC), will accompany each shipment.

c. ORBs are not produced on officers in transit. Update and feedback ORBs are deferred until the officer has arrived at the new unit.

d. Copies of the ORB will be destroyed if officer is not serviced by the MPD/PSC or has been reassigned and the new organization is not known.

e. For birth month ORBs not received, OFRC will request ORB not earlier than 30 days after receipt of shipment from Commander, PERSINSCOM, ATTN: ASQNI–DOI, ALEX VA 22332–0400. Officer's name, grade, SSN, control branch, and date of birth (DOB) will be included in the request.

f. If the officer is scheduled for transition from AD within 90 days, the ORB will be suspended until transition. Update ORB if officer does not transition.

g. The officer and the military personnel officer or auditor will sign and date the original ORB in the "Remarks" section. Signature will attest to the completeness and accuracy of data on the ORB.

h. If attempts to have the officer personally review and sign the ORB have failed, the military personnel officer will annotate the

ORB, "Attempts have failed in having (rank, name) personally review his or her ORB" and sign statement.

i. Use the ORB correction procedures table 4–1.

j. Review first feedback and compare with P85s (Report of Change Notice) to ensure transactions submitted posted to the ORB. Upon receipt of the second feedback and the change still has not processed, report the situation to the supervisor.

4–8. Steps for conducting annual audit of the ORB

The steps for conducting annual audit of the ORB are as shown in table 4–4.

Table 4–4
Conducting annual audit of the ORB

Step	Work center	Required action
1	OFRC	Schedule/review roster and notify BNS1 of ORB update.
2	BNS1	Notify UNIT of date, time, and location of ORB update.
3	UNIT	Send officer to OFRC to update ORB. Coordinate with BNS1.
4	OFRC	Obtain records, review ORB with officer. Ensure that officer reviews each item on the ORB. Make changes or corrections in pen or pencil, as necessary.
5	OFRC	Obtain substantiating documents to support changes and corrections. Forward documents to OMPF, as required.
6	OFRC	Obtain officer's signature and date on updated ORB.
7	OFRC	Destroy previous ORB.
8	OFRC	Submit required SIDPERS changes to correct elements on ORB (upon receipt of P85's from PAUT, file with ORB).
9	OFRC	Forward correction memo (see fig 4–1) to HQDA. (See note below.) Refile and forward MPRJ, as required.

Notes:

[1] Addresses for ORB correction memorandums and letters.

a. For correction of data not specified in *b* through *f* below, send correction memorandums to—

(1) Commander, PERSCOM (TAPC–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–Commander, PERSCOM (TAPC–OPH–(AN, DC, MC, MS, SP, or VC) ALEX VA 22332–0400.

(3) For Chaplains–HQDA (DACH–PER), WASH DC 20310–2700.

(4) For JAGC Officers–HQDA (DAJA–PT), WASH DC 20310–2206.

b. For corrections of aviation qualification data to include AMEDD aviators: Send correction memorandum to Commander, PERSCOM, ATTN: TAPC–OPD–D, ALEX VA 22332–0413.

c. For initial determination of education codes not prescribed in AR 680–29, send to the following:

(1) For officers managed by PERSCOM, send to Commander, PERSCOM, ATTN: TAPC–OPB–D, ALEX, VA 22332–0400.

(2) For AMEDD Officers: Commander, PERSCOM, ATTN: (TAPC–OPH–(AN, DC, MC, MS, SP, or VC), ALEX VA 22332–0400.

d. For correction of Regular Army basic date of appointment, grade, and date of rank specified (CW3 and above) temporary grades and date or rank: Commander, PERSCOM, ATTN: TAPC–MSP–D, ALEX VA 22332–0400.

e. For recomputation of service: Commander, PERSCOM, ATTN: TAPC–PDT–C, ALEX VA 22332–0400.

f. For changes to or from component RA: Commander, PERSCOM, ATTN: TAPC–OPP–P, ALEX VA 22332–0400.

Section V
Task: Administers Officer Preboard Processing

4–9. Rules for administering officer preboard processing

a. Officers in the zone of consideration review and update their ORB.

b. Officer must meet promotion eligibility. (for example, entry on active duty, current tour (EADC), category, and so forth).

c. All current, available admissible personal information will be submitted to the OMPF.

d. Photographs should be current and submitted to TAPC–MSE. (See AR 640–30.)

e. Officers are responsible for maintaining and submitting current information to the promotion selection board.

f. Officers may write to promotion selection boards.

g. Officers should obtain and review their OMPF.

h. The most accurate, available ORB will be provided to the promotion selection board, after review by the officer or the personnel officer if individual is not available.

4–10. Steps for administering officer preboard processing

The steps for administering officer preboard processing are as shown in table 4–5.

Table 4–5
Administering officer preboard processing

Step	Work center	Required action
1	OFRC	Upon receipt of message announcing the zones of consideration, identify eligible soldiers of the command.
2	OFRC	Upon receipt of verification of eligibles from HQDA reconcile with local listing to identify officers within the command.
3	OFRC	Verify that the following information listed in verification of eligibles is correct using the source documents in each officer's MPRJ and the SPF: *a.* ADOR/TDOR or PDOR (Warrant officer, Regular Army). *b.* Basic Date of Appointment (DTRA). *c.* Active Federal Commissioned Service (AFCS) as of 30 Sep (as announced in zone message). *d.* Source of Commission/Appointment (SOC). *e.* Date of Birth (DOB). *f.* EADC.
4	OFRC	Verify eligibility of officers identified. Officers in the following categories are not eligible to be considered for promotion: *a.* Have a separation date within 90 days of the board's convening date. *b.* 1LT's twice not selected for promotion to captain. *c.* Less than 1 year of continuous AFCS since latest EADC. The following exceptions apply: (1) An Army competitive category officer in the grade of 1LT who received an interservice transfer while on AD and who transferred without a break in service. (2) An officer entering AD as CPT in the Medical and Dental Corps.

Table 4–5
Administering officer preboard processing—Continued

Step	Work center	Required action
		(3) An officer who receives an interservice transfer to Army Medical Department promotion competitive categories from the medical department of another Armed Force of the United States.
5	OFRC	Assure that an ORB has been received and audited on each officer identified as eligible for consideration.
6	OFRC	Identify previous nonselects to determine if code 11 promotion OER is due, see AR 623–105.
7	OFRC	Submit addition, deletions and/or corrections to TAPC–MSP–O via letter or electrical message. Send corrections of listed eligibles to Commander, PERSCOM, ATTN: TAPC–MSP–O, 200 Stovall Street, ALEX VA 22332–0443; message address Cdr, PERSCOM ALEX VA// TAPC–MSP–O//, by date established in the zone message. *a.* Current (as published) and corrected name line information. *b.* Required action to each nameline (such as, add, delete, or data element to be corrected).

Table 4–5
Administering officer preboard processing—Continued

Step	Work center	Required action
		c. Supporting documentation for HQDA controlled data elements (such as, DA Form 71 (Oath of Office)). *d.* Short explanation for addition, deletion, or correction. *e.* All reports are to include a MPD/PSC point of contact name and commercial or AUTOVON telephone number.
8	OFRC	Correct all data determined to be incorrect or need updating. *a.* Corrections to update the ORB and OMF will be input via SIDPERS or memorandum as determined by table 4–1. *b.* Source documents authorized for filing in the OMPF must be forwarded to Commander, PERSCOM, ATTN: TAPC–MSR–S, ALEX VA 22332–0400, for inclusion in the service or performance portion of OMPF.

Table 4–1
Update Procedures for ORB (AR 600–8–104)

Data element name	Transaction source	Mnemonics DA PAM 600–8–2	Action data	Sample data or address for HQDA update DA PAM 600–8–2	Source document
Permanent grade/PDOR (Grade and DOR in which warrant officer holds appointment—Regular Army or Reserve). For USAR, PDOR is effective date of promotion eligibiltiy. Blank for commissioned officers accessed after 14 Sep 81.	SIDPERS " " " HQDA	"RPRM" (CW2). "CPGD" (WO1, CW3, CW4).	Permanent grade. Permanent DOR. Current grade. Current DOR. RA warrant	--- Y Y M M D D --- Y Y M M D D Commander, PERSCOM (TAPC–MSP–O), ALEX VA 22332–0400	NGUS/USAR Appointment letter or order. RA warrant PERSCOM or HQDA order only.
Basic/control branch	SIDPERS HQDA	"BR"	Basic Branch. control BR	-- Letter to Officer's Career branch.	Appointment letter/order.
BR detail expires Year and month branch detail expires. (JAGC only).	HQDA	N/A	N/A	Ltr to HQDA (DAJA–PT) WASH DC 20310–2206	Assignment order.
Component (The component in which officer is currently a member).	SIDPERS HQDA	"COMP" (NGUS/USAR)	Service Component. Service Component. How acquired. RA Officers	-- -- - Cdr, PERSCOM (TAPC–OPP–P), ALEX VA 22332–0400	DA Form 71 (Oath of Office).
Temporary grade/TDOR (Warrant Officers only).	SIDPERS	"GRCH" WO1/CW2	New grade abbreviation.	---	Appointment letter or order.
Active duty grade/ADOR (Commissioned Officer only). Individual's grade. If TDOR or ADOR is verified date will be followed by a "V."		1LT/2LT	Grade how acquired code. Eff date of pay grade. Date of rank. Grade abbrev. Date of rank.	- Y Y M M D D Y Y M M D D --- Y Y M M D D	Promotion letter or order.

Table 4–1
Update Procedures for ORB (AR 600–8–104)—Continued

Data element name	Transaction source	Mnemonics DA PAM 600–8–2	Action data	Sample data or address for HQDA update DA PAM 600–8–2	Source document
Recommended list officers "/P" follows grade abbreviation.	HQDA	"DOR" WO1/CW2 1LT/2LT	CPT & above. CW3/ CW4	Commander, PERSCOM (TAPC–MSP–O) ALEX VA 22332–0400	
SSN (Officer's social security No.)	SIDPERS	"SSAN"	SSN	Hyphens are not reported 987654321	Social sec. card.
Name (Individual's name).	SIDPERS	Legal name "LNAM" Other name. Change "NAME"	New name. Name.	BECK ROBERT ROSAGARCIA JOSE JULIO JONES SUSAN MARIE	Birth Cert. Baptism Cert. Naturalization Cert. Marriage Cert. Divorce Cert.
(Section I—Assignment Information)					
Overseas duty YR/MO/RTN (Year and month returned from overseas) Maximum six most recent overseas tours. (AR 614–30). For Officers/ WO's with prior enlisted service, overseas tours as enlisted will be shown. All overseas service performed by authority of DOD will be recorded in this item.	SIDPERS	"FSVD"	Type of change. Date returned from overseas. Tour indicator Code. Country Code. Months overseas. Tour Completion Code.	Enter A for add; or D for delete. Y Y M M – – Do not report for deletes. – Do not report for deletes. – Do not report for deletes.	Travel voucher. AR 614–30.
Country (Overseas only)	SIDPERS	"FSVD"	Same as for YR/MO/ RTN	Same as for YR/MO/RTN	Travel voucher. PCS orders. AR 614–30.
Months (Length of officer's tour in months).	SIDPERS	"FSVD"	Same as for YR/MO RTN.		Same as for YR/ MO RTN
TCS (Code for type of tour officer completed).	SIDPERS	"FSVD"	Same as for YR/MO RTN.		
Short (Number of short overseas tours officer completed. Not applicable to General Officers).	SIDPERS	"NSLT" for TCS codes "C" and "N"	Number of short overseas tours. Number of long overseas tours.	– –	Travel voucher PCS orders (AR 614–30)
Long (Number of long overseas tours officer completed. (Not applicable to General Officers).	Same as SHORT	"NSLT" for TCS codes "C" and "N"	Same as SHORT	Same as SHORT	Same as SHORT
DROS (Date of officer's return from overseas).	SIDPERS	"DROS"	Date returned from overseas	Y Y M M D D or "no" if officer has had no previous overseas service.	Travel voucher PCS orders (AR 614–30)
DEROS (Date officer is eligible to return from overseas).	SIDPERS	"DERO"	Date eligible to return from overseas Date option code	Y Y M M D D If non-CONUS resident serving in non-CONUS area of residence, and never served overseas, enter 000000. For General Officers with an indefinite DEROS, enter 999999. Enter B Cannot be input with indefinite DEROS.	Travel voucher. PCS orders. Tour length statement. (AR 614–30)
CONUS departure date (Date officer departed CONUS port for overseas).	SIDPERS	"DDPO"	Date departed for overseas.	Y Y M M	Reassignment orders. AR 614–30
Date dependents arrived overseas (Date officer's dependents arrived overseas).	SIDPERS	"DDAR"	Date dependents arrived overseas.	Y Y M M D D	DA Form 2083–R DA Form 4600 AR 55–46 AR 614–30
(Career field information commissioned/AMEDD/warrant)					

Table 4–1
Update Procedures for ORB (AR 600–8–104)—Continued

Data element name	Transaction source	Mnemonics DA PAM 600–8–2	Action data	Sample data or address for HQDA update DA PAM 600–8–2	Source document
Branch code/MEDMOS1/PMOS a. Commissioned officers except AMEDD. A two-position numerical designation which identifies the control branch of the officer. b. AMEDD commissioned officers–a five-position field which identifies the officer's primary medical specialty and the proficiency attained. EXAMPLE: 61J9B c. For Warrant Officers a four position field which identifies the officer's primary MOS.	HQDA			Ltr to appropraite career branch.	AD order or letter; promotion order; appointment letter (AR 611–101, AR 611–112, and DA Cir 611 series). Training documents.
Function area CD/MEDMOS 2/ SMOS Commissioned officers (except AMEDD, JAGC, and Chaplain)–A two-position number showing the officer's functional area.	HQDA				
AMEDD commissioned officers–A five-position field showing secondary medical specialty and the proficiency attained.					
Warrant officers—A four-position field which identifies secondary military occupational specialty.				Letter to appropriate career branch.	Letter or order. AR 611–101, DA Cir 611 series.
Branch AOC/MEDMOS 3/PMOS SQI Commissioned officers (except AMEDD)—A series of one-position codes showing areas of expertise associated with the branch code. AMEDD commissioned officers—A five-position field showing third medical specialty and the proficiency attained.	HQDA			Letter to officer's career branch.	Letter or order AR 611–101, DA Cir 611 series.
Functional area AOC/SMOS SQI Commissioned officers (except AMEDD, JAGC and Chaplain)—A series of one-position codes which identify areas of expertise associated with functional area.	HQDA				
Warrant officers—A series of one-position codes which identify Special Qualification Identifiers associated with Secondary Military Occupational Specialty.				Letter to officer's career branch.	Letter or order AR 611–101, DA Cir 611 series.
Skills Commissioned and Warrant officers can have multiple skills that can be related to more than one branch/ functional area/MOS. Aviation skills are not recorded here but are contained in the aviator/ gunnery block. FAO skills will be in FAO Geographic area block.	SIDPERS	"ADSI" to update OMF	ASI Code Type of change ASI–6T and all deletes.	– – Enter A to add or D to delete an ASI. Letter to officer's career branch.	
	HQDA	"ASI" to update SPF.	Commissioned ~~ASI Number 1~~ ASI Number 2 ASI Number 3 ASI Number 4	– – or 00 to delete. – – or 00 to delte or if NA. – – or 00 to delete or if NA. – – or 00 to delete or if NA. *Note:* If more than one ASI is present and deleting or adding an ASI, the ASI that is not being changed must still be reported.	

Table 4–1
Update Procedures for ORB (AR 600–8–104)—Continued

Data element name	Transaction source	Mnemonics DA PAM 600–8–2	Action data	Sample data or address for HQDA update DA PAM 600–8–2	Source document
			Warrant ASI Number 1 ASI Number 2	– – ASI associated with PMOS. Enter 00 to delete. – – ASI associated with AMOS. Enter 00 to delete. Note: The note that applies to commissioned officers also applies here.	
Branch/primary MOS Commissioned Officers (except AMEDD)—The decoded title of the branch code. AMEDD—The decoded title of the Control Branch. Warrant Officers—The decoded title of the primary MOS.	HQDA			Letter to officer's career branch.	Letter or order AR 611–101 and DA Cir 611 series.
Functional area/SMOS Commissioned officers (except AMEDD, JAGC, and Chaplain)—The decoded title of the functional area. AMEDD, JAGC, and Chaplain—Blank Warrant officer—The decoded title of the secondary MOS.	HQDA			Letter to officer's career branch.	Letter or order AR 611–101 and DA Cir 611 series.
Career Track-Single-Dual Commissioned officers (except AMEDD)—Identifies the career pattern used to develop and utilize the officer. AMEDD—Blank. Warrant officer—blank.	HQDA			For use by HQDA only.	
Primacy-Branch-Functional area Commissioned Officer (except AMEDD)—Identifies the professional development preference for schooling and future assignments. AMEDD—Blank. Warrant officer—Blank.	HQDA			For use by HQDA only.	
Prev branch/MOS Commissioned officers—A two-position code which reflects a previously designated Branch Code. Warrant officers—A four-position code which reflects an MOS previously held.	HQDA			Letter to officer's career branch.	
Prev functional area Commissioned Officers (except AMEDD, JAGC, and Chaplain)—A two-position code which reflects a previously designated Functional Area Code. AMEDD, JAGC, Chaplain—Blank. Warrant officers—Blank.	HQDA			Letter to officer's career branch.	
Control career management field Commissioned officer (except AMEDD, JAGC, Chaplain and Warrant Officers) 1—Identifies the first five characters of the Position Requirement Code on the requisition the officer was applied against for the current assignment. 2—This field can be updated by PERSCOM based upon a job change initiated by local officer personnel management activity.	HQDA			For use by HQDA only.	

Table 4–1
Update Procedures for ORB (AR 600–8–104)—Continued

Data element name	Transaction source	Mnemonics DA PAM 600–8–2	Action data	Sample data or address for HQDA update DA PAM 600–8–2	Source document
AMEDD, JAGC, CHAP—A five-position field which identifies the requirement the officer was sent to fill at their current assignment.					
Projected career management field Commissioned officers (except AMEDD, JAGC, Chaplain and Warrant officers) —A five-position field which identifies the projected next assignment for the officer. AMEDD, JAGC, and Chaplain—Blank.	HQDA			For use by HQDA only.	
FAO geographic area FAO ASI's indicating region in which an officer is a Foreign Area Officer (FAO) specialist. Applies to OPMD managed commissioned officers only.	HQDA			Letter to Commander, PERSCOM (TAPC–OPB–A), ALEX VA 22332–0400	
Aviator qualifications (Applies to desginated aviators only—pilot status codes 1, 2, 3, or 4).	HQDA			Letter to Commander, PERSCOM (TAPC–OPD–D), ALEX VA 22332–0400	Flying status or aviation service order. Appointmnet letter. DA Form 759, DA Form 759–1, Flight pay certificate, DA Form 2408–12, DA Cir 600 series (Aviation Career Incentive Act Flying Data)
ASED Aviation Service Entry Date. Initial year, month, and day commissioned officer was placed in aviation service. Initial year, month, and day appointed as aviation warrant. If warrant officer upon entry into flight school, ASED is as indicated for commissioned officers.	HQDA			Commander, PERSCOM (TAPC–OPD–D), ALEX VA 2232–0400	Flying status or aviation service order. Appointment letter DA Form 759 DA Form 759–1 Flight pay certificate DA Form 2408–12.
TOFDC as of Total Operational Flying Duty Credit. Accrued months assigned to operational flying duty positions as of the date shown.	HQDA			Commander, PERSCOM (TAPC–OPD–D), ALEX VA 22332–0400	Flying status or aviation service order. Appointment letter DA Form 759 DA Form 759–1 Flight pay certificate DA Form 2408–12.
Pilot status Flying status as an Army aviator are as follows: Code and Description 1—Qualification for Aviation Service 2—Medically disqualified 3—Non-medically disqualified 4—Not in aviation service	HQDA			Commander, PERSCOM (TAPC–OPD–D), ALEX VA 22332–0400	Aviation service order.
Rating date (Date officer received original pilot rating).	SIDPERS	"AVDA"	Year and month of initial aviation rating.	Y Y M M	Aviation service order.
Aircraft/qual (Type of aircraft officer is qualified for and degree of qualification).	SIDPERS	"ACSI"	Type of aircraft qualification. Pilot qualification.	– – –	Aviation service order.
(Section II—Security data)					

Table 4–1
Update Procedures for ORB (AR 600–8–104)—Continued

Data element name	Transaction source	Mnemonics DA PAM 600–8–2	Action data	Sample data or address for HQDA update DA PAM 600–8–2	Source document
INVEST (Personnel security clearance degree of access). **DTEINV** (Date security clearance is completed for officer). **CLNC** (Type of clearance and command that conducted the investigation).	HQDA			If a discrepancy exists, the PSC is to notify in writing the local security manager to take corrective action. The security manager should submit DA Form 5247–R to CCF explaining the discrepancy in item 9, Remarks section.	DA Form 873 DD Form 1584 or DD 398 DIS Form I DD Form 1879 DA Form 3180 DA Form 5247–R
		(Section III—Service Data)			
PEBD–For Commissioned officers/ BASD for Warrant officers. (If date has been verified a V will follow the date).	Finance (SSD)	"BSD"	Basic Active Service Date. Pay Entry Basic Date. Verified PEBD/BASD	Y Y M M D D DA Form 2142 to local Finance Office.	DOD Pay Manual Army Register AD letter or order.
Current PPN (Procurement Program Number)	SIDPERS HQDA	"PPN"	Program Procurement Number to Change.	-- Letter to officer's career branch.	AD letter or order.
EAD current tour (If RA, the date the officer is commissioned and takes the oath. If not RA, the date the officer enters active duty based on travel computation per JTR). For all USMA graduates the EAD is the class graduation dates for that year. (four dates in 1989: 890524, 890617, 890808, and 891219).	SIDPERS	"EDAT"	Date of entry on active duty. Home of record entry active duty RA officers	Y Y M M D D -- 2-character numeric code if one of the 50 States or the District of Columbia. 2-character alpha code if a location is in a foreign country.	DA Form 1971 DA Form 71 AD letter/order DA Form 1506 DD Form 220 travel voucher Appointment order.
Basic date of appt (Date of appointment in NGUS/USAR/RA). *a.* Commissioned officers who were ROTC and accepted a commission appointment in USAR or Regular Army prior to 15 Sep 81 as a 2LT in May or Jun the Basic Date of Appointment is the same as the USMA class graduation date for the year of acceptance. The Regular Army officers basic date of appointment is announced in Department of Army or PERSCOM orders. The officers who accept an appointment in USAR in months other than May or June the Basic Date of Appointment is the date of acceptance. *b.* Regular Army commissioned officers who were integrated or appointed Regular Army prior to 15 Sep 81 because of age, may have an adjusted Basic Date of Appointment date equal to their 21st or 27th birthdate. *c.* 2LT commissioned officers appointed after 15 Sep 81 from ROTC and accepted appointment in May or Jun, the Basic Date of Appointment is the same as the USMA class graduation date for the year of acceptance. Those with acceptance dates in months other than above basic date of appointment is the date of acceptance.	SIDPERS HQDA	"BDAP"	Basic date of appointment. RA Officers.	Y Y M M D D Commander, PERSCOM, (TAPC–MSP–D), ALEX VA 22332–0400	NGUS/USAR Officers: Appt letter or order. RA Commissioned Officers: PERSCOM order HQDA S0

Table 4–1
Update Procedures for ORB (AR 600–8–104)—Continued

Data element name	Transaction source	Mnemonics DA PAM 600–8–2	Action data	Sample data or address for HQDA update DA PAM 600–8–2	Source document
d. Commissioned officers appointed Regular Army after 15 Sep 81 who were on active duty the basic date of appointment remains the same as when USAR or ACADEMY DATE for USAR appointment. *e.* For OTRA commissioned officers who 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) Remained in an Active status in the USAR/NG. (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/her original appointment as a USAR/NGUS officer. *f.* For RA warrant officers, it does not apply. *g.* For OTRA 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 Fiscal year in which the officer/ warrant officer entered the service. Warrant Officers: The Basic Year Group is the fiscal year of BASD. Example: If a person joins the Army in Apr 75 and has no breaks, the Basic Year Group is 75. (BASD is adjusted for breaks in service. BASD measures AFS).	SIDPERS	"AFS"	Active Federal Service. Active Federal Commissioned Service. Verified AFS/AFCS Warrant Officers Commissioned Officers RA Warrant Officers	M M M M M M D D NOTE: Data must be computed through the fiscal year. Cdr, PERSCOM (TAPC–PDT–RC), ALEX VA 22332–0400 Letter to officer's career branch Cdr, PERSCOM (TAPC–MSP–O), ALEX VA 22332–0400	Active duty letter/order. DD Form 4, 47 DA Form 1506 DD Form 220 For RA Officers: PERSCOM or HQDA SO only
Source of original appt (The organization from which a commissioned officer received original commission. If officer had a break in service, this will be the current appointment.	SIDPERS	"APTD"	Type of original appointment. Source of orignal appointment.	– –	Appointment letter or order.
MO/DAYS AFCS (Number of months and days of active Federal service as a commissioned or warrant officer) in any branch of service, computed through the end of the current fiscal year).	SIDPERS	"AFS"	Active Federal Service. Active Federal Commissioned Service	M M M M M M D D NOTE: AFCS for Warrant Officers is previous Commissioned Service.	Appointment letter or order for RA. AD letter or order. DA Form 71, DA Form 220. For NGUS/ USAR DA Form 1506.
MOS AFS (The number of months of full-time active military service completed through the end of the current fiscal year).	SIDPERS	"AFS"	Active Federal Service. Active Federal Commissioned Service.	M M M M M M D D	Appointment letter/order for RA. AD letter/order. DA Form 71 DD Form 220 for NGUS/USAR DA Form 1506
Type of orig appt (The service component in which a commissioned officer received original appointment).	SIDPERS	"APTD"	Type of original appointment. Source of original appointment.	– –	Appointment letter/order.

Table 4–1
Update Procedures for ORB (AR 600–8–104)—Continued

Data element name	Transaction source	Mnemonics DA PAM 600–8–2	Action data	Sample data or address for HQDA update DA PAM 600–8–2	Source document
Curr svc agrmt/expt date (Current service agreement and date that an officer's active duty category or current service agreement terminated). (Not applicable to RA officers).	SIDPERS HQDA	"COMP"	Service Component Service Component how acquired. Expiration of service agreement Service agreement	– – Y Y M M D D (if item is blank) – (if item is incorrect Letter to officer's career branch).	AD letter/order.
Date of Proj/Mand Ret (Item will be blank unless toploaded by HQDA).	HQDA			Cdr, PERSCOM (TAPC–PDT–R), ALEX VA 22332–0400	
TDOR/PDOR (Previous Date of rank) NOTE: For commissioned officers, PDOR will be blank for promotions after 15 Sep 81.	SIDPERS	"PPTR"	Previous grade indicator (Permanent or Temporary)	– –	Promotion ltr/ order. Appt ltr/ order. AD ltr/order. U.S. Army Register.
	SIDPERS		Previous grade (Permanent or Temporary)	– –	
			Previous Date of Rank Perm or Temp	Y Y M M D D	
	HQDA		Temp/Active Duty/ CW3/4;CPT & above All PDOR for RA officers.	Cdr, PERSCOM (TAPC–MSP–O), ALEX VA 22332–0400	
		(Section IV—Personal/Family Data)			
Date of birth (Officer's date of birth).	SIDPERS	"DOB"	Date of Birth.	Y Y M M D D	Birth Certificates.
			Country/State of Birth.	– –	
			Country of Citizenship.	– –	
Birthplace (Officer's place of birth).	SIDPERS	"DOB"	See Action Data for date of birth		Birth Certificate.
Country of CIT (Country of Citizenship of officer).	SIDPERS	"DOB"	See Action Data for date of birth		Birth Certificate. Naturalization Certificate. Alien Registration card.
Sex/REDCAT (Officer's sex and Racial/Ethnic Descent Category)	SIDPERS	"SEX"	Sex Race	– –	Officer Birth Certificate.
No Dependents adults/children (Number of dependents officer has).	SIDPERS	"DEPD"	Number of dependent children.	– – (Range of 00 to 99)	Officer DD Form 93 DD Form 1172 DS Form 1350 FS Form 545
			Number of dependent adults.	– – (Range of 00 to 99)	
			Country of Citizenship (spouse)	– – Must be reported if next item is reported.	FS Form 240 DA Form 2083–R
			Country or State of birth (spouse)	– –	
Religion (Officer's religious preference)	SIDPERS	"RELG"	Religious denomination.	– –	Officer
Marital status (Officer's marital status)	SIDPERS	"MARS"	Marital status code.	–	Marriage cert or license. Interlocutory degree. Officer.
			Number of dependents.	– –	
			Year and month of arrival of accompanying dependents.	Y Y M M	DD Form 1966–2 DD Form 1172 DD Form 93
Spouse birthplace/CIT	SIDPERS	"DEPD"	See Action Data for No Dependent adults/children.		Birth cert. Baptism cert. Naturalization cert. Alien registration card.

Table 4–1
Update Procedures for ORB (AR 600–8–104)—Continued

Data element name	Transaction source	Mnemonics DA PAM 600–8–2	Action data	Sample data or address for HQDA update DA PAM 600–8–2	Source document
PULHES/Date (Code representing officer's physical condition and date of last examination).	SIDPERS	"PHYS"	Physical category code. PULHES	– One digit code ------	SF 88 DA Form 3349
Height/Weight (Height in inches, Weight in pounds) Annual verification of height and weight is required. To fulfill this requirement, only the signature of officer is required. An annual physical is NOT required to accomplish the verification.			Height Weight Date of physical	-- -- Y Y M M Y Y M M D D	Officer.
Home of record at EAD (Officer's State or country of residence at time of last entry on active duty).	SIDPERS	"EDAT"	Date of entry on AD. Home of record at entry on active duty.	-- 2-character numeric State code if one of the 50 States or the District of Columbia, or 2-character alpha code if a foreign country.	AD letter/order.
Mailing address (Officer's current mailing address—not the unit address, however, overseas officer may use APO/FPO unit address).	SIDPERS	"UG"	Date Military Personel Class Social Security Number Name Originator Code Street Address Apartment number City State Parent Unit designation. Descriptive Designation. Card number. Transaction Code Format identifier Transaction date Military Personnel Class Social Security Number Name Originator Code ZIP Code ZIP Code Blanks Card number	Y Y M M D D – --------- (Do not use hyphens). ----- (First five letters of last name). -- 25 characters alpha/numeric code. A slash can be used. ---- Alpha/numeric. NOTE: Blank spaces authorized. 17-character code. If overseas enter APO SF, APO MI or APO NY. -- Note: If APO was entered for city, enter the state in which the APO city is located. --- -- Enter 1. Enter UG Enter W Y Y M M D D – --------- (Do not use hyphens). ----- (First five letters of last name). -- ----- (first five) (last four) Column 33–76 are spaces. Enter 2	Officer

Table 4–1
Update Procedures for ORB (AR 600–8–104)—Continued

Data element name	Transaction source	Mnemonics DA PAM 600–8–2	Action data	Sample data or address for HQDA update DA PAM 600–8–2	Source document
	SIDPERS		Transaction code	Enter UG	
	SIDPERS		Format identifier	Enter W	
		(Section V—Foreign Language)			
Language (Foreign language officer has or had proficiency in). NOTE: Once an officer has proficiency in a language it will not be deleted from the OMF.	HQDA			Cdr, PERSCOM (TAPC–OPB–D), ALEX VA 22332–0400	DA Form 330
Read (Reading comprehension level of a foreign language).				Cdr, PERSCOM (TAPC–OPB–D), ALEX VA 22332–0400	DA Form 330
Listen (Listening comprehension level of a foreign language).				Cdr, PERSCOM (TAPC–OPB–D), ALEX VA 22332–0400	DA Form 330
DLAT		"DLAB"	Defense Language aptitude battery score.	– – – Must be in the range of 012 through 164. Note: Do not submit separate DLAT scores.	
MEL (Highest military education level) Description of military school/course attended and year of completion. Maximum of 10 military schools. Use criteria below to determine if a school not already coded can be entered on the ORB. *a.* Exceeds 2 weeks in duration. *b.* Must be specialty 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 at a local Education Center.	SIDPERS	"MLED"	Type of change	A for add; D for delete 1-character code. If type of change Code A is used, this data item is used to report the military education level of the course or school being added. If type of change code D is used, this data item is used to indicate the officers actual highest military education level. (AR 680–29).	Transcripts Diploma-cert. DA Form 1059 DA Form 1059–2 AR 351–1
e. Is not a correspondence course or sub course, with the following exception: WOSC, WOAC, OBC, OAC, (Phase 1), CGSC, CSC, AWCCS. *f.* Civilian short courses will not be coded nor will any course taught by a civilian contractor to limited personnel for new equipment orientation.	HQDA	1, 2, 3, 4, 5, E, L, M, and N.	Military course or school. Year of completion.	– – – (Must be reported) Y Y (Must be reported) Letter to the officer's career branch.	
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 entries be deleted from the ORB. Note: Courses recorded in this block are those attended while as an officer and/or those attended as an enlisted soldier which are open to both enlisted and officers. (See DA Pam 351–4).	HQDA		To request a new code.	Cdr, PERSCOM (TAPC–OPB–D), ALEX VA 22332–0400 Note: For AMEDD officer/ warrant officers: Cdr, PERSCOM (TAPC–OPH–Branch), ALEX VA 22332–0400	
Course/year Description of Military school/course attended and year completed. Maximum of 10 military schools.	SIDPERS	"MLED" Levels 1, 2, 3, 4, 5, l, m, and n.	See action data for MEL.	Letter to appropriate career branch.	Same as for MEL.

Table 4–1
Update Procedures for ORB (AR 600–8–104)—Continued

Data element name	Transaction source	Mnemonics DA PAM 600–8–2	Action data	Sample data or address for HQDA update DA PAM 600–8–2	Source document
	HQDA		To request a new code.	Cdr. PERSCOM (TAPC–OPB–D), ALEX VA 22332-0400	
	HQDA		Note: For AMEDD officer/WO:	Cdr. PERSCOM (TAPC–OPH–Br), WASH DC 20324-2000	
CEL (Highest civilian education level attained).	SIDPERS	"OCVE"	Type of change.	A for add; D for delete.	Transcripts Degree Diploma Certification DA Form 1059–1
Report attendance only at those schools listed in AR 680–29.			Officer's civilian education level.	– (Must be reported)	AR 621–1 AR 621–5
			Civilian education degree.	– – – (Range from aab through zzz).	
			Program source code.	– (Must be reported if type of change is A).	
	SIDPERS		Civilian education institution.	– – – – –	
	SIDPERS		Major subject of college education	– – –	
	SIDPERS		Civilian education year completed.	Y Y	
	HQDA	For CEL levels 1–2, and 3 OPMD and AMEDD officers		Letter to appropriate career branch.	
Institution (Institution where officer received education).	SIDPERS	Same as for CEL	See action data for CEL	Same as for CEL	Same as for CEL.
Discipline (Major subject of study).	SIDPERS	Same as for CEL.	See action data for CEL.	Same as for CEL.	Same as for CEL.
Degree (Type of degree officer received).	SIDPERS	Same as for CEL.	See action data for CEL.	Same as for CEL.	Same as for CEL.
Program source (One position alpha code that identifies type of degree program for officers/warrant officers).	SIDPERS	Same as for CEL.	See action data for CEL.	Same as for CEL.	Same as for CEL.
Year (Year education completed or degree awarded).	SIDPERS	Same as for CEL.	See action data for CEL.	Same as for CEL.	Same as for CEL.
		(Section VIII—Awards and Decorations)			
Awards and decorations (Awards and decorations received by officer).	SIDPERS	"AWDS"	Type of change.	A for add; D for delete.	Orders, letters and memorandums
			Military decorations	– – – –	
			Non-military decorations.	– –	
			Combat and special skill badge.	– – – –	
			Identification Badge.	– –	
			Foreign Awards.	– –	
			Campaign and Service Awards.	– – – –	
	HQDA		Awards (Not in AR 680–29)	Cdr, PERSCOM (TAPC–PDA), ALEX VA 22332-0400 Note: Code will not be requested or issued for foreign awards or marksmanship badges resulting from periodic weapons qualifications.	
		(Section IX—Assigment History)			
Date of last PCS (Date of officer's last permanent change of station).	SIDPERS	"LPCS"	Date of last PCS.	Y Y M M D D Uses 000000 if deleting an erroneous LPCS.	PCS orders Travel voucher DA Form 67–8 DA Form 1059 DA Form 1059–1 DA Form 1059–2

Table 4–1
Update Procedures for ORB (AR 600–8–104)—Continued

Data element name	Transaction source	Mnemonics DA PAM 600–8–2	Action data	Sample data or address for HQDA update DA PAM 600–8–2	Source document
Date of last OER (Closing date—year month and day of last evaluation or academic report).	SIDPERS HQDA	(To update SPF only): "ERPT" Update DA If incorrect	Year and month of last evaluation report.	Y Y M M To remove an invalid closing date, enter DA in the date field. Date of last OER is posted upon receipt at HQDA. Letter to Cdr, PERSCOM (TAPC–MSE–R), ALEX VA 22332-0400	DA Form 67–8 DA Form 1059 DA Form 1059–1 DA Form 1059–2
Assignment history (The assignment history area contains a maximum of 20 assignments, reflected by a change in organization, duty title or duty MOS/SSI). Note: If officer had a break in service; his/her prior AD commissioned or warrant service can be added to assignment history. This DOES NOT include periods of ADT, NG, Reserve or enlisted time. ASGT (Type of assignment) Note: When changing an assignment line, remember the "FROM DATE" must be same as on the line being changed. Otherwise, it creates a new line 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 line being deleted.	SIDPERS	"UR" Applies to all the asgmt info.	Note: Card #1 and Card #2 may or not be used when submitting an add (A) or change (C); when type of change is A or C, Card #1 or Card #2 will be used only if the information contained in Card #1 or #2 is affected. When submitting a delete (D) only Card #1 will be used.	All data for current assigment except for duty title and DMOS is generated from an arrival (ARR) transaction, an assigned-not-joined (ASNJ) transaction, or a position change (POSN) transaction. Consolidate all 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 2 months or less duration (except for duty in Imminent Danger Pay areas).	PCS orders
MO (Number of months officer served in assignment. Blank for current assignment.	SIDPERS		Data items may or may not be present for the type of change A, C, or D. Card #1 (data items listed may or may not present for the type or change code A, C, or D.)		
	SIDPERS		Date.	Y Y M M D D input card is prepared. (Must be reported).	
Unit NO (Number of unit of assignment.	SIDPERS		SSN.	– – – – – – – – (Must be reported).	
Organization (Description of unit of assignment). Maximum of 19 characters.	SIDPERS		Name.	– – – – – (First five characters must be reported).	
Station (Station of assignment) for example, Pentagon, Fort Polk Maximum of nine characters.	SIDPERS		Originator	– – (Must be reported)	
LOC (Location of assignment CONUS–LOC:) (Country abbreviation).	SIDPERS		Type of change.	A for add; C for change or D for delete. (Must be reported).	
COMD (Major Command in which officer was assigned).	SIDPERS		From date.	Y Y M M or Y Y M M D D Note: A four-position date followed by two spaces will be used if the from date is prior to 1 Oct 85. A six position date will be used if date is after 1 Oct 85. (Must be reported).	
Duty title Current Duty Title: Use DA Form 67–8–1 (OER) data for current duty title. Abbreviate if necessary Per AR 310–50.			Unit number.	– – – – Note: Must be spaces if typ of change is D.	

Table 4–1
Update Procedures for ORB (AR 600–8–104)—Continued

Data element name	Transaction source	Mnemonics DA PAM 600–8–2	Action data	Sample data or address for HQDA update DA PAM 600–8–2	Source document
				---------	
			Location name.	Note: Must be spaces if type of change is D.	
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:	SIDPERS		Location code.	Must be 1, 5, 6, 7, or 8 (Army area) in first position with state abbreviation in last 2 positions; or first two positions must be a foreign country, followed by a blank.	
a. Not to submit a duty title entry based on the submission of an OER when duty assignment remains the same.	SIDPERS		Command assignment code.	Note: Must be spaces if type of change is D.	
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.	SIDPERS		Duty PSC(ASI/LIC) MOSC (AS2/LIC)	--------- (Alpha-numeric) Note: Must be spaces if type of change is D and must have data or zeros if type of change is A or C.	
DMOS (Duty MOS/Position Requirement Code during the assignment. Maximum of nine characters).	SIDPERS		Card number	1 (Must be reported).	
	SIDPERS		Transaction Code	U R (Must be reported).	
	SIDPERS		Format	W (Must be reported).	
	SIDPERS		Card #2 Data elements may or may not be present for type of change A or C. Do not submit for type of change D. When two cards are being submitted for the same type of change, the first six data elements on each card must be the same.		
	SIDPERS		Transaction date.	Y Y M M D D (Input card is prepared). (Must be reported).	
	SIPERS		SSN	--------- (Must be reported).	
	SIDPERS		Name.	----- (First five characters of last name) (Must be reported).	
	SIDPERS		Originator Code.	-- (Must be reported)	
	SIDPERS		Type of change.	A for add; C for change. (Must be reported).	
	SIDPERS		From date.	Y Y M M -- or Y Y M M D D Note: A four-position date followed by two spaces to be used if the from date is prior to 1 Oct 85. A six-position date will be used if the from date is after 1 Oct 85. When submitting a C, the from date will be the same as the from date shown in the assignment lines being changed. (Must be reported).	
	SIDPERS		Duty Title.	24 alpha/numeric characters. (Must be present if Duty Title is not reported).	
	SIDPERS		Months served.	-- (Range 01 through 99) (Must be present if Duty Title is not reported).	
	SIDPERS		Blank	Columns 56–76 are spaces.	
	SIDPERS		Card number	2. (Must be reported).	
	SIDPERS		Transaction Code	U R (Must be reported).	
	SIDPERS		Format identifier	W (Must be reported).	

Table 4–1
Update Procedures for ORB (AR 600–8–104)—Continued

Data element name	Transaction source	Mnemonics DA PAM 600–8–2	Action data	Sample data or address for HQDA update DA PAM 600–8–2	Source document
			(Section X—Remarks)		
MO Prior enl/Warrant svc (Number of months of prior enlisted/ warrant service).	SIDPERS	"AFS"		See action data for MO/Days/ AFCE/MOS AFS.	
Commanded HQDA COL, CMD, OR LTC CMD	HQDA		HQDA designated COL and LTC command time and year selected. (Beginning date if currently assigned HQDA DESIGNATED COL and LTC Command).	Letter to officer's career branch.	
Security data (Personnel reliability program assignment status).	SIDPERS	"PRPA"	Personnel Reliability assignment status.	–	DA Form 3180 DA Form 1 DA Form 5247–R DA Form 398–2 DA Form 1879
Date of last photo (Date of last photo received by PERSCOM—year and month).	SIDPERS	"YMPS" To update the SPF.	Year and month of last photograph.	Y Y M M Use 0000 to delete an erroneous entry.	Memorandum. Photograph.
	HQDA	Update the OMF/ORB.		The date of the last photograph will be extracted from the photo that is received by PERSCOM (TAPC–MSE–R)	
Medical data Applies to AMEDD officers only.	SIDPERS				
American Board Certification (Speciality officer has received certification in.)	SIDPERS	"ABCD"	Type of change	A for add; C for change D for delete.	ABC Certificate or Board Certification Equivalency.
			American Board Certificate Title.	– –	
			American Board Certificate Specialty.	– –	
			American Board Certificate Date.	Y Y	
	HQDA		To request ABC title or specialty.	Cdr, PERSCOM(TAPC–OPH–Br), ALEX VA 22332-0400	
Title (Title of American Board).	SIDPERS	"ABCD"	See action data for American Board Certification.		ABC Certificate or Board Certification Equivalency.
Specialty (Specialty in which officer is certified).	SIDPERS	"ABCD"	See action data for American Board Certification.		ABC Certificate or BOARD Certification Equivalency.
Year (Year in which officer received certification).	SIDPERS	"ABCD"	See action data for American Board Certification.		ABC Certification or Board Certification Equivalency.
Residency/Fellowship/Intership	SIDPERS	"MEDI"	Type of change.	A for add; D for delete	ABC Certificate or Board Certification. Equivalency.
			Internship Hospital	– – – – – –	
			Internship Months	M M (Must be in range of 01 through 99).	
			Year Internship completed.	Y Y	
			Internship Specialty.	– –	
			To request specialty.	Cdr, PERSCOM(TAPC–OPH–Br), ALEX VA 22332-0400	
Hospital (Hospital associated with residency, internship, fellowship).	SIDPERS	"MEDI"	See Action Data for Residency, Fellowship, Internship.	See Action Data for Residency, Fellowship, Internship.	ABC Certificate or Board Certificate Equivalency.

Table 4–1
Update Procedures for ORB (AR 600–8–104)—Continued

Data element name	Transaction source	Mnemonics DA PAM 600–8–2	Action data	Sample data or address for HQDA update DA PAM 600–8–2	Source document
Medical/Dental Specialty (Residency, fellowship, or internship specialty).	SIDPERS	"MEDI"	See Action Data for Residency, Fellowship, Internship.	See Action Data for Residency, Fellowship, Internship.	ABC Certificate or Board Certificate Equivalency.
MO (Months served in residency, fellowship, or internship.)	SIDPERS	"MEDI"	See Action Data for Residency, Fellowship, Internship.	See Action Data for Residency, Fellowship.	ABC Certificate or Board Certificate Equivalency.
Year (Year of completion of residency, fellowship or internship).	SIDPERS	"MEDI"	See Action Data for Residency, Fellowship, Internship.	See Action Data for Residency, Fellowship, Internship.	ABC Certificate or Board Certificate Equivalency.
Judge Advocate General's Corps Officer Professional Qualification (State and year of bar membership).	SIDPERS	"SBAR"	Type of change. Year of bar exam. State of bar exam Branch.	A for add; D for delete. Y Y – –	Certificate of admission to state bar.
Corps of Engineers and Medical Service Corps Engineer Professional Qualification (Type of license, certifying State and year of certificaiton)	SIDPERS	"PCER"	Professional Certification Status State of Professional Certification. Year of Professional Certification.	– – – Note: Code ZZ can be used for deletion. Y Y	Professional Engineer Certificate or license.
Title IV/JSO Status/Date Public Law 99–443 Assignments/ Education to Joint Organizations/ Schools.	HQDA		Completion date (year and month) of previous joint assignment/ education or beginning of current joint Assignment/ Education.	Cdr, PERSCOM ATTN: TAPC–OPZ–J, ALEX VA 22332-0410	
Date of last preference statement (For OPMD managed officers only) Date when last pref statement was submitted.	HQDA	–	–	The date of the last preference statement will be extracted from the automated officer preference statement upon receipt at DA.	Officer Preference Statement.
CONUS area preferences (For OPMD managed officers only) Three CONUS preferences will be listed.	HQDA	–	–	Will be extracted from the automated officer preference statement upon receipt at DA.	Officer Preference Statement.
Overseas area preferences	HQDA	–	–	Will be extracted from the automated officer preference statement upon receipt at DA.	Officer Preference Statement.
Duty perferences (For OPMD managed officers only) (Three duty perferences will be listed.)	HQDA	–	–	Will be extracted from the automated officer preference statement upon recipt at DA.	Officer Preference Statement.
Recoupment (RECOUP) attended advance course of instruction at Government expense and incurred an active duty obligation. 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 soldier separates prior to ending date of obligation.	HQDA	–	–	Letter, with copy of LES (DA Form 3686–1) showing RECOUP info, to appropriate career division.	DA Form 5315–R
Regimental affiliation (Officers Regimental Affiliation)	SIDPERS	"REGT"	Regimental Affiliation	– – – –. First four characters are regimental number and next two are regimental branch. Note: To remove affiliation, use 000000.	
Combat Training Center (CTC) experience	SIDPERS	"CDAT"	First four CTCT.	The data entry is nine characters.	Memo or roster from commander

Table 4–1
Update Procedures for ORB (AR 600–8–104)—Continued

Data element name	Transaction source	Mnemonics DA PAM 600–8–2	Action data	Sample data or address for HQDA update DA PAM 600–8–2	Source document
			Fifth character—NTC Fort Irwin Code "A."	C T C T - - - - -	ODAS/OMF will record three CTC rotations. ORB remarks section will display only the most recent CTC experience.
			CMTC Combat Maneuver Training Center (Europe) Code "B"		
			JRTC Joint Readiness Training Center (Fort Chaffee Code "C."		
			BCTP Battle Cmd Training (Fort Leavenworth) Code "D."		
			Sixth Character— CORPS—Code "C" DIV—Code "D" BDE—Code "E" BN—Code "F" CO—Code "G" BTRY—Code "H"		
			Seventh Character— CDR—Code "1" XO—Code "2" S3—Code "3" PLT LDR—Code "4" FSO—Code "5"		
			Eighth & Ninth Character— Last two digits of fiscal year (1 Oct–30 Sep) which training was completed.		
			CTC Assignment Experience First four CTCA.		The data entry is eight characters. C T C A - - - -
			Fifth Character— (same as above)		
			Sixth Character— Training assignment level—Opposing Force (OPFOR) Code "J"		
			Controller (CONTRL) Code "K"		
			Seventh & Eighth Character— Last two digits of fiscal year (1 Oct–30 Sep) which assignment was completed.		
			To correct an erroneous entry—first delete the erroneous entry, then submit the transaction with the correct data.		
			To delete CTC training experience submit the appropriate entry: *a.* For CTC training experience:	The data entry to delete CTC transactions are as follows:	

Table 4–1
Update Procedures for ORB (AR 600–8–104)—Continued

Data element name	Transaction source	Mnemonics DA PAM 600–8–2	Action data	Sample data or address for HQDA update DA PAM 600–8–2	Source document
			CTCTZ. *b.* For CTC assignment experience: CTCTZ.	C T C T Z C T C A Z	

Table 4–2
ORB production schedule

Birth month	Approximate date of ORB production	Birth date (latest transaction shown on ORB)	Date 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 and 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

(Appropriate letterhead)

(Date)

ABCD-EF (600-8-104)

MEMORANDUM FOR (See table 4-1 for instructions)

SUBJECT: Correction of Officer Record Brief

1. Reference is made to the Officer Record Brief pertaining to 1LT Vern Smith, 123-45-6789, Infantry, dated 9106, which was recently received for annual audit.

2. The following data on that ORB require correction by HQDA:

DATA ELEMENT AS SHOWN ON ORB CORRECTION DATA

3. Supporting documentation (when required as indicated in table 4-1) is enclosed.

Encl

//signed//
MARGARET WILLIAMS
CPT, AG
Military Personnel Officer

Figure 4–1. Sample Correction of Officer Record Brief Memorandum

Chapter 5
Enlisted MILPER Information Management/ Records—PQR

Section I
Enlisted PQRs

5–1. Preparation of the enlisted PQR

a. DA Form 2–1 and DA Form 2A (Personnel Qualification Record—Part I, Enlisted Peacetime) constitute the Enlisted PQR. DA Form 2–1 is a continuous feed type form that will permit limited automation. The DA Form 2A is the automated portion of the PQR. Combined, these forms provide a formal and permanent record of personnel management qualifications. There is some duplication of data between the two forms, however, this is essential to maintain information that will affect the soldier's service as well as his or her later life as a civilian.

b. PERSCOM enlisted career management branch and office symbols are in table 5–1. Specific guidance on update of each item or data element of the PQR is in tables 5–2 and 5–3 and figures 5–1, 5–2, 5–3, 5–4, and 5–5. The MPRJ is discussed in chapter 6.

5–2. Basic enlisted PQR for the Army Components

a. DA Form 2A and DA Form 2–1 are the basic PQR for enlisted personnel. The PQRs for the Army Components are as follows:

(1) For Active Army personnel, the DA Form 2B is designed for computer applications and is programmed for use as the WARTIME PQR. The SIDPERS database is used as the source of information.

(2) For Reserve TPU personnel, the DA Form 2A (USAR), will be produced by the ARPERCEN. ARPERCEN will use SIDPERS–USAR data to produce the form.

(3) For AGR status personnel, the supporting Active Component (AC) MPD/PSC may produce the DA Form 2 using SIDPERS data. These personnel must be carried on SIDPERS in the Test Model File or in an attached status.

(4) For Army National Guard personnel, DA Form 2A (ARNG Enlisted) are electronically generated printouts. Directives for the production of these forms are provided in the SIDPERS–ARNG Users Manual, ADSM 18–P19–HSD–BUR–UM, for product control number (PCN) GPFR–1790. The PQR to include DA Form 2–1 will be reviewed for ARNG personnel per this regulation or as directed by the State adjutant general.

b. All MPD/PSC/TPUs will maintain DA Form 2–1.

c. The PQR, will be prepared, maintained, and disposed of for the Active Army, USAR, and ARNG enlisted personnel per this regulation.

5–3. Forwarding copies of DA Form 2–1 to PERSCOM

a. Career branch copies of DA Form 2–1. These copies apply to enlisted personnel on AD other than AT, ADT, ADSW, or AGR. A duplicate DA Form 2–1 will be prepared and submitted to the enlisted career branch shown in table 5–1 for designated MOS and grade—

(1) Within 5 days of identifying enlisted personnel whose careers are managed by this headquarters.

(2) Within 5 days of identifying enlisted personnel whose DA Form 2–1 is replaced.

(3) When the form is remade.

(4) Upon completion of audit. A legible copy of DA Form 2–1 will be provided to respective career branches for all soldiers SSG through CSM/SGM and those PVT through SGT who are centrally managed by PERSCOM. (See table 5–1.) A copy of DA Form 2A will also be forwarded for CSMs, SGMs, and enlisted aids only.

b. Identification. Copies prepared under these provisions will be annotated "DUPLICATE FOR PERSCOM" in the upper top left corner on page 1 of the DA Form 2–1.

c. Photostats or reproductions. Clearly legible photostat or similar machine reproductions are authorized and will be accepted as duplicates.

Section II
Task: Initiate the DA Form 2–1

5–4. Rules for initiating the DA Form 2–1

a. Initial preparation of form. Reception Battalions will use automatic data processing (ADP) for initial preparation of DA Form 2–1. Data with no ADP capability will be recorded manually (table 5–2).

b. Posting entries. Additional instructions for posting entries to the DA Form 2–1 are in paragraph 5–6.

c. Item numbers. DA Form 2–1 item numbers are identified as follows:

(1) Those set in a **box** are entries that apply to Reserve officer personnel not on AD.

(2) Those set in a **circle** are entries that apply to the all enlisted personnel.

(3) Those **not set in a box** or a **circle** apply to Reserve officers not on AD and all enlisted personnel.

b. Dates. When recording dates on the DA Form 2–1 the year, month and day, enter the date in six digits. (No spaces between the digits). A year, month, and day entry for 1 June 1991 would be 910601. If only recording month and year, enter 9106, and year only would be shown as 91.

e. Abbreviations and codes. Abbreviations and codes used in entries will be per AR 310–50, AR 611–101, AR 611–112, AR 611–201, AR 680–29, AR 18–12–4, DA Pam 600–8–1, and DA Pam 600–8–2. However, a specific abreviation or code may be required by this regulation.

f. Corrections, changes, and deletions.

(1) Only pencil entries may be erased. If a permanent entry must be deleted or corrected, draw a single black line through the entry. The entry will not be removed. As an exception, DA Form 2 series, which are computer printouts, may be updated by drawing a pencil line through the incorrect data.

(2) Typing errors may be corrected by using porous correction paper. Adhesive corrective tape or ink eradicator will not be used.

g. Instructions for recording entries. See table 5–2 for detailed instructions for recording entries. See appendix B for an index to information to be recorded on Personnel Qualification Records. Sample entries are shown in figures 5–1, 5–2, 5–3, 5–4, and 5–5. (Typed entries in the illustrations are permanent entries and handprinted entries represent pencil entries.)

h. Method of recording entries. Typewritten entries are desired except when pencil entries are required. if a typewriter is not available, entries will be handprinted in block letters, using black ink ball point pen. When pencil entries are prescribed, handprinted block letters will be used. Rubber stamp entries in black or blue-black ink are authorized instead of typewritten entries. However, the stamped entry may not exceed the space allocated on the form.

i. Continuation of entries. Continuation entries will be made in item 28 of DA Form 2–1. An entry is continued when all space in a particular item, with the exception of item 35, on the form has been used. A cross-reference notation will be made by placing an "X" mark in the continuation portion of the title. For item 35, the records clerk may use section VII from a blank DA Form 2–1. The records clerk should cut out section VII from the blank form for recording continuation entries on it and enter the name and SSN in the upper left margin. Section VII should then be placed inside the soldier's DA Form 2–1. The continuation page of section VII, item 35, may be taped to the inside fold of the original DA Form 2–1 to prevent loss. Only transparent tape may be used. The custodian or military personnel officer will decide when a new DA Form 2–1 may be prepared. A form is replaced because of excessive wear or other damage that prevents further use.

5–5. Steps for initiating the DA Form 2–1

The steps for initiating the DA Form 2–1 are as shown in table 5–5.

Table 5–5
Initiating the DA Form 2–1

Step	Work center	Action required
1	ENRC/RCPB	Prepare DA Form 2–1 using detailed instructions in table 5–2 and figure 5–3.
2	ENRC/RCPB	Place DA Form 2–1 in MPRJ.

Section III
Task: Update PQR (Parts I and II)

5–6. Rules for updating PQR (Parts I and II)

a. PQR. PQR is DA Form 2A and DA Form 2–1 (enlisted personnel only).

b. Source documents. Source documents used to post items on the PQR will be filed in the OMPF, CMIF, or MPRJ per tables 2–1, 3–1, 3–2, and 6–1 or returned to the soldier for disposition.

c. Authorized entries. Only entries authorized by this regulation may be made on the records. However, local MPD/PSC Chiefs, ARNG and USAR Records Custodians may authorize other **pencil** entries on DA Form 2–1. **Pencil** entries authorized by the local MPD/PSC Chief will be erased from the record before it is transferred to another MPD/PSC.

d. Prohibited entries. Personnel qualification records will not be marked to show that soldiers have initiated congressional interest by exercising their rights, per section 1034, title 10, United States Code (10 USC 1034), by corresponding with members of Congress.

5–7. Steps for updating PQR (Parts I and II)

The steps for updating PQR (Parts I and II) are shown in table 5–6.

Table 5–6
Updating PQR (Parts I and II)

Step	Work center	Required Action
1	UNIT	Provide documents to BNS1.
2	BNS1	Provide documents to ENRC.
3	ENRC	Receive documents and verify name and SSN.
4	ENRC	Determine if documents require change to the PQR. If required, obtain PQR and update items per tables 5–2 and 5–3.
5	ENRC	Submit required SIDPERS transactions per DA Pam 600–8–2. (See AR 680–29 for transaction codes.)
6	ENRC	Refer to tables 2–1, 3–1, 3–2, and 6–1 for filing/disposition of documents. Refile PQR/MPRJ.

Section IV
Task: Conduct audit of the PQRs (DA Form 2A (Personnel Qualification Record, Part I—Enlisted Peacetime) and DA Form 2–1) and DA Form 201 (MPRJ)

5–8. Rules for auditing the PQRs (DA Form 2A and DA Form 2–1) and DA Form 201

a. Enlisted soldiers will review their records during the following events:

(1) When the records are first prepared.

(2) During in-and-out processing and pre-separation processing.

(3) During unit training, deployment exercises, or at command discretion.

(4) As directed by promotion authority in preparation for promotion/selection boards.

(5) Upon soldier visits to the MPD/PSC, or in conjunction with other personnel actions.

b. When the MPRJ is withdrawn from the files for any purpose, all documents in the jacket will be reviewed before returning the records to the files. This review will include—

(1) Casualty documents when the soldier is present.

(2) Removing unauthorized material.

(3) Relocating misfiled documents.

(4) Removing unfavorable information that is due for removal (such as, letters of reprimand, and so forth).

(5) Removing documents from the action pending section when the action has been finished.

(6) Checking for missing documents.

c. All audits will be conducted using key data elements in figure 5–6.

d. Commanders of USAR troop program units will conduct an annual update during the month that the following events occur:

(1) The names of unit soldiers appear on the personnel suspense roster (PSR).

(2) Soldiers are gained into a TPU.

(3) Birth month.

e. Upon completion of the review, updated information requiring a SIDPERS transaction will be submitted without delay.

f. Documents which are removed from the MPRJ will be given to the soldier, or will be destroyed by burning, shredding, or other appropriate method.

5–9. Steps for auditing the PQRs (DA Form 2A and DA Form 2–1) and DA Form 201

The steps for auditing the PQRs (DA Form 2A and DA Form 2–1) and DA Form 201 are as shown in table 5–7.

Table 5–7
Auditing the PQRs (DA Form 2A, DA Form 2–1, and DA Form 201)

Steps	Work center	Required Action
1	ENRC	Coordinate with the UNIT/BNS1 to arrange a mutually agreeable time and place for soldiers to report to complete the update, as required.
2	UNIT/ BNS1	Using the C27 ensure soldiers report for records review, as scheduled.
		Assist all soldiers in updating their records. This should be an item-by-item review and explanation of data items.
3	ENRC	The update should be done in a formal classroom type setting, if possible.
		Correct errors in the following forms as follows:
		a. Correct DA Form 2A per instructions in table 5–3 and if necessary, prepare SIDPERS input.
4	ENRC	b. Correct DA Form 2–1 per instructions in table 5–2.
5	ENRC	Assure all required documents are present and filed in the MPRJ per tables 6–1 and 6–6.
6	ENRC	Correct DD Form 93, if necessary, per AR 600–8–1, chapter 13.
7	ENRC	Correct VA Form 29–8286 or SGLV Form 8286, if necessary, per AR 608–2, paragraph 1–5.

Table 5–7
Auditing the PQRs (DA Form 2A, DA Form 2–1, and DA Form 201)—Continued

Steps	Work center	Required Action
8	ENRC	Annotate the C27 report for all individuals who did not review their records. Annotate reason if known.
9	ENRC	Reschedule these soldiers to update their records.
10	ENRC	Refile record/forward documents, as appropriate.

Section V
Task: Administers Enlisted Preboard Processing

5–10. Rules for administering enlisted preboard processing

a. NCOs DOR must be in the zone of consideration.

b. NCO must meet promotion eligibility (such as, BESD, ANCOC, PLDC, and so forth).

c. All current, available admissible information will be submitted.

d. Photographs will be seen in hard copy.

e. NCO maintains and submits current information to the promotion selection board.

f. NCOs have the opportunity to write to the promotion selection board.

g. NCOs can obtain/review their OMPF.

h. The most accurate available Personnel Qualification Record (Parts I and II) (PQR) will be provided to the promotion selection board.

i. NCOs who have an approved retirement prior to the board convene daate are not eligible for consideration for promotion.

j. For organizations supported with TACCS, use TACCS Module "Centralized Boards."

5–11. Steps for administering enlisted preboard processing

The steps for administering enlisted preboard processing are as shown in table 5–8.

Table 5–8
Administering enlisted preboard processing

Step	Work center	Required Action
1	ENRC	Upon receipt of message announcing the zones of consideration, submit inquiry using TACCS module "Centralized Boards" to identify soldiers of your command who are eligible.
2	ENRC	Verify eligibles and reconcile with listing to identify NCO personnel already on a previous promotion list or AWOL.
3	ENRC	Verify that the following information listed in verification of eligibles is correct using the source documents in each NCO's MPRJ and the SPF: DOR, AFS, DOB, EADC, BESD, and ANCOC.
4	ENRC	Verify that NCOs identified are eligible. (See table 6–1.) Review PQR with soldier.
5	ENRC	Assure that a PQR has been received and audited on each NCO identified as eligible for consideration. (See tables 5–2 and 5–3.)
6	ENRC	Make additions, deletions, and or corrections and send to USAEREC via memo or message.
7	ENRC	Ensure that current name is on the listing, and corrected data, supporting documentation, short explanation of changes and the ENRC POC phone number is included with the listing.
8	ENRC	Ensure that all data corrections to update the PQR and EMF are submitted via SIDPERS.
9	ENRC	Send authorized documents to the OMPF.

Table 5–1
MOS Career management responsibilties

ITEM	Column A (Note 1)	Column B PMOS Managed (Note 2)	
	Career Management Branch and Office Symbol.	(1) Career Management Individual File Maintained for Pay Grades SSG thru MSG. (See item 13)	(2) Career Management Individual File Maintained for Pay Grades PV1 thru MSG. (See item 13)
1	Air Defense Artillery Branch (TAPC–EPK–A)	CMF 16, 23	
2	Field Artillery Branch (TAPC–EPK–F)	CMF 13 (except for 13 series)	15 series
3	Infantry/Armor Branch (TAPC–EPK–I)	CMF 11, 19	SQI "X" All soldiers assigned to Ranger Battalions
4	Special Forces Branch (TAPC–EPK–S)	CMF 18	
5	Signal Branch (TAPC–EPL–S)	CMF 25, 29, 31	CMF 74
6	Engineer Branch (TAPC–EPL–E)	12 series MOS, 51 series (except 62B and 52E), 81 series MOS (except 81E)	00B, 62B, 52E, 81E
7	Military Police/Military Intelligence Branch (TAPC–EPL–M)	05D, 05H, 95 (except 95D), 96F, 96R, 97G, 98C, 98G, 98J, 98Z	05K, 33M, 33P, 33Q, 33R, 33T, 33Z, 95D, 96B, 96D, 96H, 97B, 97C and 97E
8	Aviation/Transportation Branch (TAPC–EPL–T)	CMF 67, 88, 93	
9	Ordnance Branch (TAPC–EPM–O)	CMF 27, 55, 63	
10	Adjutant General Branch (TAPC–EPP–A)	00D, 02 (except 02S), 71D, 71L, 71M, 00R, 79D	00J, 02S, 71C, 71E, 71Q, 71R, 73, 75 (Note 3)
11	Health Service Branch (TAPC–EPM–M)	CMF 91	
12	Quartermaster/Chemical Branch (TAPC–EPM–L)	CMF 54, 76, 77, 94, all SQI "K"	

Table 5–1
MOS Career management responsibilties—Continued

ITEM	Column A (Note 1)	Column B PMOS Managed (Note 2)
13	CSM/SGM Office (TAPC–EPZ–E)	All CSM/SGM, MSG(P), and all enlisted aides (regardless of PMOS).

Notes:

1 The office symbols shown in this table will be used when contacting PERSCOM. Inquiries and correspondence relating to the assignment and professional development of enlisted personnel must be addressed to HQDA(TAPC—appropriate career management branch), ALEX, VA 22331–0400.

2 Chapter 9 lists additional MOS and indicates where the CMIF is maintained.

3 CMIF are maintained only for pay grades SGT through MSG in MOS 73 and 75; requests for personnel actions on soldiers in pay grades PV1 through SPC must be accompanied by copies of current DA Form 2 and DA Form 2–1.

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)

Item	Title, description, and instructions	References
	Section I—Identification Data	
1	NAME Enter in capital letters the last name, first name, and middle name. For married female personnel, maiden name after middle name will be entered. Names containing "MAC," "VAN," and so forth, will be entered without a space to separate the prefix from remainder of the name. Indicate "JR," "II," and so forth, after middle name. Upon receipt of change of name documents, the new name in its entirety will be entered above the old entry and a line drawn through the previous name.	
2	SSN Enter the individual's social security number with a hyphen following the third and fifth digits. Upon receipt of change of SSN documents, the new SSN will be entered above the old entry and a line drawn through the previous SSN.	
	Section II—Classification and Assignment Data	
3	MOS EVALUATION SCORES (Applies only to enlisted personnel assigned to Army Reserve units and AGR enlisted personnel.) Entries will be made *in pencil* as follows: MOSC: Enter the MOS in which tested. Yr & Mo: Enter the year and month SQT was administered. SCORE: Pending receipt of evaluation score, enter TSO number. Upon receipt of score erase TSO number and enter new score. Enter only the most recent scores in the same MOSC. Upon 4th or later evaluation in the same MOSC, the oldest entry will be replaced by the newest entry.	
4	ASSIGNMENT CONSIDERATIONS *1. Recording entries.* Record all assignment considerations indicated below. *Temporary limitations will be entered in pencil and erased upon termination.* *a. Medical condition or physical defect.* Enter a brief description of the condition or defect in layman's language (SF 88, item 74 specified by procedure 6–11 DA Pam 600–8, for PULHES of 111111 or 111121 (color vision limitations only). All other physical profiles, DA Form 3349, item 3, must be used as the source document. Also enter the assignment limitation for individuals having a 2, 3 or 4, with or without modifier "T", in DA Forms 2A, item 9, section II and DA Form 2B, item 18, section II. Medical conditions or physical defects entered in this item will be consistent with profile (PULHES) shown in DA Forms 2A, item 9, section II and DA Form 2B, item 18, section II. *Example:* "Advanced hearing loss—no exposure to loud noises or weapon firing." Abnormal color vision will be recorded regardless of the PULHES. For temporary limitations, the entry will be entered *in pencil.* *b. Conscientious objector.* Enter, *in pencil,* "CONOBJTR, 1–A–O, DD Form 47," or "CONOBJTR 1–A–O, AR 600–43." Erase entry on soldier's request for reassignment to combat service or removal for other valid reason. *c. Disability.* If soldier is continued on AD, enter "Partially disabled, AR 635–40," give a statement explaining the disability (e.g., artificial left leg), and specific assignment limitations. *d. Sole surviving son/daughter.* Enter "Do not asg cbt area (AR 614–200 or AR 614–75)." If the restriction is waived, enter "Noncbt area asg restr (AR 614–200 or AR 614–75) waived (date)." *e. Duty disqualification/suspension.* Enter name of duty disqualification or suspension, date, authority and reason for disqualification/suspension. (Indicate whether disqualification/suspension is from training or regular duty assignment and whether permanent or temporary.) Temporary disqualification/suspension will be entered *in pencil.* A partial list of duty disqualification/suspensions includes Airborne, EOD, Ranger, Deep Sea Diving, and nuclear/chemical duty assignments. If individual is requalified for nuclear/chemical duty assignment, enter "Requalified (date) for assignment to nuclear/chemical surety positions per AR 50–5 or AR 50–6." *f. Assignment limitations and travel restriction.* Enter limitation or restriction, authority, and termination date. Enter "PERM" in lieu of termination date if the restriction is permanent. *g. Assignment of former Peace Corps members, including volunteer leaders, and staff members.* Enter "No asg in MI/AS fld" or "No dy in (country) in MI/AS fld." *h. Not eligible for security clearance or assignment to sensitive duties.* Enter "Not elig for scty clnc or asg to sensitive dy, AR 380–67."	AR 40–501 AR 600–43 AR 635–40 AR 614–75 AR 614–200 AR 614–110 AR 614–200 AR 611–105 AR 50–5 AR 50–6 AR 614–30 AR 614–35 AR 380–67

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References
		AR 135–7 AR 600–200 AR 601–210 AR 601–280 AR 614–200 DA Pam 351–4
	i. Enlistment/Reenlistment commitment or program. Information concerning an enlistment/reenlistment commitment or a program for which an individual volunteered can be obtained from the enlistment/reenlistment or induction record, or from an approved written application. Entries will be made as follows:	NGR 350–1 NGR 600–200 NGR 601–1 NGB Pam 600–15
	(1) *Enlistment/Reenlistment commitment.* Enter the commitment and authorizing regulation for a soldier having an enlistment commitment. In addition make an appropriate entry if a soldier qualified for an enlistment based on scores obtained on the Army Qualification Battery (AQB) and Armed Services Vocational Aptitude Battery (ASVAB). When an enlistment commitment has been fulfilled, the entry will be deleted.	
	(2) *Volunteer for a specified program.* Enter the program, date, and authorizing regulations when an application has been approved for a soldier who volunteered for a specific program. *Example:* "U.S. Army Station of Choice Enlistment option, Table 9–11, AR 601–210, Redstone Arsenal, AL (date)." The entry will be lined through when the enlistment option has been completed. When payment of the enlistment bonus is made to personnel who enlisted under the U.S. Army Cash Bonus Option, the abbreviation "EB" is also included as a continuation of the entry previously recorded. *Example:* "U.S. Army Cash Bonus Enlistment Option, AR 601–210, Table 9–9, MOS 99X/EB paid (date)." When payment of reenlistment bonus is made to personnel who reenlisted under the Selective Reenlistment Bonus (SRB) program, enter the Bonus MOS, multiplier level, effective date of bonus award, and the expiration of bonus term of service when the soldier is awarded an SRB. The entry will be lined through when the soldier has satisfied the enlistment for which bonus was paid or when the soldier loses entitlement to the SRB. *Example:* "11B/SRB–1A/780530/820529."	
	(3) *Commitment or program waived.* When an enlistment commitment or program choice is waived, the entry will be lined through and a new entry made to show date of waiver and alternate commitment or program choice, if any.	
	(4) *Commitment terminated.* When an enlistment commitment has been terminated and no waiver is submitted, the entry will be lined through. A new entry will be made to show date of termination. (An example would be that of a soldier's failure to meet required qualifications which could not be determined prior to his or her enlistment.) *Example:* "ENL COMMITMENT TERM—FAILURE TO MEET QUAL (date.)"	
	(5) *Academic failure.* A temporary pencil entry will be entered as follows:Example: "DISQUAL FOR TNG MOS (INITIAL COMMITMENT) 76Y10 ACAD FAILURE (date of action)." Upon successful completion of service school and award of PMOS, the entry will be erased.	
	j. Derogatory information developed per AR 380–67. Enter "AR 380–67, applies" when any counterintelligence investigation conducted for purposes other than security clearance develops derogatory information which does not warrant unfavorable personnel actions.	AR 604–5
	k. Training recommended. No entry required for ARNGUS personnel. Entries will be made for enlisted personnel with the following special qualifications, for personnel processed at USARECSTA (inductees and enlistees) and for REP–63 (Reserve Enlistment Program of 1963) trainees:	AR 140–111 AR 600–200 AR 612–201
	(1) *Personnel with special qualifications.*	DA Pam 350–10
	(a) College graduate in selected specialties. Enter "AR 600–200, para 2–13 Col Grad (specialty)."	DA Pam 611–1
	(b) Rare and unusual qualifications. Enter "AR 600–200, para 2–13, RAU."	
	(c) High aptitude potential. Enter "AR 600–200, para 2–13, high aptitude potential."	
	(d) Physicians, dentists, and veterinarians. Enter "AR 600–200, para 2–11 (Phys), (Dent), or (Vet)." Entry will be made permanent when assignment instructions are received from HQDA.	
	(e) Soldier with civilian skills that have a counterpart MOSC. Enter *in pencil,* the MOS code appropriate to the apprentice, journeyman, or advanced journeyman level or skill. Erase entry upon award of the MOS.	
	(2) *Trainee, REP–63.* The Reserve component unit commander will enter, *in pencil,* one or more MOS for which training is recommended.	
	(3) *Receptees.* USARECSTA will enter, *in pencil,* the recommendation (RA unassigned and/or mobilization conditions) for which soldier is fully qualified or training in an MOS which is fed by BCT/BT personnel.	
	l. Wounds. Enter a brief description of the wound or injury received (including chemical, biological, or radiological injury). Wound or injury must have been received because of hostile or enemy action and resulted in medical treatment or hospitalization. Enter the date wounded or injured immediately following description.	
	m. Retirement eligibility date (officers only). Not applicable to general officers and colonels selected for promotion to general officer grade or to Reserve components officers not on active duty. Enter, *in pencil,* "RET ELIG (date)." Date will be determined as follows:	AR 635–100
	(1) Use the statutory retirement date for RA officers.	
	(2) Use the date eligible to retire for non-regular officers.	
	(3) The date will be extracted from HQDA and PERSCOM letters of notification.	

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References
	n. Application for retirement (enlisted personnel on active duty). Upon submission of retirement application, enter *in pencil* the date application was submitted and the requested retirement date. *Example:* "Retirement application submitted 821015 to be effective 830501." Upon approval of the retirement application, enter date approved and the effective date if different from date requested. If retirement is withdrawn or disapproved for any reason, entry will be deleted.	AR 635–200 NGR 600–5
	o. Accreditation as criminal investigator or laboratory technician (AR 195–3). (Warrant officers only.) Upon receipt of a letter of accreditation from U.S. Army Criminal Investigation Command (USACIDC), enter "Accredited CI (date of accreditation)" or "Accredited CI lab tech (date of accreditation)." When accreditation is withdrawn for any reason, the entry will be deleted.	AR 195–3
	p. Acceptance and accreditation as an apprentice criminal investigator, criminal investigation laboratory trainee, or laboratory specialist (AR 195–3). Upon notification of acceptance as an apprentice criminal investigator or criminal investigation laboratory trainee, enter "Accepted apprentice CI (date of acceptance)" or "Accepted CI lab trainee (date of acceptance)." Upon receipt of a letter of accreditation as a criminal investigator or laboratory specialist from USACIDC, enter "Accredited CI (date of accreditation)" or "Accredited CI lab spec (date of accreditation)." When acceptance or accreditation is withdrawn, for any reason, entries will be deleted. *Removal from Criminal Investigation Program:* Soldiers who are eliminated from the Criminal Investigation Program per AR 195–3, chapter 4 will not be permitted to reenter the program. For such soldiers, enter "Not eligible for future CI duty, AR 195–3, chapter 4 (date)."	AR 195–3
	q. Officer candidate school and warrant officer candidate course (enlisted personnel).	AR 140–50
	(1) If an application for officer candidate school is submitted, the following entry will be made: "OCS applicant—ASG Restrictions—AR 351–5." If nonselected or application is withdrawn, entry will be deleted.	AR 351–5 AR 611–85
	(2) If an application for warrant officer flight training is indorsed to HQDA, the following entry will be made: "WOFT application—ASG Restrictions—AR 611–85".	
	(3) If an application for officer candidate school is returned without selection, an entry will be made showing the date the application was submitted, the date it was returned, and the reason for nonselection. *Example:*App Army OCS sbm (date), rtd (date), (reason).	
	(4) If a selected OCS/WOCC applicant withdraws his or her application, an entry will be made showing the date of selection and date of withdrawal. *Example:* Sel OCS (date); appl wd (date). Sel WOCC (date); appl wd (date).	
	(5) If any officer candidate is relieved from OCS for any reason, an entry will be made showing the school from which relieved, reason, and date of relief.	
	(6) If a warrant officer candidate is relieved, withdraws or declines from any Warrant Officer Training Course for any reason, enter the course name, the reason for relief, and the date of relief.	
	r. Recruiter and Reenlistment NCO.	AR 601–1
	(1) If an enlisted person who is serving a probationary period as a recruiter or Reenlistment NCO is removed from that duty because he or she does not possess the necessary attributes for award of MOS, OOR, enter "Not elig for further trng or assignment in MOS OOR."	
	(2) An entry will be made when recruiting personnel assigned to USAREC are reassigned or relieved from recruiting duty per AR 601–1, chapter 3. The appropriate subparagraph under which the soldier is being reassigned or relieved from recruiting duty will be shown. *Example:*"Involuntarily reassigned from recruiting duty in accordance with (enter applicable paragraph), AR 601–1—Not eligible for future USAREC assignment."	
	s. Insufficient time for oversea service. If a soldier with more than 4 years service for pay purposes, is selected for overseas service, but lacks sufficient time in current enlistment to complete the oversea tour and will not extend his or her enlistment or be discharged and reenlisted to complete the tour, enter "Declined ext of enl or disch and reenl for os svc (date)."	AR 601–280 AR 614–30 AR 635–200 AR 601–280
	t. Eligibility for further service.	NGR 600–200
	(1) *Bar to reenlistment (AR 601–280, chap 6).* If a certificate barring reenlistment is approved, enter in pencil "Not recm for further svc, (date)." The bar to reenlistment must be reviewed by the commander each 6 months and 30 days prior to departure from the unit or separation from the service. Upon completing the review, enter "Bar to reenlistment reviewed, not recm for removal, (date)," if appropriate. If approval to void the certificate is granted, the entry or entries will be deleted.	
	(2) *Qualitative Management Program (QMP) (AR 600–200, chap 10).* When reenlistment has been denied based on DA imposed bar to reenlistment, enter "Reenlistment denied per HQDA memo (office file symbol and date)." Delete entry if withdrawal is later approved by HQDA.	AR 600–200
	(3) *Entry upon transferring a soldier.* Prior to transferring a soldier to a transfer activity for transition processing, except ADT personnel, enter "Elig for reenlistment" or "Not elig for reenlistment" followed by the appropriate code from AR 635–5–1.	AR 635–5–1
	u. Nuclear operator certificate and certification.	
	(1) *Certification.* Enter the occupational position, the specific nuclear reactor for which certified, and the directive (DF, letter, memorandum) promulgating the certification (including issuing HQ and year). Add/delete entry if certification or recertification is later cancelled.	
	Examples:	
	"Plant Supvr SM–1A, (Directive) USAERG 75."	
	"Maint Supvr MH–1A, (Directive) USAERG 76."	
	"Opns Supvr SM–1, (Directive) USAERG 78."	
	(2) *Recertification.* Immediately following the certification entry, enter *in pencil,* "RECERTIFIED (year)."	

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References
	v. Recoupment. Attended advance civilian (to include military academies) course of instruction at government expense and thereby incurred an active duty service obligation. Enter: "RECOUP applies if AD svc obligation is not fulfilled."	DA CIR 600–series
	w. USAR and ARNGUS enlisted personnel volunteering for additional AD.	AR 140–11
	(1) If the request for additional active duty is approved for an enlisted reservist who has sufficient time remaining in his or her current Reserve enlistment to cover the additional AD tour, enter "Vol retained on AD for (number) months, eff (date), (authority)."	AR 601–280
	(2) If the enlisted reservist does not have sufficient time remaining in his or current Reserve enlistment, and if the requests for extension of enlistment (AR 140–111) and additional AD are approved, enter "Enl vol ext (number) months; vol retained AD for (number) months eff (date)."	
	x. Active duty service obligation.	AR 145–1
	(1) An entry is required for officers incurring an AD service obligation by attending a course of instruction (AR 350–100) and for those participating in the ROTC Flight Instruction Program or the ROTC Financial Assistance (Scholarship) Program (AR 145–1).	AR 350–100
	(2) Enter "AD OBLG," the prescribing regulation or directive (in parentheses), and *in pencil,* date AD obligation expires. *For example:* AD OBLG (AR 350–100) expr 80829. Update as required or delete when no longer applicable.	
	y. Personnel security investigation data. Duplicate copies of DA Form 2–1 (para 3–1*a* through *d*) will be annotated to reflect personnel security investigation data for newly appointed and Reserve component officers entering on AD. Enter type of investigation conducted, agency conducting the investigation, and date completed.	AR 308–67
	z. Removal from Drill Sergeant Program. Soldiers relieved from the Drill Sergeant Program per AR 614–200, paragraph 8–20a will not be permitted to reenter the program. For such soldiers, enter "not eligible for future DS duty, AR 614–200, paragraph 8–20 *a*( ) (date)."	AR 614–200
	aa. Withdrawal of First Sergeant SQI. When First Sergeant SQI has been withdrawn under AR 614–200 (except when withdrawn as a result of promotion to E9), enter "SQI M withdrawn effective (date)."	AR 614–200
	ab. Army Civilian Acquired Skills Program. Personnel enlisting under the "Army Civilian Acquired Skills Program" will have an entry stating that they enlisted under this program. The entry will list the prescribing directive and the MOS for which enlisted. For example: "Army Civilian Acquired Skills Program, AR 601–210, MOS 02J." This entry will be lined out upon promotion to SFC.	AR 601–210
	ac. Regimental affiliation. All ARNG officers and enlisted soldiers are required to affiliate with a regiment or corps. Enter affiliation in pencil based on branch or PMOS. Sample entries: "Affiliated Regiment–105th Infantry" or "Affiliated Regiment–AG Corps."	AR 670–1 NGR 600–82
	2. Enlisted personnel. Whenever an addition, deletion, or change occurs in this item, a legibly reproduced copy of DA Form 2–1, page 1 will be forwarded to HQDA for personnel identified in paragraph 5–3a.	
5	OVERSEAS SERVICE	AR 55–46
	1. All oversea service performed under the authority of the DOD will be recorded in this item.	AR 614–30
	2. Date of departure for and return from oversea service, the geographical area and country (AR 680–29, app C), type, length of oversea service, and arrival of family members will be recorded as follows:	
	a. In computing length of oversea service, 15 days or more will be credited as a full month.	
	b. Oversea service completed before 1 January 1960 will be recorded as a one-line composite entry. For a soldier serving oversea on 1 January 1960, the completed tour will be recorded on a separate line and the months spent on this tour will not be included in the composite entry. *Example:* OS svc prior to 600101, 40 mos. Composite entries will be made only when a new DA Form 2–1 is prepared.	
	c. The date the soldier returned from overseas (DROS) will be adjusted to the date of return to duty status from hospitalization for soldiers returned from oversea service because of wounds by hostile action, injury, illness, or disease determined to be in the line of duty (LD) and attributed to or aggravated by service in the oversea area.	
	d. Tour credit recorded for cumulative periods of TDY will be credited for the area and country in which the most service was performed. The custodian of DA Form 2–1 will maintain separate records showing periods of temporary duty in overseas areas and service performed by soldiers regularly assigned to oversea duty on board ocean-going vessels, when duty is not continuous.	
	e. An adjusted DROS will be identified by entering the letter "A" after the date.	
	f. In the column headed "DEPN ARR OS," enter the year and month that family members arrived at an oversea area to which the soldier is assigned on a current oversea service tour.	
	(1) For officer personnel, this entry applies to command individually sponsored family members as defined in AR 310–25.	
	(2) For enlisted personnel, the entry is required for all enlisted personnel whose recognized command-sponsored family members either accompanied or joined the soldier (under the JET program). The date of recognition as command-sponsored family members will be entered. (See AR 55–46 for definition of command-sponsored family members.) This also applies to locally acquired family members through marriage or adoption if command approval has been obtained.	
	g. For personnel currently serving on an oversea tour, the DEROS will be entered in pencil. When the individual completes the tour, the pencil entry will be erased and entry will then become a permanent entry after soldier returns from the oversea tour or begins a new tour. If soldier has an intra–or inter-theater Consecutive Overseas Tour (COT) (includes IPCOT (In-place Consecutive Overseas Tour)), enter new tour on the next line and record the new DEROS in pencil.	
	h. See table 5–9 and AR 614–30 for additional guidance on correct entries for oversea service.	

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References
6	MILITARY OCCUPATIONAL SPECIALTIES/SSI/ASI/and AOC 1. *Entries.* This item contains a current listing of all military occupational specialties/specialty codes/specialty skill identifiers and additional skill identifiers.	AR 600–200 AR 611–101 AR 140–158 AR 611–112 NGR 600–100 NGR 600–101 NGR 600–200
	a. Officer personnel. Specialty Codes, specialty skill identifiers, and additional skill identifiers will be entered as shown below. The abbreviations "SC", "SSI", and "ASI" will be entered in ink above MOS. (1) *SC/SSI/MOSC.* Enter each SC/SSI/MOSC and ASI on separate lines. SC (two digit specialty codes) will be entered *in pencil* on the lower lines of this item for basic branch officers. (a) *Commissioned officers.* The revised commissioned officer specialty classification system identifies required skills within the officer personnel management system (OPMS) specialties with a three character code. This code includes the same first two digits as the specialty codes. To this two digit specialty code is added a third character, a letter identifier, which identifies the specific skills and special qualifications required for closely related duty positions. *Examples:* SSI—11B Light Infantry Officer ASI—5P Parachutist SC—53 Automated Data Management Systems Upon completion of service course involving SSI/ASI training school commandant will cause the applicable SSI or ASI to be entered in this item. (b) *Warrant officers.* The Primary MOS in which the warrant officer was appointed will be preceded by the letter "P" *in pencil* in parentheses. If SQI is awarded in the Primary MOS the letter "P" will be moved to this five character MOS. Warrant officers may be awarded a special qualification identifier (SQI) allowing for a 5–character code. The SQI may be either alphabetic or numeric as in AR 611–112. A zero (numeric "0") will be entered in the SQI position if no special qualifications are involved. *Examples:* Basic MOS (with zero added)—951A0 Criminal investigator Suffix K added—951AK Certified PolygraphExaminer (2) *Title.* Enter the applicable SC, SSI/MOS, SQI, and ASI code titles. *Examples:* Bandmaster (for warrant officer MOS 031A0); Special Forces (for commissioned officer ASI 5G). (3) *Date.* Enter date the SSI/MOS was awarded, date ASI was awarded, and date any SQI is authorized. When a previously awarded MOS is designated as primary, enter date of designation *in pencil* and in parentheses after the title. Any of the preceding actions, except date previously awarded SSI/MOS is designated as primary, require separate line entries. (4) *Withdrawal or rescission.* Line through the SSI/MOS or ASI entry upon withdrawal or rescission of SSI/MOS and ASI. SSI/MOS withdrawn, rescinded, or which becomes obsolete because of conversion will not be transferred to the new record when DA Form 2–1 is remade. (5) *SSI/MOS conversion.* Enter the new SSI/MOSC as provided above if conversion is based on change in the MOSC or SSI structure. Line through the obsolete SSI/MOSC. If converted MOSC contains a suffix, the original *date of award will still apply.* (6) *Medical Proficiency Level ASI for AMEDD officers.* ASI 9A, 9B, 9C, 9D, or 9E indicating degree of proficiency will be entered immediately after the applicable SSI. *Example:* 60H9B. (7) *Recommended SSI/MOSC.* When applicable, recommended SSI/MOSC will be entered in pencil as prescribed above for awarded SSI/MOSC. If later awarded, the pencil entry will be converted to a permanent entry. If duty performance does not warrant the award of the recommended SSI/MOSC, the pencil entry will be erased. (8) *SSI, ASI and classification review.* Commissioned officers (other than ANC). Review SSI and ASI upon reassignment, change in duty, or when OER is submitted. If duty performance shown in the OER indicates the officer has developed the skills associated with an SSI or ASI, the SSI or ASI and ending date of the OER will be entered *in pencil.* When confirmed on a later ORB, it will be made a permanent entry. If the ASI or SSI is not confirmed by an ORB within a year of the ending date of the OER the pencil entry will be erased.	AR 611–101 AR 611–112
	b. Enlisted personnel. (No longer required to be posted for Active Army personnel.) All MOSC awarded a soldier will be entered in this item, except duty and reporting codes 00D, 09S, and 09W. Entries (to include the title) will be made *in pencil* for Reserve Component personnel not on active duty. (NOTE: AGR, SADT, and ADT are not considered as active duty.) (1) *MOSC.* Enter the MOSC, including an SQI, when applicable. Include the language identification code and ASI (authorized in AR 611–201) awarded per AR 600–200 or AR 140–158, when not reflected in DA Form 2A, section B, items 4, 5, 6, and 18. In front of MOSC, enter *in pencil* "P", "S", "A" to denote primary, secondary, or additional MOS, as appropriate. (2) *Title.* Enter title of the 3 character MOS shown in AR 611–201. Use authorized abbreviations from AR 611–201, chapter 2 when necessary. When a previously awarded MOS is designated as primary or secondary, enter date of designation *in pencil* and in parentheses immediately following the title. (3) *Date.* Enter the date awarded (AR 140–158, chap 2 and AR 600–200, chap 2). Date of award resulting from prior service will be the date DA Form 2–1 was prepared unless an earlier date can be obtained from official documents. (4) *Reclassification.* Soldier may be reclassified in his or her MOS per AR 600–200 or AR 140–158. When reclassification occurs, take the following actions:	

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References
	(a) *Withdrawal of MOSC.* The entry will be erased. (b) *Change of skill level.* Erase current skill level character and enter the new skill level character. (c) *Change or withdrawal of SQI and enter new SQI.* If the soldier remains qualified in the old SQI, retain this SQI as part of the SMOS or AMOS unless restricted by AR 611–201. If the old SQI is not compatible, or if the soldier does not have a SMOS or an AMOS, the SQI will be entered in item 28 as "Additional SQI." This provision does not apply when the skills of the newly acquired SQI include the skills of the old SQI (such as Special Forces "S" and Parachutist "P"). If the SQI is withdrawn and a new SQI is not awarded, enter "O" as the fifth character of the MOSC. Additionally, all withdrawals of SQI "P", "S", "V", or "Y" require separate entries in items 28 to show reason and date of withdrawal (or termination), such as "SQI P 780410 deliberate terminator, AR 614–200." (d) *Change of withdrawal of ASI.* This procedure applies only to ASI not retained in DA Form 2, section B, items 4 and 18. Upon change of ASI, erase old ASI and enter the new ASI. If the soldier remains qualified in the old ASI and its associated MOS, enter the 7–character MOS in item 28 and label "Additional ASI." When an ASI is withdrawn, erase current ASI. Review item 28 to determine whether soldier is qualified in another ASI associated with the MOS from which the ASI is withdrawn. If appropriate, enter the ASI code where the erasure was made.	
7	AVIATION ASI AND GUNNERY QUALIFICATION. No entry is required on the DA Form 2–1.	
8	APTITUDE AREA SCORES (applies to enlisted personnel only) 1. Enter in designated columns each aptitude area and score resulting from administration of the Armed Services Vocational Aptitude Battery (ASVAB) for active duty personnel and Army Classification Battery (ACB) for reserve personnel not on active duty. 2. Enter, in pencil, the date and place the latest ASVAB or ACB was administered. 3. See AR 611–5 for approval and administration of retests. Initial test scores will not be lined through. 4. Obsolete/invalid entries will be omitted when DA Form 2–1 is remade.	AR 611–5
9	AWARDS, DECORATIONS, AND CAMPAIGNS 1. *Entries* *a. Awards and decorations.* (1) *Authorized posting.* Enter all decorations, service medals, service ribbons, badges, oak leaf cluster, numeral devices, oversea service bars, and citations (including unit citations) U.S. and foreign that individual is authorized. Letters of commendation, certificates of achievement, and service stars will not be recorded. Revocations, including authority, will be entered. Entries revoked will be omitted when DA Form 2–1 is remade. All award entries for U.S. Military decorations will include authorized abbreviations (AR 680–29, para 1–12), or numeral as appropriate. (See Fig 5–5) (2) *Listing of the award.* List the award as specifically authorized by HQDA directive, or as approved for acceptance of HQDA or other authority. Foreign awards must be specifically approved by HQDA to be entered. For U.S. military decorations, the only acceptable source documentation is the order, letter, or memorandum which awards the decorations. Award certificates, citations, or separation certificates alone will not be the basis for entry of a decoration. DD Form 214 (Certificate of Release or Discharge from Active Duty) *alone* should not be the sole basis for recording a decoration. This document may be used to initially enter a decoration; however, if the validity of the award listed on the DD Form 214 is questioned or challenged, the only acceptable proof of award of the decorations will be the order, letter, or memorandum which awarded the decoration. No orders or written award instrument are issued in the case of service medals or ribbons. Enter separately, each award of an oak leaf cluster. Enter awards of numerical devices to the Air Medal as shown in (5) below. When entering award of the Good Conduct Medal or clasp for enlisted personnel, the date the soldier became eligible for the award and the number of the award will be entered *in pencil* and parentheses following a permanent entry of "GCMDL–ARMY." (3) *Unit award emblems.* When the soldier is authorized to wear the unit award emblems as a permanent part of the uniform, a separate entry will be made for initial and subsequent award of the Presidential Unit Citation (Army), Presidential Unit Citation (Navy), Presidential Unit Citation (Air Force), Valorous Unit Commendation, Meritorious Unit Commendation, Navy Unit Commendation, Meritorious Unit Commendation (Navy), Air Force Outstanding Unit Award, Coast Guard Unit Commendation, French Fourragere, Belgium Fourragere, Netherlands Orange Lanyard, Philippine Republic Presidential Unit Citation, Republic of Korea Presidential Unit Citation, Vietnam Presidential Unit Citation, Republic of Vietnam Gallantry Cross Unit Citation, and Republic of Vietnam Civil Actions Unit Citation. (4) *Armed Forces Reserve Medal (AFRM).* Enter permanently the date the individual became eligible for the award in parentheses following the award entry. A subsequent award will be recorded as a separate line entry. (5) *Air Medal (AM).* (a) *For heroism.* A separate, permanent entry will be made for each award. (b) *For meritorious achievement.* A permanent entry will be made for the first award. Enter additional awards (numeral devices) awarded while assigned to the same organization *(numeral in pencil).* Upon reassignment, the latest entry will be made permanent.	AR 310–50 AR 614–30 AR 670–1 AR 672–5–1 AR 680–29 DA Pam 672–1 DA Pam 672–3 NGR 672–2 TC 8–100 USAIC Pam 350–6

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References

(6) *U.S. Marksmanship Badges.* A separate entry will be made for each weapon in which the soldier qualifies. Degree in which soldier qualified and date of award will be entered *in pencil* and updated as subsequent awards are earned. When the soldier is no longer required to participate in weapons qualification firing, the latest entry pertaining to each award will be made permanent. *Examples:* PISTOL CAL 45, SpsQualBad, 730721; and RIFLE M–16 ExpQualBad, 780221, Expert–M2 carbine or SS–M–1 Rifle. When soldier is exempt from firing enter: *Example:* Exempt from firing PISTOL/45 cal 810101, P3 Hearing Profile, AR 350–4 series.

(7) *Purple Heart.* Each entry of this decoration requires a corresponding entry for wounds in item 4.

(8) *Oversea Service Bars.* The number only will be entered in parentheses and *in pencil* immediately following "OS SVC BARS." The number will be updated accordingly. See AR 670–1 for computation of overseas service bars.

(9) *Army Reserve Components Achievement Medal (ARCAM).* Enter "ARCAM" and date soldier became eligible for the award. The date will be entered in parentheses.

(10) *Vietnamese Cross of Gallantry.* Separate entries are required for individual and unit awards.

(a) *Individual awards.* Enter one of the following abbreviations to identify the type of award. Upon second and subsequent awards of the same star, *a pencil entry* will be recorded in parentheses to indicate the total number of stars authorized.

Abbreviation and Type
VCofGwP—Vietnamese Cross of Gallantry with Palm
VCofGwBS—Vietnamese Cross of Gallantry with Bronze Star
VCofGwGS—Vietnamese Cross of Gallantry with Gold Star
VCofGwSS—Vietnamese Cross of Gallantry with Silver Star
VCofGwBS—Award of second Bronze Star

(b) *Unit awards.* Enter "VCofGwP (unit)" if soldier was serving with an organization at the time it was awarded. Note: The word "unit" is used. Identity of the unit (such as 244th Inf) will not be entered.

(11) *Humanitarian Service Medal (HSM) operations.* Award will be verified per criteria in AR 672–5–1. Entry will be permanent for each award. *Example:* HSM–1 Eagle Pull Cambodia (Apr 75).

(12) *Noncommissioned Officer Professional Development Ribbon (NPDR).* A permanent entry will be made for the first award. For enlisted personnel, enter numerals *in pencil* with the exception of NCO–PROF–DEV–RBN–4 which will be typed. For officer personnel who completed the course as an enlisted person, the entire entry will be typed. Graduates of NCO Academy Courses conducted before 1976 will only be given credit for the primary level.

Education and Entry
Primary level PNCOC, PLC and PTC—NCO–PROF–DEV–RBN–1
Basic level BNCOC and BTC—NCO–PROF–DEV–RBN–2
Advanced level ANCOC—NCO–PROF–DEV–RBN–3
USA Sergeants Major Academy—NCO–PROF–DEV–RBN–4

(13) *Army Reserve Components Overseas Training Ribbon (ARCOTR) is a permanent entry.* Enter numeral *in pencil.*

(14) *ARNG Recruiter Badge.* Enter USA–RCT–BAD followed by the component and degree in parenthesis. Enter temporary awards *in pencil.*

(15) *Career Counselor Badge.* Enter all awards *in pencil* and erase the entry when the soldier is reassigned from this duty.

(16) *Overseas Service Ribbon (OS–SVC–RBN).* Basic award will by typed. Number of awards will be posted *in pencil.*

(a) If item 5 "NTC" column shows completion of only one oversea tour in an area for which another service medal was not authorized, enter OS–SVC–RBN–1.

(b) If item 5 "NTC" column shows completion of more than one O/S tour in areas for which another service medal was not authorized during the time period of any of the tours, enter OSR annotated with the numeral that represents the completed tour. Example: OS–SVC–RBN–2 would be the correct entry with two completed O/S tours for which another service medal was not authorized

(c) If item 5 shows completion of one O/S tour for which another service medal was authorized, the OS–SVC–RBN is not authorized.

b. Campaigns.

(1) Record each authorized campaign in which the soldier participated. In campaign designations, enter (in parentheses), when authorized, the notation "(AR)" to indicate Arrowhead. No entry is required for bronze or silver service stars since campaign designation indicate service stars.

(2) Campaigns may be recorded in lower portion of item instead of combining with awards and decorations.

c. Modification. Item may be modified and entries made in the manner shown in figure 5–5. This method of recording data will provide an easier interpretation of awards and decorations.

d. Report of change. (Enlisted personnel). Whenever an addition, deletion, or change occurs in this item, other than award of service medals or marksmanship badges, a legible reproduced copy of DA Form 2–1, page 1 will be forwarded to HQDA for personnel identified in paragraph 5–3 *a.*

10	OTHER TESTS 1. Enter the results of the personnel tests shown in DA Form 2–1, if administered, and other tests prescribed as follows: (a) *Test.* Enter test form number and symbol, if not preprinted in this item. (AFQT will not be recorded.) (b) *Score.* Enter score.	AR 351–5 AR 600–55, AR 600–200, AR 601–210 AR 611–6 AR 611–110

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References
	(c) *Date.* Enter date of test. (d) *Typing ability.* "Typing", words per minute (WPM), and date tested. *Example:*Typing/50WPM/780521. 2. When DA Form 2–1 is remade for any reason, entries previously recorded as: (a) ALAT–1 or –2 or DLAT–1 or –2 will not be annotated. (b) OCT and OQI–1 will be annotated below the FAST score. (c) OB and WOCB will not be annotated. Annotate total score in FAST block regardless of test administered.	AR 612–201
11	AMERICAN BOARD CERTIFICATION & LICENSES OR CERTIFICATION HELD. Entries. 1. *American Board Certification (AMEDD officers).* Enter the title of the board, followed by a dash and the specialty in which certified. Also enter the last two digits for year of certification. *Example:* American Board of Radiology–Roentgenology, 68. 2. *Occupational licenses or certificates.* Entries are restricted to licenses or certificates of an occupational nature rather than a vocational or hobby-type nature. *Example:* Soldier's commercial pilot's license would be a proper entry, whereas a private pilot's would not. An individual's accreditation as a Certified Public Accountant (CPA) would be a proper entry, whereas completion of a bookkeeping course would not. Enter the name of the professional or trade field in which the soldier is licensed or certificate was issued and last two digits of the year. *Example:* Certified Public Accountant, 72 or CPA, 72 and PE,81 (for Professional Engineer registration and date). *Example:* U.S. Army Marine Certificate (USAMC)—level—date expired. "USAMC 30—15 Aug 87"U.S. Army Marine License (USAML)—level—date expired. "USAML 30—12 Sep 87" *Example:* Department of Labor Certificate, Electronics Mechanic (Computer) AAP, 8000 hrs, 88.	
12	LANGUAGE PROFICIENCY (No longer required to be posted for Active Army personnel or ARNGUS personnel) 1. Enter, *in pencil,* the latest questionnaire (DA Form 330) is submitted under provisions of AR 611–6. 2. For additional information concerning language proficiency, see DA Form 330 in MPRJ and DA Forms 2A, items 5 and 6, section II and DA Form 2B, items 11 and 12, section II.	AR 611–6
13	PILOT RATINGS Record entries as follows: 1. *Officer personnel.* (a) *Original.* Enter the type rating and data. (b) *Current.* Enter *in pencil,*the current type rating and date. 2. *Enlisted personnel.*(Only former rated pilots, commissioned officer, or warrant officer serving in an enlisted status.) Under original rating enter the type and date.	AR 95–1 AR 611–101 AR 611–112
14	FLYING STATUS/INSTRUMENT CERTIFICATION. No entry is required on the DA Form 2–1.	
15	INTERNSHIPS, RESIDENCES, AND FELLOWSHIPS. *Entries.* Record all internships, residencies, and fellowships as follows: 1. *Internships completed at recognized hospitals.* (a) *Hospital.* The name and location where internship was taken. (b) *Type of service.* The type of training received. *Examples:*Mixed, straight, medical, surgical, dietetic, clinical psychology, and occupational therapy. (c) *Months.* Duration of training in months. (d) *Year.* Year internship was completed. 2. *Residence and fellowships will be recorded.* (a) *Hospital.* Name and location of hospital. Following this entry, indicate residence by "(R)" and fellowship by "(F)". (b) *Type of Service.* The specialty or branch of medicine in which the residency or fellowship was held. (c) *Months.* The duration of the residency or fellowship in months. (d) *Year.* Year residency or fellowship was completed.	
16	HOSPITAL/TEACHING APPOINTMENTS AND PRIVATE PRACTICE. *Record entries as follows:* 1. *Hospital and teaching appointments.* Any staff or teaching positions held by the medical officer after completion of internships, residency, and fellowships will be recorded. Entries will be made as follows: (a) *From–through.* Inclusive year and month of service. (b) *Institution/location.* The name and location of the hospital or education or medical institution at which the staff or teaching position was held. (c) *Type.* The staff position, if identified, with subject taught. (d) *Duration.* The number of hours per week. 2. *Private practice.* Record the from and through dates and the location and type of private practice performed by the medical officer. Enter the periods as private practitioner in chronological order. Limit entry to space provided. Omit government, industrial, corporative, and similar employment where paid on salary. This employment will be entered in item 26. (a) *From–through.* Inclusive year and month in private practice. (b) *Location.* Address (city and state) of private practice. (c) *Type.* Type (specialty) of practice. (d) *Duration.* Approximate amount of time, in percent, devoted to the type of practice recorded.	
17	CIVILIAN EDUCATION AND MILITARY SCHOOLS 1. *Civilian education.*	AR 95–1

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References
	a. General. (1) The terms "colleges" and "universities" are used interchangeably for the purpose of this item. They are defined as colleges and universities listed in the Accredited Institutions of Postsecondary Education published annually by the American Council of Education and the Education Directory, Colleges and Universities, published by the U.S. Government Printing Office. The publication is available at local Education Centers. Entries at the high school graduate level (recorded only for enlisted personnel) or higher will include only academic/vocational education for which the soldier presents adequate supporting documents. For enlisted personnel stationed overseas, GED test results showing no standard score below 35 and an average standard score on all five tests of 45 or above, will be accepted as adequate documentations of high school completion for Army personnel purposes. After entry, documents will be returned to the individual. *If the individual does not have supporting documents readily available when DA Form 2–1 is initiated, a temporary pencil entry will be made pending substantiation. Pencil entries not substantiated within 1 year from date of entry will be deleted, and a change will be made to the civilian education on DA Form 2-series if appropriate. For foreign colleges/universities, credentials must be evaluated per AR 601–210 before posting.* (2) Initially and upon remake of DA Form 2–1, separate entries will be made to indicate the highest level of civilian education completed. Record all college, graduate, and post–graduate degrees except when a higher level degree in the same discipline is attained. Degrees awarded under "external" degree programs of accredited colleges and universities will be recorded. For enlisted personnel who have completed 15 semester hours (22 quarter hours), or more, of college work, the entry for high school will not be required. (3) Subsequent entries will be made on separate lines to indicate completion of high school (for enlisted personnel), U.S. Armed Forces Institute (USAFI) or Defense Activity for Non-Traditional Educational Support (DANTES) independent study courses accepted by an accredited college or university toward the award of a degree, extension courses given by other regionally accredited colleges and universities, resident college–level evaluation, College Level Examination Program–General Examination (CLEP–Gen Exam), associate degree, baccalaureate degree, graduate degrees, postgraduate work, and all short courses completed by AMEDD officers while on active duty. Medical seminars, symposiums, and conferences will not be recorded. (4) In a typical program, a semester level of undergraduate college denotes completion of 15 semester hours or 22 quarter hours; 1–year level, 30 semester hours or 45 quarter hours; 2 year level, 60 semester hours or 90 quarter hours; 2 1/2–year, 75 semester hours or 112 quarter hours; 3–year level 90 semester hours or 135 quarter hours; and 4–year level, college degree. (1.5 quarter hours equals 1 semester hour, 30 semester hours equals 1 year of college). Prior to changing a college civilian educational level entry on the DA Form 2A (SIDPERS) the transcript must have a raised seal and a copy of diploma, if appropriate. b. *Exception.* Request for authority to record courses of instruction not provided for in this regulation will be submitted to HQDA(TAPC–PDO), 200 Stovall Street, ALEX VA 22332–0400. Description of the course content will be included in the request for approval. Copies of soldiers DA Form 2A and DA Form 2–1 will be enclosed. 2. *Military schools.* a. *General.* (1) Entries will be made for the successful completion of each formal course of instruction resulting in the award of an SSI/MOS, ASI or SQAI which makes a direct contribution to proficiency in a particular SSI/MOS, for completion of Army extension course, and for courses attended but not successfully completed. For schools and courses not otherwise provided for in this regulation an entry will be made for successful completion of any course of instruction conducted under military sponsorship or direction, *if attendance equals* or exceeds 40 hours. (2) The following types of schools/courses will be entered as separate line entries: (a) Military schools (courses of 40 hours or more and MOS–producing courses listed in DA PAM 351–4). (b) Army, Navy, and Air Force extension courses (upon completion of an entire series or course). (c) Courses in atomic and nuclear devices. (d) Graduate-level courses conducted at the National Defense University. (e) NBC Defense Officer/NCO Course (2E–SI3R/ 494–SQF C) completed at the U.S. Army Chemical Center and School (AR 220–58). (f) U.S. Army War College nonresident course enrollment and status. (g) Courses in common specialist training conducted at training centers. (h) Courses conducted by the U.S. Army Reserve, if recognized by the Army as MOS producing. (i) Warrant Officer Senior Course nonresident enrollment and status. (j) Army Officer Candidate Courses (AR 351–5). (k) Army Warrant Officer Helicopter Course. (l) Noncommissioned Officer Education System (NCOES) graduates. (m) "FAST TRACK" Program Graduates. *b. Exception.* Request for authority to record courses of instruction not provided for in this regulation will be submitted to HQDA (TAPC–PDO), ALEX VA 22332–0400. A description of the course content will be included in the request for approval. Request pertaining to courses of instruction of less than 40 hours duration will not be approved unless they are exceptionally significant to the military service. 3. *Recording of entries.* Civilian education and military schooling will be recorded in chronological order. Post-graduate education, other than semester hours completed, will be recorded by separate entries for each college attended. Entries for graduate of a 3–year hospital school of nursing will reflect 2–year college level.	AR 220–58 AR 351–1 AR 601–210 AR 621–1 AR 621–5 DA Pam 5–2 DA Pam 5–2–1 DA Pam 351–4 DA Pam 351–20 USAFI correspondence courses listed in Appendix of ACE Guide and Handbook DANTES Independent Study Catalog DOD 1322.8

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References

a. School column. The name of civilian or military school. Indicate equivalent schooling resulting from GED tests. For enlisted soldiers, "State Department of Education" will be entered when high school credit is obtained from this course, based on HS–GED. Enter "HS–GED" when credit is not received from a high school or a State department of education. For internship in industry, (Training with Industry) enter name of the industry instead of school name. Include the education level of courses pursued in civilian institutions by one of the following abbreviations in parentheses: "COL"—college courses or academic years completed at the baccalaureate level; and, "Grad"—courses or academic years pursued on the graduate level beyond the baccalaureate degree. For extension courses, enter the abbreviated name of the school (Example: USATSCH).

b. Major/Course/MOSC column.

(1) Enter the type of specialization, if any, which applies to the school attended, or name of a specific course completed. If no specialization applies, enter "General." For college and graduate study, enter the name of the major subject or curriculum, followed by the minor subject in parentheses. *Example:* Civil Enqr (Geodesy).

(2) Enter the name of the course followed by the AOC/MOS/SQI ASI/LIC when a military course qualifies the individual for award of an AOC/MOS/SQI/ASI/LIC will be recorded in parentheses. (Example: Pers Sr Sgt(75Z); Airborne(SQI P).

(3) For Army extension courses, enter an abbreviated title for the extension course shown in DA PAM 351–20 and the Branch AOC or MOS in which completed. (Example: AG Off Basic Crs (42); ANCOC–AC(75Z).

(4) For internship in industry (Training with Industry (TWI)), enter "Intern" in parentheses following the name or title of the internship.

(5) Enter the appropriate NCOES course title, whether active Army or Reserve component, and MOS for schooling completed under the Noncommissioned Officers Education System. (Examples: SMA GRAD (Resident or nonresident); BNCOC–AC(63B); ANCOC–RC (75Z). Enter "NCO Acad Grad" for soldiers who completed an NCO Academy prior to 1 Oct 76.

c. Duration column.

(1) For civilian courses completed prior to initiation of the DA Form 2–1, enter the number of academic years, semester, or quarter hours completed.

(2) For military courses, enter the number of actual calendar years, months, or weeks actually attended. Use the abbreviations "yr," "mo," or "wk." For RC courses attended in an IDT status over several periods, enter the total number of days attended with the abbreviation "dy."

(3) For extension courses, enter (ext).

d. Completion column. "Yes" to indicate successful completion of instruction, or "No" to indicate noncompletion.

Note: For individuals who do not meet the standards in AR 600–9 and are issued a certificate of completion in lieu of a certificate of graduation, enter *in pencil* "Yes." After the individual meets the AR 600–9 standards and is issued a certificate of graduation from the service school, erase the pencil "Yes" and replace it with a typed "Yes."

For vocational-technical, junior college, college, and graduate courses, enter the following instead of "Yes" or "No:"

(1) If a degree was awarded, enter the degree title.

(2) If a diploma or certificate was awarded, enter "Dipl" or "Cert." For study completed at foreign institution under the auspices of an internationally recognized scholarship, fellowship, or grant (such as, Rhodes Scholar or Olmsted Scholar) enter "Dipl—MS Equiv," "Dipl—MA Equiv," or "Cert—MA Equiv."

(3) If institutional credit only was awarded, enter the number of semester hours followed by the abbreviation "SH". Quarter hours will be converted to semester hours by multiplying by two and dividing by three.

(4) When professional chaplains are awarded certificates or licentiates instead of degrees for training beyond the college level, the abbreviation, "Cert," or "Lic," followed by the number, will be entered.

e. Year column. Enter year (last two digits) to denote last year of attendance.

f. Entries without regard to column headings.

(1) *Enrollment in the U.S. Army War College Corresponding Studies Course and Warrant Officer Senior Course—Non-Resident.* Enrollment and status while enrolled will be entered *in pencil.* Initial entry consisting of course name, class (CL), completion year (two digits), and beginning date will be entered when notified of officer's selection for enrollment. This entry will be updated upon completion of first resident phase, disenrollment, or deferral. *Example:* USAWCCSC, CL–74, 780701, COMPL 1ST RES PH 76, USAWCCSC CL–72, 760710, DISENROLLMENT 7702, and USAWCCSC, CL–72, 700701, DEFERRED CL–74. Upon completion of course, the pencil entry will be erased and a new entry made the same as for the resident course. Entry in "Major/Course/MOSC" column will reflect nonresident course and class number if applicable (example "Nonres C1–73").

(2) *Comprehensive college tests and DA evaluations.* Entries for successful completion of comprehensive college tests or DA evaluation will indicate name of test, grade equivalent, and year test was administered.

(3) *College-Level Examination Program General Examination (CLEP—Gen Exam).* Enter CLEP—Gen Exam, numbers of tests satisfactorily completed and year examination was administered.

(4) *Medical Degree (MD) Award Date.* Enter the MD award date i.e., the date of graduation from medical school. *Example:* MD Awd Date 730605.

(5) *Dental Degree (DDS) Award Date.* Enter the DDS award date, that is, the date of graduation from dental school. *Example:* DDS Awd Date 780701. — AR 351–1, AR 621–1

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References
	g. *Accounting for civilian college courses, including USAFI and DANTES courses, accepted by an accredited college or university, completed subsequent to education recorded in this item or upon initiation of DA Form 2–1.*	AR 621–5 DA Pam 5–5 DA Pam 5–2–1 DA Pam 351–20
	(1) When a soldier completes a college course, an initial *pencil entry* will be made on last line of this item to indicate the school attended, semester hours credited, and year course was completed. No entry will be made in the "Major/Course/MOSC" or "Durat" columns.	
	(2) The initial entry will be changed to reflect most recent school attended, an accumulated total of semester hours credited, and year the last course was completed.	
	(3) Upon award of a degree toward which semester hours indicated in the "Comp" column were credited, the *pencil line entry* will be erased and permanent entry recorded as prescribed for college graduates.	
18	APPOINTMENT AND REDUCTIONS	AR 135–100
	1. Entries.	AR 135–101
	a. Officer personnel. Each appointment including integration the Regular Army, accepted by ARNGUS and USAR warrant officers and each promotion or reduction will be recorded in chronological order as indicated below.	AR 135–155 AR 135–210 AR 135–178
	(1) *Grade.* Enter grade in abbreviated form.	AR 135–215
	(2) *Component.* Enter RA, USAR, AUS (AUS applies to warrant officers, LTG and GEN only after 15 Sep 81), or ARNGUS, as appropriate. When an ARNGUS officer reverts to USAR status, an entry changing components is required.	AR 140–158 AR 145–1 AR 310–10
	(3) *Effective date.* Enter the effective date indicated in the instrument of appointment, promotion, or reduction. If an effective date is not reflected, enter the date of the instrument. If an oath of office is required, the date of acceptance of appointment will be entered as the effective date. For ARNGUS soldiers, this instrument is the memorandum announcing such action in the Reserve of the Army. Effective date will be the "A" date in the memorandum.	AR 600–20 AR 600–200 AR 601–100 NGR 600–200 NGR 614–1
	(4) *Date of eligibility. Pertains to commissioned officers NOT on active duty and warrant officers only.* Enter the promotion computation date from which eligibility is computed for promotion to the next higher ARNGUS or USAR grade. The eligibility date for an initial ARNGUS or USAR appointment is the date the appointment was accepted except for certain ROTC graduates. The promotion computation date for an ROTC cadet graduating in 1965 or later who accepts appointment in the Reserve under 10 USC 2106 or 2107 in May or June of any year, will be the date of graduation of the USMA class of the year. The eligibility date for an initial ARNGUS or USAR appointments is specified in the promotion instrument or, if not specified, is the date of the instrument. For ARNGUS officers, this will be entered only if the memorandum of promotion as an officer in the Reserve of the Army indicates a "B" date. This date will used to compute the officer's next promotion. Entries in this column will be *in pencil.*	AR 614–100 AR 680–29
	(5) *Date of rank.* Enter the date of rank (as computed under AR 600–20) for each officer serving on AD.	
	(a) Temporary (AUS) date of rank for warrant officers and Active Duty List (ADL) date of rank for commissioned officers will be extracted from orders. An adjusted date of rank will be computed (AR 600–20) and entered for all Reserve component warrant officers upon entry on AD. The adjusted date of rank will be entered *in pencil* for CW2, CW3, or CW4, and first lieutenant and above. This entry will be converted to a permanent entry upon receipt of orders containing an adjusted date of rank. ROTC graduates who accept a commission in May or June and who enter on AD in May or June of that year, their date of rank will be that of the USMA graduation date for that year.	
	(b) Permanent (RA) date of rank for warrant officers will be extracted from consolidated PERSCOM orders.	
	(c) When a USAR commissioned officer is ordered to AD (after 15 Sep 81), the entry will show the grade in which ordered to AD, USAR followed by (AD) for component, the effective date of AD, and his or her AD date of rank. (AD) in the component block will designate that the entry is the officer's active duty DOR and not his or her USAR promotion eligibility date.	
	(d) When a USAR or ARNGUS warrant officer is ordered to AD, two entries will be made:	
	1 For current serving grade. The entry will show the grade in which ordered to AD, USAR (AD) for component, the effective date of AD, and his or her AD date of rank or PEB as appropriate.	
	2 For USAR or ARNGUS grade. The entry will show current Reserve grade, component, effective date of appointment, and promotion eligibility date.	
	(6) *Terminated appointments.*	
	(a) When an appointment is terminated by resignation or discharge and the individual is not immediately appointed in another service component delete the line entry for appointment.	
	(b) If all appointments are terminated and the individual is not immediately appointed in another component, enter on the next unused line (without regard to columns) "(date) all apt term".	
	(7) *Branch transfer.* When a branch transfer occurs (other than as indicated in (8) below), disregard column headings and enter the date of transfer and basic branches involved (such as, "800422 trf fr INF to CE").	
	(8) *Change of branch (other than branch transfer).* A Regular Army officer may be reappointed in one of the special branches (AR 614–100). The officer's reappointment and execution of new oath of office, vacates the previous appointment. Enter (without regard to column headings) "RA apt (date) vacated (and authority)". Appointment in the special branch will also be entered as prescribed above.	
	(9) *Details.* An entry is required in this item when an officer is detailed or assigned to duty on the Army General Staff; detailed to general staff with troops, to the National Guard Bureau, or as an Inspector General; detailed by an oversea commander, or for Reserve officers not on AD by CG RCPAC, CONUS Army, or oversea area commander to a branch other than his or her basic branch; or, is assigned to duty with another U.S. Armed Force.	

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References
	(a) Enter the branch, Armed Force, or agency to which the officer is detailed, or placed on duty; the effective date; and headquarters authorizing the detail. (b) Upon termination of the detail, enter termination date. (c) Example: "Dtl IG, 681021, HQDA, term 740509." (10) *Correction and omissions.* A new line entry will be made when lack of sufficient space prevents a legible correction or insertion in its proper place. Enter an asterisk (*) inside the left margin of the grade column to show where the entry would normally be made. (11) *Grade and date of rank.* The grade in which the soldier is currently serving and date of rank are also shown in DA Forms 2, section B, items 1 and 2. *b. Enlisted personnel.* Entries will be made in chronological order to reflect each grade to which the soldier is appointed or reduced. They will be made as follows and under the conditions indicated: (1) *Grade.* Enter grade to which appointed or reduced. Grade will be abbreviated per AR 680–29. For recording promotions and reductions which occurred before 1 July 1968, enter grade and pay grade to which appointed or reduced. Enter "SGT(OC)" or "SGT(WOC)," as appropriate, when soldiers in the rank of CPL/SPC and below entering Officer Candidate School or Warrant Officer Candidate Course are promoted to SGT (one day prior to departure from the losing organization), per AR 600–200, paragraph 7–46. (2) *Component.* Leave blank for personnel on AD. Enter "USAR" or "ARNGUS" as appropriate, for Reserve component personnel not on AD. (3) *Effective date.* (a) *AD personnel.* Enter date for lateral appointments only. (b) *Reserve Component personnel not on AD.* Enter effective date for all appointments (including lateral appointments) and reductions except when on AD. (c) For ARNGUS, enter for lateral appointments or reductions without prejudice. (4) *Date of elig/rank.* Draw a line through "Elig" in column heading. Enter date of rank as established by authority for the grade. (d) Leave blank for USAR personnel not on AD. (5) *Adjusted date of rank.* When a soldier accumulates lost time for any reason, the date of rank will be adjusted to reflect the lost time when a reduction is not effected. A new line entry will be made to show the adjusted date of rank. Previous line entries for the same grade will not be deleted. An adjusted DOR will be identified by entering the letter "A" before the date. *Example:* PFC/ / /A 7811225. Make the adjustment on a day-by-day basis. *For example:* Soldier departed AWOL on 28 Jan 81 and returned to duty on 3 Feb 81. Add 6 days (4 days during Jan and 2 days in Feb) to his or her old DOR. Therefore, if the soldier's old DOR was 28 Dec 79, his or her adjusted DOR would be 3 Jan 80. An ARNGUS applicant with prior service in any component of the U.S. Armed Forces, who enlists within 24 months after discharge, will be given an adjusted DOR of original DOR plus elapsed time since discharge, if enlisting in same pay grade held at discharge. If break in service is more than 24 months, DOR equals date of enlistment if enlisting in the same pay grade held at discharge. Enlisted ARNG soldiers transferring from the ING to an active status in the ARNG will be given an adjusted DOR. DOR will be adjusted to delete time spent in the ING. (6) *Revocation of grade.* Line through entry identifying the grade revoked. Enter the new grade, component, and date of rank, on the next line. (7) *Data for Reserve component personnel ordered to active duty.* Enter data prescribed in (1) and (4) above. When adjusted date of rank is not included in the AD order, the adjusted date of rank will be computed per AR 600–20 and entered in the date of rank column. (8) *Defacto status.* When the promotion authority (or higher commander in the same chain of command) determines that a soldier in pay grades E–1 through E–6 occupied a higher grade in a de facto status, enter without regard to column headings the grade of rank followed by "(de facto)", inclusive period, the headquarters which declared the de facto status, and the date of authorized document. The de facto status determination must be approved by HQDA before an entry is made for a soldier in pay grades E–7 through E–9. For ARNGUS soldiers, de facto status determination is determined by the promotion authority. (9) *Grade and date of rank.* The grade in which the soldier is currently serving and date of rank are also shown in DA Forms 2, section B, items 1 and 2. For ARNGUS soldiers, it is shown on the Personnel Qualification Record (Section B, Grade Data).	
19	SPECIALIZED TRAINING Entries: Record entries for the following types of specialized training and instruction. Additional entries will be limited to those affecting the assignment, classification, and utilization of the soldier and for which no provision is made for entry in another item on DA Form 2–1. *a. APT 21–114 (BCT).* Enter the date enlisted person completed basic training (ATP 21 121) BCT (ATP 21–114) or One Station Unit Training (OSUT). *b. Geneva-Hague Conventions.* Enter the date that initial instruction is completed. *c. Military justice.* Enter *in pencil* the date instruction prescribed in AR 350–212 is completed. Erase date and enter new date on which additional training in military justice is completed. *d. Benefits of honorable discharge.* Enter *in pencil* the date instruction prescribed in AR 350–21 was received by the enlisted member. Erase date and enter new date that add tional instructions are completed. *e. Functional training leading to award of ASI or SQI (enlisted personnel only).* Course or training which award an ASI or SQI and also meet the requirement for entries under military schooling will be recorded only in item 17. An entry is required upon completion of functional training in a school course, new equipment, or contractor training which qualified the individual for an award of ASI or SQI. Enter the ASI or SQI, the word "school" or type of training in parentheses and date completed. *Example:* K5 (school) 79112.	AR 350–21 AR 350–212 AR 350–216 AR 351–1 AR 600–200 AR 600–50

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References
	f. Standard of Conduct. A one–time entry will be made that the soldier received the initial briefing per AR 600–50. This requirement is not retroactive.	
20	BASIC ENLISTED SERVICE DATE (BESD) Item applies to enlisted personnel only. For ARNGUS enlisted soldiers, BESD must be computed and entered upon consideration for promotion to SFC and above and for personnel being promoted under the CASP or Stripes for Buddies Program. When a final grade is awarded under either program, adjust BESD to show minimum TIS with waiver under NGR 600–200, chapter 6, for promotion to final grade awarded. Entry will be made *in pencil* as follows: *a.* The date which will reflect the total of all periods of enlisted service, active and inactive, as a member of a Regular and Reserve components of the Armed Forces of the United States. Except time spent in the delayed entry program (DEP). *b.* In making the initial entry for personnel who enter the Army under the provisions of the Army Civilian Acquired Skills Program, enter the date that will reflect a contructive credit date. This date will show a total of six months enlisted service unless soldier already has six or more months enlisted service in any component. When a final grade is awarded in accordance with the program, adjust the BESD to show the minimum time in service with waiver required by AR 600–200, chapter 7 for the grade awarded. The BESD determined will be maintained through SSG. Upon promotion to SFC, adjust the BESD to reflect the total of all periods of enlisted service, active and inactive, as a member of the Regular and Reserve component of the Armed Forces of the United States. Service not creditable in computation of basic pay will not be included. *c.* If a soldier did not enter the Army Civilian Acquired Skills Program or is serving in the rank SFC thru SGM and all service was in an enlisted status, the BESD is the same as PEBD (Pay Entry Basic Date) shown in DA Forms 2, section IV, item 1.	AR 18–12–4 AR 600–33 AR 630–10 MCM DODPM AR 630–5
21	TIME LOST (10 USC 972) 1. *General.* An enlisted person in one of the following categories is liable, after return of full duty, to serve a period. This period, when added to the period served before absence from duty, amounts to the term for which enlisted or inducted. *a.* Desertion. *b.* Absence from organization, station, or duty for more than 24 hours without proper authority. *c.* Confinement for more than 24 hours while awaiting trial and disposition of case, and whose conviction has become final. *d.* Confinement for more than 24 hours under a sentence that has become final. *e.* Unable for more than 24 hours, as determined by competent authority, to perform duties because of intemperate use of drugs, alcoholic beverages, or because of injury resulting from misconduct. 2. *Recording of absences.* An absence of 24 hours or less will not be recorded. Absence exceeding 24 hours will be recorded, showing the inclusive dates and the total number of days (actual number of days absent) required to be made good. In making entries the day of departure is a day of absence and the day of return is a day of duty, regardless of the hour that the absence began or terminated. 3. *Absence without proper authority or in desertion.* Enter all absences without leave exceeding 24 hours. Arrest by civil authorities while absent without authority does not change the soldier's status of absence without leave (AWOL). *Examples* of circumstances and permanent entries required are as follows: *a.* Duty to AWOL. AWOL 2350, 1 July 1980. Returned 0001, 3 July 1980. *b.* AWOL for less than 24 hours. AWOL 2350, 1 July 1980. Returned 2245, 2 July 1980. (No entry required on DA Form 2–1 because the absence was less than 24 hours.) *c.* Leave to AWOL. Leave granted for 10 days from 2 August 1980 through 11 August 1980. Returned 1200, 15 August 1980. (When a soldier fails to return from leave on the proper date and failure to return has not been excused or authorized, the day following the last day of leave will be the first day of AWOL.) *d.* AWOL to absent in civil confinement, to duty. Absent without leave 0001, 1 September 1980. Confined by civil authorities 14 September 1980. Returned 2330, 14 September 1980. When a soldier in AWOL status is confined by civil authorities of civil offense, time in such confinement will be included in the entry covering the period of AWOL. The entry will be made under item 27 showing date of arrest by civil authorities, the fact that the soldier was in AWOL status at time of arrest, the nature and date of commission of the offense for which arrested whether tried and convicted, and if convicted, the sentence adjudged. If the soldier is released by civil authorities because of reparation made, this fact will also be recorded in entry under "REMARK". *e.* Time in confinement. Placed in pre-trial confinement 0800, 15 September 1980. Returned to duty 30 September 1980. (Enter the time actually in confinement for more than 1 day under sentence, or while awaiting trial if the trial results in conviction and sentence is executed. The "From" and "Thru" dates will reflect the first day of confinement (800915) and the date preceding the day of release from confinement (800929), the number of days to be made good (15), and the reason.) (1) When awaiting trial. When a soldier is placed in confinement or is awaiting trial or disposition of case, the date confined will be entered *in pencil.* If the soldier is acquitted, the *pencil entry* will be erased. When the result of the trial is known and the soldier is convicted and sentence is ordered executed, the *pencil entry will be erased.* The entry will be printed in ink or typed, showing the date on which confinement began. When a permanent entry has been made because of conviction, and all findings and sentence are subsequently set aside with all rights and privileges restored, the entry will be lined through. Caution will be exercised to insure that deletions are not made until appellate reviews are completed.	

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References
	(2) Absent in custody of civil authorities. When a soldier not in AWOL status is confined by civil authorities and convicted, the date of such confinement will be entered, followed by a notation "See item 27." An entry will be made in item 27 showing date of arrest by civil authorities, the nature and date of commission of offense for which convicted, and sentence adjudged. If not convicted, no entry will be made in either this item or item 27 for time lost. When a soldier is absent from his or her organization, station, or duty for more than 24 hours without proper authority, as determined by competent authority, and is later released from civil authorities because of reparation made, the soldier will be required to make good the time lost. An entry will be made based on the unauthorized absence determination. *f.* Line of duty—No. Unable to perform duty as a result of own misconduct. Enter time lost when a soldier is unable for more than 24 hours, as determined by competent authority, to perform his or her duties because of intemperate use of drugs or alcoholic beverages, or because of disease or injury resulting from own misconduct. (See AR 600–8–1.) When line of duty determination is changed from "NO" to "YES", entry in this item because of such absence will be lined through. *g.* Time lost subsequent to normal ETS. Enter the following absences for more than 24 hours after the normal date of ETS; absent without proper authority or in desertion; time in confinement under sentence or while awaiting trial or disposition of case (if trial results in conviction); time lost through use of drugs or alcoholic beverages; and time lost because of disease or injury resulting from soldier's own misconduct. If retained in the service for medical care or hospitalization (55 Stat, 797, 10 USC 628a and M. L. 1949 Sec 283), an entry will be made in this item. Enter date of the 1st day of absence and date of the day preceding day of return to duty, number of days absent, and reason for the absence. The entry under "REASON" will contain "after ETS" to distinguish this entry from time lost under 10 USC 972. (1) Entries for item 8 are typical for soldier who enlisted 5 July 1977. AWOL 27 June 1979. Returned to military control 9 July 1979. Placed in confinement same date. Released from confinement 8 August 1979. Term of service, normal period of service, and the last day of absence to be made good. (2) Entries for item 9 are typical for a soldier who enlisted 5 July 1976. Admitted to hospital 28 June 1979, disease is the result of own misconduct. Returned to duty 2 September 1979; therefore, 4 July 1979 is the last day of normal enlistment and the last day of time lost to be made good. *h.* Absence without leave excused as unavoidable. When absence without leave is excused as unavoidable, it will not be counted as time lost under 10 USC 972. Entry will be lined through, initialed, and dated by the custodial officer. An explanation of the circumstances surrounding the excused absence (AWOL) will be made in item 27. *i.* AWOL to dropped from rolls (desertion). AWOL 2250, 1 July 1980. Dropped from rolls (desertion) (DSTN), 1 August 1980. (Enlisted personnel may be dropped from the rolls of an organization at an earlier date under conditions prescribed in AR 630–10. When the enlisted person is dropped from the rolls of an organization, the AWOL entry will be completed by entering, *in pencil,* a dash in the "Thru" and "Days" Columns and "To DSTN (see item 35)" in the "REASON" column.) *j.* Deleted entries. All entries lined out will be initialed and dated by the personnel officer. *k.* AWOL to dropped from the rolls and return. (See fig 5–4, item 11.) When a soldier is returned to military control, erase the pencil dashes previously entered, complete the "Thru"and "Days" Columns and add "& rtn" to the reason column.	
	Section IV—Personal and Family Data	
22	PHYSICAL STATUS (No entry required for ARNGUS personnel) Entries: The findings of the latest medical examination, as determined and furnished by the examining medical officer, will be entered, *in pencil,* as follows: *a. Height.* Enter height in inches (do not record fractions, such as ¼, ½). *b. Weight.* Enter weight in pounds. (Do not record fractions, such as ¼, ½.) *c. Glasses.* Place an "X" in YES or NO to denote whether or not the soldier wears prescription glasses. *d. Date of exam.* Enter the date the last medical examination was completed.	AR 40–501
23	PLACE OF BIRTH AND CITIZENSHIP (No entry required for ARNGUS personnel) Entries. Record date pertaining to soldier and spouse as follows: *a. Self.* Enter the state or foreign country in which the soldier was born. The name of the country as it was on the date of birth will be used. *b. Spouse.* Enter, *in pencil,* the state or foreign country in which the individual's spouse was born. The name of the country as it was on the date of birth will be used. *c. Citizenship of spouse.* Enter one of the following *in pencil* to indicate citizenship of spouse: NATIVE-BORN—if a spouse is a native born U.S. citizen. NATURALIZED—if a spouse is a naturalized citizen of United States. Also enter year that spouse was naturalized. ALIEN—if spouse is a citizen of a country other than the United States. DERIVATIVE—if spouse is a derivative citizen. *d.* Change of spouse. If the soldier remarries after death or divorce from spouse, erase entries pertaining to former spouse and enter data for the new spouse. If the soldier does not remarry, erase entries pertaining to former spouse.	Procedure 6–4
24	NUMBER OF DEPENDENTS (No longer required to be posted for Active Army.) Entries. Record, *in pencil,* as follows: *a.* Number of family members in each category as defined in AR 37–104–3. *b.* Erase entry and record appropriate data if the number of family members changes. *c.* The total number of family members will be shown in DA Forms 2, section I, item 8.	AR 37–104–3 IRS Form W4
25	HOME OF RECORD/ADDRESS (No longer required to be posted for Active Army.)	AR 65–75

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References
	1. Home of record (personnel on AD only). *a.* The term "home of record" means the place (city and state or country) recorded as the home of the individual when commissioned, reinstated, appointed, reappointed, enlisted, reenlisted, inducted, or ordered into the relevant tour of AD. *b.* Enter on the first line "HOR," and the city and state (or city and country if other than USA). *c.* Requests for change in Home of Record with complete justification will be forwarded as follows: *Officers:* Commander, U.S. Total Army Personnel Command ALEX VA 22332–0400 *Enlisted:* Commander USAEREC ATTN: PCRE–RP Ft. Benjamin Harrison, IN 46249–5300 2. Address. *a.* An entry is required for all Reserve or National Guard personnel not on AD. *b.* Enter, *in pencil,* the address designated by the soldier for receipt of personal mail. ZIP Code will be included in address. Validity and updating when a change occurs is essential since the address will be used for forwarding official correspondence direct to the soldier. *c.* AR 65–75 applies in determining the appropriate mailing address for the soldier stationed in oversea areas and those who receive their personal mail through a CONUS unit mail service.	AR 135–133 AR 614–30 Vol 1, Joint Travel Regulation (JTR)
26	CIVILIAN OCCUPATION (No longer required to be posted for Active Army or Army National Guard) 1. Entries. Indicate the soldier's main civilian occupation and related information. Factors to be considered in determining the main civilian occupation are: duties performed in each job, length of time in each job, recency of experience, techniques and skills involved, degree of skill required, degree of authority and responsibility required, and specialized training. Specific entries will be made as indicated below. (*Pencil entries* will be used for Reserve component personnel not on AD.) *a. Job title.* Enter job title (from Dictionary Occupational Titles (DOT)) most clearly describing the soldier's main civilian occupation. If never employed, enter "NONE" and leave remainder of item blank. *b. DOT code.* Enter code (from DOT) that identifies the job title. *c. Months employed.* (1) *Active Army.* Enter the total number of months employed in the occupation. For part-time employment, equate time employed to full-time. (2) *Reserve Component.* Enter year and month employment commenced. If not currently employed in the occupation, enter total number of months held and year terminated. *Example: 7701 and 28 mo/78.* *d. Duties performed.* Enter brief description of duties performed. If employed only as a trainee, enter "NONE". *e. Employer.* For Reserve component personnel not on AD, enter the current employer's name and address or "SELF-EMPLOYED." Leave this portion of the item blank for personnel on AD (other than ADT). 2. Entries for personnel with 5 or more years continuous AD. *a.* Enter "Professional Soldier" as the job title and "378.000" (officer) or "378.999" (enlisted) as the DOT code. *b.* Entries will be made per paragraph 1 if the soldier objects to use of the title "Professional Soldier".	AR 135–133 Dictionary of Occupational Titles (DOT)
27	REMARKS Data will be limited to entries authorized in this regulation. Enter a virgule (/) after each entry if more than one is recorded on the same line. *a.* Fraudulent or invalid entry into the service. (1) An entry is required when retention in the service is directed for an enlisted person who concealed information that would have resulted in rejection of an enlistment, induction, or period of service. Enter "Discharge action based on fraudulent entry is waived and retention authorized on (date)". (2) If a soldier is released because of an invalid enlistment, and is not furnished any kind of certificate, an entry will be made to this effect. *Example:* Rel fr mil con by virtue of voided enl (cite order No., dates, and issuing HQ). *b.* Civil confinement. If a soldier is not in AWOL status, but is confined and convicted by civil authorities, an entry will be made showing the date and place of arrest, the nature and date of the offense for which arrested, and the sentence adjudged. If the soldier is in AWOL status, information concerning the offense and the disposition will be entered, whether convicted or acquitted. *Example:* (Confined and convicted) Arrested (date) by civil auth Pittsburgh, PA, while on auth pass, chg larceny (date), convicted and sentenced to one year state penitentiary; (confined and acquitted) Arrested (date by civil auth Pittsburgh, PA, while in AWOL status, chg larceny (date), held for trial, acquitted. *c.* Restoration to duty. (1) If a soldier having a dishonorable or bad conduct discharge is restored to duty, enter the fact, the date restored to duty, and authority. *Example:* Hon rest to dy (date), Ltr Sixth USA (date).	AR 635–200 AR 135–175 AR 623–105 AR 135–178 AR 600–85 NGR 600–200

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References
	(2) If a prisoner is restored to duty, and enlisted for a period equal to the unserved portion of the current enlistment or obligation to serve, enter the exact period of enlistment in years, months, and days. *Example:* Hon rest to dy (date) Order Sixth USA (date), unserved portion of the enlmt 1 yr, 4 mo, 5 da. (3) If desertion is admitted and the soldier is restored to duty without trial, enter the date restored to duty. The date of desertion and complete reference to the document directing the restoration will also be entered. The date of restoration will also be entered. The date of restoration is the date the document authorizing the restoration to duty without trial is received at the installation where the soldier is serving or is in confinement, unless the date is otherwise specified in the authorizing document. *Example:* Rest to dy w/o trial (date), desertion (date) admitted, auth ltr Sixth USA, subj: (subject of documents), (date). *d.* Removal of desertion charges. If a charge of desertion is removed as having been erroneously made, enter the source and date of the document authorizing removal of the charge. *Example:* Chg of desertion (date) removed, erroneously made, ltr First USA (date).	AR 623–105
	e. Nonrated periods (officer personnel only). All nonrated periods (AR 623–105, para 4–10 *c*(2)) will be accounted for and explained in this item. Enter, *in pencil,* the nonrated period or periods shown in the cumulative total in column "Nonrated days," Item 35, and the reason the officer was not rated. *Example:* 77 days nonrated: 810510–810530 Casual; 810531–810701 Change of duty; 810702–810801 Hospital. Erase these entries once they are accounted for on an OER. (Note: Periods of leave less than 30 days will not be indicated unless the leave, hosp, schooling, confinement, or AWOL, in conjunction with other nonrated absence totals 30 or more consecutive days (AR 623–105, para 4–10c(2)(c). *f.* Not favorably considered for award of Good Conduct Medal (AGCM). An entry will be made at the time the soldier is eligible for award of the AGCM but is not favorably considered. *Example:*NFC for award AGCM (date), AR 600–37 complied with. *g.* MC and DC officers drawing continuation/variable incentive pay. Enter "Continuation Pay" or "Variable Incentive Pay" and, *in pencil,*the effective date of the contract. *h.* Submission of Officer Evaluation Report (DA Form 67–8). For USAR officers on AD in Regular Army Enlisted status, enter "DA Form 67–8 submitted for period" on last line of this item. Period covered by the most recent evaluation report will be recorded *in pencil* and updated upon submission of each report. *i.* Aviation Career Incentive Act of 1974 Information is topfed by DA and no entry is required on DA Form 2–1. *j.* A *pencil entry* will be made when DA Forms 2 and DA Form 2–1 are forwarded to HQDA for Enlisted selection, retention or NCOES boards. This entry will be updated as appropriate. If soldier is selected, entry will be erased upon next scheduled review of records. *Example:* DA Forms 2 and DA Form 2–1 forwarded for CSM board (date).	
	k. Discharge action waived and retention approved. When discharge action is waived per AR 635–200, chapter 5, and retention on AD is approved, enter "Separation considered and retention is authorized on (date)."	AR 635–200 AR 135–178 AR 600–85 NGR 600–200
	l. ***(Rescinded.)*** *m.* An entry will be made for all personnel age 40 and over to reflect the status of their cardiovascular screen. For individuals with no screening results, enter "Not Screened." For individuals who have taken the age 40 and over cardiovascular screen and are medically cleared to participate in PT, enter "Over-40, PT Qualified (date of clearance)." For individuals with screening results that indicate they are not medically cleared to participate in PT, enter "Not qualified for over 40 PT (date of evaluation)." In all cases, the entire entry should be in pencil. *n.* For soldiers who served directly in the Grenadan Operation between 23 Oct 1983 and 21 Nov 1983, and were eligible for and awarded an Armed Forces Expeditionary Medal for this operation, a permanent entry will be made: "Duty in imminent danger pay area (Grenada) (incl dates)." *o.* For soldiers who served directly in Operation Just Cause in Panama between 20 Dec 89 and 31 Jan 90, and were eligible for and awarded an Armed Forces Expeditionary Medal for this operation, a permanent entry will be made: "Duty in imminent danger pay (Panama) (inclusive dates)." *p.* The custodian of the record will enter ARNG/State awards in the lower half of this section (approximately 6 lines from the bottom) as a pencil entry. Use procedures prescribed for item 9.	
28	ITEM CONTINUATION Record additional entries from other items on DA Form 2–1 (other than 27, Remark or item 35), when space provided in those items has been completely used. If "OTHER" is reflected in DA Form 2, section I, item 6 and the soldier specifies a particular race, enter the specified race in this item. No other entries will be continued from DA Forms 2. If necessary to continue an item to this section of the record, an "X" will be placed in continuation portion of the title of the particular item being continued. *a. Item No.* Enter the number of the item being continued. *b. Data.* Enter the subject matter in the same format as prescribed for recording it in the item being continued.	
29	DATE DA FORM 2–2 OR 20B PREPARED Enter date that DA Form 20B or DA Form 2–2 (Record of Court-Martial Conviction) was prepared. Date of court-martial order will be entered beginning 1 Oct 85 and after. Example: 851001/851120/.	
30	DATE DUPLICATE DA FORM 2–1 SUBMITTED (No entry required for ARNGUS personnel) A duplicate copy of DA Form 2–1 must be prepared for enlisted personnel identified in paragraph 5–3 *a*(4). Enter date that duplicate copy is submitted to HQDA. Before forwarding a copy of DA Form 2–1, the Personnel Office will authenticate the corrections and accuracy.	

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References
31	REPORT OF CHANGES—Not used.	
	Section IX—Reserve Component Data	
32	Entries will be made *in pencil*(for personnel of the U.S. Army Reserve not on AD only) as follows: *a. Ready Reserve obligation expiration date.* Enter eligibility date for transfer to the Standby Reserve, if applicable. *b. Service obligation expiration date.* Enter expiration date of service obligation. *c. Mandatory removal from active status.* Enter *in pencil* the date that a soldier will be removed from active status because of length of service or maximum age, whichever is earlier. Removal date will be computed based on criteria in AR 140–10, chapter 4. *d. Retirement year ending date.* Enter the retirement year ending date (month and day) determined under AR 140–185.	AR 140–10 AR 135–133 AR 140–185
	Section V—Miscellaneous	
33	DATE 1. *Prepared.* Enter the date that DA Form 2–1 is prepared and signed. Upon remake of the record, this item will be the date of remake. 2. *Reviewed.* Enter *in pencil* date that DA Form 2-series and 2–1 are reviewed per paragraph 1–8. Leave item blank upon initial preparation of the record.	
34	SIGNATURE The individual will sign his or her name in a first-through-last sequence. It will be signed in black or blue-black ink. At the option of the individual, the middle initial(s) may be substituted for the middle name(s); otherwise the signature will coincide with the name recorded in DA Form 2–1, item 1. If the individual is within a category for which a duplicate DA Form 2–1 is required, this copy will also be signed by the soldier. This signature indicates that the individual has verified/certified all items contained on this form. *a. Active Army.* After initial preparation the individual will review and sign DA Form 2–1. For soldiers assigned to a USAR Control Group, the signature may be omitted until the soldier is assigned to a unit or is ordered to AD. *b. Change of name.* If change of name is authorized, the old name will be deleted by lining it out and the individual will sign his or her new name.	
	Section VII—Current and Previous Assignments	
35	RECORDS OF ASSIGNMENTS The current duty assignment only is recorded as the initial entry in this item upon conversion of qualification records. 1. *Officer personnel.* *a. Entries. Entries in this item will be made in chronological order.* All active Federal service (including service in or under any of the following) will be recorded. USA–USAR–ARNGUS USAF–USAFR–ARNGUS USCG–USCGR USMC–USMCR USN–USNR USMA, USAFA, USCGA, USNA Cadet U.S. Public Health Service (USPHS) Service in the Armed Forces of a foreign country. *b. Recording on initiating DA Form 2–1.* The following will be used as a guide for recording similar circumstances for which specific instruction and example are omitted. (1) *Commissioned officer with prior warrant officer service, or warrant officer with prior commissioned service.* When initiating or remaking DA Form 2–1, enter all prior commissioned or warrant officer service. (2) *USAR or ARNGUS service not on AD.* Enter inclusive dates of service, status (officer or enlisted), Reserve Component, followed by "svc not on AD," duty assignments as officers, and periods of ADT in calendar year increments. *Example:* 670306–680930 Off USAR, svc not on AD; Inf unit comd, MOS 1542; ADT 12 das 1967, 24 das 1968. (3) *Enlisted service.* Enter enlisted status, service component, inclusive dates of service, highest grade and PMOS. *Example:* Enl svc; RA 621010–750305; (grade and pay grade and PMOS). (4) *USN, USMC, USAF and USCG.* Enter the service abbreviation (USN, and so forth), inclusive dates of service, and highest grade. *Example:* USN (RES) 660213–690401, BM2 E5. (5) *Service in the Armed Forces of a foreign country.* Enter the name of the country and the force served in, inclusive dates of service, and type duty performed. *Example:* British Army 651101–661210 Inf Co Comd. (6) *U.S. Public Health Service.* Enter "USPHS," inclusive dates, and grade.	AR 600–8–1 AR 600–200 AR 611–201 AR 611–101 AR 611–112 AR 623–105 AR 623–1 AR 623–205 AR 614–6 AR 630–10 NGR 600–100 NGR 600–101 NGR 600–200 NGR 614–1

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References

(7) *Appointment as officer.* Prepare entry preceding first duty assignment, showing date commissioned or appointed. For Reserve component appointments and USMA, ROTC, or OCS graduates, enter source in parentheses.
Example: *700601 com ARMOR–USAR (Sr ROTC); 700825, com OrdC–USAR (OCS). For Warrant officer enter the MOS in parentheses.*
Example: 760702, app WO1 USAR (561EO).

(8) *Cadet.* Enter "cadet" or "midshipman", followed by the abbreviation for the academy and inclusive dates attended.
Example: Cadet, USMA 660901–700605.

(9) *Army Student Nurse Program (ASNP) or Walter Reed Army Institute of Nursing (WRAIN).* Enter abbreviation, name of school attended, and inclusive dates of attendance.

c. Reserve Component officers ordered to AD. Upon order to AD, enter effective date of entry on AD, "OAD" as principal duty, and first duty station.
Example: 730527/OAD/Enr to Ft Riley KS.

d. Recording current assignments.

(1) *Separate line entries.* Separate entries will be made:

(a) Upon assignment after reporting to a new unit if assigned more than two days.

(b) If there is a change in duty assignment.

(c) When an OER (AR 623–105) or an Academic Evaluation Report under AR 623–1 is submitted. No entry required for ARNGUS officers.

(d) Upon reassignment as an individual. If travel or delay en route is involved, make separate entry to show the status. The record custodian of the losing organization will close the current entry and open an en route entry showing departure date and new assignment station. Only oversea country will be shown for officers in CONUS being reassigned overseas. No additional entries will be made at processing centers.

(e) Missing, MIA, captured, or interned. Upon return to duty, close the entry and open a new one.

(f) Upon assignment to a hospital holding detachment.

(g) Full-time attendance at a military/civilian school, in conjunction with PCS or TDY.

(h) Continued assignment to and travel with a unit upon change of station.

(i) TDY with special mission or task force.

(j) Upon entering and completing JAGC qualification tour. If not completed, make closing entry.

(k) Upon redesignation of unit of assignment.

(l) Upon change of rater. (No entry required for ARNGUS officers).

(m) Upon order to AD.

(n) Upon transfer to/from the Inactive Army National Guard.

(2) *Effective date.* Enter the effective date of the new status.

(3) *Duty MOSC.* The abbreviation "PRC" will be entered in ink in front of or following MOSC. Enter the position requirement code or MOSC for the duty position as reflected in the authorization document (MTOE, TDA, or JTD). For warrant officers, this will consist of the MOSC and any related SQI or ASI. For commissioned officers, the first three characters will reflect the specialty skill identifiers (SSI). Position four and five will identify a second specialty requirement if any. If none, enter "00". Position six and seven will reflect any ASI requirement for the duty position. Positions eight and nine will reflect any additional ASI requirement or LIC requirement. When an officer is not assigned to an authorized position, enter the MOSC/SSI and ASI, if applicable, which are most closely related to the duties actually being performed. For casual or in transit status, enter 00A followed by a control specialty (if applicable) for commissioned officers, 004A0 for warrant officer. If officer is a student, enter 00E followed by control specialty (if applicable) for Commissioned officers or 003A0 for warrant officer.

(4) *Principal duty.*

(a) *Principal/TOE/TDA/JTD/duty title.* Enter position title shown in TOE/TDA for officers performing duties required of the position. If assignment is a principal duty other than shown in the TOE or TDA, enter the title most accurately describing the principal duty performed. Use the duty title recorded on the Evaluation Report or on the duty appointment DF. Immediately following the principal duty title, enter in parentheses the command echelon or level of staff responsibility as determined from the local authorization document applicable to duties performed. The latter entry will only be made when duty performed is at a level higher than battalion and the TOE/TDA/JTD position or principal duty title does not reflect the required information. *Example:*Div Comdr; AG (Div); XO (Div JA); C, Repl Div (Army AG); C, Plans & Prog Div (Army DCS, SVC); AG (Army Spt Comd); C, PSD (Div AG).

(b) *Additional duties.* Secondary and tertiary titles will be entered immediately following principal duty, if they reflect additional qualifications. If additional duties are recorded, enter the principal duty first, preceded by "(1)"; identify second and tertiary duties by "(2)" and "(3)".

(c) *Officers attending school.* Enter "Student," followed by the course name and class number, if applicable. If performing TDY, enter "TDY," and school name in parentheses.

(d) *Instructor at military school.* Enter principal duty title and main subject taught. *Example:* Instructor (Pers Mgt).

(5) *Organization and station or oversea country.*

(a) Enter specific designation of organization of assignment and the station or oversea country. Use only those abbreviations permitting complete and positive identification. APO and ZIP Codes will not be entered.

(b) If an officer is assigned to a unit but is performing duty elsewhere, enter the assignment unit and place of duty. *Example:* HQ First USA Ft Meade MD w/dy USATTC ATLANTIC.

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References

(6) *Nonrated periods.* Enter *in pencil* a cumulative total of nonrated periods occurring during the period covered by the line entry. Change to a permanent entry when the line entry is closed. In addition nonrated periods will be accounted for and explained as indicated in item 27. Nonrated periods are indicated in AR 635–105, paragraph 4–10 *c*(2).

(7) *Type of report.* Show type of report submitted when the line entry is closed, such as "67–8 for a completed OER or ACAD for an academic report".

(a) Enter a dash (-) when the period of duty being closed will be rated at a later time. (This is the only function of the dash.) *Example:* Unit is redesignated but officer retains his or her duty position and responsibility to the same superior.

(b) Enter "None" if the period is not rated and a report is not required. All entries terminating in "None" will be accounted for as a "nonrated period" in a later evaluation report which covers the period concerned.

e. Entries peculiar to USAR service.

(1) Identify Ready Reserve service. Enter the branch assigned to, followed by the parenthetical abbreviation "(USAR–READY)" in the "Principal duty" column.

(2) Prepare a separate line entry—

(a) Upon initial assignment to USAR.

(b) Upon transfer within USAR or to the enter data in summary form, disregarding ARNGUS columns.

(c) Upon discharge.

(d) Upon order to or release from AGR tour.

f. Separation from AD. Prepare a separate line entry showing the effective date, reason for the separation, and the authority.

g. Consolidation or elimination of entries. When DA Form 2–1 is remade, certain entries in item 35 can be consolidated or omitted as follows:

(1) Consolidate consecutive line entries when MOSC/SSI duties, organization, and station or oversea country are the same, except the line entry showing current duty assignment. Enter the total number of nonrated periods for each consolidated period. Enter the type and the end date of the last report for the last consolidated period in "type of report" column when consolidated enter immediately precedes the current duty assignment line entry. *Examples:* 67–8(800221).

(2) Duty assignments of USAR and ARNGUS officers not on AD will be summarized, disregarding columns, as prescribed in b(2) above.

(3) Eliminate casual, en route, and travel entries. Add the number of casual, en route and travel days to nonrated periods in the next (following) line entry.

2. *Enlisted personnel.* Assignment entries will be made in chronological order and will reflect a record of all military service of the soldier. This record includes service not contained in current records. A chronological summary of service performed by the soldier, based on data contained in DA Form 214, official orders or correspondence, or information furnished by the soldier. (See entry in fig 5–3.)

a. Prior service is each period of AD resulting from induction, enlistment and reenlistment. Prior service for Reserve component personnel includes AD and ADT. Service will be identified as "AD" for Regular Army and AUS on active duty and "RES" for Reserve Component personnel. "RES" will be followed by "AD" to denote AD periods of 90 days or more. Prior service in the Air Force, Navy, Marine Corps, or Coast Guard will be included and entered as above, except that the entry will be preceded by "AF," "USN," "USMC," or "USCG." Service with an armed force of a foreign nation will also be included and entered as above, except the entry will be preceded by the name of the country. Summary entries will be made as follows:

(1) Active Duty. Enter AD, inclusive periods of induction, enlistment or reenlistment by year and month, principal duty performed during the period, and number months of duty when level of assignment is meaningful (such as duty at Army, division level). Also enter the level and duty ("Div Op Sgt"), highest grade held, and branch of service.

(2) Reserve duty. Enter RES and data items given in (1) above. In addition, enter inclusive periods of AD of 90 days or more within period of enlistment or reenlistment, by year and month, preceded by "RESAD" and number of days ADT.

b. In recording current assignments, separate line entries are required under the following circumstances:

(1) Upon enlistment or induction.

(2) Upon assignment to duty at a new station.

(3) Upon reassignment of a soldier and when 2 or more calendar days elapse between date of departure and date of arrival at new station (applies to personnel on AD only). The losing organization will close the current entry and open an en route entry indicating the date of departure and new station of assignment. Oversea country or CONUS only will be indicated for personnel traveling to or returning from an oversea area. (No additional entries will be made at processing centers and similar activities.)

(4) When the principal duty assignment is changed.

(5) For USAR soldiers only when an NCO–ER is submitted.

(5) Upon redesignation of unit to which assigned.

(6) When soldier remains assigned to and travels with a unit upon PCS.

(7) When placed on TDY and attached to another unit (including Service school as student) and copies of the DA Form 2-series and 2–1 accompany the soldier.

(8) When placed on TDY to a school and returns to unit of assignment.

(9) When in a patient status for 30 days or more.

(10) Upon retirement.

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References

(11) Upon discharge not to include immediate reentry on AD. (Type of discharge furnished will also be entered.)
(12) Upon release from AD and transfer to USAR.
(13) Upon release from AD other than ADT and return to USAR control.
(14) Upon release from ADT under REP–63 and return to Reserve unit assignment.
(15) Upon release from AD (other than ADT) and return to ARNGUS control.
(16) When soldier's status changes from duty to AWOL or from AWOL to duty.
(17) When individual's status changes from duty to confinement and confinement to duty, if such time is to be accounted for as time lost.
(18) When an absentee is dropped from the rolls of his or her organization as a deserter. When the charge of desertion is removed as being erroneously made, cross-reference entry to item 27 to explain erroneous entry.
(19) When missing, missing in action, captured, or interned. When restored to duty, the entry will be closed and a new entry opened.
(20) Upon death.
(21) For Reserve Component personnel called or ordered to active military service only:
(a) Under Presidential call.
(b) Under Presidential order.
(c) Ordered as an individual.
(d) Ordered as a member of a unit.
(e) Ordered under REP–63.
(22) Retained in service after the normal expiration date of the period of service for which entered.
(a) For treatment of a disease or injury.
(b) Under authority of the Secretary of the Army.
(23) Returned to AD from Temporary Disability Retired List (TDRL). Enter on line preceding the enlistment/reenlistment entry.
(24) When a member of the Army National Guard or Army Reserve voluntarily enters on AD.
(25) Upon transfer to/from the Inactive Army National Guard.

c. Entries will be recorded in columns indicated as follows:

(1) *Effective date.* Enter the effective date of the new status. When an absentee is dropped from the rolls as a deserter, the effective date will be the date the soldier was dropped from the rolls as recorded in the SIDPERS database. When an entry is recorded only because an EER is submitted, the effective date is the first day of the month following the closing month of the EER.
(2) *Duty MOSC.* Enter the MOS code, including ASI for the "principal duty" column.
(3) *Principal duty.*
(a) Enter descriptive title of the duty or training actually being performed. Title of the TOE or TDA position will be entered if it effectively describes the duties being performed, or the EER will be entered if it better describes the duties performed.
(b) The authorized pay grade for the duty position will also be entered after the duty title, if the duty position grade is higher than the soldier's pay grade. For example, if a soldier in pay grade E6 is performing duties of E7 Admin Supvr, enter "Admin Supvr E7." Note: Applicable to soldiers in pay grades E6 and above.
(c) Service in the Ready Reserve will be identified by entering the principal duty title followed by the parenthetical abbreviation "USAR-Ready".
(4) *Organization and station or oversea country.* Enter the specific designation of organization to which the soldier is assigned or attached and the station or oversea country.
(a) If a soldier is assigned to a unit but is performing duty elsewhere, the entry will include the assigned unit and place of duty. *Example:* HQ EUSA w/dy, Camp Zama Japan.
(b) If a soldier is assigned or attached to a special mission or task force, enter the designation of the operation.
(c) If the location is classified, the APO or other authorized classified designation will be entered to show location.
(5) *Beginning and ending period for Enlisted Evaluation Report.* (Entry required only for USAR personnel.)
(a) Beginning period, ending period, and type of report will be dashes for soldiers not eligible to be rated under the enlisted evaluation system.
(b) Enter the beginning year and month shown in the Enlisted Evaluation Report (DA Form 2166–6) per AR 623–205.
(c) Enter the ending year and month shown in the Enlisted Evaluation Report (DA Form 2166–6) per AR 623–205.
(6) *Type of Report.* (USAR Personnel only) In the "Type Report" column, enter as applicable, "INT" (initial), "ANL" (annual), "C/R" (Change of Rate), "CPRC" (Complete the Record), "SP" (special), "R/C" (Relief for Cause), "DIR" (Directed), or "LTR" (Letter). Enter a dash (-) when the period of duty being closed will be rated at a later time. Enter "NONE" when the period will not be included in a subsequent report.
Note: Pencil entries may be entered under "type of report" to provide for an accumulated accounting of nonrated periods. If this option is used, pencil entries will be erased following submission of the evaluation report and closing of line entry to which the report applies.

d. When DA Form 2–1 is remade, certain entries in item 35 may be consolidated or omitted as follows:

(1) Casual, en route, and travel entries may be omitted and the period eliminated will be added to the preceding entry. Initial entries for new accessions will be added to the succeeding entry.

Table 5–2
Instructions for recording entries on DA Form 2–1 (No longer required for AD officers)—Continued

Item	Title, description, and instructions	References
	(2) Consecutive line entries, in which the MOSC, duties performed, organization and station or oversea country are the same, will be consolidated. (3) Enter the type, beginning, and end date of the last Non-commissioned Officer Evaluation Report (NCO–ER) for each consolidated period. (USAR personnel only)	

Table 5–3
Instructions for completing DA Form 2A—Enlisted Peacetime and Wartime (Not applicable to USAR)

Item	MNEMONIC	Title, description, and instructions	References
		Section I—Personal Data	
*1	NAME	NAME	AR 18–12–4
		The DOD standard data element for name, individual, is recorded as follows:	
	LNAM	Last name (surname), full first name, full middle name, or middle initial (if no middle name), and designations such as "JR," "SR," "II" (2d), "III" (3d) following the middle name or initial. Name must agree with first 27 characters and spaces of the name data in item 1, DA Form 2–1. Submit "NAME" or "LNAM" transactions (DA Pam 600–8–2) to correct/change data in this item.	DA Pam 600–8–2
*2	SSAN	SSN Social Security Number is shown with a hyphen (-) following the third and fifth digits.	
*3		VSSSN CODE (Item is topfed by HQDA) Verification status of the SSN. (AR 680–29, Code Number 84.)	AR 680–29
*4		MPC/CODE Military personnel class: "E." (AR 680–29, Code Number 45.)	AR 680–29
*5	SEX	SEX/CODE "MALE" or "FEMALE" and appropriate code from AR 680–29, Code Number 71.	AR 37–104–3 AR 680–29
*6	RACE	RACE/CODE The soldier's race and appropriate code from AR 680–29, Code Number 60. If "OTHER" is shown, and the soldier specified a particular race, the specified race will be recorded in DA Form 2–1, item 28.	AR 680–29
7	DOB	DATE OF BIRTH The soldier's date of birth. For example, "440808" will appear in this item if the soldier's date of birth is 8 August 1944.	
8	DEPN	NUMBER OF DEPENDENTS Number of family members recognized for pay purposes. Number of family members shown is not limited to those claimed as withholding exemptions; however, it must not exceed the number authorized in DODPM. Number of family members, by category, are recorded in DA Form 2–1, item 24.	DODPM
9	DEPN	NO ACMP CSDEP PCS Number of command sponsored family members accompanying or joining the soldier upon reassignment on PCS orders. The year and month family members arrive in an oversea area will be recorded in DA Form 2–1, item 5. (Data is required in this item when the personnel are serving in an oversea area. It may be used in other areas if desired by the commander.)	AR 55–46 AR 310–25 AR 614–30
10	DEPN	NO ACMP NCSDEP PSC Number of individually sponsored family members accompanying or joining the soldier upon reassignment on PCS orders. The year and month that individually sponsored family members arrive in an oversea area will be recorded in DA Form 2–1, item 5. (Data is required in this item when personnel are serving in an oversea area. It may be used in other areas if desired by the commander.)	AR 55–46 AR 310–25
11	EGD	ETH GRP/CODE Abbreviation or designation and code (from AR 680–29, Code Number 26) that identifies a segment of the population possessing common characteristics and cultural heritage significantly different from that of the general population. Soldier determines the ethnic group designation that identifies his or her ethnic group. If soldiers do not identify themselves under one of the established ethnic group designations or refuse to furnish the information, "OTHER" and code "X" will be shown. "UNKNOWN" and code "Z" will be shown for soldiers unable to provide the information because of conditions beyond their control.	AR 18–12–4 AR 680–29
12	CITZ	CITZSHP/CODE Soldiers citizenship status as follows: Description: "NATIVE-BORN," "NATURALIZED," "ALIEN," "DERIVATIVE". Code. Appropriate code from AR 680–29, Code Number 11. Source. Obtain status from DD Form 4-series, item 22, (Enlistment/Reenlistment Document—Armed Forces of the United States) or from DD Form 47, item 12 (Record of Induction).	Table 6–1 AR 601–210 AR 680–29 Proc 6–4
13	MARS	MRTL STS/CODE The title or abbreviation and code from AR 680–29, Code Number 43 to indicate the soldier's current marital status.	AR 18–12–4 AR 680–29 AR 37–104–3
14	RELG	REL PREF/CODE Each soldier will be asked, but not required, to state his or her religious preference and will be informed that this information will be reflected in official records. The soldier's preference, if provided, will be identified by an abbreviation and code from AR 680–29, Code Number 63.	AR 680–29
15	SPDR	SSN–MIL–SPOUSE Military spouse social security number.	AR 614–200
16	SPDR	MIL–PERS–CLASS–AD–SPOUSE	AR 614–200

Table 5–3
Instructions for completing DA Form 2A—Enlisted Peacetime and Wartime (Not applicable to USAR)—Continued

Item	MNEMONIC	Title, description, and instructions	References
		Military personnel class of active duty spouse (officer, warrant, or enlisted).	
17	SPDR	DOD-COMP-AD-SPOUSE DOD component of active duty spouse (Army, Air Force, Navy, Marine Corps, or Coast Guard).	AR 614–200
		Section II—Qualification Data	
*1	GRCH	GRADE/CODE Abbr. Abbreviation for the grade in which the soldier is currently serving (AR 680–29, Code Number 33.) Code. Code indicating the grade in which the soldier is currently serving. Annotation of record.	AR 600–20
*2	DOR	DATE OF RANK Date of rank for the grade in which the soldier is currently serving on AD. (See table 5–2, item 18b(5) regarding adjusting DOR for AWOL or lost time.)	AR 600–20
*3	COMP	SVC COMP/CODE Component in which the soldier was enlisted. For inductees serving on AD without component, the service component will be "AUS." See AR 680–29, Code Number 70 service component codes.	AR 18–12–4 AR 680–29
*4	PMOS	PMOS/ASI MOSC. The military occupational specialty code (MOSC) designated as primary. When applicable, the MOSC will include a special qualification identifier (SQI). ASI. The appropriate ASI awarded the soldier which is associated with or related to the primary MOSC is shown. Language identifiers will be shown in section II, items 5 and 6.	AR 600–200 AR 611–201
*5		FIRST LANG/CODE (Item is topfed by HQDA) The foreign language and code (AR 18–12–4 or AR 611–6) in which the soldier possesses the most proficiency. Shorten abbreviation for language title if it exceeds 20 characters. For source and additional information concerning language proficiency, see DA Form 330 (Language Proficiency Questionnaire) in MPRJ. If soldier possesses proficiency in two or more languages, this item will identify the highest priority language as identified by DA Circular 611-series.	AR 18–12–4 AR 600–200 AR 611–6
*6		SECDLANG/CODE (Item is topfed by HQDA) Second foreign language and code (AR 18–12–4 or AR 611–6) in which the soldier possesses proficiency. Shorten abbreviation for language title if it exceeds 20 characters. For source and additional information concerning language proficiency, see DA Form 330 in MPRJ.	AR 18–12–4 AR 600–200 AR 611–6
*7			
*8			
*9	PHYS	PULHES Findings of the latest medical examinations, as determined and furnished by the examining medical officer. The physical profile serial code listed under physical profile factors in the soldier's SF 88 (Report of Medical Examination) or DF specified by Procedure 6–11, DA Pam 600–8, for PULHES 111111 or 111121 (color vision limitations only). For all other profiles, the DA Form 3349 must be used as the source document for updating the data item. *Modifiers "S" and "T" and temporary changes in physical profile serial code of 90 days or less duration will not be shown.* If a 2, 3 or 4 appears in the physical profile serial code, an entry is required in DA Form 2–1, item 4. An entry is also required when a 2 appears under the E on the profile and the member has an abnormal color vision.	AR 40–501 AR 635–40
*10	PHYS	PHYS CAT CODE The appropriate physical category code (AR 680–29, Code Number 52), as determined from information contained in SF 88; item 74 or DF specified by procedure 6–11, DA Pam 600–8, for PULHES 111111 or 111121—(color vision limitations only). For all other profiles, the JDA Form 3349 must be used as the source document for updating the data item.	AR 40–501 AR 635–40 AR 680–29
11	GTAS	GT SCORE General Technical (GT) area score resulting from administration of the Armed Services Vocational Aptitude Battery (ASVAB) or the Army Classification Battery (ACB).	AR 600–200
12	NA	OJT COMP DATE Year and month that on-the-job training (OJT) in a particular MOS will be completed by the soldier. Entry is based upon local determination of time required to complete training in the MOS.	
13	NCOG	MIL EDUC/CODE Entry is limited to NCO Education Courses listed in AR 680–29, Code Number 49. See DA Form 2–1, item 17.	AR 680–29
14	CVED	CIV EDUC/CODE Civilian education and code. Appropriate designation and code from AR 680–29, Code Number 12 to identify the highest civilian education level attained. Source of information. See DA Form 2–1, item 17.	AR 680–29
15	PRMI	PROMOTION IND Promotable indicator "P" will be printed in this block when soldier is currently on a DA promotion list.	
16	DSCS	DUAL SVC GRADE/CODE Abbreviation for grade held in a category or component other than the category or component in which currently serving on AD. Code. Appropriate grade code from AR 680–29, Code Number 19. Source document: Letter of appointment.	AR 600–39 AR 600–29
17	DSCS	DUAL SVC COMP/CODE Entry relates to section B, item 16 and contains "USAR" or "REG" and the appropriate code from AR 680–29, Code Number 20. Source document: Letter of appointment.	AR 600–39 AR 680–29
18	SMOS	SMOS/ASI	AR 600–200

Table 5–3
Instructions for completing DA Form 2A—Enlisted Peacetime and Wartime (Not applicable to USAR)—Continued

Item	MNEMONIC	Title, description, and instructions	References
		SMOS. The secondary MOSC is shown, if held. An associated SQI is shown, if appropriate. ASI. The appropriate ASI awarded the soldier is shown which is associated with or related to the secondary MOSC, as applicable.	AR 611–201
19	POSN	DUTY MOS/ASI This entry reflects the duty MOSC and ASI contained in the TOE or TDA for the duty position from section E, item 3. When a solider has not been assigned to an authorized position, the MOSC and ASI, if applicable, which are related to the duties being performed are shown. When PDY appointment DF is available and DMOS differs from authorized TDA position, use duty appointment memo if most recent document.	
20	VRBM	BONUS MOS/EFF DATE This item concerns special enlistment bonus (EB) and the selective reenlistment bonus (SRB) programs. Enlistment or reenlistment MOS and effective data are shown, when applicable. Effective date will be the date the soldier meets all eligibility requirements to receive the bonus (such as, date MOS is awarded). Delete this item when the soldier has satisfied enlistment for which bonus was paid. [1]	AR 600–200 AR 601–210 AR 601–2280
21	PRMS	PROM/PROG MOS PROM MOS. Promotion MOS for a soldier on a DA or local promotion list. MOS will be removed automatically when soldier is promoted to the next higher grade. When a soldier is in a promotable status, a "P" will be printed as the 5th digit of this MOS. PROG MOS. The career progression MOS (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 (if different than current PMOS at the next higher grade). The custodian of the soldier's MPRJ may award CPMOS if it is a nonoptional merger career progression option at the next higher grade. The commander PERSCOM is the reclassification authority when the 3-character CPMOS is not within the definition of normal career progression as specified in AR 611–201. The authority to award skill level in CPMOS is defined in the glossary to AR 600–200. Awarding and recording of CPMOS will be— a. Required only to record 3-digit CPMOS when it differs from current PMOS. b. Suspended when the 3-digit CPMOS is the same as the soldier's 3-digit PMOS.	AR 600–2200 AR 611–201 AR 600–200
22	SDAP	SP–DY–ASG–PAY–STATS Rating or classification given an enlisted member of the Armed Forces which indicates the category or type of proficiency pay under applicable regulations. See AR 680–29, Code Number 58 for appropriate abbreviation.	AR 600–200 AR 680–29
23	SPAY	SPAY1/SPAY2 Identifies soldiers receiving special pay. See AR 680–29, Code Number 74 for appropriate codes.	AR 680–29 DODPM
24	IPAY	IPAY1/IPAY2 Eligibility to perform duty or receive incentive pay. Eligibility is based on orders issued on or after date the soldier arrives at his or her duty station. However, eligibility for aerial flight duty personnel may be based on PCS orders specifying that aerial flight duty status is to continue in the soldier's new assignment. Use appropriate codes specified in AR 680–29, Code Number 38.	AR 680–29 DODPM
25	SQTT HQDA	SQT MOS MOS in which SQT was taken. [2]	AR 600–200
26	SQTT	SQT DATE–1 Most recent test date "bottom–fed" to the SIDPERS file by the TSO. (This item will be blank if it matches DATE–2 or is not input by the TSO.)	AR 600–200
27		SQT DATE–2 (Item is topfed by HQDA) Most recent test date "top–fed" to the EMF for passing to the SIDPERS file. Items 28–30 correspond to the SQT given on this date.	
28		SQT PERCENTAGE (Item is topfed by HQDA) Soldier's percentile score for the SQT given on DATE–2 (item 27). This score, unlike the soldier's actual SQT score (item 30), shows the soldier's standing in relation to the other soldiers who took the same SQT.	
29		SQT RATING/CODE (Item is topfed by HQDA) Blank Code–No Prev Score [2] F = "F–Failed/00/59" V = "V–Ver Cur MOS/60–79" Q = "Q–Qual Next GR/80–100"	
30	HQDA	SQT SCORE Soldier's actual score on the SQT given on DATE–2 (item 27).	
31	PRMS	PROM PTS—C/DATE Indicates the soldier's current E5 or E6 promotion list status as total promotion points currently possessed and the selection or recomputation date.	AR 600–200
32	PRMS	PROM PTS—P/DATE Indicates the soldier's most recent previous E5 or E6 promotion list status as total promotion points and the selection recomputation date possessed before the current score reflected in "PTS–C."	AR 600–200
33	ERUP	REEN ELIG/INELIG Soldiers reenlistment status. See AR 680–29, Code 24, and DA Pam 600–8–1, procedure 2–13.	AR 601–280 AR 680–29 DA Pam 600–8–1
34		PERSONNEL SECURITY INVESTIGATION INITIATED (SIINIT)/DATE (This item is topfed by HQDA.) The appropriate code (AR 680–29, Code Number 66) reflects the type of Personnel Security Investigation currently open at the Defense Investigative Service (DIS), plus the date on which the investigation was opened by DIS.	AR 380–67 AR 680–29
*35		PERSONNEL SECURITY INVESTIGATION COMPLETED (SICMPL)/DATE (This item is topfed by HQDA.)	AR 380–67

Table 5–3
Instructions for completing DA Form 2A—Enlisted Peacetime and Wartime (Not applicable to USAR)—Continued

Item	MNEMONIC	Title, description, and instructions	References
		The appropriate code (AR 680–29, Code Number 66) reflects the type of completed Personnel Security Investigation upon which a soldier's present security clearance is based, plus the date the investigation was completed.	AR 680–29
*36	FDPS	FIELD DETERMINED PERSONNEL SECURITY STATUS (FDPSS)	AR 380–67
		The appropriate code (AR 680–29, Code Number 65) is the degree of access to classified information granted the soldier by the local command. This access may be equal to or less than, but not greater than the DDPSS. This data is local input and is for field use only. It is not reported to PERSCOM.	AR 680–29
37		DEPARTMENT DETERMINED PERSONNEL SECURITY STATUS (DDPSS) (This item is topfed by HQDA.)	AR 380–67
		The appropriate code (AR 680–29, Code Number 65) is the highest degree of Security Clearance granted by Central Clearance Facility (CCF) for access to classified information.	AR 680–29
38	PRPA	PERSONNEL RELIABILITY PROGRAM ASSIGNMENT STATUS (PRPAS)	AR 50–5
		The appropriate code (AR 680–29, Code Number 67) reflects an individual's standing relative to training and duty under the nuclear, chemical and automatic data processing Personnel Reliability Program.	AR 50–6 AR 380–380 AR 680–29
39		PERSONNEL SECURITY INVESTIGATION INITIATED (SIINIT) STATUS (This item is topfed by HQDA.)	AR 380–67
		The decode abbreviation of item 34 above (AR 680–29, Code Number 71).	AR 680–29
*40		PERSONNEL SECURITY INVESTIGATION COMPLETED (SICMPL) STATUS (This item is topfed by HQDA.)	AR 380–67
		The decode abbreviation of item 35 above (AR 680–29, Code Number 71).	AR 680–29
		Section III—Unit Data	
*1	ARR	UPC The Unit Processing Code (UPC) for the organization to which the soldier is or was assigned. This code is composed of positions 2 through 4 of the Unit Identification Code (UIC).	
*2	ARR	UNIT NAME The name of the unit to which the soldier is or was assigned.	
*3	ARR	REPORT DATE The reporting date specified in the soldier's reassignment orders.	
*4	ARR	ARRIVAL DATE The actual date the soldier arrived at a unit of assignment. See DA Pam 600–8–1, procedure 2–2.	DA Pam 600–8–1
*5	DPRT	DEPART DATE The actual date the soldier departs an organization or unit. See DA Pam 600–8–1, procedure 2–9.	DA Pam 600–8–1
*6	DPRT	GAINING UPC The gaining UPC is— For incoming personnel-the UPC of the losing unit. For Reconciliation and Inquiry-the potential gaining UPC if departure date is present for that unit.	
7	DPRT	LOSING UPC The losing UPC is incoming personnel; the potential gaining UPC is used as the losing UPC.	
8	REGT	REGT AFFIL The regimental number and regimental branch. Example: 0002 IN	AR 600–82
9	HOBA	REGT HOMEBASE The CONUS location at which the regimental number and branch are physically assigned. See Code 15, AR 680–29.	AR 680–29
		Section IV—Service Data	
1		PEBD (This item is topfed by HQDA for Active Duty soldiers) Pay entry basic date (PEBD) is the date from which creditable service for pay is computed. Computation. Creditable service and method of computation are contained in DODPM, part I, chapter 1. USAFAC will automatically adjust (for active Army) date based on AWOL, confinement, civil confinement and sick not in line of duty. Adjustment to PEBD. The PEBD is adjusted when an enlisted person (other than dual service component) has time lost under 10 USC 972 (See DODPM.)	DODPM AR 37–104–3
2		BASD (This item is topfed by HQDA) Basic active service date (BASD) to indicate total active Federal service creditable for retirement. Computation. For personnel with no prior service, the BASD is the date of enlistment or induction. For personnel with prior service, the BASD is the date of enlistment or induction minus total Active Federal service (DD Form 1966/2, item 25 (Application for Enlistment—Armed Forces of the United States (Page 2)) for current enlistment) and any periods of AT and AD while in Reserve status. Adjustment to BASD. USAFAC will automatically adjust date based on AWOL, confinement, civil confinement, and sick not in line of duty.	AR 37–104–3
3	ETS	ETS The date the current enlistment or period for which inducted expires. The date of expiration of term of service for enlisted personnel of the Reserve components serving on AD will be the date of expiration for the period of AD. Adjust dates to reflect period of extension because DA Form 1695 (Oath of Extension of Enlistment) is executed. ETS will be adjusted for time lost by adding the actual number of days lost to the old ETS.	AR 601–280
4	ETS	CURR TERM SVC/CODE The period and code shown in AR 680–29, Code Number 77. This entry pertains to the soldier's current enlistment or induction. For enlisted personnel of the Reserve components serving on AD, the term of service will be the period for which ordered to active duty. Do not change term of service to reflect extensions because of DA Form 1695.	AR 680–29 AR 601–280

Table 5–3
Instructions for completing DA Form 2A—Enlisted Peacetime and Wartime (Not applicable to USAR)—Continued

Item	MNEMONIC	Title, description, and instructions	References
5	DSEP	DELAY IN SEP/CODE The reason the soldier is being held in the active military service involuntarily/voluntarily upon his or her expiration of term of service. One of the following reasons will appear under "ABBR": ADMIN—administrative delay. CNF—delay, confinement. FLAG—delay, suspension of favorable personnel action. MED—delay, medical. OTHER—delay, other than the above. See AR 680–29, Code Number 18.	AR 680–29 AR 635–200
6	LPCS	DATE OF LAST PCS Year and month that the soldier departed from the permanent duty station on latest PCS orders. This does not include TDY en route for less than 20 weeks. The reassignment constitutes travel chargeable to fiscal year limitations.	AR 614–6 JTR
7	ERPT	DATE OF LAST EER NCOER Ending Year and month of the last Enlisted Evaluation Report (EER). See also DA Form 2–1, item 35.	AR 623–205
8		EER DATE VERIF (Item is topfed by HQDA) If EER date has been verified the word "VERIFIED" with code "V" will appear. Unverified EER date will reflect "UNVERIFIED" with a code of "U"	
9		DATE OF LAST PHOTO Year and month of last photograph (AR 640–30). Item will be blank if a photograph of the soldier is not required.	AR 640–30
10		DATE ELIG AFRM Year and month that the soldier will complete minimum service to become eligible for award of the Armed Forces Reserve Medal (AFRM) or 10-year device.	AR 672–5–1
11		DATE ELIG GCMDL Year and month that enlisted member will become eligible for award of the Good Conduct Medal or clasp.	AR 672–5–1
12	FHAI	FHA ELIG IND Section 222, National Housing Act, as amended (12 USC 1715M), provides for mortgage insurance to members of the Armed Forces in purchasing single family housing or a one-family unit in a condominium for occupancy by the soldier or his or her family. However, the member must be serving on active duty and have a valid (approved) Certificate of Eligibility in effect on or before 31 March 1980. A "YES" response if DD Form 802 (Request for Certificate of Eligibility) is received from the U.S. Army Finance and Accounting Center (USAFAC). A "NO" response if DD Form 803 (Certificate of Termination) is forwarded to the Federal Housing Authority (FHA). Item will be blank or "NO" if USAFAC is not insuring an FHA loan or if the soldier is not eligible.	AR 608–8
13	DLOS	DLOS Projected date of loss from current unit of assignment. It is the date the soldier is expected to leave the command as a result of HQDA assignment instructions.	
14	DROS DERO	DROS/DEROS Date of return from overseas (DROS), or adjusted DROS, for personnel now serving in CONUS. The date eligible for return from overseas tour (DEROS), for personnel serving in an oversea assignment.	AR 614–30
15	AEA	AEA/TERM DATE The enlisted soldier's assignment eligibility and availability (AEA) code. A termination year and month is also shown for certain codes. (See reference for a listing of codes with termination dates.)	AR 614–200 chapter 2, section II
16	ALCT	LAST CBT TOUR/DATE Area, code, and year and month completed of the last combat tour during which an Active Army soldier received hostile fire pay in an oversea area. (AR 680–29, Code Number 2).	AR 680–29
17	AFST	CURR/LAST FST/CODE Overseas area. Area the soldier is serving or served in an oversea assignment. Code. Travel status code for area of current/last completed foreign service tour. (AR 680–29, Code Number 1.)	AR 680–29 AR 614–30
18	AFST	TRAVEL STATUS Travel Status. Abbreviation for travel status of the soldier.	
19	APRF	OVERSEAS PREF/CODE The appropriate overseas area designation and code from AR 680–29, Code Number 52, or the appropriate oversea country and code from AR 680–29, appendix C. Area of preference is determined by the soldier concerned.	AR 614–200 AR 680–29
20	APRF	CONUS PREF/CODE The appropriate CONUS area designation and code from AR 680–29, Code Number 15. Area of preference is determined by the soldier concerned.	AR 614–200
21		YR MO HIV SCRN TEST LAST ADMIN The year and month Human Immunodeficiency Virus screening test was last administered.	AR 600–110
		Section V—Position Data	
1	POSN	POSITION NO. SIDPERS number designated for the position to which the soldier is currently assigned.	
2	POSN	POSITION TITLE The title of the position to which the soldier is currently assigned.	
3	POSN	AUTH SSI/ASI	

Table 5–3
Instructions for completing DA Form 2A—Enlisted Peacetime and Wartime (Not applicable to USAR)—Continued

Item	MNEMONIC	Title, description, and instructions	References
		The MOSC and SQI/ASI contained in the TOE or TDA for the duty position.	
4	POSN	AUTH GRADE/CODE Authorized grade and code for the duty position. See AR 680–29, Code Number 33.	
5	POSN	AUTH GRADE/CODE Authorized grade and code for the duty position. See AR 680–29, Code Number 33.	AR 680–29
6	POSN	AUTH BRANCH The branch (code) specified in the MTOE, TDA, or JTD.	
7	POSN	AUTH LANG/CODE This entry reflects the Language Indicator Code (LIC) contained in the TOE or TDA for the duty position.	
		Section VI—Local Data	
		Data will be shown in this space depending on requirements of the local SIB.	

Notes:

1 When the MOS in which the bonus was paid is rescinded or converted by changes to AR 611–201, a SIDPERS transaction will be submitted to correct the MOS.
2 This information is generated by Fort Eustis, VA, to PERSCOM to update the EMF/SIDPERS File.

Legend:

*Denotes wartime.

Table 5–4
Instructions for completing DA Form 2B—Commissioned and Warrant Officer Peacetime and Wartime (Not applicable to (USAR)

Item	MNEMONIC	Title, description, and instructions	References
		Section I—Personal Data	
*1	NAME	NAME The DOD standard data element for name, individual, is recorded as follows: Last name (surname), full first name, full middle name, or middle initial (if no middle name), and designations such as "JR," "SR," "II" (2d), "III" (3d) following the middle name or initial. Name must agree with first 27 characters and spaces of the name data in item 1, DA Form 2–1. Submit "NAME" or "LNAM" transactions (DA Pam 600–8–2) to correct/change data in this item.	AR 18–12–4 DA Pam 600–3–2
*2	SSAN	SSN Social Security Number is shown with a hyphen (-) following the third and fifth digits.	
*3		VSSSN CODE Verification status of the SSN. (AR 680–29, Code Number 84.)	AR 680–29
*4		MPC/CODE Military personnel class: "O" for commissioned officers and "W" for warrant officers. (AR 680–29, Code Number 68.)	AR 680–29
*5	SEX	SEX/CODE "MALE" or "FEMALE" and appropriate code from AR 680–29, Code Number 71.	AR 37–104–3 AR 680–29
*6	RACE	RACE/CODE AR 680–29 Officers race and appropriate code from AR 680–29, Code Number 60. If "OTHER" is shown, and the officer specified a particular race, the specified race will be recorded in DA Form 2–1, item 28.	
7	DOB	DATE OF BIRTH Officers date of birth. For example, "440808" will appear in this item if the officer's date of birth is 8 August 1944.	
8	DEPN	NUMBER DEPENDENTS Number of family members recognized for pay purposes. Number of family members shown is not limited to those claimed as withholding exemptions; however, it must not exceed the number authorized in DODPM. Number of family members, by category, are recorded in DA Form 2–1, item 24.	DODPM
9	DEPN	NO ACMPT CSDEP PCS Number of command sponsored family members accompanying or joining the warrant officer upon reassignment on PCS orders. The year and month family members arrive in an oversea area will be recorded in DA Form 2–1, item 5. (Data is required in this item when the personnel are serving in an oversea area. It may be used in other areas if desired by the commander.)	AR 55–46 AR 310–25 AR 614–30
10	DEPN	NO ACMP NCSDEP PCS Number of individually sponsored family members accompanying or joining the officer upon reassignment on PCS orders. The year and month that individually sponsored family members arrive in an oversea area will be recorded in DA Form 2–1, item 5. (Data is required in this item when the personnel are serving in an oversea area. It may be used in other areas if desired by the commander.)	AR 55–46 AR 310–25 AR 614–30
11	EGD	ETH GRP/CODE Abbreviation or designation and code (from AR 680–29, Code Number 26) that identifies a segment of the population possessing common characteristics and cultural heritage significantly different from that of the general population. Officer determines the ethnic group designation that identifies his or her ethnic group. If the officers do not identify themselves under one of the established ethnic group designations or refuse to furnish the information, "OTHER" and code "X" will be shown. "UNKNOWN" and code "Z" will be shown for officers unable to provide the information because of conditions beyond their control.	AR 18–12–4 AR 680–29
12	CITZ	CITZSHP/CODE Officer's citizenship status as follows:	AR 680–29

Table 5–4
Instructions for completing DA Form 2B—Commissioned and Warrant Officer Peacetime and Wartime (Not applicable to (USAR)—Continued

Item	MNEMONIC	Title, description, and instructions	References
		Description. "NATIVE-BORN," "NATURALIZED," 'ALIEN," "DERIVATIVE". Code. Appropriate code from AR 680–29, Code Number 11.	
13	MARS	MRTL STS/CODE The title or abbreviation and code from AR 680–29, Code Number 43 to indicate the officer's current marital status.	AR 18–12–4 AR 680–29 AR 37–104–3
14	RELG	REL PREF/CODE Each officer will be asked, but not required, to state his or her religious preference and will be informed that his information will be reflected in official records. The officer's preference, if provided, will be identified by an abbreviation and code from AR 680–29, Code Number 63.	AR 680–29
15	SPDR	SSN–MIL–SPOUSE Military spouse social security number.	AR 614–100
16	SPDR	MIL–PERS–CLASS–AD–SPOUSE Military personnel class of active duty spouse (officer, warrant, or enlisted).	AR 614–100
17	SPDR	DOD–COMP–AD–SPOUSE DOD component of active duty spouse (Army, Air Force, Navy, Marine Corps, or Coast Guard).	AR 614–100
		Section II—Qualification Data	
*1	GRCH	GRADE/CODE (W) Abbr. Abbreviation for the grade in which the officer is currently serving. (AR 680–29, Code Number 33.) Code. Code indicating the grade in which the warrant officer is currently serving.	AR 600–20 AR 680–29
*2	GRCH	AD GRADE/CODE (O) Abbr. Abbreviation for the grade in which the officer is currently serving (AR 680–29). The AD grade is the grade in which an officer is serving, or is treated as if serving, on full-time duty in the active military service (other than ADT) of the United States Army.	AR 600–20. AR 680–29
*3	DOR	DATE OF RANK (W) Date of rank for the grade in which the warrant officer is currently serving on AD. For warrant officer accessed on or after 15 Sep 81, promotion eligibility date (PED) is, for all practical purposes, equal to DOR.	AR 600–20
*4	DOR	AD DATE OF RANK (O) Date of rank for the grade in which the officer is currently serving on AD. The date used in determining relative seniority among officers of the same grade, which is based on the date an officer was actually or constructively appointed in the grade in which he is serving, or is treated as if serving on full-time duty in the active military service (other than ADT) of the U.S. Army. This date is not necessarily the same as the date on which the officer was actually or constructively appointed for other purposes (for example, entitlements to pay allowances).	AR 600–20
*5	COMP	SVC COMP/CODE Component in which the officer was appointed. See AR 680–29, Code Number 70 for service component codes.	AR 18–12–4 AR 680–29
*6		PSSI/ASSI1/ASI2 (O) For active duty basic branch commissioned officers, the entry specialty code, followed by zeroes is shown. For special branch commissioned officers, the specialty skill identifier (SSI) designated as primary is shown. An AMEDD officer's primary SSI will be suffixed with the related medical proficiency level ASI when so designated. Other special branch commissioned officers may have a related ASI suffix if appropriate. ASI. For commissioned officer personnel, an ASI will be shown if there is one. Language identifiers will be shown in section II, items 11 and 12.	AR 611–101
*7		SEC SSI/ASI3/ASI4 (0) For active duty basic branch commissioned officers, the designated additional specialty code (AR 611–101), if any, is entered in two digits, followed by three zeroes. For special branch commissioned officers, the SSI (for AMEDD officers) or an additional SSI and an associated ASI (including AMEDD medical proficiency) is shown if applicable. ASI. An ASI in addition to those previously recorded in section II item 6 will be shown if there is one.	AR 611–101
*8	PMOS	PMOS/ASI(W) MOSC/ASI. The military occupational specialty code (MOSC) designated as primary. When applicable, the MOSC will include a special qualification identifier (SQI). ASI. The appropriate ASI awarded the warrant officer which is associated with or related to the primary MOSC is shown. Language identifiers will be shown in section B, items 5 and 6.	AR 611–112
9	RPRM CPGD	PERM GRD/CODE (W) Grade and code in which warrant officer holds permanent appointment in RA or Reserve component applicable to grade held in U.S. Army only.	
10	RPRM CPGD	PERM DOR (W) Date of rank of permanent appointment in RA or Reserve Component applicable to grade held in US Army only. For USAR, PDOR is effective date of promotion eligibility.	
*11		FIRSTLANG/CODE (Item is topfed by HQDA) The foreign language and code (AR 18–12–4 or AR 611–6) in which the officer possesses the most proficiency. Shorten abbreviation for language title if it exceeds 20 characters. For source and additional information concerning language proficiency, see DA Form 330 in MPRJ. If officer possesses proficiency in two or more languages, this item will identify the highest priority language as identified by DA Circular 611-series.	AR 18–12–4 AR 611–6
*12		SECDLANG/CODE (Item is topfed by HQDA)	AR 18–12–4

Table 5–4
Instructions for completing DA Form 2B—Commissioned and Warrant Officer Peacetime and Wartime (Not applicable to (USAR)—Continued

Item	MNEMONIC	Title, description, and instructions	References
		Second foreign language and code (AR 18–12–4 or AR 611–6) in which the officer possesses proficiency. Shorten abbreviation for language title if it exceeds 20 characters. For source and additional information concerning language proficiency, see DA Form 330 in MPRJ.	AR 611–6
13	MLED	MIL EDUC/CODE Highest military education and code. Appropriate designation and code from AR 680–29, Code Number 36 to identify the highest military education level attained by the officer. See DA Form 2–1, item 17.	AR 680–29
14	CVED	CIV EDUC/CODE Highest civilian education and code. Appropriate designation and code from AR 680–29, Code Number 12 to identify the highest civilian education level attained by the officer. Source of information. See DA Form 2–1, item 17.	AR 680–29
15	PRMI	PROMOTION IND Promotable indicator "P" will be printed in this block when officer is currently on a DA promotion list.	
*16			
*17			
*18	PHYS	PULHES Findings of the latest medical examination, as determined and furnished by the examining medical officer. The physical profile serial code listed under physical profile factors in the officer's SF 88 (Report of Medical Examination) or DF specified by procedure 6–11, DA Pam 600–8, for PULHES OF 111111 or 111121 (color vision limitations only). For all other profiles, the DA Form 3349 (Physical Profile) must be used as the source document for updating the data item. Modifiers "S" and "T" and temporary changes in physical profile serial code of 90 days or less will not be shown. If a 3 or 4 appears in the physical profile serial code, an entry is required in item 4, DA Form 2–1.	AR 40–501 AR 634–40
*19	PHYS	PHYS CAT CODE The appropriate physical category code (AR 680–29, Code Number 54) as determined from information in SF 88, item 74 or DF specified by procedure 6–11, DA Pam 600–8, for PULHES 111111 or 111121 (color vision limitations only). For all other profiles, the DA Form 3349 must be used as the source document for updating the data item.	AR 40–501 AR 635–40 AR 680–29
20	DSCS	DUAL SVC GRADE/CODE (W) Abbr. Abbreviation for commissioned grade held in a component other than the component in which currently serving on AD. Code. Appropriate grade code from AR 680–29, Code Number 19. Source document: Letter of appointment.	AR 600–39 AR 680–29
21	DSCS	DUAL SVC COMP/CODE (W) Entry relates to section B, item 16 and contains "USAR" or "REG" and the appropriate code from AR 680–29, Code Number 20. Source document: Letter of appointment.	AR 600–39 AR 680–29
22		CONTROL SPEC (0) (Item is topfed by HQDA) This entry represents the specialty for which an officer was requisitioned, against which he is accounted, and in which he should be serving.	AR 611–101 Last PCS Orders.
23	POSN	DUTY SSI/ASI (0) This entry reflects the duty Position Requirement Code (PRC) and ASI or the PRC contained in the TOE or TDA for the duty position from section V item 3. When an officer has not been assigned to an authorized position, the MOSC/SSI and ASI, if applicable, which are related to the duties being performed are shown. When PDY assignment DF is available and DSSI differs from authorized TDA position, use PDY assignment DF if most recent document.	AR 611–101
24	BR	BASIC BRANCH Officer's basic branch.	AR 600–20 AR 611–112 AR 614–100 AR 680–29
25	ADSI	CMOS/ASI (W) One additional MOSC is shown, if held. An associated SQI is shown if appropriate. The appropriate ASI awarded the warrant officer is shown which is associated with or related to the additional MOSC.	AR 611–112
26	POSN	DUTY MOS/ASI (W) This entry reflects the duty MOSC and ASI or the Position Requirement Code contained in the TOE or TDA for the duty position from section V item 3. When a warrant officer has not been assigned to an authorized position, the MOSC/SSI/and ASI, if applicable, which are related to the duties being performed are shown. When PDY assignment DF is available and DSSI differs from authorized TDA position, use PDY assignment DF if most recent document.	AR 611–112
27	BR	CONTROL BRANCH Appropriate code denoting HQDA career branch. For warrant officers this is the Career Management Group Code identified in AR 611–112.	AR 611–112
28	SPAY	SPAY1/SPAY2 Identifies officers receiving special pay. See AR 680–29, Code Number 74 for appropriate codes.	AR 680–29 DODPM
29	IPAY	1PAY1/1PAY2 Eligibility to perform duty or receive incentive pay. Eligibility is based on orders issued on or after date of arrival of the officer at his or her duty station. However, eligibility for aerial flight duty personnel may be based on PCS orders specifying that aerial flight duty status is to continue in the officer's new assignment. Use appropriate codes specified in AR 680–29, Code Number 38.	AR 680–29 DODPM
30	AFS	ACT FED SVC	

Table 5–4
Instructions for completing DA Form 2B—Commissioned and Warrant Officer Peacetime and Wartime (Not applicable to (USAR)—Continued

Item	MNEMONIC	Title, description, and instructions	References
		Number of months of Active Federal Service (AFS) projected through the end of the current fiscal year. This includes AFS in any branch of the Armed Forces. During the first processing cycle of each October, 12 months are added to the AFCS.	
31	AFS	ACT FED COM SVC Number of months and days of Active Federal Commissioned Service (AFCS) projected through the end of the current fiscal year. This includes AFCS in any branch of the Armed Forces. During the first processing cycle of each October, 12 months are added to the AFCS.	
32	AFS	AFS VER CODE If AFS has been verified, the word "VERIFIED" and code "V" will print. If unverified, the word "UNVERIFIED" will print and the code item will be blank.	
33		PERSONNEL SECURITY INVESTIGATION INITIATED (SIINIT)/DATE (This item is topfed by HQDA.) The appropriate code (AR 680–29, Code Number 66) reflects the type of Personnel Security Investigation currently open at the Defense Investigative Service (DIS), plus the date on which the investigation was opened by DIS.	AR 680–29
*34		PERSONNEL SECURITY INVESTIGATION COMPLETED (SICMPL)/DATE (This item is topfed by HQDA.) The appropriate code (AR 680–29, Code Number 66) reflects the type of completed Personnel Security Investigation upon which a soldier's present security clearance is based, plus the date the investigation was completed.	AR 680–29
*35	FDPS	FIELD DETERMINED PERSONNEL SECURITY STATUS (FDPSS) The appropriate code (AR 680–29, Code Number 65) is the degree of access to classified information granted the soldier by the local command. This access may be equal to or less than, but not greater than the DDPSS. This data is local input and is for field use only. It is not reported to PERSCOM.	AR 680–29
36		DEPARTMENT DETERMINED PERSONNEL SECURITY STATUS (DDPSS) (This item is topfed by HQDA.) The appropriate code (AR 680–29, Code Number 65) is the highest degree of Security Clearance granted by Central Clearance Facility (CCF) for access to classified information.	AR 680–29
37	PRPA	PERSONNEL RELIABILITY PROGRAM ASSIGNMENT STATUS (PRPAS) The appropriate code (AR 680–29, Code Number 67) reflects an individual's standing relative to training and duty under the nuclear, chemical and automatic data processing Personnel Reliability Program.	AR 50–5 AR 50–6 AR 380–380 AR 680–29
38		PERSONNEL SECURITY INVESTIGATION INITIATED (SIINIT) STATUS (This item is topfed by HQDA.) The decode abbreviation of item 33 above (AR 680–29, Code Number 67).	AR 680–29
*39		PERSONNEL SECURITY INVESTIGATION COMPLETED (SICMPL) STATUS (This item is topfed by HQDA.) The decode abbreviation of item 34 above (AR 680–29, Code Number 67).	AR 680–29
		Section III—Unit Data	
*1	ARR	UPC The Unit Processing Code for the organization to which the officer is or was assigned. This code is composed of positions 2 through 4 of the Unit Identification Code (UIC).	
*2	ARR	UNIT NAME The name of the unit to which the officer is or was assigned.	
*3	ARR	REPORT DATE The reporting date specified in the officer's reassignment orders.	
*4	ARR	ARRIVAL DATE The actual date the warrant officer arrived at a unit of assignment.	
*5	DPRT	DEPART DATE The actual date the officer departs an organization or unit.	
*6	DPRT	GAINING UPC The gaining unit processing code (UPC) is— For incoming personnel—The UPC of the losing unit. For Reconciliation and Inquiry—The potential gaining UPC if departure date is present for that unit.	
7	DPRT	LOSING UPC The losing unit processing code UPC is incoming personnel; the potential gaining UPC is used as the losing UPC.	
8	REGT	REGT AFFIL The regimental number and regimental branch. Example: 0002 1N	AR 600–82
9	HOBA	REGT HOMEBASE The CONUS location at which the regimental number and branch are physically assigned. See AR 680–29, Code Number 15.	AR 680–29
		Section IV—Service Data	
1		PEBD (This item is topfed by HQDA for Active Duty officers) Pay entry basic date (PEBD) is the date from which creditable service for pay is computed. Computation. Creditable service and method of computation are contained in DODPM, chapter 1, part I. USAFAC will automatically adjust (for Active Army) date based on AWOL, confinement, civil confinement and sick not in line of duty.	DODPM AR 37–104–3

Table 5–4
Instructions for completing DA Form 2B—Commissioned and Warrant Officer Peacetime and Wartime (Not applicable to (USAR)—Continued

Item	MNEMONIC	Title, description, and instructions	References
			AR 37–104–3
2		BASD (This item is topfed by HQDA) Basic active Federal service date (BASD) to indicate total active Federal service (AFS) creditable for retirement. This includes AFS in any branch of the Armed Forces. Computation. BASD is the effective date of entry on AD minus all periods of active Federal service (as defined in AR 310–25 and AR 635–100 and including AT and ADT). Adjustment. USAFAC will automatically adjust date based on AWOL, confinement, civil confinement and sick not in line of duty.	AR 310–25 AR 635–100
3	COMP	ESA For OTRA officers serving on AD (AR 135–215), the date of expiration of service agreement.	AR 135–215
4	COMP	SVC AGRMT/CODE Service agreement and code. Abbreviation and code from AR 680–29, Code Number 69 for approved DA service agreements (AR 135–215). Enter OD in DA Form 2–1, item 4 the active duty service obligations incurred by officers attending courses of instruction (AR 350–100), or participating in the ROTC Flight Instruction Program or the Army ROTC Financial Assistance (Scholarship) Program.	AR 135–215 AR 680–29
5	DSEP	DELAY IN SEP/CODE The reason the officer is being held in the active military service involuntarily/voluntarily upon his or her expiration of service agreement. One of the following reasons will appear under "ABBR": ADMIN—administrative delay. CNF—delay, confinement. FLAG—delay, suspension of favorable personnel action. MED—delay, medical. OTHER—delay, other than the above. See AR 680–29, Code Number 18	AR 680–29 AR 635–100
6	LPCS	DATE LAST PCS Year and month that the officer departed from the permanent duty station on latest PCS orders. This does not include TDY en route for less than 20 weeks. The reassignment constitutes travel chargeable to fiscal year limitations.	AR 614–6
7	ERPT	DATE OF LAST ER Ending year and month of the last Officer Evaluation Report (OER). See also DA Form 2–1, item 35.	AR 623–105
8		(RESERVED FOR FUTURE USE)	
9	YMPS	DATE OF LAST PHOTO Year and month of last photograph (AR 640–30).	AR 640–30
10	AFRM	DATE ELIG AFRM Year and month that the Reserve officer will become eligible for award of the Armed Forces Reserve Medal (AFRM) or 10-year device.	AR 672–5–1
11	PPN	PPN Applicable procurement program number (AR 601–110) at time of entry on AD, ADT in excess of 90 days, or Regular Army appointment from another component of the Army.	AR 601–110
12	FHAI	FHA ELIG IND Section 222, National Housing Act, as amended (12 USC 1715M), provides for mortgage insurance to members of the Armed Forces in purchasing single family housing or a one-family unit in a condominium for occupancy by the officer or his or her family. However, the member must be serving on active duty and have had a valid (approved) certificate of eligibility in effect on or before 31 March 1980. A "YES" response if DD Form 802 (Request for Certificate of Eligibility) is received from the US Army Finance and Accounting Center. (USAFAC). A "NO" response if DD Form 803 (Certificate of Termination) is forwarded to the Federal Housing Authority (FHA). Item will be blank or "NO" if USAFAC is not insuring an FHA loan or if the officer is not eligible.	AR 608–8
13	DLOS	DLOS Projected date of loss from current unit of assignment. It is the date the officer is expected to leave the command other than because of ESA or regularly scheduled event. The date is usually connected with reassignment (PCS) or an early unprogrammed release from AD. A new date will be established upon reassignment of the officer.	
14	DROS DERO	DROS/DEROS Date of return from overseas (DROS) or adjusted DROS, for officer now serving in CONUS. The date eligible for return from overseas tour (DEROS), for officer serving in an oversea assignment.	AR 614–30
15		(RESERVED FOR FUTURE USE)	
16	ALCT	LAST CBT TOUR/DATE Area, code, and year and month completed of the last combat tour during which an officer of the Active Army received hostile fire pay in an oversea area. (AR 680–29, Code Number 2).	AR 680–29
17		(RESERVED FOR FUTURE USE)	
18		(RESERVED FOR FUTURE USE)	
19		OVERSEAS PREF/CODE The appropriate oversea area designation and code from AR 680–29, Code Number 52. Area of preference is determined by the officer concerned. (No longer posted to the SPF, HQDA input only from DA Form 483 (Officer's Assignment Reference Statement).)	AR 680–29
20			
21	HIV	YR MO HIV SCRN TEST LAST ADMIN The year and month Human Immunodeficiency Virus screening test was last administered.	AR 600-110

Section V—Position Data

Table 5–4
Instructions for completing DA Form 2B—Commissioned and Warrant Officer Peacetime and Wartime (Not applicable to (USAR)—Continued

Item	MNEMONIC	Title, description, and instructions	References
1	POSN	POSITION NO. SIDPERS number designated for the position to which the officer is currently assigned.	
2	POSN	POSITION TITLE The title of the position to which the officer is currently assigned.	
3	POSN	AUTH SSI/ASI The SSI and SQI/ASI or the Position Requirement. Code contained in the TOE or TDA for the duty position.	
4	POSN	AUTH MOS/ASI The MOSC and SQI/ASI contained in the TOE or TDA for the duty position.	
5	POSN	AUTH GRADE/CODE Authorized grade and code for the duty position. See AR 680–29, Code Number 33.	AR 680–29
6	POSN	AUTH BRANCH The branch (code) specified in the MTOE, TDA, or JTD.	
7	POSN	AUTH LANG/CODE This entry reflects the LIC contained in the TOE or TDA for the duty position.	
		Section VI—Local Data	
		Data will be shown in this space depending on requirements of the local SIDPERS Interface Branch (SIB).	

Legend:
*Denotes wartime.

Table 5–9
Foreign service

Rule	If the soldier	then enter
1	Arrived at an overseas area in a PCS status.	a. In the FROM column, the date the officer departed CONUS.
2	Arrived at an overseas area in a TDY status; and was projected to remain at least 45 days.	b. In the AREA AND COUNTRY column, the geographic area and country. c. In the TYPE column, in pencil, TDY or PCS, as applicable. (Above action will be taken by gaining command; under rule 2, the TDY command will take the above action.)
3	Was involuntarily reassigned to another overseas location prior to normal tour completion (NTC).	a. In the THRU column, the date of departure from the prior location. b. In the MONTHS column, the number of months the soldier spends at the prior location. c. In the NTC column, YES or NO as appropriate. d. In the TYPE column, TDY or PCS, as applicable. e. In the FROM column, the date followinh the date of departure from the prior location as indicated in a above. f. In the AREA AND COUNTRY column, as prescribed under rules 1 and 2. g. In the TYPE column, TDY or PCS, as applicable. (Above action will be taken by gaining command.)
4	Returned to CONUS, and is within 60 days of a normal overseas tour or NTC was specifically directed or approved by HQDA.	a. In the THRU column, the date the soldier returned to CONUS. b. In MO column, the number of months of oversea service. c. In the TYPE column, PCS. d. In the NTC column, YES. (Above action will be taken by gaining command.)
5	Returned to CONUS on TDY or for emergency leave, prior to completion of a normal overseas tour, and has less than 60 days remaining in the present overseas tour, or in category.	a. In the THRU column, the date the soldier arrived in CONUS. b. In the MONTHS column, the number of months credited toward tour completion. c. In the TYPE column, PCS. d. In the NTC column, YES. (Above action will be taken by the gaining command.)
6	Was in a TDY or PCS status overseas, and was evacuated to and hospitalized in a CONUS hospital.	a. In the THRU column, the date the soldier arrived at the CONUS hospital. b. In the THRU column (next line), the adjusted DROS (add the actual number of days hospitalized to the DROS previously recorded). The letter "A" will be entered after the date. c. In the MONTHS column, the number of months credited toward tour completion. d. In the TYPE column, TDY or PCS, as applicable. e. In the NTC column, YES. (Above action will be taken by gaining command.)

Table 5–9
Foreign service—Continued

Rule	If the soldier	then enter
7	Was in a TDY or PCS status overseas, and was medically evacuated to and hospitalized in an offshore hospital for a period longer than the theater evacuation policy and the cause of the evacuation was— a. Wounds from enemy or hostile action. b. Injury, determined to be in LD. c. Disease, determined to be in LD (includes HIV positive soldiers). d. Aggravation, determined to be in LD, of one of previously existing above conditions (regardless of the LD status of the basic causes).	a. In the THRU column, the date the soldier was released from the offshore hospital. b. In the MONTHS column, the number of months toward tour completion. c. In the TYPE column, TDY or PCS, as applicable. d. In the NTC column, YES. (Above action will be taken by gaining command.)
8	Was in a TDY or PCS status in a hostile fire area and was evacuated to and hospitalized outside the hostile fire area for 30 or more days due to a specific hostile fire action, action, and was reassigned to CONUS prior to completion of a normal oversea tour.	a. In the THRU column, the date the soldier arrived in CONUS. b. In the MONTHS column, TDY or number of months credited toward tour completion. c. In the TYPE column, TDY or PCS, as appropriate.
9	Completed a minimum of 11 cumulative months in a TDY status during any 24-month period ending on or after 12 January 1967 in areas where the tour length is designated as 12 to 18 months, or in isolated areas where tour lengths have not been established by DOD. (Notes 1 and 2)	d. In the NTC column, YES. (Above action will be taken by gaining command for officers in a PCS status; for soldiers in a TDY status in the oversea area, the unit of assignment will take the above action.)
10	Completed a minimum of 18 cumulative months in a TDY status during any 24-month period ending on or after 12 January 1967 in areas where the "all others" tour length is designated as 24 months. (Notes 1 and 2)	
11	Returned to CONUS after completion of at least 45 consecutive days in a TDY status overseas, or returned without sufficient time in a PCS status overseas to receive tour completion credit under rules 4 through 10. This includes a soldier serving in an overseas assignment who is returned to CONUS on leave, and is subsequently reassigned without returning overseas.)	a. In the THRU column, the date the soldier arrived in CONUS. b. In the MONTHS column, the number of months credited toward tour completion. c. In the THRU column (next line), the adjusted DROS (add the actual number of days served to the DROS recorded for the last period of overseas service, or if there has been no prior oversea service, add the number of days served overseas to the date of entry on active duty). The key letter "A" will be entered after the date. d. In the TYPE column, TDY or PCS as applicable. (Above action will be taken by gaining command for soldiers in a PCS status; for soldiers in a TDY status in the overseas area, the unit of assignment will take the above action.) YEAR MONTH DAY 75 22 30 76 10 31 Date Rtn for OS 74 12 15 Date Dept for OS 1 10 15 +1 Incl Date 1 10 16 Total of OS Svc Add the amount of time served overseas to the DROS recorded for the last period of oversea service, or if there has been no prior overseas service, add the number of days served overseas to the date of entry on active duty. The letter "A" will be entered after the date. (Above action will be taken by gaining command for soldier in a PCS status; for soldiers in a TDY status the unit of assignment will take the above action.)
12	Was in a hostile fire area in a PCS status, and was evacuated to, hospitalized in, and subsequently reassigned in a PCS status to another overseas location, and completed sufficient time (prorated under table in AR 614–30) at the second location to cumulatively receive credit for a completed tour, prior to being returned to CONUS.	a. In the THRU column, the date the soldier arrived in CONUS. b. In the AREA AND COUNTRY column, the geographic area(s), and countries. Example: FEPA-Korea. This entry will be made by the custodian of the DA Form 2–1 at the unit of assignment. c. In the MONTHS column the cumulative number of months credited towards tour completion. d. In the TYPE column, TDY or PCS, as applicable. e. In the NTC column, YES. (Completed for RVN, or the hostile fire area, as applicable.) (Above action will be taken by gaining command, except as noted in b.)
13	Had more than 60 days leave or temporary absence from the command. Delays in travel or time spent as a hospital patient or while convalescing will not be counted in the 60 days. This includes time spent in CONUS on leave and or attached to a CONUS activity pending decision on a personal action, that is, a compassionate reassignment or hardship discharge, which results in a disapproval.	In the THRU column, exclude all time in excess of the first 60 days that was spent on leave or temporary absence from the command. (The first 60 days leave or temporary absence will be counted as overseas service.) (Above action will be taken by present command.)

Table 5–9
Foreign service—Continued

Rule	If the soldier	then enter
14	Completed a period of one year or more of regularly assigned duty as part of a ship's complement in ocean going vessel(s), either continuous or noncontinuous service.	a. In the FROM column, the beginning date of the sea duty. b. In the THRU column, the last day of the terminal period of noncontinuous sea duty. c. In the AREA AND COUNTRY column, Sea Duty. d. In the MONTHS column, the number of months credited as overseas service. e. In the type column, PCS or TDY, as applicable. (Above action will be taken by the gaining command.)
15	Completed the prescribed tour, or tour credit has been directed by the COT approving authority in one overseas area, volunteers for an intra–or–inter theater COT (Consecutive Overseas Tour) includes IPCOT (In–place Consecutive Overseas Tour) and begins a second prescribed tour.	a. In the TRU column the date soldier departed or completed first tour. b. In the MONTHS column, the number of months the soldier spent at the prior location, (COT leave and travel time is included in previous tour). c. In the TYPE column, PCS. d. In the NTC column, YES. e. In the FROM column, the date following the date of departure from the prior location in a. above. f. In the AREA AND COUNTRY column, the grographic area and country. g. In the TYPE column, COT/ICT.

Notes:

[1] The date entered in the FROM column will be the beginning date of the first TDY period and the date entered in the THRU column will be the ending date of the TDY period in which the qualifying service was completed.

[2] Tour credit for cumulative periods will be credited for the area and country in which the most service was performed.

PREPARED YY MMM DD PCN: AAC-XXX PERSONNEL QUALIFICATION RECORD, PART I CD YY MMM DD SCN XX PAGE XX
PPA XX TYPE RECORD XXXXXXXXXXXXXXXXXXXXXXX

SECTION I -- PERSONAL DATA

* 1.NAME:	XXXXXXXXXXXXXXXXXXXXXXXXX	* 6.RACE/CODE:	XXXXXXX X	11.ETH GRP/CODE:	XXXXXXXXXX X
* 2.SSN:	XXX-XX-XXXX	7.DATE OF BIRTH:	YYMMDD	12.CITZSHP/CODE:	XXXXXXXXXXX X
* 3.VSSN CODE:	X	8.NUMBER DEPENDENTS:	XX	13.MRTL STS/CODE:	XXXXXXXXXX X
* 4.MPC/CODE:	XXXXXXXX X	9.NO ACMP CSDEP PCS:	XX	14.REL PREF/CODE:	XXXXXXXXXXXXXXXXXXXXXXX XX
* 5.SEX/CODE:	XXXXXXX X	10.NO ACMP NCSDEP PCS:	XX	15.SSN SPOUSE:	XXX-XX-XXXX MPC: XXXXXXXX X

SECTION II -- QUALIFICATION DATA

* 1.GRADE/CODE:	XXX XX	15.PROMOTION IND:	X	29.SQT RATING/CODE:	XXXXXXXXXXXXXXXXXXX X
* 2.DATE OF RANK:	YYMMDD	16.DUAL SVC GRADE/CODE:	XXX X	30.SQT SCORE:	XXX
* 3.SVC COMP/CODE:	XXXX X	17.DUAL SVC COMP/CODE:	XXXX X	31.PROM PTS-C/DATE:	XXX YYMM
* 4.PMOS/ASI:	XXXXX XX	18.SMOS/ASI:	XXXXX XX	32.PROM PTS-P/DATE:	XXX YYMM
* 5.FIRST-LANG/CODE:	XXXXXXXXXXXXXXXXXXX XX	19.DUTY MOS/ASI:	XXXXX XX	33.REEN ELIG/INELIG:	XXXXXXXXXXXXXXX XX
* 6.SECD-LANG/CODE:	XXXXXXXXXXXXXXXXXXX XX	20.BONUS MOS/EFF DATE:	XXX YYMMDD	34.PER SCTY INV INIT/DATE:	X YYMMDD
7.BLANK		21.PROM/PROG MOS:	XXXXX	* 35.PER SCTY INV COMP/DATE:	X YYMMDD
8.BLANK		22.SP-DY-ASG-PAY-STATS:	XXXXXXXX X	* 36.FLD DETMD PER SCTY STS:	XXXXXXXXXXXXXXXXX X
* 9.PULHES:	XXXXXX	23.SPAY1/SPAY2:	XXXXX XXXXX	37.DPT DEPMD PER SCTY STS:	XXXXXXXXXXXXXXXXX X
*10.PHYS CAT CODE:	X	24.IPAY1/IPAY2:	XXXXX XXXXX	38.PER RLBTY PGM ASGN STS:	XXXXXXXXXXXXXXXXX X
11.GT SCORE:	XXX	25.SQT MOS:	XXXX	39.PERS SCTY INV INIT STS:	XXXXXXXXXXXXXXXXX X
12.OJT COMP DATE:	YYMM	26.SQT DATE-1:	YYMM	* 40.PERS SCTY INV COMP STS:	XXXXXXXXXXXXXXXXX X
13.MIL EDUC/CODE:	XXXXXXXXXXXXX X	27.SQT DATE-2:	YYMM		
14.CIV EDUC/CODE:	XXXXXXXXX X	28.SQT PERCENTAGE:	XX%		

SECTION III -- UNIT DATA

* 1.UPC:	XXXXX	* 4.ARRIVAL DATE:	YYMMDD	7.LOSING UPC:	XXXXX
* 2.UNIT NAME:	XXXXXXXXXXXXXXXXXXXXXXXXXXXXX	* 5.DEPART DATE:	YYMMDD	8.REGT AFFIL:	XXXX XX
* 3.REPORT DATE:	YYMMDD	* 6.GAINING UPC:	XXXXX	9.REGT HOMEBASE:	XXXXXXXXXXXXXXXXXXXXX XX

SECTION IV -- SERVICE DATA

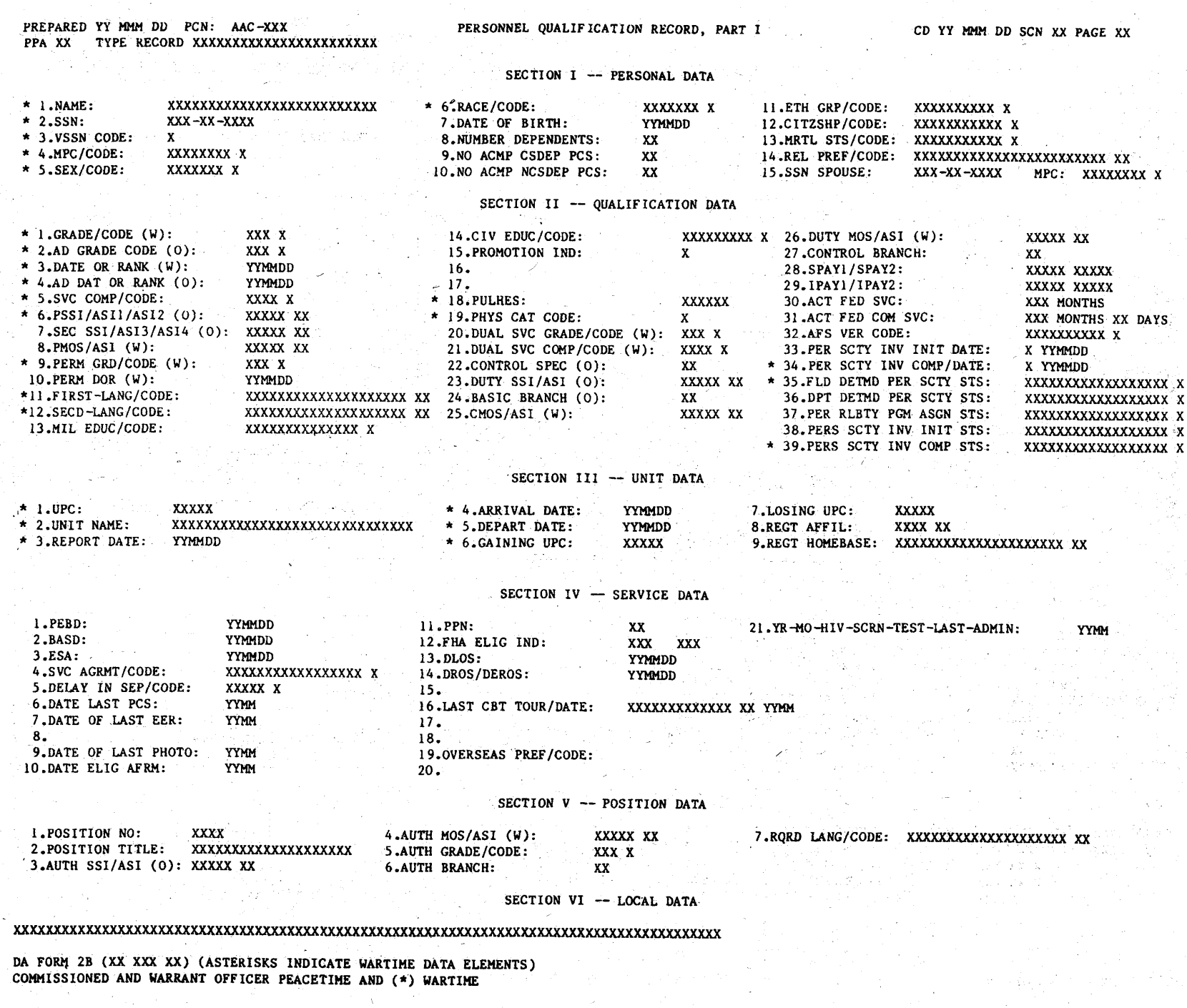
1.PEBD:	YYMMDD	11.DATE ELIG GCMDL:	YYMM	21.YR-MO-HIV-SCRN-TEST-LAST-ADMIN:	YYMM
2.BASD:	YYMMDD	12.FHA ELIG IND:	XXX		
3.ETS:	YYMMDD	13.DLOS:	YYMMDD		
4.CURR TERM SVC/CODE:	XXXXX X	14.DROS/DEROS:	YYMMDD		
5.DELAY IN SEP/CODE:	XXXXX X	15.AEA/TERM DATE:	X YYMM		
6.DATE LAST PCS:	YYMM	16.LAST CBT TOUR/DATE:	XXXXXXXXXXXXX XX YYMM		
7.DATE OF LAST EER:	YYMM	17.CURR/LAST FST/CODE:	XXXXXXXXXXXXXXXX X		
8.EER DATE VERIF:	XXXXXXXXXX X	18.TRAVEL STATUS:	XXXXXXX		
9.DATE OF LAST PHOTO:	YYMM	19.OVERSEAS PREF/CODE:	XXXXXXXXXXXXX XX XXXXXXXXXXXXX XX XXXXXXXXXXXXX XX		
10.DATE ELIG AFRM:	YYMM	20.CONUS PREF/CODE:	XXXXXXXXXXXXXXXXXXXX XX		

SECTION V -- POSITION DATA

1.POSITION NO:	XXXX	3.AUTH MOS/ASI:	XXXXX XX	5.RQRD LANG/CODE:	XXXXXXXXXXXXXXXXXXX XX
2.POSITION TITLE:	XXXXXXXXXXXXXXXXXXX	4.AUTH GRADE/CODE:	XXX X		

SECTION VI -- LOCAL DATA

XXXXXXXXXXXXXXXXXXXX



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PREPARED YY MMM DD  PCN:  AAC-XXX                PERSONNEL QUALIFICATION RECORD, PART I                CD YY MMM DD SCN XX PAGE XX
PPA XX   TYPE RECORD XXXXXXXXXXXXXXXXXXXXXX

                                                SECTION I -- PERSONAL DATA

* 1.NAME:          XXXXXXXXXXXXXXXXXXXXXXXXX     * 6.RACE/CODE:           XXXXXXX X      11.ETH GRP/CODE:   XXXXXXXXXX X
* 2.SSN:           XXX-XX-XXXX                     7.DATE OF BIRTH:       YYMMDD         12.CITZSHP/CODE:   XXXXXXXXXXX X
* 3.VSSN CODE:     X                               8.NUMBER DEPENDENTS:   XX             13.MRTL STS/CODE:  XXXXXXXXXX X
* 4.MPC/CODE:      XXXXXXXX X                      9.NO ACMP CSDEP PCS:   XX             14.REL PREF/CODE:  XXXXXXXXXXXXXXXXXXXXXXX XX
* 5.SEX/CODE:      XXXXXXX X                      10.NO ACMP NCSDEP PCS:  XX             15.SSN SPOUSE:     XXX-XX-XXXX    MPC:  XXXXXXX X

                                                SECTION II -- QUALIFICATION DATA

* 1.GRADE/CODE (W):          XXX X              14.CIV EDUC/CODE:          XXXXXXXXX X  26.DUTY MOS/ASI (W):        XXXXX XX
* 2.AD GRADE CODE (O):       XXX X              15.PROMOTION IND:          X            27.CONTROL BRANCH:          XX
* 3.DATE OR RANK (W):        YYMMDD             16.                                     28.SPAY1/SPAY2:             XXXXX XXXXX
* 4.AD DAT OR RANK (O):      YYMMDD             17.                                     29.IPAY1/IPAY2:             XXXXX XXXXX
* 5.SVC COMP/CODE:           XXXX X           * 18.PULHES:                 XXXXXX       30.ACT FED SVC:             XXX MONTHS
* 6.PSSI/ASI1/ASI2 (O):      XXXXX XX         * 19.PHYS CAT CODE:          X            31.ACT FED COM SVC:         XXX MONTHS XX DAYS
  7.SEC SSI/ASI3/ASI4 (O):   XXXXX XX           20.DUAL SVC GRADE/CODE (W): XXX X        32.AFS VER CODE:            XXXXXXXXXX X
  8.PMOS/ASI (W):            XXXXX XX           21.DUAL SVC COMP/CODE (W): XXXX X        33.PER SCTY INV INIT DATE:  X YYMMDD
* 9.PERM GRD/CODE (W):       XXX X              22.CONTROL SPEC (O):       XX          * 34.PER SCTY INV COMP/DATE:  X YYMMDD
 10.PERM DOR (W):            YYMMDD             23.DUTY SSI/ASI (O):       XXXXX XX    * 35.FLD DETMD PER SCTY STS: XXXXXXXXXXXXXXXXXX X
*11.FIRST-LANG/CODE:         XXXXXXXXXXXXXXXXXXXX XX 24.BASIC BRANCH (O):  XX           36.DPT DETMD PER SCTY STS:  XXXXXXXXXXXXXXXXXX X
*12.SECD-LANG/CODE:          XXXXXXXXXXXXXXXXXXXX XX 25.CMOS/ASI (W):      XXXXX XX     37.PER RLBTY PGM ASGN STS:  XXXXXXXXXXXXXXXXXX X
 13.MIL EDUC/CODE:           XXXXXXXXXXXXXX X                                        38.PERS SCTY INV INIT STS:  XXXXXXXXXXXXXXXXXX X
                                                                                   * 39.PERS SCTY INV COMP STS: XXXXXXXXXXXXXXXXXX X

                                                SECTION III -- UNIT DATA

* 1.UPC:           XXXXX                          * 4.ARRIVAL DATE:    YYMMDD          7.LOSING UPC:     XXXXX
* 2.UNIT NAME:     XXXXXXXXXXXXXXXXXXXXXXXXXXXXX  * 5.DEPART DATE:    YYMMDD          8.REGT AFFIL:     XXXX XX
* 3.REPORT DATE:   YYMMDD                         * 6.GAINING UPC:    XXXXX           9.REGT HOMEBASE:  XXXXXXXXXXXXXXXXXXXX XX

                                                SECTION IV -- SERVICE DATA

 1.PEBD:                  YYMMDD          11.PPN:                    XX          21.YR-MO-HIV-SCRN-TEST-LAST-ADMIN:    YYMM
 2.BASD:                  YYMMDD          12.FHA ELIG IND:           XXX  XXX
 3.ESA:                   YYMMDD          13.DLOS:                   YYMMDD
 4.SVC AGRMT/CODE:        XXXXXXXXXXXXXXXX X  14.DROS/DEROS:         YYMMDD
 5.DELAY IN SEP/CODE:     XXXXX X         15.
 6.DATE LAST PCS:         YYMM            16.LAST CBT TOUR/DATE:     XXXXXXXXXXXXX XX YYMM
 7.DATE OF LAST EER:      YYMM            17.
 8.                                       18.
 9.DATE OF LAST PHOTO:    YYMM            19.OVERSEAS PREF/CODE:
10.DATE ELIG AFRM:        YYMM            20.

                                                SECTION V -- POSITION DATA

 1.POSITION NO:       XXXX                  4.AUTH MOS/ASI (W):    XXXXX XX        7.RQRD LANG/CODE:  XXXXXXXXXXXXXXXXXXX XX
 2.POSITION TITLE:    XXXXXXXXXXXXXXXXXXX   5.AUTH GRADE/CODE:     XXX X
 3.AUTH SSI/ASI (O):  XXXXX XX              6.AUTH BRANCH:         XX

                                                SECTION VI -- LOCAL DATA

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

DA FORM 2B (XX XXX XX) (ASTERISKS INDICATE WARTIME DATA ELEMENTS)
COMMISSIONED AND WARRANT OFFICER PEACETIME AND (*) WARTIME
```

Figure 5-2. Sample format DA Form 2B (Commissioned and Warrant Officer Peacetime (*) Wartime)

PERSONNEL QUALIFICATION RECORD – PART II

SECTION I – IDENTIFICATION DATA

1. NAME	2. S.S.N.
SMITHCONNALLY HAROLD MICHAEL	039-25-7682

SECTION II – CLASSIFICATION AND ASSIGNMENT DATA

(3) MOS EVALUATION SCORES ☐ CONT

MOSC	YR & MO	SCORE	YR & MO	SCORE	YR & MO	SCORE

4. ASSIGNMENT CONSIDERATIONS ☐ CONT

5. OVERSEA SERVICE ☐ CONT

FROM	THRU	AREA AND COUNTRY	MO	TYPE	NTC	DEPN ARR OS
691102	701101	FEPA-VN	12	PCS	Yes	
720315	740314	AMEA-Turkey	24	PCS	Yes	7203
790503	800426	FEPA-Taiwan	12	PCS	Yes	

SECTION II – CLASSIFICATION AND ASSIGNMENT DATA (Continued)

6. SC, SSI, ASI MILITARY OCCUPATIONAL SPECIALTIES ☐ CONT

MOSC	TITLE	DATE
42A	Adm & Pers System Mgt	740625
41A	Personnel Staff	740814
41B	Rctg Operations Off	750225
42B	Postal & Courier Service	750629
5P	Parachutist	780729
42	Adm & Pers Systems Mgt	

7 AVIATION ASI & GUNNERY QUALIFICATION ☐ CONT

AIRCRAFT F/W	AIRCRAFT R/W	INSTR PILOT F/W	INSTR PILOT R/W	GUNNERY SYSTEM TNG	GUNNERY SYSTEM INSTR

(8) APTITUDE AREA SCORES ☐ CONT

AREA	SCORE	AREA	SCORE

9. AWARDS, DECORATIONS & CAMPAIGNS ☐ CONT

See Figure 3-4

DATE

PLACE

10. OTHER TESTS ☐ CONT

TEST	DATE	SCORE
MDB-WOCB		
OCT		
DLAT		
OQI-1		
FAST-OB		
DLAB	112	810614

11. AMERICAN BOARD CERTIFICATION & LICENSES OR CERTIFICATES HELD ☐ CONT

12. LANGUAGE PROFICIENCY

DA FORM 330 SUBMITTED	DATE
	810630

DA FORM 2-1 1 JAN 73

Figure 5-3. Sample format of DA Form 2-1 for officer personnel

SECTION VII – CURRENT AND PREVIOUS ASSIGNMENTS

35. RECORD OF ASSIGNMENTS ☐ CONT

EFFECTIVE DATE	DUTY MOSC (PRC)	PRINCIPAL DUTY	ORGANIZATION AND STATION OR OVERSEA COUNTRY	NON-DUTY DAYS BP YR/MO	NON-RATED DAYS EP YR/MO	TYPE REPORT
Enl Svc	RA 000320-000319	MSG E8 75250				
000602		Com ARMOR-USAR (Sr ROTC)				
000602-000818		USAR svc not on AD				
000819	00A00	OAD	En route Ft Riley KS	03		None
000822	12A00	(1) Plt Ldr (2) Tng Off	Co F 2d Bn 63d Armd Regt Ft Riley KS	00		67-6
001222	12B00	Co XO	Co F 2d Bn 63d Armd Regt Ft Riley KS	00		None
000111	12B00	Plt Ldr	Co G 1st Bn 63d ArmdRegt Ft Riley KS	05		67-6
000120	00A00	Casual	En route Korea	45		None
000306	12A00	Co C XO	Co C 6th Tank Bn Korea	09		67-6
000908		MIA				
000109	00C00	Patient	18th Evac Hosp Korea	43		None
001201		REFRAD para 58 SO 97 HQ Ft McPherson	GA			
001202 -	000606	Off USAR svc not on AD; Inf Unit Comdr	MOS 1542; ADT 15 da 1953; 15 da 1955			
000607	00A00	OAD-Casual	En route Ft Knox KY	02		None
000609	00E00	Stu Off, Off Adv Crs #2	USAARMS Ft Knox KY	00		Acad
001201	42A00	Asst Adj	HQ 1st Bn 2d Armd Cav Ft Meade MD	12		67-7
000201	12B00	Co Cdr	Co B 1st Bn 2d Armd Cav Ft Meade MD	11		-
000505	12B00	Co Cdr	Co B 1st Bn 2d Armd Cav Germany	00		67-7
000501	92B00	S4	196th Inf Bde Ft Benning GA	00		-
000601	35A00	Mil Intel Unit Cdr	TDY JTF 7 Op Sandstone TX	00		67-7
000804	11A00	Co Cdr	Co B 1cs BCT Bde Ft Jackson SC	00		67-7
001010	55A00	Asst JA (JAGC qual tour)	USAG HQ Ft Jackson SC	15		67-7
001110	55A00	Asst JA (Instl)	USAG HQ Ft Jackson SC	00		-
000201	55A00	Asst JA (Corps) (Unit Redesig)	HQ III Corps Ft Jackson SC	12		67-7
000606	00E00	Stu Off Assoc Crs (TDY QMC Sch Ft Lee VA)	HQ III Corps Ft Jackson SC	00		Acad
001007	82D00	(1) Post QM (2) Commissary Off	USAG HQ Ft Monroe VA	10	00	67-8
000118	11A00	Co Cdr	Co A 1st Bn 326th Inf Ft Bragg NC		10	67-8
000501	12A00	Inf (USAR-Ready) Adj	2d Bde 202d Inf Div Columbus OH			
000810		Trf to inactive status list of Standby Reserve				
000914		Trf to 229th FA Bn 28th Inf Div ARNGUS (cite orders or other authority)				
001001		Disch fr USAR (termination of category and appointment)				
	(NOTE: Year portion of the effective date is shown "00" to preclude misinterpretation.					
	Actual entries will be made in accordance with para 1-15b, this regulation.)					

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Figure 5-3. Sample format of DA Form 2-1 for officer personnel—Continued

SECTION I – IDENTIFICATION DATA

1. NAME	2. S.S.N.
RICHARDSON JOHN HENRY	021-54-8675

SECTION II – CLASSIFICATION AND ASSIGNMENT DATA

(3) MOS EVALUATION SCORES ☐ CONT

MOSC	YR & MO	SCORE	YR & MO	SCORE	YR & MO	SCORE

4. ASSIGNMENT CONSIDERATIONS ☐ CONT

5. OVERSEA SERVICE ☐ CONT

FROM	THRU	AREA AND COUNTRY	MO	TYPE	NTC	DEPN ARR OS
640808	670628	EURA-Germany	35	PCS	Yes	
680626	690625	FEPA-VN	12	PCS	Yes	
710729	750508	NANA-Canada	45	PCS	Yes	7107

DA FORM 2-1 1 JAN 73

SECTION II – CLASSIFICATION AND ASSIGNMENT DATA (Continued)

6. MILITARY OCCUPATIONAL SPECIALTIES ☐ CONT

MOSC	TITLE	DATE
P 75Z 50	Personnel Senior Sergeant	730901
S 71L 50	Administrative Specialist	670930

7. AVIATION ASI & GUNNERY QUALIFICATION ☐ CONT

AIRCRAFT		INSTR PILOT		GUNNERY SYSTEM	
F/W	R/W	F/W	R/W	TNG	INSTR

(8) APTITUDE AREA SCORES ☐ CONT

AREA	SCORE	AREA	SCORE
IN	92		
AE	91		
EL	106		
GM	100		
MM	113		
CL	124		
GT	106		
RC	114		
COA	91		
COB	95		

9. AWARDS, DECORATIONS & CAMPAIGNS ☐ CONT

See Figure 3-4

DATE 670908

PLACE FT DIX NJ

10. OTHER TESTS ☐ CONT

TEST	DATE	SCORE
MDB-		
OCT		
DLAT		
OQI-1		
FAST-		
OB		
WOCB		

11. AMERICAN BOARD CERTIFICATION & LICENSES OR CERTIFICATES HELD ☐ CONT

12. LANGUAGE PROFICIENCY

DA FORM 330 SUBMITTED	DATE
	800323

PERSONNEL QUALIFICATION RECORD – PART II

Figure 5–4. Sample format of DA Form 2-1 for enlisted personnel

SECTION II – CLASSIFICATION AND ASSIGNMENT DATA *(Continued)*

13 PILOT RATINGS

ORIGINAL	DATE	CURRENT	DATE

14 FLYING STATUS ☐ CONT

INSTRUMENT CERTIFICATION

15 INTERNSHIPS, RESIDENCIES AND FELLOWSHIPS ☐ CONT

HOSPITAL	TYPE OR SERVICE	MONTHS	YEAR

16 HOSPITAL/TEACHING APPOINTMENTS AND PRIVATE PRACTICE ☐ CONT

FROM	THRU	INSTITUTION/LOCATION	TYPE	DURAT

17. CIVILIAN EDUCATION AND MILITARY SCHOOLS ☐ CONT

SCHOOL	MAJOR/COURSE/MOSC	DURAT	COMP	YEAR
Lee HS	General	4 yr	Yes	60
USAAGS	Pers Mgt Supv	Ext(75¢)	Yes	72
USAAGS	Pers Stf NCO	Ext(75¢)	Yes	72
AG Sch	NCOES Adv (75)	8 wk	Yes	74
Univ of New York (Col)	Liberal Arts		AS	75

SECTION III – SERVICE, TRAINING AND OTHER DATES

18. APPOINTMENTS AND REDUCTIONS ☐ CONT

GRADE	COMP	EFFECTIVE DATE	DATE OF ELIG./RANK
SP4E4			610516
SP5E5			641101
SSGE6			660405
SFCE7			671031
MSG			740125
SGM			790621

19. SPECIALIZED TRAINING ☐ CONT

SUBJECT	DATE
ATP 21-114 *(BCT)*	6009
Geneva-Hague Conventions	690918
Military Justice	681128
Benefits of Honorable Discharge	

20 BASIC ENLISTED SERVICE DATE *(BESD)* 600710

21 TIME LOST *(Sec. 972, Title 10, USC)* ☐ CONT

FROM	THRU	DAYS	REASON

SECTION IV – PERSONAL AND FAMILY DATA

22. PHYSICAL STATUS

HEIGHT	WEIGHT	GLASSES
69	170	☐ YES ☒ NO

DATE OF EXAM

24. NUMBER OF DEPENDENTS

ADULT	CHILDREN
1	3

23. PLACE OF BIRTH AND CITIZENSHIP

SELF Virginia

SPOUSE CALIFORNIA

CITIZENSHIP OF SPOUSE NATIVE

25. HOME OF RECORD/ADDRESS

HOR-Alexandria Virginia

7301 KING STREET
ALEXANDRIA, VA 22310

26. CIVILIAN OCCUPATION

JOB TITLE: Professional Soldier

DOT CODE	CRITICAL OCCUPATION	NO. MONTHS EMPLOYED	MOSC
378.929	☐ YES ☐ NO		

DUTIES PERFORMED

EMPLOYER

– *Fold Here* –

Figure 5–4. Sample format of DA Form 2-1 for enlisted personnel—Continued

SECTION V – MISCELLANEOUS

27 REMARKS	28 ITEM CONTINUATION	
Chg of desertion 000620 removed, erroneously made,	ITEM NO.	DATA
ltr First USA 000715/Exempt qual firing, medical,	8	ACB B-1--VE2B 105; AR 4B, 81; SM2B, 105; PA2B, 96;
001113/Arrested 000630 by civil authorities while in		ACS2B, 134; AI2B, 81; MA6B, 95, ELI2B, 112; GT2, 100;
AWOL status. Committed robbery on 000510 - was	21	000602/000604/3/AWOL
convicted and sentenced to 90 days confinement./		
Released by civil authorities 000809./NFC for award		
GCMDL 000730, AR 600-37 complied with./		
Duty in imminent danger pay area Grenada		
831023-831031.		
DA FORMS 2 AND 2-1 FORWARDED FOR		
CSM BOARD 000621.		

SECTION IX – RESERVE COMPONENT DATA

32a. READY RESERVE OBLIGATION EXPIRATION DATE

b. DA FORM 3726 OR 3726-1 AGREEMENT EXPIRATION DATE

c. SERVICE OBLIGATION EXPIRATION DATE

d. MANDATORY REMOVAL FROM ACTIVE STATUS

e. RETIREMENT YEAR ENDING DATE

29 DATE DA FORM 20B PREPARED 001215

30 DATE DUPLICATE DA FORM 2-1 SUBMITTED 000415 (000615)

31 REPORT OF CHANGES

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	14	45	46
47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69
70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92

33 DATE PREPARED 000410 REVIEWED 000601

34 SIGNATURE John Henry Richardson

Figure 5–4. Sample format of DA Form 2–1 for enlisted personnel—Continued

SECTION VII – CURRENT AND PREVIOUS ASSIGNMENTS

35 RECORD OF ASSIGNMENTS ☐ CONT

EFFECTIVE DATE	DUTY MOSC	PRINCIPAL DUTY	ORGANIZATION AND STATION OR OVERSEA COUNTRY	NON-DUTY DAYS OP YR/MO	NON-RATED DAYS EP YR/MO	TYPE REPORT
000501	-	Enlistment (or induction)	US Army Rec Main Sta Ft Knox KY	-	-	
000510	11B00	BCT	Co C 8th Bn 4thRegt USATCA Ft KnoxKY	-	-	
000711	-	Casual	En route Ft Sill OK	-	-	
000720	13B00	AIT	1st Enl Stu USAAMS Ft Sill OK	-	-	
001001	-	Casual	En route Germany	-	-	
001201	13B10	Security Guard	Btry B 3d Arty Germany	-	-	
001101	13B10	Ammo Handler	Btry C 1st Arty Germany (Attached)	0010	0002	INT
000106	13B20	Ammo Spec	Btry A 3d Arty Germany	-	-	
000701	13B20	Sec Chief	Btry C 5th Arty Germany (Redsg)	0001	0001	C/R
000110	-	Casual	En route to Ft Hood TX	-	-	
000610	13B20	Sec Chief	III Corps Arty Ft Hood TX	0006	0006	ANL
000609	13B20	Sec Chief (E7)	III Corps Arty Ft Hood TX	0007	0011	C/R
000110	13F30	Stu (TDY USAARMS Ft Sill OK)	III Corps Arty Ft Hood TX	0001	0002	
000210	13F30	Liaison Sgt	III Corps Arty Ft Hood TX	-	-	
001020	-	Casual	En route San Antonio TX	-	-	
001110	13F30	Advisor to TX NG	90thARCOM Ft Sam Houston TX w/dy sta			
			San Antonio TX	0011	0011	ANL
001119	13F30	Advisor to TX NG	90thARCOM Ft Sam Houston TX w/dy sta			
			San Antonio TX	0011	0008	C/R
000210	-	Patient	BAMC Ft Sam Houston TX	-	-	
000301	-	AWOL		-	-	
000304	13F30	Advisor to TX NG	90thARCOM Ft Sam Houston TX w/dy sta			
			San Antonio TX	0003	0008	C/R
000810	-	Casual	TDY en route to Germany	-	-	
000901	-	Student (NCOES)	Stu Btry Ft Sill OK	8109	8110	
001101	13F40	Chief Firing Btry	Btry D 5th Arty Germany	-	-	
000710	13F40	Chief Firing Btry	Btry D 5th Arty Italy (Unit PCS)			

Figure 5–5. Sample format of DA Form 2-1 of assignment progression

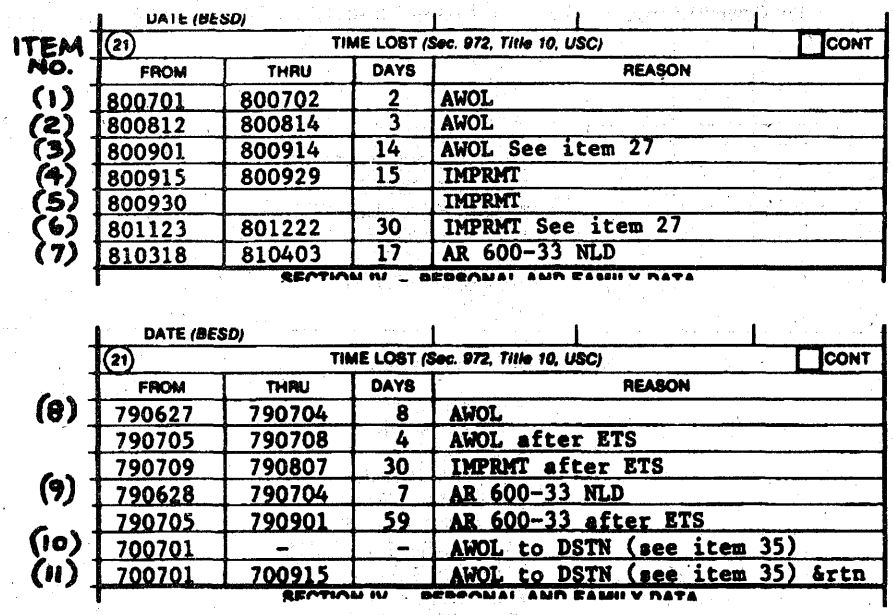
SECTION VII – CURRENT AND PREVIOUS ASSIGNMENTS

35. RECORD OF ASSIGNMENTS ☐ CONT

EFFECTIVE DATE	DUTY MOSC	PRINCIPAL DUTY	ORGANIZATION AND STATION OR OVERSEA COUNTRY	NON-DUTY DAYS BP YR/MO	NON-RATED DAYS EP YR/MO	TYPE REPORT
AD 6102-	6402 Sq Ldr 36 mo	CPL Inf 11B; AD 6502-6710 PSG 30 mo	SFC Inf 11B; AD 6902-7302 Ops Sgt	36 mo	MSG Inf 11B	
RES 6710-	6902 Sup Sgt 16 mo	SSG QMC 76Y.				
		-SUMMARY COMBINING AD and RES-				
AD 6102-	6511 Sq Ldr 57	mo Inf 11B; RES 6511-6611 12 mo SFC	Inf 11B; RES-AD 120 da 1967; AD 6811	-7011	Intel	
Sgt 24 mo	MSG Inf 11B;	RES 7011-7311 PSG 36 mo SFC Inf 11B;				
000101	-	Trf to USAR (Ret)				
000215	-	Hon Disch				
000512	-	REFRAD - Trf to USAR	RCPAC St Louis MO			
000520	-	Rel fr ADT ret to RES unit of asg				
000601	-	REFRAD - revert to ARNGUS	AG State of GA			
001114	-	Dropped from rolls (desertion)				
000215	-	Returned from DRF				
001108	-	MIA				
001203	-	Deceased				
		-EXAMPLES OF MISCELLANEOUS ENTRIES-				
		Entered act mil svc at (place, date)	Pres call (date), reported (date)			
		Ordered act mil svc US dir Pres to report to (place, date) (orders, HQ, and date)				
		Vol ordered act mil svc with (orgn)	(RES) for (period) reported (date)			
		Invol ordered act mil svc with (orgn)	(RES) for (period) reported (date)			
		Ordered to (period) ADT (Orders, HQ	and date) reported (date)			
		Retained in svc for treatment fr (date)	to (date) incl under ACT 411212	(55 Stat 797)		
		Retained in svc beyond ETS, auth SA ltr	TAG (date)			
		On TDRL fr (date) through (date), Orders	(number and date)			
		Vol ordered act mil svc for (period)	reported (date)			
		-EXAMPLES OF RESERVE UNIQUE ENTRIES-				
1 < 000115		Ordered to (period) Initial ADT (Orders, HQ, and date)	reported (date)			
1 < 000430		Rel from Initial ADT, ret to RES unit	of asg			
2 < 000615		Trf to HHC 143d Trans Bde Orlando FL	(Orders, HQ, and date)			
2 < 000615		1SG (USAR-Ready)	HHC 143d Trans Bde Orlando FL			
3 000710		Trf to USAR Control Gp (Reing) St Louis	MO (Orders, HQ, and date)			
4 < 001001		Ordered to (period) AGS (Orders, HQ,	and date) reported (date)			
4 < 000930		Released from AGR (Orders, HQ, and date)				
NOTES:	1 - Entry required for entry and release from initial active duty for training.					
	2 - Entry required for transfer between units/USAR Control Groups to units.					
	3 - Entry required for transfer from unit to USAR Control Groups.					
	4 - Entry required for beginning and termination of AGR tours. (Note: No entry is required for extension of AGR tour provided the duty station does not change.)					

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Figure 5-6. Sample format of DA Form 2-1 of consolidated, miscellaneous, and Reserve unique entries



ITEM NO.	DATE (BESD) FROM	THRU	DAYS	REASON
	(21) TIME LOST (Sec. 972, Title 10, USC)			☐ CONT
(1)	800701	800702	2	AWOL
(2)	800812	800814	3	AWOL
(3)	800901	800914	14	AWOL See item 27
(4)	800915	800929	15	IMPRMT
(5)	800930			IMPRMT
(6)	801123	801222	30	IMPRMT See item 27
(7)	810318	810403	17	AR 600-33 NLD
	SECTION IV - PERSONAL AND FAMILY DATA			

	DATE (BESD) FROM	THRU	DAYS	REASON
	(21) TIME LOST (Sec. 972, Title 10, USC)			☐ CONT
(8)	790627	790704	8	AWOL
	790705	790708	4	AWOL after ETS
	790709	790807	30	IMPRMT after ETS
(9)	790628	790704	7	AR 600-33 NLD
	790705	790901	59	AR 600-33 after ETS
(10)	700701	-	-	AWOL to DSTN (see item 35)
(11)	700701	700915		AWOL to DSTN (see item 35) &rtn
	SECTION IV - PERSONAL AND FAMILY DATA			

Figure 5–7. Time lost

9. AWARDS, DECORATIONS & CAMPAIGNS ☐ CONT

BSM-1/BSMV-1/VIET-SVC-MDL-5/
RVN-CAMP-MDL/MSM-1/ARCM-1/
ARCM-2/PH-1/ARMY-SVC-RBN-1/
AAM-1/OS-SVC-RBN(2)/ARMED-FCS-
EXP-MDL-1(Grenada)/NTL-DEF-
SVC-MDL-1/NCO-PROF-DEV-RBN( )/
GCMDL-ARMY(5TH AWD 891007)PRCHT-BAD/
SR-PRCHT-BAD/AASLT-BAD/HUM-
SVC-MDL-1,(Iran Rescue&Evac
(Feb79)/OS-SVC-BARS(2)/
RVNGCUC-WDEV/

CAMPAIGNS: VN Counter Offen
Phase IV/VN Counter Offen
Phase V/VN Counter Offen Phase
VI/TET 69 Counter Offen/VN
Summer-Fall Offen/
RIFLE M16 Exp QUAL BADGE(890519)

Figure 5–8. Awards, decorations, and campaigns (DA Form 2–1)

DA Form 2A, Location/Item No., Name/Abbreviation, Data Element

Section I—Personnel Data

1.	NAME
2.	SSN
4.	MPC/CODE
8.	NUMBER DEPENDENTS
9.	NO ACMP CSDEP PCS
10.	NO ACMP NCSDEP PCS
12.	CITZSHP/CODE
13.	MRTL STS/CODE
15.	SSN SPOUSE/MPC

Section II—Qualification Data

1.	GRADE/CODE
2.	DATE OF RANK
4.	PMOS/ASI
13.	MIL EDUC/CODE
20.	BONUS MOS/EFF DATE
21.	PROM/PROG MOS
22.	SP-DY-ASG-PAY-STATS
23.	SPAY1/SPAY2
24.	IPAY1/IPAY2
31.	PROM PTS-C/DATE
32.	PROM PTS-P/DATE

Section III—Unit Data

8.	REGT AFFIL
9.	RET HOMEBASE

Section IV—Service Data

3.	ETS
6.	DATE LAST PCS
7.	DATE OF LAST EER
13.	DLOS
14.	DROS/DEROS
15.	AEA/TERM DATE
17.	CURR/LAST FST/CODE

Note: This listing of "key data elements" is to be reviewed for accuracy at in-and out-processing and during all enlisted soldier processing. When changes are required, refer to table 5–3.

Figure 5–9. Key data elements for DA Form 2A

Chapter 6
MPRJ

Section I
Introduction

6–1. When to initiate the MPRJ

a. This chapter provides information on processing tasks that apply to the MPRJ.

b. The MPRJ is initiated when a member joins an Army Component and serves as the paper backup of automated personnel management systems. It is used—

(1) To provide information to the local commander and to facilitate processing of local personnel actions.

(2) As a source document for the update of the OMPF/CMIF, and will not normally go forward with deploying forces.

6–2. Policies

a. To create the MPRJ, one of the following commanders will initiate the MPRJ:

(1) The commander of the U.S. Army Reception Battalion for Regular Army enlisted members entering AD.

(2) The U.S. Military Academy for USMA graduates.

(3) The ROTC region for ROTC graduates.

(4) The commander of the soldier's first duty assignment or school for officers entering AD or prior service enlisted soldiers reporting directly to a unit.

(5) The MEPS commander for members enlisting in the USAR delayed entry programs (DEP).

(6) The unit commander for ARNG or USAR members assigned to an ARNG or USAR unit. If supported by a Military Personnel Division or Personnel Service Company (MPD/PSC), the MPD/PSC will initiate the MPRJ.

(7) When soldiers become attached (for other than TDY) to a unit not serviced by the MPD/PSC/PSST maintaining their MPRJ, a temporary MPRJ will be prepared. The personnel officer serving the unit of attachment will prepare the temporary MPRJ.

b. The documents that are part of the MPRJ will be enclosed in a DA Form 201 (Military Personnel Records Jacket, U.S. Army). The soldiers last name, first name, full middle name (if any), and social security number will be legibly printed or typed on one line starting at the left side of the jacket tab. Leave enough space above the name line to make corrections. Do not redo existing DA Forms

201 just to meet this one-line requirement. Only Reception Battalion adhesive labels are authorized to be used and remain on the MPRJ. When a name change has been approved, do not obliterate the old name. Draw a single line through the old name and print the new name above. ARNG Personnel Service Companies may use non-abrasive lettering.

c. Except as stated below, do not permanently mark or stamp the DA Form 201.

(1) DA Form 201 for members assigned to a nuclear or chemical surety position, will have a DA Label 164 (Nuclear/Chemical Personnel Record Label) attached to the right half of the jacket tab. This label will be removed when the member is out of or disqualified from the surety program.

(2) All classified records will be marked with the proper security classification.

d. Only the authorized documents listed in tables 2–2, 6–1, 6–2, 6–3, 6–4, 6–5, and 6–6 are filed in or with the MPRJ. File the documents in one of the MPRJ sections shown in paragraph *f* below.

e. Required minimum documentation for assigned personnel is listed in table 6–6. When one of these documents is missing, obtain the original or a duplicate copy. If neither can be found, remake the document using all available information including finance records and the OMPF. Address requests for duplicate copies of the minimum documents to one of the custodians listed in table 2–3. When one of these documents is remade, place a note on the document to indicate it was remade for minimum documentation purposes.

f. The MPRJ consists of the following sections:

(1) *Permanent Section.* This section is located on the left side of the open MPRJ. Documents filed in this section will be kept throughout the members Army career, unless earlier removal is authorized. Do not remove required minimum documents unless one of the tables authorizes their removal.

(2) *Action Pending Section.* This is the topmost section located on the left side of the open MPRJ. It is separated from the permanent documents by a DA Form 201A (Field Personnel File Divider). Documents filed in this section are kept until a specific action is finished. After the action is finished, remove these documents or, if authorized, file them in another section of the MPRJ. Exceptions to this policy include, ISR, and the latest MPD/PSC or current assignment order.

(3) *Reserve Component Section.* Documents used by the USAR or ARNG units are kept in this section only when the MPRJ is maintained by an Active Army custodian. (See tables 6–4 and 6–5.) When used, this is the bottommost section on the left side of the open MPRJ and is separated from the permanent section by a DA Form 201A. When the MPRJ is returned to the USAR or ARNG custodian, documents authorized under tables 6–1, 6–4, and 6–5 will be filed. The DA Form 201A separating this section from the permanent section may be removed at this time.

(4) *Temporary Section.* This section is located on the right side of the open MPRJ. Documents not listed in this regulation may be filed in this section only when they are needed during the member's current assignment. The decision to file a paper in this section will be made by the custodian of the MPRJ according to local policy. Remove any document when it no longer serves a purpose. When the MPRJ is transferred to another custodian, temporary documents will be kept in this section until received by the gaining MPD/PSC. The new custodian removes all documents in this section, except for those still needed, and gives them back to the member.

6–3. Disposition of documents when ARNG or USAR members are relieved from AD, extended AD (EAD), AD for training (ADT), Active Guard Reserve (AGR), initial AD for training (IADT), or AD for special work (ADSW)

On a soldier's release from AD, keep all documents in the DA Form 201 and transfer it as outlined in table 6–7. The USAR will remove unneeded documents from the temporary section and keep those authorized for file under tables 6–1 and 6–4. The ARNG custodian removes unneeded documents and keeps those authorized for file under tables 6–1 and 6–5.

6–4. Removal of documents

a. Unless stated otherwise in this AR, documents authorized for removal from the MPRJ will be given to the soldier concerned. Soldiers will be encouraged to keep copies of documents for possible later use. Those paper documents removed from the MPRJ will be offered to the soldier before being destroyed.

b. Documents authorized for filing in the OMPF under previous versions of this regulation will remain on the OMPF unless removal is authorized by paragraph 2–4. The image of those documents approved for removal from microfiche records will be made illegible.

c. Documents authorized for file in the MPRJ under previous versions of this regulation that do not appear in the current tables 2–2, 6–1, 6–4, and 6–5, will be removed from the MPRJ. Documents which are deleted from tables 6–1, 6–4, or 6–5 will be removed during in/out processing and during annual records review unless a mandatory date is specified in DA (including NGB) implementing instructions.

d. New filing instructions for documents not authorized for filing in the OMPF, CMIF, or MPRJ by previous editions of this regulation become valid on effective date of the new regulation or effective date of any later change. Unless stated in a policy change, no attempt will be made to obtain documents dated before the effective date of the AR or any later change.

e. Obsolete or no longer used documents are determined by referring to the following:

(1) Table 2–2 is a list of documents approved for filing that have become obsolete through discontinued use, retitling, or renumbering. Documents listed in tables 6–1, 6–4, and 6–5 that become obsolete in the future will be removed from the MPRJ unless documents are authorized for continued file by table 2–2.

(2) Because of the permanent nature of the OMPF, documents listed in table 2–1 that become obsolete or that are no longer used will remain in the OMPF unless removal is authorized by paragraph 2–4. Documents that become obsolete or no longer used will be added to table 2–2.

6–5. Records transfer and accountability of MPRJ

For information on addresses of records-holding agencies, see table 6–18. Records must be transferred and accounted for when—

a. A soldier changes components or status.

b. Records are being used within work centers in the MPD/PSC or supported units.

c. A soldier is reassigned to a unit serviced by another MPD/PSC/PSST.

6–6. Missing MPRJs of USAR soldiers assigned to troop program units

a. The MPRJ will normally be received within 60 days after the effective date of the order or receipt of orders, whichever is later. If it is not received within 60 days, the gaining custodian will request the record from the losing custodian. The losing custodian replies within 10 days, giving information about shipment of the record or circumstances that preclude shipment. If reassignment was from a USAR control group to a unit, send transfer through channels to the Commander, ARPERCEN, ATTN: DARP–PRD–T, 9700 Page Boulevard, St. Louis, MO 63132–5200. Include the assignment order reference.

b. On receipt of information that the MPRJ has been lost or destroyed, the gaining custodian requests a reconstructed record. Send the request to Commander, ARPERCEN, at the address indicated in *a* above. Explain the circumstances surrounding the loss or destruction.

Section II
Task: Create the MPRJ

6–7. Rules for creating the MPRJ

a. When a soldier joins an Army Component, one of the following commanders will initiate the MPRJ:

(1) The commander of the U.S. Army Reception Battalion for Regular Army enlisted soldiers entering AD.

(2) The commander of the soldier's first duty assignment or school for officers entering AD or prior service enlisted soldiers reporting directly to a unit.

(3) The MEPS commander for soldiers enlisting in the USAR DEP.

(4) The unit commander for ARNG or USAR soldiers assigned to an ARNG or USAR unit. If supported by a MPD/PSC, the MPD/PSC will initiate the MPRJ.

b. Do not perforate or fasten DA Form 2A, DA Form 2B, DA Form 201A and the temporary section of the MPRJ.

c. Do not use adhesive labels (except for reception battalion labels) to enter names on the MPRJ.

6–8. Steps for creating the MPRJ

The steps for creating the MPRJ are as shown in table 6–19.

Table 6–19
Creating the MPRJ

Step	Work center	Required action
1	ENRC/ OFRC	Upon receipt of packet, legibly print or type the member's last name, first name, full middle name (if any), and social security number on one line starting at the left side of the jacket tab. Leave enough space above the name to make corrections (to include a name change).
2	ENRC/ OFRC	Prepare DA Form 2–1 using enlistment documents and/or other allied documents. (See table 5–2 and figs 5–3, 5–4, and 5–5.)
3	ENRC/ OFRC	File documents in DA Form 201, to include DA Form 201A. (See table 6–1.)
4	ENRC/ OFRC	Forward MPRJ to the first MPD/PSC, as required.

Section III
Task: Account for the MPRJ

6–9. Rules for accounting for the MPRJ

a. Every MPRJ must be accounted for at all times.

b. Use the AAC–C27 (Personnel strength zero balance report) for accountability and filing of records, by unit.

c. Custodians direct a monthly inventory to account for records.

d. Sign out cards must be used to charge out the MPRJ.

e. MPRJ will not be signed out of the MPD/PSC for more than 2 working days, unless exception is authorized by the records custodian.

f. Normally transfer documents are not kept in the MPRJ when—

(1) The gaining installation does not have an activity to keep the particular document.

(2) No maintenance of the document is required by the MPD/PSC.

(3) Soldier is being reassigned for separation processing.

6–10. Steps for accounting for the MPRJ

The steps for accounting for the MPRJ are as shown in table 6–20.

Table 6–20
Accounting for the MPRJ

Step	Work center	Required action
1	ENRC/ OFRC	Use the C27 report to match names of assigned personnel with records on file in the records section and sign out cards.
2	ENRC/ OFRC	Make note of missing records.
3	ENRC/ OFRC	Check for sign out cards for records not on file.
4	ENRC/ OFRC	Follow-up on other missing records to determine their whereabouts and take necessary action to recover the records.
5	ENRC/ OFRC	Initiate action to replace or remake lost records. (See para 6–11 below.)
6	ENRC/ OFRC	Report discrepancies (plus or minus) to supervisor.

Section IV
Task: Reconstruct Lost or Missing MPRJ

6–11. Rules for reconstructing lost or missing

a. When an MPRJ transferred by mail or courier is missing, the gaining custodian immediately requests the following information from the losing custodian:

(1) The date that the MPRJ was sent.

(2) The address to which it was sent.

(3) The method by which it was sent.

(4) Any reason which may have caused it not to be sent.

(5) Include the assignment order reference.

b. Refer to DA Pam 25–11 for current list of addresses.

c. The losing custodian answers the query within 7 days of receipt.

d. When the MPRJ of an ARNG or USAR soldier ordered to AD is missing, follow the above procedures. Soldiers found physically disqualified after arrival, however, will be separated using temporary records.

e. The gaining custodian requests the MPRJ from the losing custodian for USAR soldiers assigned to troop program units, if the MPRJ is not received within 60 days after the effective date of the order or receipt of orders, whichever is later.

f. The losing custodian replies within 10 days, giving information about shipment of the record or circumstances that preclude shipment.

g. If reassignment was from a USAR control group to a unit, send request through channels to the Commander, ARPERCEN, ATTN: DARP–PRD–TL, 9700 Page Boulevard, St. Louis, MO 63132–5200.

h. Explain the circumstances surrounding the loss or destruction.

i. On receipt of information that the MPRJ has been lost or destroyed, the gaining custodian reconstructs the record if MPRJ has been missing 90 days.

j. The OMPF custodian provides the documents or the "P" fiche (SGT and below) and/or the "S" fiche, as appropriate. The request will include—full name, SSN, and a brief statement giving the reason for the request. Forward request to the addressee in table 2–3.

6–12. Steps for reconstructing lost or missing MPRJ

The steps for reconstructing lost or missing MPRJ are as shown in table 6–21.

Table 6–21
Reconstructing lost or missing MPRJ

Step	Work center	Required action
1	UNIT	Notify BNS1 to send soldier to MPD/PSC.
2	ENRC/OFRC	Interview soldier, if soldier does not have records or does not know of whereabouts, proceed to make temporary records.
3	ENRC/OFRC	Prepare casualty documents.
4	ENRC/OFRC	Prepare DA Form 201 and DA Form 2–1, as appropriate. (See tables 5–2 and 6–1 and figs, 5–3, 5–4, and 5–5.)
5	ENRC/OFRC	Submit "INQY" SIDPERS transaction to obtain DA Form 2A and DA Form 2B, if appropriate.
6	ENRC/OFRC	Obtain copies of orders and other documents that soldier has that may assist in reconstructing records.
7	ENRC/OFRC	Request ORB and OMPF, and CMIF documents from Commander, PERSCOM/Commander USAEREC, as applicable. (See fig 2–1.)
8	ENRC/OFRC	File temporary or reconstructed record.

Section V
Task: File Documents in the MPRJ

6–13. Rules for filing documents in the MPRJ

a. File documents in the MPRJ per table 6–1.

b. Documents will be filed in chronological order with the most recent paper on top of the older one. Exceptions are as follows:

(1) The following forms will be filed as the topmost documents in the permanent section. File forms in the order listed.

(a) DD Form 93 (Record of Emergency Data).

(b) VA Form 29–8286 or SGLV Form 8286 (SGLI Election).

(c) Reserve retirement point credit records.

(2) The following documents will be filed as the topmost documents in the action pending section. File documents in the order listed below:

(a) Casualty report, when a soldier dies.

(b) DA Form 268 (Report to Suspend Favorable Personnel Actions (Flag)).

(c) DA Form 5178–R (Project Development Identifier (PDI) and Project Development Skill Identifier (PDSI)).

(3) When a document is removed in order to add more information, refile it by date stated on the document that was added. The only exception is the DA Form 1695 (Oath of Extension of Enlistment). This rule applies, unless the document added has an earlier date as an enclosure to the basic document.

(4) Attach all recisions, amendments, endorsements and true copies to the order to which they apply. File these documents by the date of the amendment, endorsement, and so forth. Revocation of orders will not be filed. On receipt of an order revoking another order, remove the order to which it refers.

(5) For USAR soldiers only, AGUZ Form 115 (Statement of Retirement Points), DA Form 1383 (Annual or Terminal Statement of Retired Points), DA Form 3593 (Army Reserve Retirement Credit Card), and other point credit documents issued by other components or services will be kept chronologically in an envelope which will be filed under the (SGLI) election form.

(6) For ARNG soldiers only: Retirement Points Accounting System (RPAS) capture worksheets, NGB Forms 23, and other supporting documents used in the establishment of the ARNG retirement points accounting record will be filed as the bottom document in the permanent section. The envelope will be filed as the first document below the SGLV 8286 (SGLI) Election. The ARNG records custodian may file the RPAS envelope in a location other than the MPRJ per NGR 680–2 only.

c. Submit required SIDPERS transactions, see DA Pam 600–8–2 for instructions and AR 680–29 for transaction codes.

6–14. Steps for filing documents in the MPRJ

The steps for filing documents in the MPRJ are as shown in table 6–22.

Table 6–22
Filing documents in the MPRJ

Step	Work center	Required action
1	UNIT	Provide documents to BNS1.
2	BNS1	Provide documents to ENRC, OFRC, IOPR, CUST, or TRCT as required.
3	ENRC/OFRC	Receive documents and obtain MPRJ.
4	ENRC/OFRC	Verify documents for name and SSN.
5	ENRC/OFRC	Update PQR and submit SIDPERS entry, if required.
6	ENRC/OFRC	Check table 6–1 for disposition of documents and file/forward/destroy, as required.
7	ENRC/OFRC	Refile/forward MPRJ, as appropriate.

Section VI
Task: Sign Out and Transfer of the MPRJ

6–15. Rules for signing out and transferring the MPRJ

a. MPRJ or other personnel records may be loaned to a soldier within the MPD/PSC or to a soldier outside the MPD/PSC (PSNCO, promotion board, unit commander).

b. Whenever the MPRJ is removed from the records section, complete OF Form 23 (Charge Out Record) (for soldiers within MPD/PSC) or DA Form 543 (Request for Records) (for soldiers outside the MPD/PSC) including soldiers who are being reassigned to a unit serviced by another MPD/PSC.

c. The DD Form 93 and VA Form 29–8286 or SGLV Form 8286 (SGLI Election) will be retained with OF Form 23 or DA Form 543.

d. Except as stated in paragraph *e* below, soldiers will hand-carry their MPRJ and transfer documents when they are enroute to a unit serviced by another MPD/PSC. Before giving the records to the soldier, the MPRJ and transfer documents will be sealed in an envelope. Inform the soldier that—

(1) Soldiers records are U.S. Government property.

(2) Records must be protected from loss or destruction.

(3) Documents will not be removed or altered.

(4) Records will be given to an authorized person when inprocessing at the new MPD/PSC.

e. The following members will not hand-carry their records:

(1) Soldiers scheduled for separation because of board processing. Send the records to the proper transition center (TRCT).

(2) Soldiers awaiting appellate review of a courts-martial conviction. Send the records to the gaining custodian if the member is reassigned.

(3) USAR soldiers ordered to ADT, IADT, TTAD, or ADSW for 90 or more days. This includes members ordered to AD under the split option or alternate training program, regardless of the number of days ordered to AD. Send the records to the U.S. Army Reception Battalion or the Active Army unit of attachment.

(4) ARNG soldiers ordered to ADT, ADSW for 90 days or more days and orders direct their return to their units of assignment, send copies of the following documents and records: MPRJ; reproduced or true copy of DA Form 2–1; and Health Record (DA Form 3444–series). Dental records will not be taken.

(5) Soldiers under guard or escort. The records will be hand-carried by the guard, escort, or other designated courier.

(6) Medical patients who are confined to a stretcher or wheelchair. The records will be hand-carried by an escort or courier. If the soldier is unescorted, mail the records to the gaining medical facility personnel officer. (Include a copy of the soldiers DA Form 2A and DA Form 2B in the Aeromedical Evacuation Packet for SIDPERS accounting purposes.)

(7) Soldiers en route to an activity that does not keep Army records. Send the Army records to the MACOM to which the member is attached for administration. If the soldier is not so attached, send the records to the headquarters of the Army area in which the activity is located. (See app F.)

(8) Soldiers who are suspended from favorable personnel actions under AR 600–8–2.

(9) Other soldiers that the losing commander believes should not carry their own records.

f. When the MPRJ and transfer documents are mailed to a gaining command, seal them in an envelope marked "First Class". Clearly mark the envelope to indicate that the MPRJ is enclosed together with the port call date (or availability date). If the parcel weighs more than 12 ounces, mark the envelope priority. When mailed to, from, or within an overseas command, the envelope will bear a required delivery date (RDD). (SEE AR 340–3, paras 1–2 *g* and 3–2.). Mail the MPRJ and transfer documents early enough to arrive at the soldier's gaining MPD/PSC before the soldier arrives.

g. When a soldiers orders read for assignment to the 21st Replacement Battalion, APO NY 09057, and the soldier is not authorized to hand-carry his or her records, mail the MPRJ and transfer documents in an envelope as addressed to Personnel Officer of (Soldier's rank and name) (Soldier's SSN), Casual Mail Directory, APO New York 09743.

h. If the gaining custodian suspects that an envelope containing personnel records was opened and documents were sent.

i. The Military Personnel Officer approves transfer/sign out of personnel records of a soldier suspended per AR 600–8–2.

j. Transfer of records when a soldier moves as a member of a unit (Includes Cohesion, Operational Readiness, and Training (COHORT) and New Manning System (NMS) Units) includes the following:

(1) Personnel records for each soldier of a unit being moved will be moved with the unit as to-accompany-troops (TAT) material. (Except as stated in *(c)* below, records will not accompany soldiers on the same conveyance during unit moves). Commanders concerned use the following guidance to determine the best method of moving personnel records for their units:

(a) When the size of the unit (or increment of a large organization) being moved permits, the personnel records will be kept in authorized one-drawer file cabinets or other portable containers. They will be hand-carried as TAT material by members of the unit personnel element or comparable individuals.

(b) When the size of the unit involved is so large that movement of records according to (1) above is not feasible, the personnel records will be kept in authorized one-drawer file cabinets or other suitable containers and moved as Yellow Disk TAT Material. The containers will be level A packed and clearly labeled to show that they contain personnel records. Containers will be stored in a central place to ensure easy access during shipment and to ensure that they are among the first cargo unloaded, unless the unit is loaded for tactical movement.

(c) Soldiers of a unit who move separately to the overseas destination will carry their personnel records with them according to paragraph *d* above.

(2) Personnel records of each soldier of the unit will be checked at the home station before departure to ensure that they are correct, current, and contain the proper documents.

(3) See AR 220–10 if more information is needed.

k. Transfer of MPRJs for soldiers deployed in support of contingency operations includes the following:

(1) Soldiers (active and RC) deployed in support of an overseas contingency operation, under the authority of military orders format 401 as individual deployees, will hand-carry their MPRJ (to include medical/dental records) to the CRC or appropriate processing activity. Upon notification of the soldier's forward deployed unit the CRC or processing activity will forward the MPRJ to the servicing MPD/PSC.

(2) The soldier's losing station wil make two deployment packets which include a copy of DA Form 2A, DA Form 2B, DA Form 2–1, ORB, copy of orders, DD Form 93, SGLI, and so forth. One copy will be retained at the losing station and second copy will be hand-carried by the soldier to the CRC or processing activity and ultimately to the forward deployed area.

l. Transfer of records of soldiers absent without leave (AWOL) or DFR from their unit. The personnel records of members reported AWOL will remain at the MPD/PSC serving the member's unit of assignment until further disposition is authorized or directed. When a soldier is being DFR as a deserter, the records will be sent to the AWOL coordinating agent. (See AR 630–10, chap 3, para 3–6 *b* for inclusion the DFR packet.) The coordinating agent will send the DFR packet to the Commander, USAEREC, ATTN: PCRE–RD (USADIP), Fort Benjamin Harrison, IN 46249–5301.

m. Transfer of records on transition includes the following:

(1) Soldiers assigned to a transition center/point for separation processing, will hand-carry their MPRJ and transfer documents unless restricted by paragraph *e* above.

(2) Table 6–3 lists the documents in the transition packet. These documents, prepared before or during transition processing, are authorized for file in the MPRJ only during transition processing. After the soldier transition send the MPRJ and other required documents to the proper activity listed in DA Pam 600–8–11, appendix D, and table 6–7 of this regulation.

(3) The transition center will remove, on separation of soldier all documents that are no longer required for file in the MPRJ.

(4) For ARNG soldiers, send records according to instructions in the discharge or transition orders or as otherwise directed by the State adjutant general.

n. Transfer of records on temporary duty (TDY) includes the following:

(1) When soldiers go TDY for more than 30 days and orders direct their return to their unit of assignment, only the documents listed below will be sent. The MPRJ will remain at the MPD/PSC or records custodian serving the soldier's unit of assignement. As an exception, AD soldiers placed in a TDY and return status for the purpose of attending Officer Candidate School (OCS) or Warrant Officer Candidate School (WOCS) will hand-carry their MPRJ and DA Form 2A and DA Form 2–1 to the TDY station. The OCS/WOCS MPD/PSC will maintain the records for the duration of TDY. The TDY MPD/PSC will set up controls to ensure that the assigned MPD/PSC or records custodian is informed of changes in a soldier's duty status and personnel data.

(a) DA Form 3180 (Personnel Screening and Evaluation Record), if applicable.

(b) Reproduced copy of DA Form 2, DA Form 2–1, or ORB.

(c) Format identifier (FID) N Transfer Data Record (TDR).

(2) When soldiers go TDY to attend an Army service school serviced by a different SIB, send a FID N TDR. The TDR must be sent regardless of the period of TDY.

(3) When soldiers are eligible for promotion to the rank of SGT or SSG and are recommended by a selection board at the TDY or

special duty station, send the MPRJ, the recommendation for promotion, and DA Form 3355 (Promotion Point Work Sheet) to the TDY or special duty unit commander. When the board adjourns, these records will be returned to the MPD/PSC serving the soldier's unit of assignment.

(4) Unless the exceptions in *e* above apply, soldiers going TDY enroute to a PCS will hand-carry their records to the TDY location.

(5) For ARNG soldiers, the MPRJ will be forwarded to the unit of attachment whenever the attachment is for administration.

o. Transfer of records for USAR and ARNG soldiers ordered to active duty for training includes the following:

(1) For USAR soldiers ordered to ADT, IADT, TTAD, or ADSW for 90 or more days, send the MPRJ and transfer documents to the U.S. Army Reception Battalion or active unit of attachment.

(2) For USAR soldiers ordered to AD for training under the split option or alternate training program, send the MPRJ and transfer documents for both phases of training.

(3) For USAR soldiers ordered to ADT or ADSW for periods of 14 to 89 days, send the following documents and records:

(a) Reproduced copy of DA Form 2 (USAR), DA Form 2–1, and DA Form 3444–series.

(b) Copy of AD orders.

(4) For USAR enlisted soldiers ordered to ADT or ADSW for less than 14 days, send a copy of DA Form 3078, (Personnel Clothing Request) and a copy of member's AD orders.

(5) For ARNG soldiers, send records according to National Guard directives as follows:

(a) ARNG soldiers ordered to IADT, including Phase II of the split training option, will be processed per NGR 600–200.

(b) ARNG soldiers ordered to ADT or ADSW for 90 or more days and orders direct their return to their unit of assignment, send the following documents and records: MPRJ; Reproduced or true copy of DA Form 2–1; Health Record (DA Form 3444–series). Dental records will not be taken.

p. For transfer of records for USAR members on attachment to Selected Reserve units, send the MPRJ of USAR soldiers attached to Selected Reserve units for administration and training for 90 days or more through channels to the records custodian of the unit of attachement.

q. Transfer of records of persons missing, missing in action, held in a foreign country, or captured, includes the following:

(1) *Within a nonhostile area.* Ninety days after a soldier is reported in one of the categories above, send the MPRJ and transfer documents to Commander, PERSCOM, ATTN: TAPC–PEC, ALEX VA 22331–0481. Send the MPRJ copy of the DD Form 93 to the serving finance officer within 5 days of the report. If a DD Form 93 is not in the MPRJ, the custodian will send this statement to the finance officer: "The file of the member does not contain an executed designation of beneficiary under PL 147, 84th Congress."

(2) *Within a hostile area.* Within 30 days after a soldier is reported in one of the categories above, send the MPRJ and transfer documents to Commander, PERSCOM, ATTN: TAPC–PEC, ALEX VA 22331–0481. Along with these records, send the investigation board proceedings prepared under AR 600–8–1. Send the MPRJ copy of the DD Form 93 as in (1) above.

(3) *When the soldier's status changes.* If the soldier's status changes from one of the above categories to deceased, AWOL, desertion, follow the guidance in paragraphs *k* and *q* above.

r. Transfer of records of deceased soldiers includes the following:

(1) When a member dies, the custodian of the soldier's MPRJ—

(a) Removes all temporary documents from the MPRJ.

(b) Removes and send the DD Form 93 and VA Form 29–8286 or SGLV Form 8286 (Servicemen's Group Life Insurance Election) to Commander, PERSCOM, ATTN: TAPC–PEC, ALEX VA 22331–0481.

(c) Places a copy of the casualty report message in the MPRJ as the topmost document in the action pending section.

(2) When the actions above are complete, send the MPRJ and transfer documents to—

(a) Commander, PERSCOM, ATTN: TAPC–MSR, ALEX VA 22332–0444, for Active Army officers or Commander, USAEREC, ATTN: PCRE–FA, Fort Benjamin Harrison, IN 46249–5301, for Active Army enlisted soldiers.

(b) The adjutant general of the member's State, District of Columbia, Commonwealth of Puerto Rico, Virgin Islands, or Guam for ARNG soldiers.

(c) The Commander, ARPERCEN, ATTN: DARP–PAS–AC, 9700 Page Boulevard, St. Louis, MO 63132–5200, for USAR soldiers.

(3) The responsible mortuary officer will obtain the original dental records for all deceased Army soldiers who die on AD. They will be sent to Commander, PERSCOM, ATTN: TAPC–PEC, ALEX VA 22331–0481, to be filed in the individual deceased personnel file.

(4) See AR 600–8–1 for additional guidance.

s. Transfer of records when a soldier is confined includes the following:

(1) *Military confinement.* When a soldier is sentenced to military confinement and no punitive discharge is ordered, keep the records at the MPD/PSC serving the soldier's unit of assignment. If the soldier is reassigned to a military confinement facility, send the records to the MPD/PSC serving the facility. When a soldier is sentenced to military confinement and a punitive discharge has been ordered, send the records to the commander of the confinement facility.

(2) *Nonmilitary confinement (Active Army and USAR only).* When a soldier is sentenced to civil confinement, the PSC serving the soldier's unit of assignment at the time of confinement will maintain the MPRJ until the soldier is returned to military control or discharged from service. HQDA, installation commanders, and overseas MACOM commanders may transfer the maintenance of the MPRJ until the soldier is returned to military control or discharged from service. HQDA, installation commanders, and overseas MACOM commanders may transfer the maintenance of the MPRJ within their command jurisdiction. When a soldier is discharged before being sentenced to civil confinement, send the records to—

(a) Commander, USAEREC, ATTN: PCRE–FT, Fort Benjamin Harrison, IN 46249–5301, for enlisted soldiers.

(b) Commander, PERSCOM, ATTN: TAPC–MSR, ALEX VA 22332–0444, for officers and warrant officers.

t. Transfer of records when a soldier is placed on the Temporary Disability Retired List (TDRL) includes the following:

(1) Process personnel records the same as for routine transitions.

(2) Add the additional documents required by AR 635–40 in the MPRJ before shipment.

(3) Send all MPRJs (regardless of component) and transfer documents for officers to Commander, PERSCOM, and for enlisted to Commander, USAEREC, to the address listed in table 6–22. (OMPFs for Reserve enlisted soldiers on the TDRL will be maintained at USAEREC and Reserve officers OMPFs on the TDRL will be maintained at PERSCOM).

u. When an ARNG or USAR soldier enters on AD as an AGR, transfer the record to the servicing Personnel Service Support Team (PSST).

6–16. Steps for signing out and transferring the MPRJ

The steps for signing out and transferring the MPRJ are as shown in table 6–23.

Table 6–23
Signing out and transferring the MPRJ

Step	Work center	Required action
1	ENRC/ OFRC	Determine authorization for any MPRJ being signed out.

Table 6–23
Signing out and transferring the MPRJ—Continued

Step	Work center	Required action
2	ENRC/ OFRC	Whenever the MPRJ or other personnel record is loaned to an individual within the MPD/PSC, ensure that OF 23 is completed and inserted in the files area to maintain accountability.
3	ENRC/ OFRC	When MPRJ or other personnel record is loaned to a soldier outside the MPD/PSC (PSNCO, promotion board, unit commander), a DA Form 543 should be completed and distributed as follows: *a. Original.* Attach to MPRJ. *b. Copy.* ENRC/OFRC suspense copy. *c. Copy.* (with DD Form 93, and VA Form 29–8226, and SGLV Form 8286 attached). Place in the MPRJ files area where file is usually kept.
4	ENRC/ OFRC	Upon receipt of orders reassigning a soldier to a unit serviced by another MPD/PSC, file orders in the action pending section of the MPRJ.
5	ENRC/ OFRC	Collect transfer documents listed in table 6–2 and file loosely in the MPRJ. Upon departure of the soldier, transfer records to the gaining MPD/PSC/TRCT records section in compliance with above preceding rules.
6	ENRC/ OFRC	Upon receipt of MPRJ by the gaining MPD/PSC, remove the transfer documents, process as required, send them to the proper activity, and/or follow applicable instructions in AR 600–8–101.
7	ENRC/ OFRC	File the MPRJ.

Section VII
Task: Process a Change in Military Personnel Class (MPC) or Army Component

6–17. Rules for processing a change in the MPC or the Army Component

Once started the MPRJ will continue in use. It will be continued in use even if the soldier—

a. Changes grade.

b. Changes Army Components.

c. Changes status within an Army Component (such as, Active Army enlisted to Active Army officer, or vice versa). In these cases, remove all documents not authorized for filing in the new status and give them to the soldier.

6–18. Steps for processing a change in the MPC or the Army Component

The steps for processing a change in MPC or Army Component are as shown in table 6–24.

Table 6–24
Processing a change in MPC or Army Component

Step	Work center	Required action
1	ENRC/ OFRC	Upon change of component, schedule soldier for records interview and update.
2	UNIT	Send soldier to MPD/PSC.
3	ENRC/ OFRC	Interview soldier to fill in blanks on PQR.
4	ENRC/ OFRC	Obtain copies of orders or other documents from soldier, if available.
5	ENRC/ OFRC	Update records and remove all documents not authorized for filing in the new status and give to the soldier.
6	ENRC/ OFRC	Submit "INQY" SIDPERS transaction to obtain DA Form 2A and DA Form 2B.
7	ENRC/ OFRC	If appropriate, request ORB from HQDA/ Commander PERSCOM (do not request until accession has posted to SPF/TPF).
8	ENRC/ OFRC	Request documents from OMPF, as applicable. (See table 2–1.)
9	ENRC/ OFRC	File records with appropriate records section.

Section VIII
Task: Process Legal Name (LNAM) Change

6–19. Rules for processing LNAM change

a. Soldier must provide required documentation listed below:

(1) *Naturalization certificate.* The law section 1426, title 18, United States Code (18 USC 1426) forbids reproduction of certificates of naturalization. The individual must retain the original. Therefore, the commander or authorized representative will state, on the DA Form 4187 (Personnel Action), that he or she has seen the original certificate and that the name on that document agrees with that shown on the request. The certificate number will be included in the statement.

(2) *Marriage certificate or divorce decree.* The change request will be accompanied by an authenticated copy of a certificate of marriage or a divorce decree (a final decree is required in some States).

(3) *Court order.* The change request must be accompanied by an authenticated copy of the court order or decree.

(4) *Authenticated copy of public record of birth or statement by proper public official.* If statement is used, it must be accompanied by authenticated copy of baptismal certificate; affidavits from both parents, if alive, or affidavits from two or more persons (preferably disinterested), who must fully identify themselves by stating their ages, name, date, place of birth of claimant, and the source of their information.

b. The LNAM transaction will be processed in SIDPERS; however, will not generate data to JUMPS for the following:

(1) Soldiers with UPC "OCQ" or "OJ4."

(2) Transaction name as changed equals the SPF name.

(3) SPF RSC equals the following:

(a) M—active record. Soldier is attached to a unit (awaiting disposition), is not assigned to any unit and has been dropped from the strength of the Army (for reasons other than desertion) and has not been restored to duty.

(b) P—interattached record. Soldier is attached to UPC1 and is assigned to a unit at another PAB.

c. A copy of the DA Form 4187 will not be forwarded to finance.

6–20. Steps for processing LNAM change

The steps for processing LNAM changes are as shown in table 6–25.

Table 6–25
Processing LNAM changes

Step	Work center	Required action
1	SDLR	Submit DA Form 4187 (with required documentation listed in para 6–19 *a* above).
2	BNS1	Approve DA Form 4187 and make appointment for soldier to visit MPD/PSC to initiate changes to records.
3	ENRC/ OFRC	Review request for accuracy and required documentation. Prepare and amend documents, such as, ID cards, casualty documents, MPRJ, current enlistment documents, and so forth.
4	ENRC/ OFRC	Submit necessary SIDPERS transactions. "LNAM"transaction. (See para 6–19*b* above.)
5	ENRC/ OFRC	Return original supporting documents to soldier.
6	ENRC/ OFRC	Distribute approved DA Form 4187 as follows: *a.* A copy without substantiating documents to— (1) Commander, U.S. Army Investigative Records Repository, Fort Meade, MD 20755–5000. (2) The career branch PERSCOM for commissioned and warrant officers. (See table 4–4 note.) (3) The career branch PERSCOM for enlisted personnel who are centrally managed. (See table 5–1.) (4) OMPF—Commissioned and Warrant *b.* For officers, send to Commander, PERSCOM, ATTN: TAPC–MSR, 200 Stovall Street, ALEX VA 22332–0400. *c.* For enlisted, send to Commander, USAEREC, ATTN: PCRE, Fort Benjamin Harrison, IN 46249–5301. (5) USAR AGR Commander, ARPERCEN, ATTN: DARP–ARO (officers) or DARP–ARE (enlisted) 9700 Page Boulevard, St. Louis, MO 63132–5200.
7	ENRC/ OFRC	Screen AAC–P54 and AAC–P59 to ensure proper processing of "LNAM" transaction transmitted through SIDPERS.
8	ENRC/ OFRC	File DA Form 4187 in MPRJ.

Section IX
Task: Process Name (NAME) and Birth Data (DOB) changes

6–21. Rules for processing NAME and birth data changes

a. The addition, deletion, or correction of the spelling of names, and corrections involving transposed names may be added or deleted on soldier's signed request (DA Form 4187).

b. When a soldier is attached outside of his or her parent unit and an administrative "NAME" change or legal name "LNAM" change occurs, the substantiating documentation must be forwarded to parent unit. The parent unit/MPD/PSC will submit the necessary "NAME" "LNAM" SIDPERS transaction.

c. The "NAME" transaction will process in SIDPERS; however, will not generate data to JUMPS for the following:

(1) Soldiers with UPC "OCQ" or "OJ4."

(2) Transaction name as changed equals the SPF name.

(3) SPF RSC equals the following:

(a) M—active record. Soldier is attached to a unit (awaiting disposition), is not assigned to any unit and has been dropped from the strength of the Army (for reasons other than desertion) and has not been restored to duty.

(b) P—interattached record. Soldier is attached to UPC1 and assigned to a unit at another PAB.

d. A copy of the DA Form 4187 will not be forwarded to finance.

e. To change a record of Birth Data submit change on DA Form 4187 with appropriate documentation as follows:

(1) A birth certificate or authenticated copy that agrees in all respects with the data in the request. If the name on the birth certificate does not agree with that shown on the request for a change the reason for the discrepancy will be included in the request.

(2) If no public record of birth exists, a statement to that effect by the proper public official will be required. It will be accompanied by as much of the following evidence as is reasonably available: affidavit from physician or midwife in attendance at birth; passport, authenticated copy of school record from the first school attended showing date of birth or age on admittance; authenticated extract from the family Bible or other family record; or documents listed in paragraph 16–9 *a*(4) above.

f. Only records of birth pertaining to the current period of service will be amended.

g. ARNG personnel not on active will submit approved documentation as follows:

(1) For officers and warrant officer submit documentation to the Army National Guard Personnel Center, ATTN: NGB–ARP–CT, 4501 Ford Avenue, ALEX VA 22302–1450.

(2) For enlisted personnel, documentation will be retained in each soldier's MPRJ.

h. Unit commanders of USAR soldiers will submit DA Form 4187 with documentation, to Commander, ARPERCEN, ATTN: DARP–PAS–EV, 9700 Page Blvd., St Louis, MO 63132–5200. ARPERCEN will issue the DD Form 1343 (Notification of Change in Service Member's Official Records) and update the appropriate personnel systems.

6–22. Steps for processing NAME and birth data changes

The steps for processing NAME and Birth Data changes are as shown in table 6–26.

Table 6–26
Processing NAME and Birth Data changes

Step	Work center	Required action
1	SDLR	Submit DA Form 4187 with required documentation (if necessary).
2	BNS1	Approve DA Form 4187 and make appointment (if necessary) for soldier to visit MPD/PSC.
3	ENRC/ OFRC	Review request for accuracy and required documentation (if necessary) and prepare or amend document, such as, ID Cards, casualty documents, MPRJ, current enlistment documents, TD Form, IRS W–4 (Employee's Withholding Allowance Certificate), SSA Forms.
4	ENRC/ OFRC	Submit SIDPERS "NAME" or "DOB"transaction. (See para 6–21*c* above.
5	ENRC/ OFRC	Return original supporting documents to soldier (if submitted).

Table 6–26
Processing NAME and Birth Data changes—Continued

Step	Work center	Required action
		Distribute approved DA Form 4187 without a copy of substantiating document to the following: *a.* Commander, U.S. Army Central Personnel Security Clearance Facility, Fort Meade, MD 20755–5250. *b.* For commissioned and warrant officers, furnish copy to career branch, Commander PERSCOM. (See table 4–4 note.) *c.* For enlisted personnel furnish copy to career branch, Commander PERSCOM, if soldier is centrally managed (table 5–1). *d.* OMPF. (1) For commissioned and warrant officers, send copy to Commander, PERSCOM, ATTN: TAPC–MSR, 200 Stovall Street, ALEX VA 22332–0474. (2) For enlisted personnel, send copy to Commander, USAEREC, ATTN: PCRE, Fort Benjamin Harrison, IN 46249–5301 *e.* USAR AGR Commander, ARPERCEN, ATTN: DARP–ARO (officers) or ATTN: DARP–ARE (enlisted) 9700 Page
6	ENRC/ OFRC	Boulevard, St. Louis, MO 63132–5200.
7	ENRC/ OFRC	Screen AAC–P54 and AAC–P59 to ensure proper processing of "NAME" transaction submitted through SIDPERS.
8	ENRC/ OFRC	File DA Form 4187 in MPRJ.

Notes:

[1] The 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 or birth data by the ABCMR unless the administrative procedures provided in this regulation have been followed without obtaining the desired correction.

Section X
Task: Process Absent Without Leave (AWOL) Actions

6–23. Rules for processing AWOL actions

Conduct inquiry to verify soldier's status and record on DA Form 4384 (Commander's Report of Inquiry/Unauthorized Absence). (See AR 630–10.)

6–24. Steps for processing AWOL actions

The steps for processing AWOL actions are as shown in table 6–27.

Table 6–27
Processing AWOL actions

Step	Work center	Required action
1	UNIT	Notify BNS1, BNS2 of AWOL. initiate Flag per AR 600–8–2. Submit SIDPERS transactions, as required. (See DA Pam 600–8–1.)

Table 6–27
Processing AWOL actions—Continued

Step	Work center	Required action
2	UNIT	Notify the local provost marshal or law enforcement staff officer within 48 hours of the member's absence.
3	UNIT	Inventory soldier's personal property. Consult BNS2 to determine whether DFR or suspension of security clearance is appropriate. Maintain suspense to ensure DFR is accomplished, if appropriate.
4	BNS1	Prepare DA Form 4187 and forward original to ENRC/OFRC, and copy to finance (on TL).
5	BNS1	Prepare appropriate letters and forms to assist unit commander in notifying NOK by 10th day of AWOL. Monitor suspense to ensure DFR action is accomplished in a timely manner.
6	ENRC/ OFRC	Forward a copy of DA Form 4187 to OMPF, annotate items 21 and 35, DA Form 2–1 and file documents in MPRJ.

Section XI
Task: Process Return to Duty From AWOL

6–25. Rules for processing return to duty from AWOL

For information on rules for processing return to duty from AWOL see AR 630–10.

6–26. Steps for processing return to duty from AWOL

The steps for processing return to duty from AWOL are as shown in table 6–28.

Table 6–28
Processing return to duty from AWOL

Step	Work center	Required action
1	UNIT	Notify BNS1, BNS2 and provost marshal of soldiers' return from AWOL. Reissue soldier's personal property.
2	BNS1	Prepare and authenticate DA Form 4187.
3	BNS1	Forward original DA Form 4187 to MPD/ PSC and copy to finance on transmittal letter.
4	BNS1	Submit required SIDPERS transactions.
5	ENRC/ OFRC	Forward copy of DA Form 4187 to OMPF, annotate personnel records (to include posting items 21 and 35, DA Form 2–1), adjust dates, and file documents.

Section XII
Task: Process DFR Actions

6–27. Rules for processing DFR actions

See AR 630–10.

6–28. Steps for processing DFR actions

The steps for processing DFR actions are as shown in table 6–29.

Table 6–29
Processing DFR actions

Step	Work center	Required actions
1	UNIT	Prepare DA Form 4187. Submit appropriate SIDPERS transactions.
2	UNIT	Prepare DD Form 458 and DD Form 553 (Charge Sheet) and forward to USAEREC with copy to MPD/PSC. Copy of DD Form 553 will be forwarded to the PM within same timeframe.
3	UNIT	Prepare transfer flag, letter to NOK, and notification to medical facility.
4	UNIT	Prepare DA Form 137 (Installation Clearance Record) and appoint a member to clear soldier. Provide completed DA Form 137 with health and dental records to BNS1.
5	BNS1	Review DFR packet for completeness and forward to MPD/PSC.
6	ENRC/ OFRC	Update personnel records, to include DA Form 2–1, items 21 and 35. Review DFR packet and forward to U.S. Army Deserter Information Point (USADIP).

Notes:

[1] For USAR AGR DFRs, see AR 630–10, chapter 5.

Section XIII
Task: Process Return to Duty from DFR at the Same Installation

6–29. Rules for processing return to duty from DFR at the same installation

See AR 630–10 for rules for processing return to duty from DFRs at the same installation.

6–30. Steps for processing return to duty from DFR at the same installation

The steps for processing return to duty from DFRs at the same installation are as shown in table 6–30.

Table 6–30
Processing return to duty from DFRs at the same installation

Step	Work center	Required action
1	BNS1	Upon return of soldier from DFR status, prepare and authenticate DA Form 4187.
2	BNS1	Check to see if soldier'srecords are still on the installation.
3	BNS1	Obtain assignment from strength management arrival order to reassign soldier back to unit.
4	ENRC	Submit accession SIDPERS transaction
5	ENRC/ OFRC	Obtain records. If soldier's records have been forwarded to USAEREC, prepare temporary MPRJ, DA Form 2A and DA Form 2–1, if required, and casualty documents (SGLI, DD Form 93).
6	ENRC/ OFRC	Prepare request for permanent records from USAEREC, if required.
7	ENRC/ OFRC	File MPRJ.

Section XIV
Task: Process Personnel Research Information Data Extract (PRIDE) Reports

6–31. Rules for processing PRIDE reports

a. Project PRIDE data elements are targeted for 99.5 percent accuracy; name and SSN are targeted for 100.00 percent; and all other data elements on the PRIDE rosters are targeted for 98.00 percent accuracy.

b. PRIDE rosters are run with the month-end (ME) processing for the months of January, March, May, July, September, and November. ME processing at HQDA is accomplished during the 8th through 10th work day following ME.

c. When PRIDE rosters received by the Chief, MPD/PSC, the officer and enlisted rosters are forwarded to the appropriate sections for them to work. A suspense should be established to ensure updates are submitted. At the same time, the PRIDE rosters with current assignment duty title and overdue physicals will be forwarded to the units to be worked.

6–32. Steps for processing PRIDE reports

The steps for processing PRIDE reports are as shown in table 6–31.

Table 6–31
Process PRIDE reports

Step	Work center	Required action
1	ENRC/ OFRC	Receive PRIDE rosters.
2	ENRC/ OFRC	Send unit (A3/B3) errors to appropriate units to be resolved.
3	ENRC/ OFRC	Pull records and research, as required.
4	ENRC/ OFRC	Submit appropriate corrective action per DA Pam 600–8–2, table 4–3–1.

Table 6–1
Composition of the MPRJ

Form number or document (proponent)	Title	File location OFF	File location ENL	Remarks	Table cross-reference
1 (DIS) ZHM–003 (USMEPCOM)	Report of NAC/ENTNAC (RON) Report of Favorable ENTNAC	A A	A A	File *only* the report titled *"Report of NAC/ ENTNAC"* with *"RON"* or "Report of Favorable ENTNAC" in the lower lefthand corner. File without attachments and remove on receipt of a DA Form 873 (Certificate of Clearance or Security Determination).	
2-Series DA	Personnel Qualification Record, Part I			May be filed separately or be kept loosely in MPRJ. Form will not be fastened to the DA Form 201 (Military Personnel Records Jacket, U.S. Army).	6–2, 6–6, 3–1
2–1 (DA)	Personnel Qualification Record, Part II			May be filed separately or be kept loosely in MPRJ. Form will not be fastened to the DA Form 201. For Active Army officer personnel (commissioned and warrant officers), the requirement to prepare and maintain the DA Form 2–1 was eliminated 1 Jun 84. DA Forms 2–1 for these personnel will be filed in the permanent section of the MPRJ for reference and historical purposes. File the original under the Form (SGLV) 8286 or VA Form 29–8286 in the MPRJ.	6–2, 6–6, 3–1
2–2 (DA)	Insert to Personnel Record Qualification of Court-Martial Convictions.			Keep this form with the DA Form 2–1.	6–2
4-Series (DD)	Enlistment/Reenlistment Document—Armed Forces of the United States		P	File one form with allied documents for each enlistment or reenlistment period.	6–6, 2–1
12–1 (MFO)	Application for Multinational Force and Observers Medal		P	File for members SGT and below. Remove on promotion to SSG.	2–1
20B (DA)	Insert to Personnel Qualification Record of Court-Martial Convictions			Keep form with DA Form 2–1. This form was replaced by DA Form 2–2. However, DA Form 20Bs completed before Nov 74 will be kept.	2–2, 6–2
29–8285 (VA)	Request for Insurance—Servicemen's Group Life Insurance	A	A	Remove on approval or disapproval.	
29–8286 (VA)/(SGLV) 8286	Servicemen's Group Life Insurance Election	P	P	File *only* the most recent form. File directly under the DD Form 93.	6–6, 2–1
47 (DD)	Record of Induction		P	Include allied documents.	6–6, 2–1
61 (DA)	Application for Appointment	A	A	Include all allied documents. Remove when the member is appointed to a commissioned or warrant officer or when action is disapproved.	2–1
78 (DA)	Recommendation for Promotion of Officer	A/P		File permanently *only* when the officer is not recommended for promotion and is not later promoted; otherwise, remove on promotion.	2–1
87 (DA)	Certificate of Training		P	Course must be 40 hours or more in length before certificate is authorized for file. File for members in SGT and below: *a. Do not file if an academic report is issued.* b. Remove upon promotion to SSG and forward for file in OMPF *if authorized for file by table 4–1.* File for all USAR enlisted members.	2–1, 3–1
93 (DD)	Record of Emergency Data	P	P	File the most recent form as the topmost document in the permanent section. See AR 600–8–1.	6–6, 2–1
214 (DD)	Certificate of Release or Discharge from Active Duty	P	P	Keep a DD Form 214 on file for each break in service. File a copy on separation of member and on change of military personnel class "MPC."	6–3, 6–6, 2–1
214WS (DD)	Worksheet for Certificate of Release or Discharge from Active Duty	A	A	Remove on completion of the DD Form 214.	
215 (DD)	Correction to DD Form 214, Certificate of Release or Discharge from Active Duty	P	P	Attach to the corrected DD Form 214	6–6, 2–1
268 (DA)	Report to Suspend Favorable Personnel Actions (Flag)	A	A	File as the topmost document under the casualty report. (See AR 600–8–2.) When suspension is ended, file according to AR 600–8–2.	3–1
330 (DA)	Language Proficiency Questionnaire	P	P	File *only* the most recent form for each language. For ARNG and USAR members, file 3 copies of form.	
398–2 (DD)	National Agency Questionnaire (NAQ)	A	A	Remove upon receipt of DA Form 873 or DIS Form 1 (RON).	

Table 6–1
Composition of the MPRJ—Continued

Form number or document (proponent)	Title	File location OFF	File location ENL	Remarks	Table cross-reference
458 (DD)	Charge Sheet	A	A	Remove on disposition of charges.	
664 (DA)	Service Member's Statement Concerning Application for Compensation from the Veterans Administration	P	P	File the original copy.	6–3
873 (DA)	Certificate of Clearance and/or Security Determination	P	P	File *only* the most recent form. *Remove only when* a new form is received, when access is suspended, or when clearance is revoked.	
1059 (DA)	Service School Academic Evaluation Report		P	File *only* for members SGT and below. Remove on promotion SSG. File for all enlisted USAR members.	2–1, 3–2
1059–1 (DA)	Civilian Institution Academic Evaluation Report		P	File *only* for members SGT and below. Remove on promotion SSG. File for all enlisted USAR members.	2–1, 3–2
1172 (DD)	Application for Uniformed Services identification DEERS Enrollment Card	P	P	File all forms that show the issuance of an ID card or Defense Enrollment Eligibility Reporting System (DEERS) enrollment or update for each eligible dependent. *Remove the form only when all ID cards* issued from that form have expired, been revoked, or reissued using a new form. (See AR 640–3.)	
1506 (DA)	Statement of Service—Computation of Length of Service for Pay Purposes	A	A	File only the most recent.	2–1
1613 (DA)	Cross Reference	A	A	Remove when the classification is lifted.	2–1
1695 (DA)	Oath of Extension of Enlistment		P	Attach allied documents and file with the DD Form 4 relating to the enlistment period being extended.	2–1
1879 (DD)	Request for Personnel Security Investigation	A	A	Remove on receipt of DA Form 873 that shows the same level of investigation as in block 5 of DD Form 1879.	3–1
1966 Series (DD)	Record of Military Processing Armed Forces of the United States		P	File all pages of the form *except page 1.* File with the proper DD Form 4. The USAR will file page 1 when the member *is not* on active duty or when the member is ordered for IADT, AGR, ADT, or SADT. If the USAR member enlists *into* the Active Army, page 1 will be removed.	2–1
2329 (DD)	Record of Trial by Summary Court-Martial		P	*a.* This form will be filed together with: (1) DD Form 458 (Charge Sheet). (2) Memorandum, opinion or letter of legal review. *b.* File only when a finding of guilty is given on at least one specification. Remove the above if all charges and specifications are later dismissed or if all findings of guilty have been reversed.	2–1
2339 (DA)	Application for Voluntary Retirement		A	Remove on approval or disapproval of retirement.	2–1
2366 (DD)	Montgomery GI Bill Act of 1984	P	P		6–2
2442 (DA)	Certificate of Achievement		P	File for members in grade SGT and below. Remove on promotion to SSG and forward for file on OMPF. File for all USAR enlisted members. File a memorandum of award if the certificate is too large to file.	2–1
2443 (DA)	Commendation Certificate		P	File for members in grade SGT and below. Remove on promotion to SSG and forward for file on OMPF. File for all USAR enlisted members.File a memorandum of award if the certificate is too large to file.	2–1
2627 (DA)	Record of Proceedings Under Article 15, UCMJ	P	P	*For Article 15s issued on or after 25 January 1990,* the Record of Proceedings under Article 15, UCMJ (DA Form 2627) for soldiers SPC/CPL or below will be filed only in local non-judicial punishment files. The DA Form 2627 will not be filed in the MPRJ or the OMPF of these soldiers. For Article 15s issued on or after 1 Nov 82, file as stated below. *a.* File copy 1 if issuing commander directs Article 15 to be filed on OMPF *P* fiche. *See DA Form 2627, item 5 for this statement.* *b.* File supplementary forms (DA Form 2627–2) with the proper Article 15.	2–2, 2–1

Table 6–1
Composition of the MPRJ—Continued

Form number or document (proponent)	Title	File location OFF	File location ENL	Remarks	Table cross-reference
				c. Remove and destroy DA Form 2627, DA Form 2627–2 (Record of Supplementary Action Under Article 15, UCMJ), and allied documents if— (1) An Article 15 is wholly set aside. (2) An enlisted member's status changes to commissioned or warrant officer. (3) The DASEB or ABCMR directs removal or transfer of the Article 15 from the OMPF *P* fiche. *For Article 15s issued before 1 Nov 82,* file as stated below. *a.* The original copy of the form will be filed when *directed* by the issuing commander *in part III of the form.* In all other cases, *copy 4* will be filed. *b.* Forms that vacate previously suspended punishments will be filed with the forms to which they pertain. *c.* All forms will be kept permanently with the following exceptions: (1) For enlisted members with 3 years or less active duty at time of offense, remove the Article 15 when— *(a)* The member is separated from service. *(b)* Two years (excluding AWOL periods) have expired since the punishment was imposed. The exception is if, at the end of the 2-year period, the individual is in an AWOL status, Article 15 will remain filed in the MPRJ until member returns to military control and the commander takes corrective action. (2) For all members, remove the Article 15 and allied documents when it is wholly set aside. *Do not* file form that set Article 15 aside. (3) Remove forms issued to an enlisted member when member changes status to commissioned or warrant officer. (4) Remove Article 15 when the DASEB or ABCMR directs removal or transfer of the Article 15 from the OMPF *P* fiche.	2–1
2627–2 (DA)	Record of Supplementary Action Under Article 15, UCMJ	P	P	File copy 1 when the original and the Article 15 is filed on the OMPF *P* fiche. Destroy form along with copy 1 of DA Form 2627 if Article 15 is removed from the MPRJ.	2–2, 2–1
2962 (DA)	Security Termination Statement	A	A	Remove and destroy when member receives a security clearance.	
2981 (DA)	Application for Determination of Moral Eligibility for Induction	P	P	File approved requests with the DD Form 4.	6–4, 2–1
2981 (DA)		A	A	File disapproved requests in the action pending section. Remove and destroy on member's separation or reenlistment, whichever comes first.	
3072–Series (DA)	Waiver of Disqualification for Reenlistment/Promotion in the Regular Army		P	File original approved requests with: a. DD Form 4. b. DA Form 1695. c. DA Form 3340 (Request for Regular Army Reenlistment or Extension). Only the most recent will be filed.	2–1
		A		File disapproved requests in the action pending section. Remove and destroy DA Form 3072 on member's separation or next reenlistment, whichever comes first. File a copy of the approved request with DA Form 3355 (Once the soldier extends/reenlists the form will then be filed as indicated for the permanent section).	

Table 6–1
Composition of the MPRJ—Continued

Form number or document (proponent)	Title	File location OFF	File location ENL	Remarks	Table cross-reference
				File only the most recent. File copies 1 & 2 if the member is found qualified. If a permanent disqualification is approved make sure it is recorded in Part V, copies 1 and 2. File copy 2 with copy of reviewer's action. Send copy 1 to OMPF. If a disqualified member becomes requalified, remove and destroy all evidence of the disqualification and file copies 1 & 2 of the new DA Form 3180. Notify appropriate OMPF custodian upon requalification so the old DA Form 3180 can be transferred to the *R* fiche according to table 4–1. Remove and destroy both copies if a qualified member fails a service school course *only for academic reasons* provided personnel reliability program (PRP) or Chemical personnel reliability program (CPRP) qualification was required to attend the course and provided that DA Form 3180 *will not be needed for next assignment.* If a qualified member is being assigned to duties outside the PRP or CPRP, record date administratively terminated in part IV,	
3180 (DA)	Personnel Screening and Evaluation Record	P	P	Copy 1. Keep copy 1 in MPRJ and destroy copy 2.	
3286 (DA)	Statement for Enlistment—Parts 1 through V		P	File as an allied document to DD Form 4.	2–1
3340 (DA)	Request for Regular Army Reenlistment or Extension		P	File as an allied document to— *a.* DD Form 4. *b.* DD Form 1695.	2–1
			A	File approved requests in the action pending section until DD Form 4 or DA Form 1695 is issued.	
			P	File disapproved request in the permanent section. Include DA Form 3072 if waiver was requested. Remove and destroy DA Form 3340 on member's next reenlistment.	
3349 (DA)	Physical Profile	A/P	A/P	Remove on receipt of a new profile record or when the physical limitations no longer exist. Temporary profile records showing limitations of 90 or more days will be filed as action pending.	
3355–R (DA)	Promotion Point Worksheet		A	File *only* when part of the promotion packet. Keep the initial and latest two reevaluation/ recomputation forms. Remove this form when the memberis promoted. The promotion packet may also be withdrawn from the MPRJ and filed separately within the Enlisted Promotion Section.	
4036–R (DA)	Medical and Dental Preparation for Oversea Movement (POR Qualification)	A	A	Remove during next audit of personnel qualification records after member processed into the new unit of assignment.	
4037 (DA)	Officer Record Brief			May be filed separately or kept loosely in the MPRJ. This form *will not be* fastened to the DA Form 201.	6–2, 2–1, 3–1
4126–R (DA)	Bar to Enlistment/Reenlistment Certification		P	File form, approving authority's review, and any later review. If voided, remove and destroy form and all documents together with the approved instrument of removal.	
4187 (DA)	Personnel Action	A	A	Remove on completion of the personnel action unless action is authorized for permanent file.	2–1
			P	File each form which promote, reduce, or deny advancement through SPC/CPL. Upon promotion to SGT, attach all grade related DA Forms 4187 to SGT promotion order and transmit to OMPF.	
			P	File forms which reflect reduction based upon Article 15 administered during initial term of service for SPC/CPL and below.	
			P	File forms that document Article 15 reduction actions that are filed on the OMPF *R* fiche. Remove form when member is advanced, promoted, or reduced.	
			P	File forms that document time lost that must be made good. This includes AWOL and DFR duty status changes.	2–1

Table 6–1
Composition of the MPRJ—Continued

Form number or document (proponent)	Title	File location OFF	File location ENL	Remarks	Table cross-reference
			P	File forms that correct or delete AWOL or DFR duty status changes.	
			P	File forms that approve deletion of conscientious objector status (1–A–O)	
		P	P	File forms that show approval for change of name, birthdate, or SSN.	2–1
4213 (DA)	Supplemental Data for Army Medical Service Reserve Officers	P			2–1
4789 (DA)	Statement of Entitlement to Selective Reenlistment Bonus		P	File as an allied document to DD Form 4. Remove on member's separation or reenlistment, whichever comes first.	2–1, 3–1
4941–R (DA)	Statement of Option		P	File as an allied document to DA letter announcing QMP bar. Remove and destroy if bar is voided.	2–1
4991–R (DA)	Declination of Continued Service Statement		P	Remove on separation from service or on approved withdrawal of statement.	2–1, 3–1
5121–R (DA)	Oversea Tour Election Statement	A	A	Remove when member returns to CONUS.	
5123–R (DA)	Reassignment Records Checklist		A	Remove and destroy after form is verified at inprocessing.	
5178 (DA)	Project Development Identifier (PDI) and Project Development Skill Identifier (PDSI)		A	File as the topmost document under the DA Form 268. Remove and destroy on termination of PDI or PDSI.	
5247–R (DA)	Request for Security Determination	A	A	Remove upon receipt of DA Form 873	
8286 (SGLV)	SGLI Election	P	P	File only the most recent form. File directly under the DD Form 93.	6–6, 2–1
			Unnumbered documents		
			Active duty and Reserve Component duty		
1	Active duty orders	P	P	File *only* the most recent. See table 3–2 for filing instructions for Reserve Component members.	6–4, 6–6, 2–1
			Adverse Actions		
1	Administrative reprimands, admonitions, and censures of a nonpunitive nature	P	P	File *only* when— *a.* Letter, indorsement, or addendum directs filing in MPRJ or OMPF. *b.* Letter was referred to member concerned for comment. *c.* Enlisted members are reprimanded by immediate or higher commander; any general officer, or general courts-martial authority. *d.* Commissioned or warrant officers are reprimanded by immediate or higher commander; designated rater, intermediate rater, or senior rator; any general officer senior to the officer; or by the general courts-martial authority. Remove and destroy letter when— *a.* Filing period ends or member is reassigned to another general court-martial jurisdiction. A letter directed for file *only in the MPRJ* will be kept for *not more than 3 years* from the date of the letter. Shorter filing periods may be directed in the letter. *Do not remove letters directed for file on the OMPF from the MPRJ unless paragraphs b, c, or d apply.* *b.* The DASEB or ABCMR directs that letter be removed or transferred from the OMPF *P* fiche. *c.* Enlisted member changes status to commissioned or warrant officer and stays in the same Army component in officer status. *d.* Letter is successfully appealed. File letters of reprimand issue under Article 15 with applicable DA Form 2627.	2–1
2	Records of civil conviction	P	P	File *only* those records of conviction and related records of arrest or extract of records that are authenticated by civilian authorities. Records of conviction for minor traffic offenses *will not be filed.* The following offenses are examples of serious traffic violations that must be filed:	2–1

Table 6–1
Composition of the MPRJ—Continued

Form number or document (proponent)	Title	File location OFF	File location ENL	Remarks	Table cross-reference
				a. Negligent homicide resulting from operation of a motor vehicle. *b.* Reckless driving. *c.* Operation of a motor vehicle while under the influence of drugs or alcohol.	
			Applications and Requests		
1	Applications (approved or disapproved) for classification as a conscientious objector (1–A–0).	P	P	Also file allied documents.	2–1
2	Applications (approved or disapproved) for discharge as a conscientious objector (1–0)	P	P		2–1
3	Applications, request's and other personnel actions relating to individual personnel management and administration.	A	A	Remove and destroy on completion of action if application is no longer authorized for file.	3–1, 3–2
4	Approved applications for retention on active duty	P	P	Remove and destroy at the end of the retention period.	2–1
5	Approved request for extension of service	P		Remove if officer is integrated into the Regular Army.	
			Appointments		
1	Appointment orders (Regular Army)	P		Include interservice transfers	2–1
2	Designation as an OCS distinguished graduate (RA appointment)	A		Remove from the MPRJ when the member accepts or declines the RA appointment.	2–1
3	Letter of Appointment (USAR)	P	P	*Keep in the MPRJ only* when the member is appointed as an officer or warrant officer in the USAR and remains on active duty in another status (MPC).	2–1, 3–2
4	Request for appointment or reappointment as a warrant officer	A	A	Remove on appointment, reappointment or disapproval.	2–1
			Assignments		
1	Agreement for noncombatant duty assignments by members classified as a conscientious objector (1–A–0)	P	P		2–1
2	Latest PCS and current assignment orders (if applicable)	A	A	File *only* the most recent order.	6–6
			Awards and Decorations		
1	Award orders (include badges, bars, tabs, and so forth.)		P	File for members SGT and below. On promotion to SSG file only the latest order for each type of award. File for all USAR enlisted members.	2–1
2	Certificates of appreciation, commendation, or achievement.		P	File for members SGT and below. Remove on promotion SSG and forward for filing on OMPF. File for all USAR enlisted members. File a memorandum of the award if the certificate is too large to file.	2–1
3	Disqualification statement for award of the good conduct medal		P		2–1
4	Document that approves or disapproves a request for a 10% increase in retirement pay due to receipt of an award.	P	P		2–1
			AWOL and desertion		
1	Documents that amend or change time lost to be made good or correct mistaken reports of AWOL		P	Include statements excusing periods of AWOL.	2–1
			Casualty		
1	Casualty report	A	A	File as the topmost document.	
			Classification and qualification		

Table 6–1
Composition of the MPRJ—Continued

Form number or document (proponent)	Title	File location OFF	File location ENL	Remarks	Table cross-reference
1	Document from the reclassification board convening authority or HQDA directing retention in an MOS.		P	Remove if member is later reclassified out of MOS. *Do not file* board proceedings or other allied documents.	3–1
2	MOS reclassification board proceedings		A	File *only* those actions that are forwarded to PERSCOM for action. Remove and destroy when action is completed.	
3	Orders awarding Primary Military Occupational Speciality (PMOS), Secondary Military Occupational Specialities (SMOS), Additionally Awarded Military Occupational Specialties (AMOS), Special Qualifications Identifiers (SQI), Additional Skills Identifiers (ASI)		P	File *only* the most recent order for each action.	6–6
4	For directed retention in a PMOS or specialty code by MMRB, file summary of proceedings together with decision to retain. Do not file inclosures.	P	P		2–1, 3–1
5	When reclassification of PMOS or a change in specialty code is recommended by MMRB, file complete case in action pending section. Upon receipt of the final decision from HQDA, remove case from action pending section and file a copy of the final determination in the permanent section of the MPRJ. Do not file inclosures.	A/P	A/P		2–1, 3–1
6	EOD Volunteer Statement	P	P	Maintain in MPRJ until individual is disqualified from or requests release from EOD.	
		Education and training			
1	Air Force master instructor certificate for special weapons training		P	File for members SGT and below. Remove on promotion to SSG and send for file on OMPF. File for all USAR enlisted members.	2–1
2	Certificates of completion for professional development type courses offered by local commanders		P	File for members SGT and below if course of instruction is 40 or more hours. *Do not* file if an academic report is issued for course. Remove on promotion to SSG. File for all USAR enlisted members.	3–2
3	College Level Examination Program (CLEP) and Defense Activity for Nontraditional Education Support (DANTES) completion certificates		A	File for members SGT and below. Remove on receipt of college transcripts awarding credit or on promotion SSG whichever comes first.	
4	Course completion certificates from civilian colleges and universities		A	File for members SGT and below. Remove on receipt of college transcripts or promotion SSG whichever comes first. File for all USAR enlisted members.	
5	Notification of nonresident subcourse completion		A	File for members SGT and below. Remove on receipt of the course completion certificate or on promotion to SSG whichever comes first. For USAR members, remove after DA Form 1383 or AGUZ Form 115 and the course completion certificate are received.	
6	Resident and nonresident course completion certificates		P	File for members SGT or below. *a.* File *only* certificates issued by the schools and colleges listed in AR 351–1, appendices B, C, and D. *b. Do not* file if an academic report is on file in the MPRJ for the course. *c.* Remove and give to member on promotion to SSG. File for all USAR enlisted members.	2–1, 3–1, 3–2

Table 6–1
Composition of the MPRJ—Continued

Form number or document (proponent)	Title	File location OFF	File location ENL	Remarks	Table cross-reference
7	Transcripts of credit for civilian colleges, universities, trade schools, or business schools		P	File for members SGT and below. Remove on promotion SSG and send for file in OMPF. File for all USAR enlisted members.	2–1
	Enlistment, reenlistment, or retention on active duty				
1	PERSCOM letter that disapproves member's request to reenlist		A	Remove and destroy on member's separation.	
2	Predated enlistment documents		P		2–1
3	Signed copies of correspondence voiding PERSCOM letter denying member's reenlistment. (See item 2 above.)		A	Remove and destroy upon member's separation or reenlistment, whichever comes first.	
4	Statement by non-CONUS residents of their intent not to reenlist or remain on active duty	A	A	Remove and destroy upon member's separation	6–2
5	Waiver of enlistment commitment		P	Remove and destroy upon member's separation or reenlistment, whichever comes first.	2–1
	Orders				
1	Court-martial orders	P	P	File *only* when a finding of guilty is given on at least one specification. Remove the order if all charges and specifications are later dismissed or if all findings of guilty have been reversed in a supplemental order.	2–1
2	Temporary duty (TDY) orders	A	A	File *only* when issued as a separate order for TDY in connection with a PCS. Remove on arrival at new duty station.	
	Performance data				
1	Individual Soldiers Report (ISR) (SQT results)		A	File and retain the latest ISR in action pending section of MPRJ. Remove most recent ISR only when a new ISR is received and entry appears on DA Form 2A. Do not file ISR's for USAR members.	
	Personal data				
1	Documents granting authority to change personal data	P	P		2–1
2	Pregnancy counseling checklist	A	A	Remove on termination of pregnancy or separation, whichever comes first.	
3	Statement of counseling (pregnancy)		A	Remove on termination of pregnancy or separation, whichever comes first.	
	Physical or medical				
1	Document granting exception to maximum allowable weight standards	P	P	File *only* the most recent weight evaluation.	3–1
2	Physical Evaluation Board letter of approval	P	P	Do *not* file allied documents.	
3	Weight control program documents	P	P	File statement from commander that member meets the weight control standards and the effective date. Keep on file for 36 months from the effective date of commander's statement.	
	Promotion and reduction				
1	Document approving recommendation for removal from a promotion list		P	File *only* if recommended list is maintained in the field.	2–1
2	Document deferring/denying promotion under the Civilian Acquired Skills Program or any other enlistment program that authorizes accelerated promotions		A/P	Remove and destroy on member's separation or reenlistment, whichever comes first.	
3	Promotion or reduction orders	P	P	File *only* the order that shows member's *most current grade of rank and date of rank.* See filing instructions for DA Form 2627 and DA Form 4187 regarding advancements, promotions, and reductions. *The above forms may be the most recent document that shows member's current grade of rank and date of rank.* For commissioned officers, file *only* the most recent order for RA or USAR grade. For warrant officers, file the most recent order for AUS grade and RA or USAR grade.	6–6, 2–1
	Separation, discharge, or retirement				

Table 6–1
Composition of the MPRJ—Continued

Form number or document (proponent)	Title	File location OFF	File location ENL	Remarks	Table cross-reference
1	Case files for approved separations	P	P	File *only* cases approved in the field. Include elimination board proceedings, administrative discharge actions, resignations in lieu of board action, or separations for the good of the service. File all allied documents that set forth details and form a basis for the separation.	2–1
2	Consent affidavit of members held beyond ETS or release date	P	P		2–1
3	Declination of discharge from the Armed Forces by an individual in alien status	P	P		
4	Letter that announces the DA Qualitative Management Program (QMP) Screening Board decision		P	File with DA Form 4941–R (Statement of Option). If voided, remove and destroy. Remove and destroy on member's separation.	2–1, 3–1
5	Notification of involuntary relief from active duty	A		Include the member's acknowledgement. Remove on release from active duty or retirement.	2–1
6	Orders removing member from the Temporary Disability Retirement list (TDRL) when member is returned to duty	P	P		2–1
7	Orders voiding an enlistment or induction		P		
8	Request by a non-CONUS resident for separation in CONUS	A	A	Remove and destroy on separation.	
9	Separation orders	P	P	File *only* the most recent discharge, relief from active duty, retirement, or release due to void enlistment or induction order.	6–3, 2–1
10	Signed copies of correspondence voiding QMP letter. See item 4 above.		A	Remove and destroy upon member's separation or reenlistment, whichever comes first.	2–1
11	Statement of notification of involuntary retirement	A		Remove on retirement.	2–1
		Service data and verification			
1	OMPF service fiche	A	A	File *only* if fiche is needed to have on file documents that are missing from the MPRJ. Place fiche in an envelope and file as the bottom-most document in the action pending section. Remove fiche if paper copy of the documents in question are later received.	3–1, 3–2
2	OMPF performance fiche		A	File for SGT and below only. See remarks in item 1 above for additional filing instructions.	3–1, 3–2
3	Statement of military service	P	P	File *only* the most recent.	2–1
		Specialty and MOS data			
		Travel and transportation			
1	Acknowledgement of restrictions for dependent travel and movement of household goods		A	Remove when the restrictions no longer apply.	

Table 6–2
Transfer documents

Form number or document (proponent)	Title	Disposition	Table cross-reference
2-series (DA)	Personnel Qualification Record, Part I	Place loosely in MPRJ.	6–1, 6–6, 3–1
2–1 (DA)	Personnel Qualification Record, Part II	Place loosely in MPRJ.	6–1, 6–6, 3–1
2–2 (DA)	Insert to Personnel Qualification Record of Court-Martial Convictions	Keep this form with the DA Form 2–1	6–1
20B (DA)	Insert to Personnel Qualification Record of Court-Martial Convictions	Keep this form with the DA Form 2–1.This form was replaced by the DA Form 2–2. However, DA Form 20Bs completed before Nov 74 will be kept on file.	2–2, 6–1

Table 6–2
Transfer documents—Continued

Form number or document (proponent)	Title	Disposition	Table cross-reference
31 (DA)	Request Authority for Leave *(original copy)*	During inprocessing, write the time and date the member arrived at unit (ended leave). Send form to the servicing finance.	
160 (DA)	Application for Active Duty	File with allied documents. Remove from the MPRJ when the member reports for active duty.	2–1
189 (SF)	Classified Information Nondisclosure Agreement	Remove from the MPRJ during inprocessing and send to the member's new security manager. For Army Reserve officers and enlisted personnel not on active duty retain in the TPU field military 201 file.	2–1 6–4
348 (DA)	Equipment Operator's Qualification Record *(Except Aircraft)*	Remove from the MPRJ during inprocessing and send to the activity responsible for motor vehicle operations.	
669 (DA)	Army Continuing Education System	Remove from the MPRJ during inprocessing and send to the education officer. Include in MPRJ when forwarded from transition point to HQDA/ USAEREC for historical filing.	6–3
705 (DA)	Army Physical Fitness Evaluation Scorecard	Remove on inprocessing and send to the member's new unit commander.	
759 (DA)	Individual Flight Records and Flight Certificates—Army	Remove on inprocessing and send to the activity responsible for keeping flight record.	6–3, 3–1, 3–2
1307 (DA)	Individual Jump Record	Remove on inprocessing and send to the unit.	6–4
1315 (DA)	Reenlistment Data	File *only* for soldiers in the rank of PVT through SFC. Remove on inprocessing and send to the unit reenlistment NCO.	6–3
1435 (DD)	COMSEC Maintenance Training and Experience Record	Send to COMSEC certifying official. Have certifying official update form before transferring.	
2890 (DA)	Individual Training Progress and Proficiency Record—AIT Record	Remove on inprocessing and send to the member's new unit commander.	
3068–1 (DA)	Marine Service Record	Remove on inprocessing and send to the activity responsible for marine activities.	
3078 (DA)	Personnel Clothing Request	Remove on inprocessing and send to the member's new unit commander.	3–2
3161 (DA)	Request for Issue or Turn-In	Remove on inprocessing and send to the member's new unit commander.	
3444 Series (DA)	Terminal Digit for Treatment Record	Remove on inprocessing and send to the servicing medical or dental treatment facility.	6–3
3475–R (DA)	Diving Duty Summary Sheet	Remove on inprocessing and send to the member's new unit commander.	
3479–R (DA)	Training and Proficiency Record—Air Traffic Controller	Remove on inprocessing and send to the member's gaining unit training officer.	
3513 (DA)	Individual Flight Records Folder, United States Army	Remove on inprocessing and send to the installation aviation officer for maintenance.	6–3
3626 (DA)	Vehicle Registration/Driver Record	Remove on inprocessing and send to the local provost marshal or Security officer. See AR 190–45.	
3645 and 3645–1 (DA)	Organization Clothing and Equipment Record	Remove on inprocessing and send to the member's new unit commander.	
3716 (DA)	JUMPS—Army Joint Uniform Military Pay System—Army, Personal Financial Record, United States Army	Remove on inprocessing and forward to the servicing finance.	
5287–R (DA)	Training Records Transmittal Jacket (TRTJ)	Remove on inprocessing and send to member's new unit commander.	
5305–R (DA)	Family Care Plan	Include attachments per AR 600–20, paragraph 5–5. Remove from the MPRJ during inprocessing and send to member's new unit commander.	
	Unnumbered documents		
	Assignments		
1	Documents needed for the administration and assignments of members at reception stations, BCT, and AIT/CST activities	Remove on inprocessing at the member's first permanent duty station.	
	Miscellaneous		
1	Central Personnel Security Clearance Facility (PCCF) Student Interim Sensitive Compartmented Information (SCI) Access Eligibility Determination message/mailer.	Remove on inprocessing and send to the security manager for the member's gaining unit.	
	Performance data		
1	Job Book	Remove on inprocessing and send to the gaining unit commander.	
2	Notification of SQT completion	Remove on inprocessing and send to the Test Control Officer.	
	Physical and medical		

Table 6–2
Transfer documents—Continued

Form number or document (proponent)	Title	Disposition	Table cross-reference
1	Weight control program documents	Remove on inprocessing and send to the gaining commander or supervisor.	6–1
	Promotion and reduction		
1	Current promotion recommended list (AAC–C10)	Remove on inprocessing and send to the office keeping the unit recommended list.	
	Qualification records		
1	Officer Record Brief	File loosely in the MPRJ. This form will not be fastened to the DA Form 201.	2–1, 3–1, 3–2, 6–1

Table 6–3
Contents of the separation packet

Form number or document (proponent)	Title	Remarks	Table cross-reference
214 (DD)	Certificate of Release or Discharge from Active Duty		6–1, 6–6, 2–1
664 (DA)	Service Member's Statement Concerning Application for Compensation from the Veterans Administration		6–1
669 (DA)	Army Continuing Education System	Include in MPRJ when forwarded from transition point to HQDA/USAEREC for historical filing.	6–2
759 (DA)	Individual Flight Records and Flight Certificates–Army	Include in MPRJ when forwarded from transition point to HQDA/USAEREC for historical filing.	6–2, 3–1, 3–2
1315 (DA)	Reenlistment Data	Include in MPRJ for separation processing and forwarding from transition point to USAEREC for historical filing.	
1341 (DA)	JUMPS Army Allotment Authorization		
1811 (DA)	Physical Data and Aptitude Test Scores Upon Release from Active Duty		6–4
1883 (DA)	Record of Reserve Request		
2139 (DA)	Military Pay Voucher		6–4
3444 Series (DA)	Terminal Digit for treatment Record		2–1
3513 (DA)	Individual Flight Records Folder–United States Army	Include in MPRJ when forwarded from transition point to HQDA/USAEREC for historical filing.	6–2
3713 (DA)	Data for Retired Pay		2–1
3891 (DA)	Certificate of Appreciation (for Wives of Retiring US Army Personnel)		
3891–1 (DA)	Certificate of Appreciation (for Husbands of Retiring US Army Personnel)		
4240 (DA)	Data for Payment of Retired Army Personnel		
Item number	Unnumbered documents		
	Enlistment, reenlistment, or retention on active duty		
1	Statement by non-CONUS residents of their intent not to reenlist or remain on active duty		6–1
	Miscellaneous		
1	Practitioner's Credentials File		
2	Statement acknowledging the reporting of employment with a defense contractor		2–1
	Promotion or reduction		
1	Reserve Component promotion letter or order		6–4, 6–6, 2–1, 3–2
	Separation, discharge, or retirement		
1	Separation order		6–1, 2–1
2	Statement by a non-CONUS resident electing separation in CONUS		

Table 6–4
Composition of the U.S. Army Reserve MPRJ (USAR unique documents) [1]

Form number or document (proponent)	Title	File [2] location Off	Enl	Remarks	Table cross-reference
189 (SF)	Classified Information Non-disclosure Agreement	P	P		
220 (DD)	Active Duty Report	P	P		2–1
249 (DARP)	Chronological Statement of Retirement Points	P	P	File only most current.	3–2

Table 6–4
Composition of the U.S. Army Reserve MPRJ (USAR unique documents) [1] —Continued

Form number or document (proponent)	Title	File location [2] Off	Enl	Remarks	Table cross-reference
368 (DD)	Request for Discharge or Clearance from Reserve Component		P	File when the member is enlisted in another component.	
369 (DD)	Police Record Check	P	P		2–1
398 (DD)	Personnel Security Questionnaire	P	P	File *only* the most recent.	
591 (DA)	Application for Initial (Educational) Delay from Entry on Active Duty and Supplemental Agreement	P			2–1
591A (DA)	ROTC Supplemental Service Agreement (Initial Educational Delay)	P			
591B (DA)	ROTC Supplemental Service Agreement for Special Medical Program Participants	P			
591C (DA)	ROTC Supplemental Service Agreement (Army Chaplaincy)	P			
597 (DA)	Army Senior Reserve Officers' Training Corps ROTC Nonscholarship Contract	P			
597–3 (DA)	Army Senior Reserve Officers' Training Corps Scholarship Cadet Contract	P			
1304.12K (DOD)	ASVAB Scoring Worksheet		A	Destroy after scores have been recorded.	
1307 (DA)	Individual Jump Record	P	P		6–2
1380 (DA)	Record of Individual Performance of Reserve Duty Training	A	A	Remove when DARP Form 249 is issued for the duty.	2–1
1696–R (DA)	Enlistment/Reenlistment Qualifying Application (Especially Recruited Personnel)		P		2–1
1811 (DA)	Physical Data and Aptitude Test Scores on Release from Active Duty		P		6–3
2139 (DA)	Military Pay Voucher	P	P	Forms showing payment for accrued leave or uniform allowances will be removed from the Personal Finance Record (PFR) and filed in the MPRJ when members are assigned to the IRR.	6–3
2166–6 Series (DA)	Enlisted Evaluation Report		P		2–2, 2–1
2370 (DARP)	Application for Active Guard/Reserve (AGR)	P	P		2–1
2981 (DA)	Application for Determination of Moral Eligiblity for Induction	P	P		6–1, 2–1
3072–1A (DA)	Request for Waiver of Disqualification for Enlistment/Reenlistment in the Regular Army for Personnel Applying from Civilian Life		A	Removal upon approval of waiver.	2–1
3283–R (DA)	Statement of Member Removed from the Temporary Disability Retired List		P		2–1
3339–R (DA)	Request for Extension of Current Period of Active Duty		P	Remove and destroy upon completion of extended period of service.	2–1
3540–Series (DA)	Certificate of Acknowledgment of Service Requirements for Individuals Enlisting, Reenlisting, or Transferring into Troop Program Units of the US Army Reserve		P		2–1
3574 (DA)	Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR, Under the Provisions of AR 135–100 or AR 135–101, As Applicable—Individuals without Prior Service	P			2–1
3575 (DA)	Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying For Appointment in the USAR Under the Provisions of AR 135–100 or AR 135–101, As Applicable—Individuals Without a Statutory Service Obligation.	P			2–1
3587 (DA)	Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the United States Army Reserve Under the Provisions of AR 601–130.	P			2–1

Table 6–4
Composition of the U.S. Army Reserve MPRJ (USAR unique documents) [1] —Continued

Form number or document (proponent)	Title	File location [2] Off	File location [2] Enl	Remarks	Table cross-reference
3593 (DA)	Army Reserve Retirement Credit Card	P	P	Maintain along with AGUZ Form 115 and DA Form 1383 in a plain envelope marked "Reserve Retirement Point Credit Records" and file under the DA Form 4410–R. Also file retirement point credit records from ARNG and other services.	
3725 (DA)	Army Reserve Status and Address Verification	P	P	File *only* the most recent.	6–6
3873 (DA)	Certificate of Acknowledgment and Understanding of Service Requirements for Physicians and Dentists Applying for Appointment in the USAR	P			
3874 (DA)	Request for Transfer to USAR Control Group (Reinforcement)	P			
4688–Series (DA)	Certificate and Acknowledgment of Service Requirements for Individuals Enlisting or Reenlisting in the Individual Ready Reserve		P		
4824–R (DA)	Addendum to Certificate and Acknowledgment of Service Requirements (DA Form 3540) for all Personnel Applying for Participation in the Reserve Officers' Training Corps Simultaneous Membership Program		P	Attach to applicable DA Form 3540.	2–1
4825–R (DA)	Addendum to Certificate and Acknowledgment of Service Requirements (DA Form 3540) for Enlistments in the Army Reserve Civilian Acquired Skills Program		P	Attach to applicable DA Form 3540.	2–1
4826–R (DA)	Addendum to Certificate and Acknowledgment of Service Requirements (DA Form 3540) for Enlistment under the Alternate Training Program		P	Attach to applicable DA Form 3540.	2–1
4836 (DA)	Oath of Extension of Enlistment or Reenlistment		P	Attach to applicable DD Form 4.	2–1
4960–R (DA)	Selected Reserve Incentive Program—Enlistment (Addendum to DA Form 3540–Series)		P	Attach to applicable DD Form 4.	2–1
4961–R (DA)	Affiliation Bonus Program (Addendum to DA Form 3540–Series)		P	Attach to applicable DD Form 4.	2–1
4962–R (DA)	Selective Reserve Incentive Program Reenlistment (Addendum to DA Form 3540–Series)		P	Attach to applicable DD Form 4.	2–1
5435–R (DA)	Statement of Understanding–Selected Reserve Educational Assistance Program (LRA)		P		
5642–R (DA)	Statement of Understanding and Selected Reserve Service Agreement (Short Title: New GI Bill 2X4 Program.)		P		
5646–R (DA)	Statement of Conditions of Service-Active Guard Reserve (AGR)	P	P		2–1
	Unnumbered documents Active duty and Reserve Component duty				
1	Active duty orders for AT, ADT, AGR, IADT, or SADT	A	A	File *only* the most recent.	6–1, 3–2
		A	A	File advanced AT or ADT orders in action pending section.	
		P	P	On completion of AT or ADT, transfer to permanent section.	
		P	P	File all AGR and SADT orders permanently.	
2	All AGUZ forms indicating Ready Reserve Service agreement	P	P	File in the MPRJ when the reservist requests Ready Reserve status.	
3	Approved requests for extension of service for USAR members	P	P		2–1

Table 6–4
Composition of the U.S. Army Reserve MPRJ (USAR unique documents) [1] —Continued

Form number or document (proponent)	Title	File [2] location Off	Enl	Remarks	Table cross-reference
4	Letter of nonretention under qualitative retention program (enlisted) (USAR)		A/P	File in the action pending section until member is removed from unit. Move to the permanent section once member is transferred to Individual Ready Reserve or Retired Reserve.	2–1
5	Letter of nonretention under selective retention program (officer) (USAR)	A/P		File in the action pending section until member is removed from unit. Move to the permanent section once member is transferred to Individual Ready Reserve or Retired Reserve.	2–1
6	Letter of qualitative retention program (enlisted) (USAR)		P	*Do not* file allied documents.	2–1
7	Letter of retention under selective retention program (officer) (USAR)	P		*Do not* file allied documents.	2–1
8	Notice of removal from participation in ROTC/SMP		P		2–1
	Education and training				
1	Certificate of highest military education completed	P	P		6–6
	Enlistment, reenlistment, or retention on active duty				
1	Oath of extension of enlistment (USAR)		P	File with applicable DD Form 4.	2–1
	Promotion and reduction				
1	Reserve component promotion letter or order	P	P	If ARNG appointment or promotion, also file the Federal recognition for latest appointment or promotion.	6–3, 6–6, 2–1, 3–2
	Separation, discharge, or retirement				
1	Retirement point credit records	P	P	See filing instructions for AGUZ Form 115, DA Form 1383 and DA Form 3593.	
2	Statement of eligibility for retired pay at age 60	P	P		
	Awards and Decorations				
1	Copy of award citation when not included in the award order		P		2–1
2	Correspondence, authorizations and orders regarding foreign decorations		P		2–1
3	Documents and certificates that award badges, service medals, tabs, or non-Army awards for which no orders are published		P		2–1
4	Letters and messages of appreciation or commendation		P		2–1

Notes:

[1] The file location columns and remarks column apply *only* when the MPRJ is maintained by the USAR custodian.
[2] P=Permanent section, A=Action pending section.

Table 6–5
Composition of the Army National Guard MPRJ (ARNG unique documents or filing requirements)
(Use this table in conjunction with tables 2–1, 2–2, 6–1, 6–2, 6–3, and 6–6)

Form number or document (proponent)	Title	File location Off	Enl	Remarks	Table cross-reference
1 (DIS) ZHM–003 (USMEPCOM)	Report of NAC/ENTNAC Report of Favorable ENTNAC	A/P A/P	A/P A/P	File permanently when favorable results are received. Remove upon receipt of DA Form 873.	6–1
2–1 (DA)	Personnel Qualification Record	P	P	May be filed separately or kept loosely in MPRJ.	6–2, 6–1, 6–6
21 (NGB)	Annex to Enlistment Agreement		P	Attach to DD Form 4.	
21–1 (NGB)	Amendment to NGB Form 21		P	Attach to NGB Form 21.	2–1
22 (NGB)	Report of Separation	P	P	File one form for each period of service.	2–1
22A (NGB)	Correction to NGB Form 22	P	P	Attach to applicable NGB Form 22.	2–1
22–3 (NGB)	Request for Waiver	A/P	A/P	File permanently upon receipt of final determination.	
22–5–R	Approval & Acceptance for Interstate Transfer		P	Attach to DD Form 4.	
23 (NGB)	Retirement Credits Record	P	P		6–6, 2–1

Table 6–5
Composition of the Army National Guard MPRJ (ARNG unique documents or filing requirements)
(Use this table in conjunction with tables 2–1, 2–2, 6–1, 6–2, 6–3, and 6–6)—Continued

Form number or document (proponent)	Title	File location Off	File location Enl	Remarks	Table cross-reference
23C (NGB)	Army National Guard Retirement Points Statement — Application for Retired Pay	T	T	Attach to DD 108 Include in MPRJ upon trf to another State or component.	
23D (NGB)	Army National Guard Retirement Points Accounting — Notification of Eligibility for Retired Pay at Age 60	P	P		
60 (NGB)	Request for Clearance from U.S. Army Reserve	A			
61 (NGB)	Conditional Release	A			
62 (NGB)	Application for Federal Recognition	P	A	File with enclosures until approved. File without enclosures if approved.	2–1
64 (NGB)	Application for Training	A	A	Remove upon course completion or nonselection. Note 1.	
108 (DD)	Application for Retirement Pay Benefits	A	A	May be filed separately per State Adjutant General instructions.	2–1
149 (DD)	Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552.	A	A	Remove when final action is taken.	2–1
220 (DD)	Active Duty Report	A/P	A/P	Remove upon receipt of DD Form 214 and DD Form 220 service is verified. If DD Form 214 is not issued file as permanent document.	6–4, 2–1
261 (DD)	Report of Investigation — Line of Duty and Misconduct Status	A/P	A/P	File permanently upon completion of investigation.	2–1
368 (DD)	Request for Discharge or Clearance from Reserve Component	A/P	A/P		6–4
369 (DD)	Police Record Check		P		6–4, 2–1
372 (DD)	Request for Verification of Birth	A/P	A/P	File permanently upon receipt of verification.	2–1
398 (DD)	Personnel Security Questionnaire	A	A	File only most recent Remove upon receipt of DA Form 873.	6–4
590 (NGB)	Statement of Understanding of Reserve Obligation and Responsibility		P	Note 1.	
594R (NGB)	CASP–ARNG		P	Attach to DD Form 4.	
591–1R (NGB)	SMP–ARNG		P	Attach to DD Form 4.	
594–3R (NGB)	IN–SVC Recruiting-ARNG		P	Attach to DD Form 4.	
594–4 (NGB)	Split Option Training–ARNG		P	Attach to DD Form 4.	
594–5R (NGB)	Delayed Training Option		P	Attach to DD Form 4.	
597 (DA)	Army Senior Reserve Officer's Training Corps (ROTC) Nonscholarship Contract		P		6–4
600–15–1 Thru –4 (NGB)	ARNG SRIP Agreement		P	Attach to DD Form 4.	
602–R (NGB)	Bar to Reenlistment/Immediate Reenlistment		P	File form, allied documents, approving authority's review, and any later review. If voided, remove and destroy form and all allied documents.	
638 (DA)	Recommendation for award	T	T		2–1
705 (DA)	Army Physical Fitness Test Scorecard	T	T	File only most recent. May be filed separately. Note 1.	6–2
1059 (DA)	Service School Academic Evaluation Report		P		6–1, 2–1
1059–1 (DA)	Civilian Institution Academic Evaluation Report		P		6–1, 2–1
1307 (DA)	Individual Jump Record	P	P	Note 1.	6–2, 6–4
1380 (DA)	Record of Individual Performance of Reserve Duty Training	A	A	Remove upon entry into the retirement points accounting system. Note 1.	6–4, 2–1
1383 (DA)	Annual or Terminal Statement of Retirement Points	P	P	Will be kept chronologically in a envelope filed under the SGLV Form 8286.	2–2
1556/1556–1 (DD)	Request, Authorization, Agreement, Certification of Training and Reimbursement	P	P	For AGR soldiers file one copy for completion of Hazard Communication Training.	
1811 (DA)	Physical Data and Aptitude Test Scores on Release from Active Duty		P		6–3, 6–4
1883 (DD)	Survivor Benefit Plan Election Certificate	P	P		6–3
1966 Series (DD)	Record of Military Processing — Armed Forces of the United States		P	File original copy of all pages with the DD Form 4.	6–1, 2–1
2166–7 (DA)	Noncommissioned Officer Evaluation Report (NCO–ER))		P	Keep all previous reports without regard to edition.	2–2, 6–4, 2–1
2173 (DA)	Statement of Medical Examination and Duty Status	A/P	A/P	File permanently upon receipt of final determination.	2–1

Table 6–5
Composition of the Army National Guard MPRJ (ARNG unique documents or filing requirements)
(Use this table in conjunction with tables 2–1, 2–2, 6–1, 6–2, 6–3, and 6–6)—Continued

Form number or document (proponent)	Title	File location Off	File location Enl	Remarks	Table cross-reference
2384 (DD)	Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility (NOBE)	P	P		
2442 (DA)	Certificate of Achievement	P	P	File memorandum or reduced photo copy of award if certificate is too large.	6–1, 2–1
4100 (NGB)	Promotion Recommendation		A	File with promotion "best qualified" board selection list until promoted or removed from the list.	
4836 (DA)	Oath of Extension of Enlistment		P	Attach original of the latest extension oath on top of DD Form 4. If the DA Form 4836 contains a bonus or student loan repayment statement, do not remove until a subsequent DA Form 4836 expires.	6–4, 2–1
5261–3–R (DA)	Selected Reserve Incentive Program Affiliation Bonus Addendum		P	Attach to DD Form 4.	
5435–R (DA)	Statement of Understanding, Selected Reserve Educations Assistance Program	P	P		6–4
5447–R (DA)	Officer Service Agreement, Selected Reserve Educational Assistance Program	P			
5536–R (DA)	Health Professionals Loan Repayment (HPLR) Agreement	P			
	Unnumbered documents				
	Active duty and Reserve Component duty				
1	Active duty orders	A	A		6–1, 6–4, 6–6, 2–1
	Applications and requests				
1	Appeal applications	A/P	A/P	File permanently upon final determination.	6–1, 6–6, 3–2
	Appointments				
1	DA appointment letter	P		File only most recent.	6–1, 6–6, 2–1, 3–2
2	State Appointment Orders	A		Remove upon receipt of the DA appointment letter.	
	Assignments				
1	Change of branch order	P			2–1
2	Assignment or transfer order	P	P	File only most recent.	6–1, 6–6
3	Attachment order	A	A	File only most recent.	
4	USAR transfer orders to the ARNG	P	P		
	Awards and decorations				
1	Award orders	P	P	When no orders are published file correspondence or certificate authorizing award.	6–1, 2–1
2	Certificates of appreciation, commendation, or achievement	P	P	File a memorandum or a reduced photo copy of the award if the certificate is too large to file.	6–1, 2–1
3	Letters of appreciation or commendation	P	P	File basic correspondence only when the letter or message is addressed to the soldier or when the soldier is mentioned in the basic correspondence.	6–4, 2–1
	Classification and qualification				
1	Branch, area of concentration, and functional area designation letter	P		File only most recent.	
	Education and training				
1	Certificate of highest military education completed	P	P	Do not file if DA Form 1059 or 1059–1, academic report, is on file in the MPRJ for specialty qualification, NCOES, USASMA courses.	6–4, 6–6
2	Course completion certificate from a civilian college or university	A	A	Remove on receipt of transcript awarding credit.	6–1
3	Medical school and internship data	P	P		
4	Notification of nonresident subcourse completion	A	A	a. If a soldier is enrolled in a nonresident course, remove upon entry into the retirement points accounting system and receipt of course completion certificate. b. If soldier enrolled for individual subcourses only, remove upon entry into the retirement point accounting system. Note 1.	6–1

Table 6–5
Composition of the Army National Guard MPRJ (ARNG unique documents or filing requirements)
(Use this table in conjunction with tables 2–1, 2–2, 6–1, 6–2, 6–3, and 6–6)—Continued

Form number or document (proponent)	Title	File location Off	File location Enl	Remarks	Table cross-reference
5	Resident and nonresident course completion certificates	P	P	Do not file if DA Form or DA Form 1059–1, academic report, is on file in the MPRJ for the course. If course is for specialty qualification, NCOES, or USASMA courses 1 above.	6–1, 2–1
6	Service school resident course failure letter	P	P	a. Remove if course is subsequently completed. b. File in addition to Academic Evaluation Report.	2–1
7	Transcript of credit for civilian college, university, trade or business school	P	P	File only most recent which includes credits on previously filed transcripts.	6–1, 2–1
	Orders				
1	Other orders	T	T		6–1, 2–1
	Physical or medical				
1	Weight control program documents	P	P	File commanders statement that certifies the effective date soldier met the weight control standards. Keep on file for 36 months from the date of removal. Note 1.	6–2, 6–1
	Promotion, reduction, and lateral appointment				
1	Promotion and reduction orders	P	P	File only most recent.	6–1, 6–6, 2–1
2	Lateral appointment orders		P	File only most recent. Retain previous orders which contain MOS actions if still current.	
3	NGB Federal recognition orders	P			6–3, 6–4, 6–6, 2–1
4	USAR promotion letter	P			6–3, 6–4, 6–6, 2–1
5	Promotion declination	A		Remove when promoted	2–1
6	ARNG promotion selection list		A	File only most recent. Remove when promoted or deleted from the list.	
	Retention in an active status				
1	Nonselection letters	A	A	Remove when selected, separated or discharged.	6–4, 2–1
2	Notification of qualitative retention		P	File only most recent.	6–4, 2–1
3	Notification of selective retention	P		File only most recent.	6–4, 2–1
	Service data and verification				
1	Personnel qualification record GPFR–1790			File only most recent. May be filed separately or kept loosely in the MPRJ. If ADPE at the soldier's location allows record to be accessed, filing of a hard copy document is not required. Note 1.	
	Unexcused absence and unsatisfactory participation				
1	Notification to soldier of unsatisfactory participation	A	A	Remove letter at end of 12 months if no further action is to be taken. Note 1.	
2	Documents that correct unexcused absence status	A	A	Remove document at the end of 12 months if no further action is to be taken. Note 1.	

Notes:
[1] Document may be filed in the individual training file maintained at the unit (MARKS File 350–37a).

Table 6–6
Required minimum documents in the MPRJ

Form number or document (proponent)	Title	Applicability: Active Army	Applicability: USAR	Applicability: Officer	Applicability: Enlisted	Remarks	Table cross-reference
1 (DIS)	Report of NAC/ENTAC (RON)	X	X	X	X	File *only* the report titled *"Report of NAC/ENTNAC"* with *"RON"* or "Report of Favorable ENTNAC"in the lower lefthand corner. File without attachments and remove on receipt of a DA Form 873 (Certificate of Clearance or Security Determination).	6–1
ZHM–003 (USMEPCOM)	Report of Favorable ENTNAC	X	X	X	X		6–1

Table 6–6
Required minimum documents in the MPRJ—Continued

Form number or document (proponent)	Title	Applicability				Remarks	Table cross-reference
		Active Army	USAR	Officer	Enlisted		
2-Series (DA)	Personnel Qualification Record—Part I	X	X	X	X	Not required for AD officers that have a DA Form 4037 (ORB).	6–2, 6–1, 3–1
2–1 (DA)	Personnel Qualification Record—Part II	X	X	X	X	Not required for AD officers after 1 Jun 84	6–2, 6–1, 3–1
4-Series (DD)	Enlistment/Reenlistment Document—Armed Forces of the United States	X	X		X	File one form for each enlistment.	6–1, 2–1
23 (NGB)	Retirement Credits Record		X	X	X		2–1
29–8286 (VA)/ (SGLV) 8286	Servicemen's Group Life Insurance	X	X	X	X	File *only* the most recent.	6–3, 6–1, 2–1
47 (DD)	Record of Induction	X			X	For members who are still on active duty.	6–1, 2–1
93 (DD)	Record of Emergency Data	X	X	X	X	File *only* the most recent form.	6–1, 2–1
214 (DD)	Certificate of Release or Discharge from Active Duty	X	X	X	X	File a form for each enlistment period in which there was a break in service.	6–3, 6–1, 2–1
215 (DD)	Correction to DD Form 214, Certificate of Release or Discharge from Active Duty	X	X	X	X	File with applicable DD Form 214.	6–1, 2–1
428 (DA)	Application for Identification Card	X	X	X	X	File most current form with photo.	6–3, 6–1, 6–4
3593 (DA)	Army Reserve Retirement Credit Card		X	X	X		6–4
3725 (DA)	Army Reserve Status and Address Verification		X	X	X		6–4
Item Number	Unnumbered Documents						
	Active duty and Reserve Component duty						
1	Active duty orders	X	X	X	X	See tables 3–1 and 3–2 for filing instructions.	6–1, 6–4, 2–1
	Appointments						
1	Letter of appointment (USAR)		X	X			6–1, 2–1, 3–2
2	Appointment Orders (Regular Army)			X			6–1, 2–1
	Assignments						
1	Latest PCS and current assignment order (if applicable)	X	X	X	X	File most recent order.	6–1
	Classification and qualification						
1	Orders awarding PMOS, SMOS, AMOS, SQI, or ASI	X	X		X	A separate order is not required when the MOS is awarded on the promotion order.	6–1
	Education and training						
1	Certificate of highest military education completed		X	X	X		6–4
	Promotion and reduction						
1	Promotion or reduction order	X		X	X	File *only* the order that shows member's most current grade of rank and date of rank. See table 3–1 for filing instructions for DA Form 2627 and DA Form 4187 pertaining to advancements, promotions, or reductions. The above forms may be the most recent document that shows members current grade.	6–1, 2–1
2	Reserve component promotion letter or order		X	X	X	If ARNG appointment or promotion, also file Federal recognition for most recent promotion or appointment.	6–3, 6–4, 2–1, 3–2

Table 6–7
Reference list of tables used to determine the disposition of military personnel files

Rule	To determine the disposition of military personnel files—	Use table
1	On *discharge* from the Active Army with no further duty in a component of the Army	6–8
2	On *discharge* from the Active Army and continuing in a military status with a component of the Army	6–9
3	On *release* from the Active Army and continuing in a military status with a component of the Army	6–10
4	On *discharge* from the ARNG or USAR with no further duty in a component of the Army	6–11
5	On *discharge* from the ARNG or USAR and continuing in a military status with a component of the Army	6–12
6	When a member of the ARNG or USAR is *ordered to active duty* with the Active Army, or *ordered to,* or *released from,* ADT, AGR, IADT, or SADT status.	6–13
7	When a member of the ARNG is transferred to the USAR or a USAR member is appointed/enlisted in the ARNG or is reassigned within the USAR	6–14
8	When a member of the Senior Reserve Officers Training Corps (ROTC) is *commissioned, disenrolled, discharged,* or *transferred*	6–15
9	When a member of the Active Army, Army National Guard, or US Army Reserve is *accepted for attendance* at the US Military Academy Preparatory School (USMAPS), US Military Academy (USMA), US Naval Academy, US Air Force Academy, or US Coast Guard Academy (AR 612–205)	6–16
10	On the *enlistment* of personnel, with or without prior military service, in the Active Army, the ARNG, or the USAR.	6–17

Table 6–8
Disposition of military personnel files on discharge from the Active Army with no further duty in a component of the Army

RULE	When an—	The MPRJ will be transferred— From	The MPRJ will be transferred— To	The OMPF will be transferred— From	The OMPF will be transferred— To
1	Officer is discharged from the Active Army and not continuing further military status in an Army component	Separation Transfer Point (DA Pam 600–8–11, table D–8)	HQDA(TAPC–MSR)	HQDA(TAPC–MSR) [1]	Through: Cdr, ARPERCEN ATTN: DARP–SPR TO: NPRC
2	Enlisted member is discharged from the Active Army and not continuing further military status in an Army component	Separation Transfer Point (DA Pam 600–8–11, table D–9)	Cdr, USAEREC ATTN: PCRE–FT	Cdr, USAEREC [1]	Through: Cdr, ARPERCEN ATTN: DARP–SPR TO: NPRC

Notes:
[1] The OMPF is placed in the MPRJ and both files are forwarded.

Table 6–9
Disposition of military personnel files on discharge from the Active Army and continuing in a military status with a component of the Army

RULE	When an—	The MPRJ will be transferred— From	The MPRJ will be transferred— To	The OMPF will be transferred— From	The OMPF will be transferred— To
1	Officer is discharged from the Active Army, is commissioned in the USAR, and assigned directly to a USAR troop program unit (TPU)	Separation Transfer Point (DA Pam 600–8–11, table D–2)	Through: Appropriate CONUS Army headquarters or Area Command TO: Gaining TPU commander	HQDA(TAPC–MSR)	Cdr, ARPERCEN ATTN: DARP–SPR
2	Officer is discharged from the Active Army, is commissioned in the USAR, and assigned directly to a control group of the Individual Ready Reserve (IRR)	Separation Transfer Point (DA Pam 600–8–11, table D–8)	HQDA(TAPC–MSR)	HQDA(TAPC–MSR) [1]	Cdr, ARPERCEN ATTN: DARP–SPR
3	Officer is discharged from the Active Army, is commissioned in the USAR, and immediately appointed in the Army National Guard (ARNG)	Separation Transfer Point (DA Pam 600–8–11, table D–8)	State adjutant general	HQDA(TAPC–MSR)	ARNG Pers Cen ATTN: NGB–ARP–CA
4	Officer is discharged from the Active Army, is commissioned in the USAR, and immediately enlists in the Active Army	MPRJ continues in use		HQDA(TAPC–MSR)	Cdr, USAEREC ATTN: PCRE–FF
5	Enlisted member is discharged from the Active Army and immediately enlists in the USAR (within 24 hours of discharge) with assignment to a USAR TPU	Separation Transfer Point (DA Pam 600–8–11, table, D–9)	Through: Appropriate CONUS Army Headquarters TO: Gaining TPU Commander	Cdr, USAEREC	Cdr, ARPERCEN ATTN: DARP–SPR

Table 6–9
Disposition of military personnel files on discharge from the Active Army and continuing in a military status with a component of the Army—Continued

RULE	When an—	The MPRJ will be transferred— From	The MPRJ will be transferred— To	The OMPF will be transferred— From	The OMPF will be transferred— To
6	Enlisted member is discharged from the Active Army and immediately enlists in ARNG (within 24 hours of discharge)	Separation Transfer Point (DA Pam 600–8–11, table D–9)	Appropriate State Adjutant General	Cdr, USAEREC [1]	Cdr, ARPERCEN ATTN: DARP–SPR
7	Enlisted member is discharged from the Active Army and immediately enlisted in the USAR (within 24 hours of discharge) with assignment to the IRR.	Separation Transfer Point (DA Pam 600–8–11, table D–9)	Cdr, USAEREC ATTN: PCRE–FT	Cdr, USAEREC [1]	Cdr, ARPERCEN ATTN: DARP–SPR
8	Enlisted member is retired from the Active Army and placed on the Temporary Disability Retired List (TDRL).	Separation Transfer Point	Cdr, USAEREC ATTN: PCRE–FA	OMPF remains at USAEREC	
9	Enlisted member is discharged from the Active Army for immediate enlistment in the USAR for assignment to USAR control group (ROTC)	Separation Transfer Point	PMS indicated on the letter of acceptance from the ROTC institution	Cdr, USAEREC	Cdr, ARPERCEN ATTN: DARP–SPR

Notes:

[1] The OMPF is placed in the MPRJ and both files are forwarded.

Table 6–10
Disposition of military personnel files on release from the Active Army and continuing in a military status with a component of the Army

RULE	When an—	The MPRJ will be transferred— From	The MPRJ will be transferred— To	The OMPF will be transferred— From	The OMPF will be transferred— To
1	Officer is released from the Active Army and assigned directly to a USAR TPU	Separation Transfer Point Point (DA Pam 600–8–11, table D–2)	Through: Appropriate CONUS Army Headquarters To: Gaining TPU Commander	HQDA(TAPC–MSR)	Cdr, ARPERCEN ATTN: DARP–SPR
2	Officer is released from the Active Army and assigned directly to the IRR	Separation Transfer Point (DA Pam 600–8–11, table D–11)	HQDA(TAPC–MSR)	HQDA(TAPC–MSR) [1]	Cdr, ARPERCEN ATTN: DARP–SPR
3	Officer is released from the Active Army for retirement and transferred to retired category of the USAR	Separation Transfer Point (DA Pam 600–8–11, table D–3)		Same as rule 2	
4	Officer is released from the Active Army and returned to ARNG control	Separation Transfer Point (DA Pam 600–8–11, table D–4)	State Adjutant General	HQDA(TAPC–MSR)	ARNG Pers Cen ATTN: NGB–ARP–CA
5	Enlisted member is released from the Active Army and returned to ARNG control	Separation Transfer Point Point	Cdr, USAEREC ATTN: PCRE–FA	Cdr, USAEREC	Cdr, ARPERCEN ATTN: DARP–SPR
6	Enlisted member is released from the Active Army and assigned to a USAR TPU	Separation Transfer Point (DA Pam 600–8–11, table D–2)	Through: Appropriate CONUS Army Headquarters TO: Gaining TPU Commander	Cdr, USAEREC	Cdr, ARPERCEN ATTN: DARP–SPR
7	Enlisted member is released from the Active Army and assigned directly to the IRR	Separation Transfer Point (DA Pam 600–8–11, table D–11)	Cdr, USAEREC	Cdr, USAEREC [1]	Cdr, ARPERCEN ATTN: DARP–SPR
8	Enlisted member is released from the Active Army for retirement and transferred to a retired category of the USAR	Same as rule 7. (DA Pam 600–8–11, table D–3)		Same as rule 7	

Notes:

[1] The OMPF is placed in the MPRJ and both files are forwarded.

Table 6–11
Disposition of military personnel files on discharge from the ARNG or USAR with no further duty in a component of the Army

RULE	When an—	The MPRJ will be transferred— From	The MPRJ will be transferred— To	The OMPF will be transferred— From	The OMPF will be transferred— To
1	Officer or enlisted member of the USAR is discharged, with no further duty in a component of the Army, while serving on: a. Active duty in an Active Duty Guard Reserve (AGR) status. b. Initial active duty for training (IADT). c. Active duty for training (ADT) and the orders specified an ADT tour of 90 days or more.	Separation Transfer Point (DA Pam 600–8–11, table D–5)	Cdr, ARPERCEN ATTN: DARP–SPR	Cdr, ARPERCEN	NPRC
2	Officer or enlisted member of the USAR, assigned to a USAR TPU, is discharged with no further duty in a component of the Army	TPU commander	Through: Appropriate CONUS Army Headquarters TO: Cdr, ARPERCEN ATTN: DARP–SPR	Cdr, ARPERCEN	NPRC
3	ARNG Officer is separated for a reason which requires separation from the Reserves of the Army	State adjutant general	Cdr, ARPERCEN ATTN: DARP–SPR	ARNG Pers Cen ATTN: NGB–ARP–CA	Through: Cdr, ARPERCEN ATTN: DARP–SPR TO: NPRC
4	Officer or enlisted member of the USAR, assigned to the Ready, Standby, or Retired Reserve, not on active duty, is discharged with no further service in a component of the Army	MPRJ is located with the OMPF at ARPERCEN		Cdr, ARPERCEN	NPRC
5	ARNG Enlisted soldier is discharged from the ARNG with no further duty in a component of the Army		Cdr, ARPERCEN ATTN: DARP–SPR		
6	Enlisted member of the USAR, assigned to Control Group (Delayed Entry Program (DEP)) under the provisions of AR 601–210, is discharged with no further duty in a component of the Army	US Army District Recruiting Command (all records received)	Through: Cdr, ARPERCEN ATTN: DARP–SPR TO: NPRC		

Table 6–12
Disposition of military personnel files on discharge from the ARNG or USAR and continuing in a military status with a component of the Army

RULE	When an—	The MPRJ will be transferred— From	The MPRJ will be transferred— To	The OMPF will be transferred— From	The OMPF will be transferred— To
1	Enlisted member of the USAR is discharged on enlistment in the Active Army (See AR 601–210)	The custodian of the member's military personnel records	Cdr, USAEREC ATTN: PCRE–FA	Cdr, ARPERCEN	Cdr, USAEREC ATTN: PCRE–FA
2	ARNG Enlisted soldier is discharged on enlistment in the Active Army (See AR 601–210)	State adjutant general	Cdr, USAEREC ATTN: PCRE–FA	OMPF does not exist. The OMPF is started from documents provided by the gaining SC and MEPS guidance counselor.	
3	Enlisted member of the USAR is discharged on enrollment in the Senior ROTC	The custodian of the member's military personnel records	The appropriate PMS	Cdr, ARPERCEN	NPRC
4	Cadet assigned to a USAR TPU under SMP, is discharged on commissioning and assigned to Control Group (OADO)	The custodian of the member's military personnel Records	Cdr, ARPERCEN ATTN: DARP–OPR–DO	OMPF remains at ARPERCEN	

Table 6–12
Disposition of military personnel files on discharge from the ARNG or USAR and continuing in a military status with a component of the Army—Continued

RULE	When an—	The MPRJ will be transferred— From	The MPRJ will be transferred— To	The OMPF will be transferred— From	The OMPF will be transferred— To
5	Cadet assigned to a USAR TPU under SMP, is discharged on commissioning and ordered to active duty	The custodian of the member's military personnel records	Through: The Appropriate ROTC Region TO: The US Army Reception Station shown on orders	Cdr, ARPERCEN	Cdr, PERSCOM (TAPC–MSR)

Table 6–13
Disposition of military personnel files when a member of the ARNG or USAR is being ordered to or released from active duty with Active Army, or being ordered to, or released from ADT, AGR, IADT, OR SADT status

RULE	When an—	The MPRJ will be transferred— From	The MPRJ will be transferred— To	The OMPF will be transferred— From	The OMPF will be transferred— To
1	Officer of the USAR is ordered to active duty with the Active Army and officer is to be accessed into the strength of the Active Army (See AR 135–210)	The custodian of the member's military personnel records	The US Army Reception Station shown on orders	Cdr, ARPERCEN and NPRC	HQDA(TAPC–MSR)
2	Officer assigned to USAR Control Group (officer active duty obligor) is ordered to active duty with the Active Army and officer is to be accessed into the strength of the Active Army (See AR 135–210)	Cdr, ARPERCEN	The US Army Reception Station shown on orders	Cdr, ARPERCEN	HQDA(TAPC–MSR)
3	Officer or enlisted member of the USAR is ordered to active duty in an Active Duty Guard/Reserve (AGR) status	The custodian of the member's military personnel records	The appropriate military personnel office servicing the unit shown on orders	OMPF remains at ARPERCEN	
4*	Officer or enlisted member of the USAR is ordered to 90 or more days IADT or ADT (this rule includes members ordered to active duty for training under the split option or alternate training program)	The custodian of the member's military personnel records	The first duty station or organization to which member is attached or assigned for administration	OMPF remains at ARPERCEN	
5	Enlisted member of the USAR is ordered to active duty with the Active Army and member is to be accessed into the strength of the Active Army (See AR 135–210)	The custodian of the member's military personnel records	Cdr, USAEREC ATTN: PCRE–FA	Cdr, ARPERCEN	Cdr, USAEREC ATTN: PCRE–FA
6	Officer or enlisted member of the USAR is released from 90 or more days ADT or IADT and returned to a USAR TPU	The Separation Transfer Point (DA Pam 600–8–11, table D–5	The USAR unit shown on the ADT or IADT orders	OMPF remains at ARPERCEN	
7	Officer or enlisted member of the USAR is released from active duty in an AGR status and remains assigned to the USAR	The Separation Transfer Point (DA Pam 600–8–11, table D–5)	Cdr, ARPERCEN ATTN: DARP–SPR	OMPF remains at ARPERCEN	
8	Officer or enlisted member of the USAR is released from 90 or more days ADT or IADT and returned to an USAR control group	The Separation Transfer Point (DA Pam 600–8–11, table D–5)	Cdr, ARPERCEN ATTN: DARP–SPR	OMPF remains at ARPERCEN	
9	ARNG Officer is ordered to active duty with the Active Army and member is to be accessed into the strength of the Active Army (See AR 135–210)	State adjutant general	The US Army Reception Station shown on the orders	Cdr, ARNG PERCEN ATTN: NGB–ARP–CA	HQDA(TAPC–MSR)
10	ARNG Enlisted soldier is ordered to active duty with the Active Army and is to be accessed into the strength of the strength of the Active Army (See AR 135–210)	State adjutant general	Cdr, USAEREC ATTN: PCRE–FA	OMPF does not exist	

Table 6–13
Disposition of military personnel files when a member of the ARNG or USAR is being ordered to or released from active duty with Active Army, or being ordered to, or released from ADT, AGR, IADT, OR SADT status—Continued

RULE	When an—	The MPRJ will be transferred— From	To	The OMPF will be transferred— From	To
11	ARNG Officer or Enlisted soldier is ordered to IADT or ADT for 90 days or more and returned to ARNG control (This rule includes members ordered to active duty for training under the split option or alternate training program)	State adjutant general	The U.S. Army Reception Station or first duty shown on orders	ARNG officer OMPF remains at the ARNG PERCEN	
12	ARNG Officer or Enlisted soldier is ordered to active duty in an AGR status	State adjutant general	The U.S. Army Reception Station or duty station shown on orders	ARNG officer OMPF remains at the ARNG PERCEN	
13	Officer or Enlisted member of the ARNG is released from 90 or more days ADT, or IADT and returned to ARNG control	Separation Transfer Point	The appropriate State adjutant general	OMPF remains at the ARNG Pers Center (Officer Personnel Only)	
14	Officer or Enlisted member of the ARNG is released from active duty in AGR status	Separation Transfer Point	The appropriate State adjutant general	OMPF remains at the ARNG Pers Center (Officer Personnel Only)	

Table 6–14
Disposition of military personnel files when a member of the ARNG is transferred to the USAR or a USAR member is appointed/enlisted in the ARNG or reassigned within the USAR

RULE	When an—	The MPRJ will be transferred— From	To	The OMPF will be transferred— From	To
1	Officer or enlisted member of the USAR assigned to a TPU is reassigned to USAR control group (IRR, Standby, or Retired)	The custodian of the member's personnel records	Cdr, ARPERCEN ATTN: DARP–SPR	OMPF remains at ARPERCEN	
2	Officer or enlisted member of the USAR assigned to an USAR control group (IRR, Standby) is reassigned to a USAR TPU	Cdr, ARPERCEN	Through: Appropriate CONUS Army Headquarters To: Gaining TPU commander	OMPF remains at ARPERCEN	
3	Officer in the USAR assigned to a USAR TPU is appointed into the ARNG	The custodian of the member's personnel records	The appropriate State adjutant general	Cdr, ARPERCEN	ARNG Pers Cen
4	Officer in the USAR assigned to an USAR control group is appointed in the ARNG	Cdr, ARPERCEN	The appropriate State adjutant general	Cdr, ARPERCEN	ARNG Pers Cen
5	Enlisted member of the USAR assigned to a USAR TPU enlists in the ARNG	The custodian of the member's military personnel records	THROUGH: The appropriate CONUS Army Headquarters TO: The appropriate State adjutant general	OMPF remains at ARPERCEN	
6	Enlisted member of the USAR assigned to a USAR control group enlists in the ARNG	Cdr, ARPERCEN	The appropriate State adjutant general	OMPF remains at ARPERCEN	
7	Cadet is transferred from a USAR TPU to USAR control group (ROTC) on removal from SMP (See AR 140–111, chap 8)	The custodian of the member's military personnel records	The appropriate ROTC region commander	OMPF remains at ARPERCEN	
8	ARNG Officer or enlisted soldier is separated and transferred to a USAR TPU	State adjutant general Note 1	Through: The appropriate CONUS Army Headquarters or Area Command TO: Gaining unit Commander	Cdr, ARNG PERCEN (Officers only)	Cdr, ARPERCEN ATTN: DARP–SPR

Table 6–14
Disposition of military personnel files when a member of the ARNG is transferred to the USAR or a USAR member is appointed/enlisted in the ARNG or reassigned within the USAR—Continued

RULE	When an—	The MPRJ will be transferred— From	The MPRJ will be transferred— To	The OMPF will be transferred— From	The OMPF will be transferred— To
9	ARNG Officer or enlisted soldier is separated from the ARNG and assigned to an USAR control group (IRR, Standby).	State adjutant general	Cdr, ARPERCEN ATTN: DARP–SPR	Cdr, ARNG PERCEN (Officers only)	Cdr, ARPERCEN ATTN: DARP–SPR

Notes:

[1] Officer records will not be forwarded until NGB orders withdrawing Federal recognition are received.

Table 6–15
Disposition of military personnel files when a member of the Senior Reserve Officers Training Corps (ROTC) is commissioned, disenrolled, discharged, or transferred

RULE	When an—	The MPRJ will be transferred— From	The MPRJ will be transferred— To	The OMPF will be transferred— From	The OMPF will be transferred— To
1	Cadet is transferred from USAR control group (ROTC) to a USAR TPU to participate in the ROTC/SMP	ROTC PMS forwards documents that will set up the OMPF and the MPRJ	Through: MEPS guidance counselor To: Gaining Unit Commander	MEPS guidance counselor	Cdr, ARPERCEN ATTN: DARP–SPR
2	Cadet assigned to USAR control group (ROTC) is disenrolled and discharged from further Army service	MPRJ does not exist		The PMS forwards the cadet file	Through: Cdr, ARPERCEN ATTN: DARP–SPR To: NPRC
3	Cadet assigned to USAR control group (ROTC) is disenrolled and transferred to an USAR control group	MPRJ does not exist		The PMS forwards the cadet file	Cdr, ARPERCEN ATTN: DARP–SPR
4	Cadet is commissioned under the early commissioning program (ECP) and appointed in the ARNG	Cdr, ROTC region	Appropriate State adjutant general	Cdr, ROTC region forwards the appointment packet	Through: Cdr, ARPERCEN ATTN: DARP–OPR–DE TO: ARNG Pers Center
5	Cadet is commissioned under the ECP and assigned to a USAR TPU	Cdr, ROTC region	The gaining TPU commander	Cdr, ROTC region forwards the appointment packet	Cdr, ARPERCEN ATTN: DARP–OPR–DE
6	Cadet is commissioned under the commissioning of completion students program (CCSP) and assigned to an USAR control group	MPRJ does not exist		Cdr, ROTC region forwards the appointment packet	Cdr, ARPERCEN ATTN: DARP–OPR–DE
7	Cadet is commissioned, selected for reserve forces duty (RFD), regardless of date scheduled for entry on active duty to complete OBC, and assigned to an USAR control group	MPRJ does not exist		Cdr, ROTC region forwards the appointment packet	Cdr, ARPERCEN ATTN: DARP–SPR
8	Cadet is commissioned and approved for entry on active duty in the Active Army (except for educational delay. See Rule 9.)	Cdr, ROTC region	US Army Reception Station or unit as shown on orders	Cdr, ROTC region forwards the appointment packet	HQDA(DAPC–MSR)
9	Cadet is commissioned and approved for entry on active duty, but has been granted an educational delay and has been assigned to the USAR Control Group (Officer Active Duty Obligor (OADO))	MPRJ does not exist		Cdr, ROTC region forwards the appointment packet	Cdr, ARPERCEN ATTN: DARP–OPR–DP
10	Cadet is commissioned, assigned RFD and appointed in the ARNG	ROTC PMS forwards documents that will set up the OMPF and the MPRJ	Appropriate State adjutant general	Cdr, ROTC region forwards the appointment packet	Through: Cdr, ARPERCEN ATTN: DARP–RAS–SD TO: ARNG Pers Cen

Table 6–16
Disposition of military personnel files when a member of the active Army, Army National Guard, or U.S. Army Reserve, is accepted for attendance at the U.S. Military Academy Preparatory School (USMAPS), U.S. Military Academy (USMA), U.S. Naval Academy, U.S. Air Force Academy, or U.S. Coast Guard Academy (AR 612–205)

RULE	When an—	The MPRJ will be transferred—		The OMPF will be transferred—	
		From	To	From	To
1	Enlisted member of the Active Army is accepted for attendance at the US Military Academy Preparatory School (USMAPS)	The custodian of the member's military personnel records	USMAPS	OMPF remains at USAEREC	
2	Enlisted member of the ARNG is accepted for attendance at the USMAPS	The appropriate State adjutant general	USMAPS	OMPF does not exist	
3	Enlisted member of the USAR is accepted for attendance at the USMAPS	The custodian of the member's military personnel records	USMAPS	OMPF remains at ARPERCEN	
4	Active Army attendee is relieved from attendance at USMAPS and reassigned to an ARPERCEN control group	USMAPS	Cdr, USAEREC (PCRE–FT)	Cdr, USAEREC [1]	Cdr, ARPERCEN (DARP–SPR)
5	Active Army attendee is discharged from further Army service while attending USMAPS	USMAPS	Cdr, USAEREC (PCRE–FT)	Cdr, USAEREC [1]	THRU: Cdr, ARPERCEN (DARP–SPR) TO: NPRC
6	Enlisted member of the Active Army is accepted for attendance at the US Military Academy (USMA)	The custodian of the member's military personnel records	Cadet Det USMA	OMPF remains at USAEREC	
7	Enlisted member of the ARNG is accepted for attendance at the USMA	The appropriate State adjutant general	Cadet Det USMA	OMPF does not exist	
8	Enlisted member of the USAR is accepted for attendance at the USMA	The custodian of the member's military personnel records	THRU: Orders issuing authority TO: Cadet Det USMA	OMPF remains at ARPERCEN	
9	Active Army member is disenrolled from USMA and discharged from further Army service	Cadet Det USMA	Cdr, USAEREC (PCRE–FT)	Cdr, USAEREC [1]	THRU: Cdr, ARPERCEN (DARP–SPR) TO: NPRC
10	Active Army member is disenrolled from USMA and reassigned to an USAR control group at ARPERCEN	Cadet Det USMA	Cdr, USAEREC (PCRE–FT)	Cdr, USAEREC [1]	Cdr, ARPERCEN (DARP–SPR)
11	Officer commissioned upon graduation from USMA but granted a delay in reporting for active duty and assigned to a USAR control group at ARPERCEN	Cadet Det USMA	Cdr, USAEREC (PCRE–FT)	Cdr, USAEREC [1]	Cdr, ARPERCEN (DARP–OPR–DO)
12	Enlisted member of the ARNG is accepted for attendance at the US Naval, Air Force, or Coast Guard Academy	The appropriate State adjutant general	Stu Det Fort Harrison	OMPF does exist	
13	Enlisted member of the USAR is accepted for attendance at the US Naval, Air Force, or Coast Guard Academy	The custodian of the member's military personnel records	Stu Det Fort Harrison	OMPF remains at ARPERCEN	
14	Enlisted member of the Active Army is accepted for attendance at the US Naval, Air Force, or Coast Guard Academy	The custodian of the member's military personnel records	Stu Det Fort Harrison	OMPF remains at (USAEREC)	
15	Active Army member is discharged (to include for the purpose of commissioning) from the Army while attending the US Naval, Air Force, or Coast Guard Academy	Stu Det Fort Harrison	Cdr, USAEREC (PCRE–FT)	Cdr, USAEREC [1]	THRU: Cdr, ARPERCEN (DARP–SPR) TO: NPRC
16	Active Army member is disenrolled from the US Naval, Air Force, or Coast Guard Academy and reassigned to an USAR Control Group at ARPERCEN	Stu Det Fort Harrison	Cdr, USAEREC (PCRE–FT)	Cdr, USAEREC [1]	Cdr, ARPERCEN (DARP–SPR)
17	Active Army attendee is relieved from attendance at USMAPS and returned to an Active Army unit	USMAPS	The custodian of the member's Military Personnel Records	OMPF remains at USAEREC	
18	Active Army member is commissioned upon graduation from USMA.	USMA	Servicing PSC of officer's first duty assignment	Cdr, USAEREC [1]	Cdr, PERSCOM (TAPC–MSR)

Notes:
[1] The OMPF is placed in the MPRJ and both files are forwarded.

Table 6–17

Disposition of military personnel files on the enlistment of personnel, with or without prior military service in the Active Army, ARNG or USAR

RULE	When an—	The MPRJ will be transferred—		The OMPF will be transferred—	
		From	To	From	To
1	Member with no previous Army service is enlisted in the Active Army	The MEPS guidance counselor forwards the second copy of the enlistment packet	US Army Reception Station as shown on orders	The OMPF does not exist The MEPS guidance counselor forwards the original copy of the enlistment packet	Cdr, USAEREC ATTN: PCRE–FA
2	Member with prior Army service is enlisted in the Active Army [1]	ARPERCEN	Through: Cdr, USAEREC ATTN: PCRE–FA To: The Appropriate military personnel office	CDR ARPERCEN [2]	Cdr, USAEREC ATTN: PCRE–FA
3	Member with or without prior military service is enlisted in the Delayed Entry Program (DEP). See AR 601–210.	Enlistment packets remain under U.S. Army Recruiting Command control until the member is either enlisted in the Active Army, or discharged. Disposition of OMPF and MPRJ located at NPRC when a member has prior military service is not required unless the member enlists in the Active Army. See rule 2 if member is enlisted in Active Army.			
4	Member with no previous military service enlist in the USAR and is assigned to a TPU	The MEPS guidance counselor forwards copy No. 3 of the enlistment packet	US Army Reception Station as shown on IADT orders	The OMPF does not exist. The MEPS guidance counselor forwards copy No. 1 of the enlistment packet.	Cdr, ARPERCEN ATTN: DARP–SPR
5	Member with prior Army service, is enlisted in the USAR, assigned to a TPU and concurrently ordered to ADT [3]	CDR ARPERCEN	Through: Appropriate CONUS Army Headquarters To: Gaining TPU Commander	NPRC [2]	Cdr, ARPERCEN ATTN: DARP–SPR
6	Member with prior Army service is enlisted in the USAR, assigned to a TPU, and not concurrently ordered to ADT [4]	CDR ARPERCEN	Through: Appropriate CONUS Army Headquarters To: Gaining TPU Commander	NPRC [2]	Cdr, APRERCEN ATTN: DARP–SPR
7	Member without prior military service is enlisted in the USAR, assigned to the IRR, and scheduled to enter on IADT	The MEPS guidance counselor forwards copy No. 3 of the enlistment packet	U.S. Army Reception Station as shown on orders	The OMPF does not exist. The MEPS guidance counselor forwards copy No. 1 of the enlistment packet	Cdr, ARPERCEN ATTN: DARP–SPR
8	Member with prior Army service is enlisted in the USAR and assigned to the IRR [5]	NPRC	Cdr, ARPERCEN ATTN: DARP–SPR	NPRC [2]	Cdr, ARPERCEN ATTN: DARP–SPR
9	Member with prior Army service enlists in the ARNG	Cdr, ARPERCEN (On notification of the enlistment and receipt of the MPRJ from NPRC)	Appropriate State adjutant general	NPRC [2]	Cdr, ARPERCEN ATTN: DARP–SPR
10	Individual with no prior military service enlists in the ARNG	ARNG MEPS guidance counselor in accordance with NGR 600–200	Office shown in NGR 600–200	OMPF does not exist	
11	Member with or without prior Army service enlists in the USAR on enrollment in the Senior ROTC	The proper PMS keeps a cadet file when the member is an officer trainee in the Senior ROTC. The MPRJ and OMPF are not started or obtained until the cadet is commissioned or becomes a participant in the SMP.			

Notes:

[1] The MEPS guidance counselor forwards the original of the enlistment packet to Cdr, USAEREC, ATTN: PCRE–FA and forwards the second copy of the enlistment packet to the U.S. Army Reception Station shown on the orders.

[2] The OMPF is placed in the MPRJ and both files are forwarded.

[3] The MEPS guidance counselor forwards copy No. 1 of the enlistment packet to Cdr, ARPERCEN, ATTN: DARP–SPR and forwards copy No. 3 of the enlistment packet to the U.S. Army Reception Station as shown on ADT orders.

[4] The MEPS guidance counselor forwards copy No 1 of the enlistment packet to Cdr, ARPERCEN, ATTN: DARP–SPR and forwards copy No. 3 of the enlistment packet to the appropriate CONUS Army headquarters.

[5] The MEPS guidance counselor forwards copies 1 and 3 of the enlistment packet to Cdr, ARPERCEN, ATTN: DARP–SPR.

Table 6–18
Addresses of records holding agencies

Agency: NARA/NPRC
Address: National Personnel Records Center
9700 Page Boulevard
St. Louis, MO 63132–5200

Agency: Commander, USAEREC
Address: Commander
U.S. Army Enlisted Records and Evaluation Center
ATTN: PCRE–F
Fort Benjamin Harrison, IN 46249–5301

Agency: Commander, ARPERCEN
Address: Commander
U.S. Army Reserve Personnel Center
ATTN: (as appropriate)
9700 Page Boulevard
St. Louis, MO 63132–5200

Agency: Commander, PERSCOM
Address: Commander
PERSCOM
ATTN: TAPC–MSR
200 Stovall Street
ALEX VA 22332–0444

Agency: ARNG PERCEN
Address: Commander
Army National Guard Personnel Center
ATTN: NGB–ARP–CA
4501 Ford Ave
ALEX VA 22302–1450

Agency: USMAPS
Address: U.S. Military Academy Preparatory School
Fort Monmouth, NJ 07703–5012

Agency: Cadet Detachment, USMA
Address: Cadet Detachment, 1st Battalion, 1st Infantry U.S. Military Academy
West Point, NY 10096–1985

Agency: Student Detachment, Fort Benjamin Harrison
Address: U.S. Army Student Detachment
Fort Benjamin Harrison, IN 45216–5170

Agency: Commander, ROTC Region
Address: Obtain the address of the appropriate U.S. Army ROTC Region from AR 145–1, table 1–1.

Agency: Appropriate PMS
Address: The address of the professor of military science at the college or university where the cadet is enrolling in the senior ROTC.

Agency: MEPS guidance counselor
Address: The address of the servicing military enlistment processing station.

Agency: TPU commander
Address: The address of the U.S. Army Reserve troop program unit (TPU) of the Reserve.

Agency: State adjutant general
Address: The address of the appropriate State adjutant general. (See app E.)

Chapter 7
Personnel Suspense Systems

Section I
Introduction

7–1. Scheduling personnel suspense reports

This chapter provides rules and steps for using automated personnel suspense systems for management of key personnel information. DA Pam 600–8–6 provides specific operating instructions for the Personnel Automation Section (PAS) in the scheduling of the personnel suspense reports.

7–2. Policies

Personnel information will be reviewed on a recurring basis to ensure accuracy. Personnel suspense systems are keyed to dates of last reviews and/or birth months. When key information requires update, a notice will be generated informing the soldier and commander of the requirement.

Section II
Task: Process Good Conduct Medal Suspense Roster (AAC–C24)

7–3. Rules for processing Good Conduct Medal suspense roster (AAC–C24)

a. Upon receipt of the Good Conduct Medal Suspense Roster (AAC–C24) from Personnel Automation (PAUT) 3 months prior to the eligibility date, verify format and assignment status for soldiers for whom a suspense action is required.

b. Eligibility requirements for award of the GCMDL–ARMY are in AR 672–5–1.

7–4. Steps for processing Good Conduct Medal suspense roster (AAC–C24)

The steps for processing Good Conduct Medal Suspense Roster (AAC–C24) are as shown in table 7–1.

Table 7–1
Processing Good Conduct Medal Suspense Roster (AAC–C24)

Step	Work center	Required action
1	ENRC	Separate rosters by unit/UIC. Prepare memos and establish suspense dates.
2	ENRC	Forward copy of roster to BNS1/UNIT for further processing.
3	BNS1	Forward roster to unit commander for review and approval/disapproval. Keep a suspense copy to ensure actions are accomplished by the suspense date indicated on the originating memo.
4	UNIT	Review roster and indicate a "yes" for approval or a "no"for disapproval. Return annotated roster to BNS1.
5	BNS1	Review roster to ensure that all required processing actions have been accomplished and forward to ENRC.
6	ENRC	Request orders.
7	ENRC	Prepare DA Form 4950 for soldiers who are being awarded GCMDL–ARMY (1st award) and/or those who are retiring.
8	ENRC	Post GCMDL–ARMY to DA Form 2–1 and file copy of order in MPRJ and/or OMPF as appropriate. Submit GCMS transaction to update database to reflect date of eligibility for next award.

Table 7–1
Processing Good Conduct Medal Suspense Roster (AAC–C24)—Continued

Step	Work center	Required action
		Enter in item 27 of DA Form 2–1, "NFC for award GCMDL–ARMY (date) AR 600–37 complied with," for soldiers who have been disapproved for award of the GCMDL–ARMY. Submit GCMS transaction to update database to reflect new date of eligibility for
9	ENRC	consideration.
10	ENRC	Forward disqualification documents to the OMPF (USAEREC), per table 2–1.
11	ENRC	Annotate/file suspense roster and file DA Form 2–1, as required.

Section III
Task: Process Armed Forces Reserve Medal (AFRM) Actions (AAC–C20)

7–5. Rules for processing AFRM actions (AAC–C20)

a. ENRC will establish procedures and coordinate with Chief, PAUT, to ensure that four copies of the Personnel Actions Suspense Roster (AAC–C20) is furnished not later than 2 months before the date that soldiers are due the award of the AFRM.

b. The PSR displays the name, SSN, grade, and type of suspense action due.

c. Eligibility requirements for award of the AFRM and the 10-year device are in AR 672–5–1, chapters 4 and 6.

7–6. Steps for processing AFRM actions (AAC–C20)

The steps for processing AFRM actions are as shown in table 7–2.

Table 7–2
Processing AFRM actions

Step	Work center	Required action
1	ENRC/OFRC	Upon receipt of the AAC–C20, remove the original, and retain in suspense file.
2	ENRC/OFRC	Prepare memo, attach two copies of PSR and forward to soldier's BNS1 for unit commanders approval/ disapproval.
3	BNS1	Coordinate with unit and prepare appropriate endorsement for unit commanders signature.
4	UNIT	Obtain commander's signature and return memo to BNS1.
5	BNS1	Forward memo by endorsement to MPD/PSC.
6	ENRC/OFRC	Prepare order.
7	ENRC/OFRC	Remove suspense copy of PSR and post DA Form 2–1 or ORB. If disapproved, notify soldier with reasons for disapproval.

Section IV
Task: Process Human Immunodeficiency Virus (HIV) Screening Roster (AAC–C18)

7–7. Rules for processing HIV screening roster (AAC–C18)

a. Commanders ensure biennial (every 2 years) testing of all AD soldiers per AR 600–110.

b. Commanders ensure that soldiers report to the Medical Treatment Facility (MTFA) for testing.

c. PAUT will support the commander by providing the AAC–C18 (HIV Screening Roster).

d. Test dates will be downloaded from the U.S. Army HIV Database System (USAHDS) to OMF/EMF and then to SPF; item 21, DA Form 2A and DA Form 2B will automatically reflect last date HIV test taken (update of DA Form 2A and DA Form 2B takes approximately 90 days).

e. Incorrect test dates can only be changed through medical channels (MTFAA).

f. No SIDPERS transactions will be submitted by the field.

g. Source document for HIV test dates is the health record.

7–8. Steps for processing HIV screening roster (AAC–C18)

The steps for processing HIV screening HIV screening rosters (AAC–C18) are as shown in table 7–3.

Table 7–3
Processing HIV screening roster (AAC–C18)

Step	Work center	Required action
1	PAUT	Provide AAC–C18 (HIV Screening Roster) to MPD/PSC monthly.
2	ENRC/OFRC	Separate C–18 pages by UIC.
3	ENRC/OFRC	Attach cover memo to C–18 and forward to correct BNS1/UNIT.
4	BNS1	Screen C–18 to determine soldiers who require testing.
5	BNS1	Coordinate with MTFA to schedule soldiers for test.
6	BNS1	Notify soldier of date and time of test.
7	MTFA	Test soldiers scheduled.
8	MTFA	Notify BNS1 of soldiers tested and those who did not show.
9	BNS1	Post date and place tested to the right of each soldier's name on the C–18.
10	BNS1	Research reason for "no-show" and reschedule soldiers for testing.

Section V
Task: Receive and Review Notification of Requirement for Photograph (AAC–C22)

7–9. Rules for receiving and reviewing notification of requirement for photograph (AAC–C22)

a. All officers (1LT through COL), Warrant Officers (CW2 through CW4/MW4) and noncommissioned officers (SSG thru SGM/CSM) are required to have an official photograph taken every 5 years. Soldiers with approved retirements are exempt from having photographs taken.

b. The following soldiers will have an initial photograph made within 60 days of:

(1) Promotion to First Lieutenant (includes officers accessed to the active Army in the grade of 1LT or above).

(2) Promotion to Chief Warrant Officer CW2.

(3) Promotion to Staff Sergeant.

(4) Initial appointment to Command Sergeant Major.

(5) Selection for promotion to Brigadier General or higher.

c. Soldiers under orders to a remote or hostile fire area where Army photographic facilities are unavailable, may have a photograph made prior to departure, but not later than 90 days after reassignment to an area where photo facilities are available.

d. Each individual is responsible for arranging to have a photograph taken when required.

e. Commanders carry out the provisions of AR 640–30.

f. OPRC/ENRC/customer service will establish procedures and coordinate with Chief, PAUT to ensure the personnel photo suspense roster (AAC–C22) is furnished, as required.

7–10. Steps for receiving and reviewing notification of requirement for photograph (ACC–C22)

The steps for receiving and reviewing notification of requirement for photograph (ACC–C22) as shown in table 7–4.

Table 7–4
Receive and review notification of requirement for photograph (AAC–C22)

Step	Work center	Required action
1	CUST/ENRC/ OFRC	Receive AAC–C22 (Photo Suspense Roster) identifying soldiers due photos. Prepare memo to soldiers that require photos. HQDA requires two notification memos (original and one follow-up) per soldier. Include telephone number and location of photo facility. (BNS1 is work
2	CUST/ENRC/OFRC	center if operating under TACCS). Forward memos/rosters to BNS1 for distribution. Keep suspense copy to ensure actions are accomplished by
3	CUST/ENRC/OFRC	the suspense date indicated on memo. Ensure soldier has photo taken as
4	UNIT	required.

Notes:
[1] See paragraphs 10–7 and 10–8 to forward photographs to HQDA.

Chapter 8
Occupational and Personnel Surveys

Section I
Policy for Army Surveys

8–1. The Army Occupational Survey Program (AOSP)

a. The AOSP is the Army-wide program for systematic collection of occupational and training-related information from soldiers. AR 611–3 sets forth policies for occupational surveys, and DA Pam 611–3 provides guidance for administration of AOSP surveys.

b. The Army Personnel Survey Program (APSP) is the Army-wide program for systematic collection of information on the attitudes, opinions, and behaviors of soldiers. AR 600–46 sets forth the policies for APSP.

c. Field support for AOSP and APSP is coordinated by Personnel Survey Control Officers (PSCO), who are usually located in the MPD/PSC. Per AR 611–3 and AR 600–46, PSCO are appointed for MACOM, U.S. Army elements of DOD agencies and joint activities, HQDA agencies and their field operating agencies, and installations and their satellite units. The name of the PSCO must be reported to U.S. Army Personnel Integration Command (USAPIC).

d. If the PSCO is not a staff member of the MPD/PSC, the MPD/PSC will appoint a Survey Project Officer (SPO) to coordinate MPD/PSC support. (See AR 611–3 and AR 600–46.)

e. The PSCO/SPO identify eligible respondents, administering questionnaires per regulations and memorandum of instruction (MOI), and returning survey questionnaires (unless otherwise directed) within 60 days (CONUS) or 90 days (OCONUS).

f. The MPD/PSC supports the PSCO. The key activities are selecting respondents, distributing and collecting survey materials, conducting follow-up activities to ensure a high response rate, returning survey materials to USAPIC, and providing general administrative support for occupational and personnel surveys.

8–2. AOSP occupational surveys

a. Basically, there are two kinds of occupational survey questionnaires.

(1) Job incumbent survey questionnaires are developed for and administered to enlisted and warrant officer military occupational specialty (MOS) and for commissioned officer branch (BR), functional area (FA), area of concentration (AOC).

(2) Training factor survey questionnaires are developed for and administered to MOS/BR/FA/AOC supervisors and/or subject matter experts.

b. Data collected are processed using Comprehensive Occupational Data Analysis Programs (CODAP) for use in developing and evaluating training programs, Skill Qualification Tests, Soldier's Manuals, Military Qualification Standards, and MOS/AOC Classification Manuals (AR 611–101, AR 611–112, and AR 611–201).

c. The number of questionnaires allocated to a MPD/PSC depends on the MPD/PSC share of the overall MOS/BR/FA/AOC and the sampling plan developed by AOSP.

d. DA Pam 611–3 provides specific instructions for handling occupational surveys. AOSP also will provide a MOI and checklist identifying standard additional administrative requirements.

8–3. The Army Personnel Survey Program

a. There are two kinds of personnel surveys.

(1) Sample Survey of Military Personnel (SSMP), which is conducted annually in the spring and fall.

(2) Special, one-time surveys.

b. Usually, only SSMP requires PSCO and PSD/PSC support.

c. The number of survey questionnaires allocated to a MPD/PSC depends on the total number of soldiers served by the MPD/PSC and the sampling plan developed by APSP.

d. APSP provides a MOI identifying specific requirements for each SSMP. If PSCO and MPD/PSC support is required for special surveys, special notification and instructions will be developed.

Section II
Task: Process HQDA Occupational and Personnel Surveys

8–4. Rules for processing HQDA occupational and personnel surveys

a. PSC controls survey administration when it provides support for AOSP and APSP surveys.

b. PSC will appoint a PSCO. (See also AR 611–3, Army Occupational Survey Program.)

c. MPD/PSC will provide USAPIC name of SPO.

d. USAPIC will provide a MOI and checklist setting forth specific instructions for handling each survey.

e. Per AR 611–3, AR 600–46, and the MOI, the MPD/PSC identifies the eligible respondents and selects persons to participate in the survey.

f. MPD/PSC will provide organizational data on the respondents, as specifically requested by AOSP or APSP.

g. When survey materials are mailed directly to personnel by name or to the units of the selected respondents, the MPD/PSC in special circumstances may be called upon to assist in respondent selection or survey.

h. Responses to survey items may not be disclosed. Information of a personal nature may be disclosed or released only to authorized personnel per AR 25–55 and AR 340–21.

8–5. Steps for processing HQDA occupational and personnel surveys

The steps for processing HQDA occupational and personnel surveys are as shown in table 8–1.

Table 8–1
Processing HQDA occupational and personnel surveys

Step	Work center	Required action
1	CUST	Read the MOI, checklist, applicable regulations, pamphlets and follow instructions carefully.
2	CUST	Acknowledge receipt of the MOI per the MOI instructions.

Table 8–1
Processing HQDA occupational and personnel surveys—Continued

Step	Work center	Required action
3	CUST	Provide copy of MOI to PSC to request rosters of eligible soldiers, per MOI.
4	PAUT	Generate rosters of soldiers eligible to complete the survey, per MOI.
5	PAUT	Provide completed rosters to ENRC/OFRC.
6	CUST	Check rosters to ensure it meets MOI requirements.
7	CUST	Select soldiers per MOI. For occupational surveys, verify that soldiers have been assigned to their duty position a minimum of 90 days, per MOI. Select soldiers to be surveyed in proportion to the type of unit, per MOI.
8	CUST	For occupational surveys, complete DA Form 4308 (Army Occupational Survey Program Questionnaire Data Sheet) per the MOI.
9	CUST	Receive survey shipment, count number of surveys received, and acknowledge shipment by returning DA Form 5233 (Acknowledgement of AOSP Shipment).
10	CUST	Determine whether there is a survey booklet available for each soldier selected and, if necessary, request additional survey booklets and other survey materials.
11	CUST	Verify that actions on the MOI checklist have been completed.
12	CUST	Establish suspense date for return of completed surveys to the MPD/PSC.
13	CUST	Determine appropriate method of survey distribution to UNITS, and distribute the survey materials, such as MOI, survey questionnaires (or booklets/answer sheets), DA Forms 4308, and copy of roster of eligible soldiers.
14	CUST	Advise UNIT survey administrators of guidelines for survey administration, per the MOI and AR 600–46 and AR 611–3.
15	CUST	Compile the counts received from the UNITS to determine the number of selected soldiers who will be available to complete the survey.
16	CUST	Determine whether the overall quota for a the MPD/PSC will be met. Notify USAPIC if quota will not be met.
17	CUST	Receive completed booklets and unused survey materials from UNITS/BNS1.
18	CUST	Check names of soldiers who have completed the survey questionnaire against the roster of those eligible and selected to participate.
19	CUST	Check status of personnel who have not returned the survey questionnaires.
20	CUST	Reschedule surveys for those soldiers who have not completed the survey questionnaire.
21	CUST	Annotate DA Form 200 (Transmittal Record) per the MOI.
22	CUST	Return all excess occupational and special survey questionnaires (securely packaged) to USAPIC. SSMP booklets must NOT be returned unless the MPD/PSC is specifically requested to do so.
23	CUST	Per the MOI, package and ship completed survey booklets/answer sheets and DA Form 200. If there is a delay in receiving some of the materials, ship the completed materials which have already been received.
24	CUST	If OCONUS, place a Required Delivery Date (RDD) on the packages shipped.
25	CUST	Send completed surveys and two copies of DA Form 200 (Transmittal Record) to the following: FOR OCCUPATIONAL SURVEYS: Commander, USAPIC ATTN: ATNC–MOT–D 200 Stovall Street ALEX VA 22332–1333 FOR SSMP AND SPECIAL SURVEYS: Commander, USAPIC ATTN: ATNC–MOA 200 Stovall Street ALEX VA 22332–1336
26	CUST	File MOI, checklist, one copy of the survey questionnaire, and DA Form 200.
27	CUST	Evaluate administration of the survey and take corrective action, as required.

Chapter 9
Customer Service

Section I
Policies

9–1. General policy for the customer service work center

The customer service work center general policy is as follows:

a. Directs personnel to appropriate work center to obtain needed support or information.

b. Prepares certain critical documents.

c. Provides support in certain military personnel functions in a centralized location with controlled access to MPRJ.

9–2. Specific policy for the customer service work center

The customer service work center will—

a. Normally be collocated with the enlisted records work center (space permitting).

b. Meet and refer personnel to other MPD/PSC work centers for required support.

c. Schedule personnel for required audits.

d. Control official HQDA surveys.

e. Control authorized access to MPRJ.

f. Provide other support such as preparation of DD Form 93 and SGLI updates, and forward official photos.

g. Provide advice and assistance to soldiers about personnel documents and military personnel files.

h. Other services best performed from a central location (such as, applications for passports and visas).

Section II
Task: Schedule Appointments at Military Personnel Division or Personnel Service Company

9–3. Rules for scheduling of appointments at MPD/PSC

A manual or automated appointment control log will be maintained.

9–4. Steps for scheduling of appointments at MPD/PSC

The steps for scheduling of appointments at MPD/PSC are as shown in table 9–1.

Table 9–1
Scheduling of appointments at MPD/PSC

Step	Work center	Required action
1	SDLR/UNIT	Request visit and appointment with the MPD/PSC, through the BNS1.
2	BNS1	Schedule visit with MPD/PSC for soldier. Notify unit of scheduled appointment.
3	CUST	Schedule visit and appointment with MPD/PSC for soldier and notify BNS1.
4	SDLR	Reports at scheduled date and time for appointment.

Section III
Task: Establish and Monitor Routine Suspenses

9–5. Rules for establishing and monitoring routine suspenses

Refer to appropriate suspense action in this chapter.

9–6. Steps for establishing and monitoring routine suspenses

The steps for establishing and monitoring routine suspenses are as shown in table 9–2.

Table 9–2
Establish and monitor routine suspenses

Step	Work center	Required action
1	OFRC/ENRC/ CUST	Prepare memorandum and establish suspense dates to include 31 day file.
2	OFRC/ENRC/ CUST	Forward memos or rosters to BNS1.
3	BNS1	Forward completed action and memo or roster to MPD/PSC.
4	OFRC/ENRC/ CUST	Receive action and memo or roster and clear suspense.
5	OFRC/ENRC/ CUST	Post PQR, prepare transaction, request for orders, or pass action to appropriate workcenter, as required.

Section IV
Task: Forward Official Photographs

9–7. Rules for forwarding official photographs

a. For General Officers and promotable Colonels only, send 10 prints and the original negative enclosed by memo to HQDA (DAGOM), Room 2E749, The Pentagon, WASH DC 20310–0300.

b. For commissioned officers of the ARNGUS (other than General Officers not on the active list and candidates (Colonel) for Federal Recognition as General Officers) send two prints to the Army National Guard Personnel Center, ATTN; NGR–ARP–CA, 4501 Ford Ave, ALEX VA 22302–1450.

c. Photographs should be reviewed for a "quality check" by the MPD/PSC prior to forwarding to HQDA (AR 670–1 and AR 640–30, para 7).

9–8. Steps for forwarding official photographs

The steps for forwarding official photographs are as shown in table 9–3.

Table 9–3
Forwarding official photograph

Step	Work center	Required action
1	UNIT	Soldier reviews photographs. (Retake if necessary).
2	PHOTO LAB	Forward two copies of photograph to MPD/PSC/PSST.
3	OFRC/ENRC/ CUST	Receive two copies of photograph and submit SIDPERS "YMPS" action to update DA Form 2A, DA Form 2B, and SPF.
4	OFRC/ENRC/ CUST	Forward two copies of photograph for officers to— Commander, PERSCOM, ATTN: TAPC–MSE–R, ALEX VA 22332–0445. (See Note 1.) For AD enlisted (SSG–CSM/SGM), forward two copies of photograph to Commander, USAEREC, ATTN: PCRE–BA, Fort Benjamin Harrison, IN 46249–5301. (See Note 2.) For USAR AGR personnel forward two copies of photograph to Commander, ARPERCEN, ATTN: DARP–ARO (officers) or ATTN: DARP–ARE (enlisted), 9700 Page Boulevard, St. Louis, MO 63132–5200.

Notes:

[1] PERSCOM (TAPC–MSE–R) upon receipt of officer photograph will update OMF (ORB) for "date last photo," then forward to career branch for filing in the CMIF.

[2] For noncommissioned officers USAEREC will maintain one copy of the photograph and forward the duplicate print to PERSCOM for filing in the soldier's CMIF. (See table 5–1.)

Chapter 10
Personnel Mobilization

Section I
Introduction

10–1. Mobilization policy

a. For purposes of this regulation, M-Day is the day the Secretary of Defense directs mobilization based on a decision by the President or the Congress. This may be either full, partial, selective, or total mobilization, but does not include the two hundred thousand call up that The President may authorize independently under section 6736, title 10, United States Code (10 USC 6736).

b. Personnel (MPRJ), Medical/Dental, and Personnel Financial Records (PFR, if applicable), will not accompany soldiers on the same conveyance during unit moves.

10–2. Disposition of records upon mobilization or deployment

a. The following tasks govern disposition of MPRJ, temporary files (maintained per AR 25–400–2), health and dental records, and personal financial records (PFR), upon mobilization/deployment.

b. During Limited Contingency Operations (such as Grenada, JUST CAUSE, DESERT STORM), the MPRJ will be retained in the servicing TOE PSC until PSC deploys. Then hand off to the installation MPD/PSC.

c. For the Forward Deployed Force, during mobilization processing, if time permits, the PSC—

(1) Audits/updates casualty documents and automated personnel qualification records.

(2) Forwards the MPRJ's immediately upon mobilization from the PSC to Commander, ARPERCEN, ATTN: DARP–PRD–M, 9700 Page Blvd, St. Louis, MO 63132–5200.

(3) Forwards MPRJs via priority First Class Mail. Cartons used for retiring records to a Federal Archives and Record Center (NSN #8115–00–117–8249 or NSN #8115–00–290–3379), if possible, should be used to forward records.

d. Should Full Mobilization occur, installation PSC follows guidance in paragraph 10–4 below.

Section II
Task: disposition of MPRJ Upon Mobilization or Deployment

10–3. Rules for disposition of the MPRJ upon mobilization or deployment

Emergency data, identification documents, PQR and the automated Personnel Qualification Record (PQR) must be updated. (See chap 4, sec III, and chap 5, secs III and IV.)

10–4. Steps for disposition of the MPRJ upon mobilization or deployment, except Forward Deployed Force

For information on Forward Deployed Force, see paragraph 10–2 *c* above. The steps for disposition of MPRJ upon mobilization or deployment, except forward deployed force are as shown in table 10–1.

Table 10–1
Dispose of MPRJ upon mobilization/deployment, except forward deployed force

Step	Work center	Required action
1	PAUT	Provide the senior command with a copy of the automated personnel database.
2	PAUT	Provide copies of each soldier's DA Form 2A and DA Form 2B (NON–TACCS) or the (TACCS) database for delivery to the gaining PSC.
3	ENRC/OFRC	After mobilization/deployment processing— a. Send each soldier's current original DD Form 93 (card) for all Active Army, Army Reserve, and Army National Guard components to Commander, PERSCOM, ATTN: TAPC–PEC, 2461 Eisenhower Avenue, ALEX VA 22331–0481. b. Retain the SGLI and DD Form 93 (first paper copy) documents in the DA Form 201 (MPRJ) for all Army Components. Retain MPRJ for at least 90 days after deployment. Upon order from Commander, PERSCOM, forward DA Form 201 (MPRJs) to include Health and Dental Records for all Army Component personnel to Commander, ARPERCEN, ATTN: DARP–PRD–M, 9700 Page Blvd, St. Louis, MO 63132 5200. (Forwarding of MPRJs will occur only upon order from CG, PERSCOM, after coordination with Commander,
4	ENRC/OFRC	ARPERCEN).
5	ENRC/OFRC	After MPRJs are forwarded as required above, create temporary files in the area of operation, as required, to store backup copies of orders and other documents generated in the field. *Note.* In the event of reassignment of soldiers, temporary (Smith) files will not be transferred between MPD/PSC's. (For disposition, see AR 25–400–2.)
6	ENRC/OFRC	Send orders and other key documents to the OMPF (see table 2–3), temporary file, and the soldier, as situation permits.
7	ENRC/OFRC	After hostilities cease, forward temporary file to the OMPF custodian via use of the postal system.

Section III
Task: Disposition of Medical and Dental Records Upon Mobilization or Deployment

10–5. Rules for disposition of medical and dental records upon mobilization or deployment

a. Units not supported by a medical treatment facility (MTFA) are as follows:

(1) For rapid deployment units that do not process through a mobilization station prior to deployment or do not have access to a MTFA, procedures will be similar to that for a forward deployed force.

(2) Records will be consolidated by the unit and processed as time permits at the first MTFA during preparations for or after deployment.

(3) A health record may not be available for most ARNG, IRR, IMA, and retiree personnel, since these records may remain on file at the State or ARPERCEN, in event of mobilization.

b. Operations after deployment are as follows:

(1) Procedures for filing and storage of permanent health and dental records will be as deemed appropriate by the Commander, ARPERCEN.

(2) There will be no routine posting of these records during hostilities.

(3) Maintenance of these files will be limited to that necessary to process personnel actions requiring access to information in the stored files.

(4) Outpatient field files of deployed personnel will be maintained by the primary MTFA and will consist, in part, of the medical readiness form (MRF) which is being developed for Army-wide implementation and will be used until the concept of an Individually Carried Record (ICR) is fielded.

(5) When DD Form 1380 (U.S. Field Medical Card) (FMC) is used to document outpatient care, the original will be forwarded to the Patient Administration System and Biostatistics Activity (PAS and BA) FSHTX 78234–6070 for AQCESS coding.

(6) This procedure does not apply in cases which result in admission to a hospital (FMC becomes part of the inpatient record). PAS and BA should refer to AR 40–66, paragraph 8–4, for disposition of the FMC after coding.

(7) If a soldier's primary treatment facility changes, the field file should be moved to the gaining facility. Hand-carrying by the soldier is permitted.

(8) If a soldier requires admission to a hospital, every attempt will be made to forward the field file. The file should be returned to the primary care facility if disposition is "Return to Duty."

10–6. Steps for disposition of medical and dental records upon mobilization or deployment

The steps for disposition of medical and dental records upon mobilization or deployment are as shown in table 10–2.

Table 10–2
Disposition of medical and dental records upon mobilization or deployment

Step	Work center	Required action
1	MTFA	Audit each soldier's Health and Dental Record and record essential health care and POR information on an MRF.
2	MTFA	Prepare MRF based on soldier interview and any other locally data available.
3	MTFA	Provide MRF to the soldier's command, or to the soldier if an individual replacement.

Table 10–2
Disposition of medical and dental records upon mobilization or deployment—Continued

Step	Work center	Required action
4	MTFA	Hand off to the MTFA/DTFA in the area of operation (AO) responsible for providing primary medical care. MTFA will maintain the MRF in an outpatient field file for reference, as needed.
5	MTFA	Forward Deployed Force, if time permits, will follow above steps. Forward health records immediately from the medical treatment facilities to Commander, ARPERCEN, ATTN: DARP–PRD–M, 9700 Page Blvd, St. Louis, MO 63132–5200. Forward Medical Records (to include Dental Record) via priority First Class Mail. Cartons used for retiring records to a Federal Archives and Record Center (NSN #8115–00–117–8249 or NSN #8115–00–290–3379), if possible, should be used to forward records.
6	MTFA	During Limited Contingency Operation, retain Health and Dental Records at MTFA/DTFA providing primary care. Should full mobilization occur, follow guidance in the above steps.
7	MTFA	During operation after hostilities cease: Update the original Health Record by using field files.
8	ENRC/OFRC	After deployment processing, the DA Form 3444-series (Health and Dental Records) and MPRJ to include medical records will remain at the mobilization station at least 90 days after deployment.
9	MTFA	Activity responsible for maintaining the record after demobilization will accomplish the update as follows: (See steps 10, 11, and 12).
10	MTFA	ARPERCEN for soldiers leaving the service, returning to Reserve status, or who otherwise would be serviced by ARPERCEN.
11	MTFA	State adjutant general for soldiers returning to ARNG service.
12	MTFA	Medical treatment facility for soldiers remaining on AD. Each MTFA must request records from ARPERCEN for those soldiers who are assigned for support upon demobilization.
13	MTFA	The postal system can be used to move field files to CONUS via First Class Priority Mail.
14	MTFA	The Command Surgeon will decide if the field files will be mailed by the treatment facility or forwarded to the medical command for mailing.

Section IV
Personal Financial Records (PFRs)

10–7. Disposition of Active Army financial records upon mobilization or deployment

Active Army Component field personal financial records were eliminated Army-wide. Automated record will be used.

10–8. Disposition of ARNG or USAR PFRs upon mobilization or deployment Guidance for disposition of ARNG or USAR PFRs is as follows:

a. PFRs will not be deployed with mobilized soldiers/units.

b. Disposition of PFRs of mobilized ARNG or USAR individual soldiers or units will be per AR 37–104–10, paragraph 2–69, and NGB Pam 37–104–3, paragraph 7–5, respectively.

c. Commanders forward mobilization packets to F&AO conducting their mobilization processing as required by part 3, volume III, FORMDEPS.

Appendix A
References

Section I
Required Publications

AR 680–29
Military Personnel, Organization, and Type of Transaction Codes (Cited in paras 4–5, 4–8, 5–4, 5–7, and 6–13.)

DA Pam 600–8–1
SIDPERS Unit Level Procedures (Cited in paras 5–4, and 6–24.)

DA Pam 600–8–2
Standard Installation/Division Personnel System (SIDPERS) Personnel Service Center Level Procedures (Cited in paras 4–6, 5–4, 6–13, and 6–32.)

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 publication.

ADSM 18–P19–HSD–BUR–UM
SIDPERS–ARNG Users Manual

AR 15–6
Procedures for Investigating Officers and Boards of Officers

AR 15–180
Army Discharge Review Board

AR 15–185
Army Board for Correction of Military Records

AR 18–12–4
Catalog of Standard Data Elements and Codes—Personnel

AR 25–30
The Army Integrated Publishing and Printing Program

AR 25–50
Preparing and Managing Correspondence

AR 25–55
Department of the Army Freedom of Information Act Program

AR 25–400–2
The Modern Army Recordkeeping System (MARKS)

AR 27–10
Military Justice

AR 37–104–1
Payment of Retired Pay to Members and Former Members of the US Army

AR 37–104–3
Military Pay and Allowances Procedures: Joint Uniform Military Pay System–Army (JUMPS–Army)

AR 37–104–10
Military Pay and Allowance Procedures for Reserve Components of the Army

AR 40–2
Army Medical Treatment Facilities: General Administration

AR 40–3
Medical, Dental, and Veterinary Care

AR 40–66
Medical Record and Quality Assurance Administration

AR 40–121
Uniform Services Health Benefits Program

AR 40–501
Standards of Medical Fitness

AR 50–5
Nuclear and Chemical Weapons and Materiel—Nuclear Surety

AR 50–6
Nuclear and Chemical Weapons and Material, Chemical Surety

AR 55–46
Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Oversea Areas

AR 56–9
Watercraft

AR 95–1
Army Aviation: Flight Regulations

AR 135–7
Army National Guard and Army Reserve Incentive Programs

AR 135–18
The Active Guard/Reserve (AGR) Program

AR 135–91
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

AR 135–100
Appointment of Commissioned and Warrant Officers of the Army

AR 135–101
Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches

AR 135–133
Ready Reserve Screening, Qualification Records System, and Change of Address Reports

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 135–180
Qualifying Service for Retired Pay Nonregular Service

AR 135–200
Active Duty for Training, Annual Training and Active Duty Special Work of Individual Soldiers

AR 135–205
Enlisted Personnel Management

AR 135–210
Order to Active Duty as Individuals During Peacetime

AR 135–215
Officer Periods of Service on Active Duty

AR 140–10
Army Reserve: Assignments, Attachments, Details and Transfers

AR 140–30
Active Duty in Support of the United States Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program

AR 140–50
Army Reserve: Officer Candidate Schools

AR 140–111
US Army Reserve Reenlistment Program

AR 140–158
Enlisted Personnel Classification, Promotion and Reduction

AR 140–185
Training and Retirement Point Credits and Unit Level Strength Accounting Records

AR 145–1
Senior ROTC Program: Organization, Administration, and Training

AR 190–9
Military Absentee and Deserter Apprehension Program

AR 190–45
Military Police Law Enforcement Reporting

AR 195–3
Acceptance, Accreditation, and Release of US Army Criminal Investigation Command Personnel

AR 220–10
Preparation for Oversea Movement of Units (POM)

AR 220–15
Journals and Journal Files

AR 310–10
Military Orders

AR 310–25
Dictionary of United States Army Terms

AR 310–50
Authorized Abbreviations and Brevity Codes

AR 340–3
Official Mail Cost Control Program

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 Obligations

AR 351–1
Individual Military Education and Training

AR 351–5
United States Army Officer Candidate School

AR 380–5
Department of the Army Information Security Program

AR 380–67
The Department of the Army Personnel Security Program

AR 381–20
U.S. Army Counterintelligence Activities

AR 385–55
Prevention of Motor Vehicle Accidents

AR 420–76
Pest Management

AR 570–2
Manpower Requirements Criteria (MARC)—Tables of Organization and Equipment

AR 570–4
Manpower Management

AR 570–5
Manpower Staffing Standards System

AR 600–8
Military Personnel Management

AR 600–8–1
Army Casualty and Memorial Affairs and Line of Duty Investigations

AR 600–8–2
Suspension of Favorable Personnel Actions (Flags)

AR 600–8–3
Postal Operations

AR 600–8–11
Reassignment

AR 600–8–19
Enlisted Promotions and Reductions

AR 600–8–101
Personnel Processing (In-and-Out-and Mobilization Processing)

AR 600–8–103
Battalion S1

AR 600–15
Indebtedness of Military Personnel

AR 600–20
Army Command Policy

AR 600–37
Unfavorable Information

AR 600–39
Dual Component Personnel Management Program

AR 600–43
Conscientious Objection

AR 600–46
Attitude and Opinion Survey Program

AR 600–50
Standards of Conduct for Department of the Army Personnel

AR 600–55
Motor Vehicle Driver and Equipment Operator Selection, Training, Testing, and Licensing

AR 600–85
Alcohol and Drug Abuse Prevention and Control Program

AR 600–110
Identification, Surveillance, and Administration of Personnel Infected with Human Immuodeficiency Virus

AR 600–200
Enlisted Personnel Management System

AR 601–1
Assignment of Enlisted Personnel to the US Army Recruiting Command

AR 601–25
Delay in Reporting for and Exemption from Active Duty, Initial Active Duty Training and Reserve Forces Duty

AR 601–100
Appointment of Commissioned and Warrant Officers in the Regular Army

AR 601–110
Identification of Commissioned and Warrant Officer Personnel by Army Procurement Program

AR 601–130
Officer Procurement Programs of the Army Medical Department

AR 601–210
Regular Army and Army Reserve Enlistment Program

AR 601–270
Military Entrance Processing Stations (MEPS)

AR 601–280
Total Army Retention Program

AR 604–10
Military Personnel Security Program

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 Insurance (NSLI)

AR 608–3
Naturalization and Citizenship of Military Personnel and Dependents

AR 608–8
Mortgage Insurance for Service Members

AR 608–99
Family Support, Child Custody, and Paternity

AR 611–3
Army Occupational Survey Program

AR 611–5
Army Personnel Selection and Classification Testing

AR 611–6
Army Linguist Management

AR 611–75
Selection, Qualification, Rating and Disrating of Marine Divers

AR 611–76
Project Development Identifier System

AR 611–85
Selection of Enlisted Volunteers for Training as Aviation Warrant Officers

AR 611–101
Personnel Selection and Classification, Commissioned Officer Classification System

AR 611–105
Selection, Processing, and Training of Officer Volunteers for Explosive Ordnance Disposal Duty

AR 611–110
Selection and Training of Army Aviation Officers

AR 611–112
Personnel Selection and Classification Manual of Warrant Officer Occupational Specialties

AR 611–201
Enlisted Career Management Fields and Military Occupational Specialties

AR 612–201
Processing, Control, and Distribution of Personnel at US Army Reception Battalions and Training Centers

AR 612–205
Appointment and Separation of Service Academy Attendees and Accountability of Army Personnel

AR 614–5
Stabilization of Tours

AR 614–6
Permanent Change of Station Policy

AR 614–30
Oversea Service

AR 614–35
(O) Assignment and Travel to Turkey of Army and US Citizen Civilian Personnel

AR 614–100
Officers Assignment policies, Details and Transfers

AR 614–105
Initial Assignment of Regular Army Second Lieutenants

AR 614–110
Assignment of Airborne Officers and Processing Volunteers for Training

AR 614–200
Selection of Enlisted Soldiers for Training and Assignment

AR 621–1
Training of Military Personnel at Civilian Institutions

AR 621–5
Army Continuing Education System (ACES)

AR 623–1
Academic Evaluation Reporting System

AR 623–105
Officer Evaluation Reporting System

AR 623–205
Enlisted Evaluation Reporting System

AR 624–100
Promotions of Officers on Active Duty

AR 630–5
Leave and Passes

AR 630–10
Absence Without Leave and Desertion

AR 635–5
Separation Documents

AR 635–5–1
(O) Separation Program Designators (SPD)

AR 635–10
Processing Personnel for Separation

AR 635–40
Physical Evaluation for Retention, Retirement or Separation

AR 635–100
Officer Personnel

AR 635–120
Officer Resignations and Discharges

AR 635–200
Enlisted Personnel

AR 640–3
Identification Cards, Tags, and Badges

AR 640–15
Criteria for Insuring the Competency of Personnel to Install, Maintain, and Repair Communications Security Equipment

AR 640–30
Photographs for Military Personnel Files

AR 670–1
Wear and Appearance of Army Uniforms and Insignia

AR 672–5–1
Military Awards

AR 672–12
The Expert Infantryman Badge (EIB)

AR 672–20
Incentive Awards

AR 680–1
Unit Strength Accounting and Reporting

AR 680–30
Army Reserve Retirement Point Credit System

AR 700–84
Issue and Sale of Personal Clothing

DA Label 164
Nuclear/Chemical Personnel Record Label

DA MEMO 640–1
Official Military Personnel Files (OMPF) Access

DA Pam 5–2–1
MAP–TOE Manager's Handbook

DA Pam 5–5
Guidance for Army Study Sponsors, Sponsor's Study Directors, Study Advisory Groups, and Contracting Officer

DA Pam 25–11
Message Address Directory

DA Pam 351–4
Army Formal Schools Catalog

DA Pam 351–20
Army Correspondence Course Program Catalog

DA Pam 600–8–6
Standard Installation/Division Personnel System (SIDPERS) PAS Level Procedure—Special Features and Command Staff Reports

DA Pam 600–8–11
Military Personnel Office Separation Processing Procedures

DA Pam 611–1
The Army Interview

DA Pam 611–3
Army Occupational Survey Program Questionnaire Administration

DA Pam 672–1
Unit Citation and Campaign Participation Credit Register

DA Pam 672–3
Unit Citation and Campaign Participation Credit Register (January 1960–February 1986)

DA Pam 710–2–1
Using Unit Supply System (Manual Procedures)

DODPM
Department of Defense Pay and Allowance Entitlements Manual

DOT
Dictionary of Occupational Titles

FM 1–200
Air Traffic Control Facility Operations and Training

FM 21–20
Physical Readiness Training

JTR
Joint Travel Regulation

MCN
Manual for Courts-Martial, United States 1984

***NGB Pam 25–10**
SIDPERS–ARNG Data Element Dictionary

***NGB Pam 37–104**
State Level Military Pay and Allowance Procedures Army National Guard

***NGB Pam 600–15**
Army National Guard Incentive Program

***NGR 350–1**
Army National Guard Training

***NGR 600–5**
The Active Guard/Reserve (AGR) Program Management of—Title 32, USC Full-Time National Guard Personnel (FTNGD)

***NGR 600–10**
ARNG Tour Program (NGB Controlled Title 10 USC Tours)

***NGR 600–100**
Commissioned Officers—Federal Recognition and Related Personnel Actions

***NGR 600–101**
Warrant Officers—Federal Recognition and Personnel Actions

***NGR 600–200**
Enlisted Personnel Management

***NGR 601–1**
Recruiting and Retention Resource Management

***NGR 614–1**
Inactive Army National Guard Administration

***NGR 672–2**
Army National Guard Recruiter Badge

***NGR 680–2**
Automated Retirement Points Accounting System

***NGR 600–200**
Enlisted Personnel Management

***NGR 601–1**
Recruiting and Retention Resource Management

***NGR 614–1**
Inactive Army National Guard Administration

***NGR 672–2**
Army National Guard Recruiter Badge

***NGR 680–2**
Automated Retirement Points Accounting System

*National Guard Publications are available from National Guard Bureau, ATTN: NGB–AD–PD, Camp Keys, Bldg 34, August, Maine 04333–0032

Public Law 99–443 Assignments/Education to Joint Organizations/Schools

10 USC 628a

10 USC 972

10 USC 1034

10 USC 6736

12 USC 1715M

18 USC 1426

Section III
Prescribed Forms

DA Form 2A
Personnel Qualification Record, Part I—Enlisted. (Prescribed in paras 5–1, 5–2, 5–3, 5–9, 6–7, 6–15, 6–30, and 7–7.)

DA Form 2B
Personnel Qualification Record, Part I—Commissioned and Warrant Officers. (Prescribed in paras 4–1, 4–5, 5–2, 6–7, 6–12, 6–15, 6–18, and 7–7.)

DA Form 2A (USAR)
Personnel Qualification Record, Part I—Enlisted. (Prescribed in para 5–2.)

DA Form 2B (USAR)
Personnel Qualification Record, Part I—Warrant Officer. (Prescribed in para 4–2.)

DA Form 2C (USAR)
Personnel Qualification Record, Part I—Commissioned Officer. (Prescribed in para 4–2.)

DA Form 2–1
Personnel Qualification, Part II. (Prescribed in paras 4–2, 5–1, 5–2, 5–3, 5–4, 5–6, 5–8, 6–7, and 6–15.)

DA Form 2–2
Insert to Personnel Qualification Record of Court-Martial Convictions (Prescribed in chapter 5 for court-martials prior to 1 Oct 85.)

DA Form 201
Military Personnel Records Jacket, U.S. Army. (Prescribed in paras 1–18, 5–8, 5–9, 6–2, 6–5, and 6–6.)

DA Form 201A
Field Personnel File Divider. (Prescribed in para 6–2.)

DA Form 4037
Officer Record Brief. (Prescribed in para 4–3d.)

DD Form 127
Case Routing Slip. (Prescribed in para 2–7.)

DD Form 1343
Notification of Change in Service Member's Official Records. (Prescribed in para 6–21.)

Section IV
Referenced Forms

DA Form 137
Installation Clearance Record

DA Form 200
Transmittal Record

DA Form 268
Report to Suspend Favorable Personnel Actions (Flag)

DA Form 330
Language Proficiency Questionnaire

DA Form 543
Request for Records

DA Form 1383
Annual or Terminal Statement of Retired Points

DA Form 1695
Oath of Extension of Enlistment

DA Form 3593
Army Reserve Retirement Credit Card

DA Form 4187
Personnel Action

DA Form 4308
Army Occupational Survey Program Questionnaire Data Sheet

DA Form 4950
Good Conduct Medal Certificate

DA Form 5178
Project Development Identifier (PDI)

DA Form 5233
Acknowledgment of AOSP Shipment

DA Form 93
Record of Emergency Data

DA Form 458
Charge Sheet

DA Form 553
Deserter/Absentee Wanted by the Armed Forces

DA Form 803
Certificate of Termination

NGB Form 23
Retirement Credits Record

DA Label 164
Nuclear/Chemical Personnel Record Lable

OF Form 23
Charge-out Record

29–8286 (VA)/SGLV) 8286
Request for Insurance—Servicemen's Group Life Insurance

(Note: There are other referenced forms listed in apps C and D.)

Appendix B
Index to Information on Qualification Records

Table B–1
Index to Information on Qualification Records

Description of information to be recorded	Item	Section	DA Forms 2 A	DA Forms 2 B	Item No. DA Form 2–1
Absent in custody of authorities					27
Absent without leave (AWOL)					21
Absent without leave (AWOL), excused as unavoidable					
Academic Report					35
Accreditation of criminal investigators					4
Active duty obligation					4
Active duty training (ADT), other than annual training (AT)					35
Active Duty, voluntary		II		X	35
Active Federal Service	30	II		X	
Active Federal Commissioned Service	31	II		X	
Active Federal Service Verification Code	32	II		X	
Adjusted date, return from overseas					5
AEA/Termination Date	15	IV	X		
AFRM, Date Elig	10	IV	X	X	
American Board Certification					11
Anticipated Date of Loss (DLOS)	13	IV	X	X	
Annual Training, USAR					35
Appointment, ARNGUS, AUS					18
Arrival Date	4	III	X	X	
Assignment consideration					4
Authorized SSI/ASI (0)	3	V		X	
Authorized MOS/ASI	3	V	X		
Authorized MOS/ASI (W)	4	V		X	
Awards					9
Badges					9
BASD	2	IV	X	X	
BONUS MOS	20	II	X		
Branch Authorized	6	V		X	
Branch Control	27	II		X	
Branch Detail					4
Branch Transfer					18
Campaigns					9
Certification, American Board					11
Certification, Nuclear Operator					4
Character Investigation (CID) (AR 195–3)					4

Table B–1
Index to Information on Qualification Records—Continued

Description of information to be recorded	Item	Section	DA Forms 2 A	DA Forms 2 B	Item No. DA Form 2–1
Chronological Record of Assignments					35
Citizenship, Service Number	12	I	X	X	23
Citizenship, Spouse					23
Civil Confinement					27
Civilian Acquired Skills (Special Qualifications)					4
Civilian Education	14	II	X	X	17
Civilian Occupation					26
Combat Tour, Date of Last	16	IV	X	X	
Commitment or Program Waived					4
Confinement					21/27
Conscientious Objector					4
Continuation Item, DA Form 2–1					28
CONUS Preference	20	IV	X		
Date of Birth	7	I	X	X	
Date of Rank	2	II	X		18
Date of Rank (W)	3	II		X	18
Date of Rank (AD) (0)	4	II		X	
Decorations					9
Delay in Separation Code	5	IV	X	X	
Dentist (Special Qualifications)					4
Dependents, Number of	8	I	X	X	5/24
Dependents, No Accompanied Command Sponsored PCS	9	I	X	X	
Dependents, No Accompanied Noncommand Sponsored PCS	10	I	X	X	
DROS/DEROS	14	IV	X	X	5
Desertion (AWOL)					35
Desertion Charges, Removal of					27
Details, GS, GS with Troops, IG, and NGB					18
Disability (partially disabled but continued on active duty)					4
Disqualification, airborne (training or duty)					4
DLAB (Defense Language Aptitude Battery)					10
DOT Code (and critical occupation)					26
Dual Service Component	17, 21	II	X		
Dual Service Grade	16, 20	II	X		
Duty MOSC/SSI	23	II		X	35
Duty, Principal	26	II			35
Duty, Restoration To	19	II	X		27
EER Date Verified	8	IV	X		
Evaluation Reports, Date of Last	7	IV	X	X	35
Eligibility for Further Service					4
Enlistment Commitment					4
Enlistment, Fraudulent and Invalid					27
EOD (Explosive Ordnance Disposal)					4
Ethnic Code	11	I	X	X	
Exemption, Qualification in Arms					27
Expiration Date, Ready Reserve Obligation					32
FAST (Flight Aptitude Selection Test)					10
Fellowships					15
FHA Elig IND	12	IV	X	X	
Foreign Service Tours/Current/Last	17	IV	X		5
Functional Training (Award of ASI or SQI)					19
Gaining UPC	6	III	X	X	
Grade, Authorized	4, 5	V	X	X	
Geneva and Hague Conventions Instructions		V		X	19
Glasses					22
Good Conduct Medal, Date Eligible	11	IV	X		9/27
Grade	1	II	X	X	18
Grade, AD (0)	2	II		X	
Grade, Permanent	9	II		X	
Grade, Revocation of					18
GT Score	11	II	X		8
Height					22
High Aptitude Potential					4
Home of Record/Address					25
Honorable Discharge, Benefits of					19
Hospital Appointments					16
Hospitalization in CONUS, Oversea Returnee					5
Incentive Pay	24, 29	II	X	X	27
Information, Reserve Component		II	X		32
Insert Sheet (DA Form 20B), Date Prepared					29
Insufficient Time for Oversea Service					4
Internships Completed at Recognized Hospitals					15
Language Aptitude Test (ALAT and DLAT)					10

Table B–1
Index to Information on Qualification Records—Continued

Description of information to be recorded	Item	Section	DA Forms 2 A	DA Forms 2 B	Item No. DA Form 2–1
Languages, Foreign	5&6	II	X		
	11&12	II		X	
Language Proficiency Questionnaire (DA Form 330)					12
Leave to AWOL					21
Licenses, Army Medical Personnel					11
Licenses, Occupational					11
Line of Duty (LD)—No, Unable to Perform Duty					21
Local Data		VI	X	X	
Losing UPC	7	III	X	X	
Mandatory Release Date					4
Mandatory Removal and Date, USAR Officer					32
Marital Status	13	I	X	X	
Medical Examination, Date of					22
Military Education	13	II	X	X	17
Military Justice Courses					19
Military Personnel Class (MPC)	4	I	X	X	
MOS/SSI/ASI					6/35
PMOS/ASI	4	II	X		
SMOS/ASI	18	II	X		
DMOS/ASI	19	II	X	X	
Control Spec (O)	22	II		X	
PSSI/ASI1/ASI2 (O)	6	II		X	
Sec SSI/ASI3/ASI4 (O)	7	II		X	
PMOS/ASI (W)	8	II		X	
CMOS/ASI (W)	25	II		X	
DUTY SSI/ASI (O)	23	II		X	
DMOS/ASI (W)	26	II		X	
Motor Vehicle Driver Selection Battery (MDB—1)					10
Name	1	II	X	X	1
Non-rated Periods					35/27
Not Favorable Considered for CGMDL					27
Ordered to Active Duty					35
Obligation, Active Duty					11
OJT Completed	12	II	X		
OCS (Officer Candidate School)—Non-select, withdrawal, or Relieved for Cause					4
Officer Selection Battery (OSB)					10
Officer Qualification Inventory (OQI)					10
Other Tests					10
Overseas Preference	19	IV	X	X	
Oversea Service Bars					9
Oversea Service, Completed Prior to 1 Jan 60					5
PCS, Date Last	6	IV	X	X	
Peace Corps Member, Assignment of Former					4
PEBD	1	IV	X	X	
Personnel with Special Qualifications					4
Photograph, Date of Last	9	IV	X	X	
Physical Category Code	10	II	X		
Physical Condition(s)	19	II		X	
Limiting Assignment(s)					4
Physicians (Special Qualifications)					4
Pilot Ratings					13
Position Number	1	V	X	X	
Position Title	2	V	X	X	
Private Practice					16
Principal Duty					35
Prior Service					35
Prisoner, Former, Assignment After Return to US Control					4
Program, Volunteer for Specified					4
Proficiency Pay	22	II	X		
Promotion Indicator	15	II	X	X	
Promotion Points-C	31	II	X		
Promotion Points-P	32	II	X		
Promotion/Progression MOS	21	II	X		
Promotion Service Obligation					4
PULHES	9	II	X		
Questionnaire, Language Proficiency (DA Form 330)					12
Race	6	II	X	X	53
Rank, Date of Perm	10	II		X	18
Rare and Unusual Qualifications					4
Ratings, Specialties, Designations (Officers)					35
Ratings, Conduct and Efficiency					35

Table B–1
Index to Information on Qualification Records—Continued

Description of information to be recorded	Item	Section	DA Forms 2 A	DA Forms 2 B	Item No. DA Form 2–1
Ready Reserve Obligation					32
Recommended Training					4
Recruiter and Career Counselor, Removed from Duty					4
Redesignation of Unit					35
Reductions					18
Reenlistment Eligible/Ineligible	33	II	X		
Regimental Affiliation	8	III	X	X	
Regimental Homebase	9	III	X	X	
Religion	14	I	X	X	
Remarks					27
REP-63 Trainee (Recommended MOSC)					4
Report Date	3	III	X	X	
Reserve Duty Training					35
Residencies					15
Restriction, Assignment and Travel					4
Retest, Army Classification Battery (ACB) or Armed Services Vocational Aptitude Battery					8
Retirement, Application for					4
Retirement Eligibility Date					4
Ribbons					9
Retirement Year Ending Date					32
Scientific and Engineering Assistants (Special Qualifications)					4
Scores, MOS Evaluation					3
Sea Duty (Oversea Service Credit)					5
Security Clearance, Not Eligible for					4
Security Investigation Status	7	II			
	16	II		X	
Security Clearance	8	II	X		
	17	II		X	
Semester Hour Credits, Civilian Education					17
Sensitive Duties, Not Eligible for Assignment to					4
Service Agreement/Current Term of Service	4	IV	X	X	
Service Component	3	II	X		
	5	II		X	
Service Member's Signature	5	I	X	X	34
Sex	5	I	X	X	
Sole Surviving Son/Daughter					4
Special Pay	23&28	II	X	X	
Special Training					19
SSN	2	II	X	X	2
Submission of Duplicate DA Form 2–1					30
SQT MOS	25	II	X		
SQT DATE–1	26	II	X		
SQT DATE–2	27	II	X		
SQT PERCENTAGE	28	II	X		
SQT RATING/CODE	29	II	X		
SQT SCORE	30	II	X		
TDRL (Temporary Disability Retired List), Return to Duty					35
TDY (Oversea Service Credit)					5
Teaching Appointments					16
Termination of Appointments					18
Time Lost (Sec 972, Title 10 USC)					21/27/35
Time Lost Subsequent to ETS					21/27/35
Travel Status	18	IV	X		
Type of Record		Heading			
Unit Name	2	III	X	X	35
UPC	1	III	X	X	
USAFI (United States Armed Forces Institute) courses completed					17
Vacated Appointment					18
VSSN (Verification Status of Social Security Number)	3	I	X	X	
Veterinarians (Special Qualifications)					4
Voucher Number		Heading			
Weight					22
Wounds					4

Appendix C
Forms References

Table C–1
Forms References

Form number and proponent	Title	Reference directive	Table cross-reference
07–3101 (VA)	Request for Information	AR 600–8–104	2–1
0122 (NGB)	Special Order, Announcement of Federal Recognition	NGR 600–100 NGR 600–101	2–1
0123 (NGB)	Special Order, Announcement of Federal Recognition	NGR 600–100 NGR 600–101 [1]	2–1
0126 (NGB)	Special Order, Announcement of Federal Recognition	NGR 600–100 NGR 600–101	2–1
0337NG (WDAGO)	Oath of Office-National Guard of the United States	(1)	2–2
0707 (WDAGO)	Record of Award of Purple Heart	(1)	2–2
0708 (AGO)	Record of Award of Decoration	(1)	2–2
1 (DIS)	Report of NAC/ENTNAC (RON)	AR 604–5	6–1
2-Series (DA)	Personnel Qualification Record, Part I	AR 600–8–104	6–2, 6–1, 6–6
2–1 (DA)	Personnel Qualification Record, Part II	AR 600–8–104	6–2, 6–1, 6–6, 3–1
2–2 (DA)	Insert to Personnel Qualification Record of Court-Martial Convictions	AR 600–8–104	6–2, 6–1
3 (AGPERSCEN)	Statement of Service	(1)	2–2
3 (USAEREC)	Statement of Service—Enlisted	(1)	2–2
3 (USAEREC)	Statement of Service	AR 640–10	2–1
3a (WDNB)	Extended Federal Recognition	(1)	2–2
4 (AGPZ)	Extract of DASO/Announcement of Change in Rank	(1)	2–2
4 (DD)	Enlistment or Reenlistment Agreement—Armed Forces of the United States	(1)	2–2
4-Series (DD)	Enlistment/Reenlistment Document—Armed Forces of the United States	AR 601–210 AR 601–280	6–1, 6–6, 2–1
5 (DAPC)	Prisoner of War Statement of Service	AR 600–8–104	2–1
5 (USAEREC)	Request for Statement of Service (National Guard Service)	AR 600–8–104	2–1
5-Series (OPO, OPD)	Approval of Extension of Service	AR 600–8–104	2–1
5–R (PCCF)	Request for Security Determination	AR 604–5	6–1
5–50 (USMA)	Oath of Allegiance	West Point SOP	2–1
7 (AF)	Airman Military Record	AR 600–8–104	2–1
8 (AHAME)	Statement of Evidence of Citizenship Status	AR 600–8–104	2–1
8–118 (DA)	Medical Board Proceeding	(1)	2–2
8–130 (DA)	Supplemental Data for Army Medical Service Reserve Officers	(1)	2–2
10 (USAEEC)	MOS Evaluation Data Report	(1)	2–2
10 (AGTE–O)	Evaluation Data Report	(1)	2–2
10 (AGTE–O)	Evaluation Data Card	(1)	2–2
10A (USAEREC)	Enlisted Evaluation Data Report	AR 600–200	6–1, 2–1
13 (DD)	Statement of Service	(1)	2–2
17 (RCPAC)	Reserve Promotion Worksheet		2–1
20 & 20A (DA)	Enlisted Qualification Record	AR 600–8–104	2–2
20B (DA)	Insert to Personnel Qualification Record of Court-Martial Convictions	AR 600–8–104	2–2, 6–2, 6–1
21 (NGB)	Enlistment or Reenlistment Agreement—Army National Guard	NGR 600–200	2–2
21–1 (NGB)	Army National Guard Amendment to Enlistment Agreement	NGR 600–200	2–1
22 (NGB)	Report of Separation and Record of Service	NGR 600–200	2–1
22A (NGB)	Correction to NGB Form 22	NGR 600–200	2–1
22–1 (NGB)	Request/Decline Copy of NGB Form 22	NGR 600–200	2–1
22–3 (NGR)	Request for Waiver	NGR 600–200	6–5
22–5–R (NGR)	Approval and Acceptance by Service Representative for Interstate Transfer in the Army National Guard	NGR 600–200	6–5
23 (NGB)	Retirement Credits Record	NGR 640–1	6–6, 2–1
23C (NGB)	Army National Guard Retirement Points Statement—Application for Retired Pay	NGR 680–2	6–5
23D	Army National Guard Retirement Points Accounting—Notification of Eligibility for Retired Pay at Age 60	NGR 680–2	6–5
24 (DA)	Service Record	(1)	2–2
24 (NGB)	Service and Qualification Record	(1)	2–2
26 (DA)	Record of Court-Martial Conviction	(1)	2–2
27 (SG)	Student Record, Physical Therapy Course	(1)	2–2
29B (RCPC)	Reserve Promotion Letters	(1)	2–2
29–8285 (VA)	Request for Insurance—Servicemen's Group Life Insurance	AR 608–2	6–1
29–8286 (VA)	Serviceman's Group Life Insurance Election	AR 608–2	6–1, 6–6, 2–1
30 (AGPZ)	Appointment in the Regular Army	(1)	2–2
30 (AGPERSCEN)	Verification of Active Duty Paid from Federal Funds	(1)	2–2
31 (DA)	Request Authority for Leave	AR 630–5	6–2
32 (AGPZ)	Letter of Appointment in the Regular Army	(1)	2–2
33 (OPO–RCPC)	Letter of Appointment	(1)	2–2
41 (DA)	Record of Emergency Data	(1)	2–2
47 (DD)	Record of Induction	AR 601–270	6–1, 6–6, 2–1

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Form number and proponent	Title	Reference directive	Table cross-reference
47 (NGB)	Certification of Active Duty/Active Duty for Training/Full-Time Training Duty	(1)	2–2
47 (NME)	Record of Induction	(1)	2–2
50 (AGPZ)	Statement Concerning Status of Physical Condition Regular Army	(1)	2–2
52 (OPO–RCPC)	Application for Renewal of Education Delay for Entrance on Active Duty	(1)	2–2
54 (AGPZ)	Request by Permanent Resident Alien for Relief from Training and Service in the Armed Forces	(1)	2–2
55 (NGB)	Honorable Discharge from the Armed Forces of the United States of America—Army National Guard	NGR 600–200	2–2
60 (NGB)	Request for Clearance from U.S. Army Reserve for Enlistment/ Appointment in the Army National Guard	NGR 600–100 NGR 600–200	6–5
61 (NGB)	Conditional Release	NGR 600–200	6–5
61 (AGPZ)	Computation of Service, Service by Category, or Service for Pay Purposes	(1)	2–2
61 (DA)	Application for Appointment	AR 135–100 AR 145–1 AR 351–5 AR 601–100	6–1, 2–1
61 (USAAC)	Army Reserve Retirement Credit Card	(1)	2–2
62 (NGB)	Application for Federal Recognition as a National Guard Officer or Warrant Officer and Appointment as a Reserve Commissioned Officer or Warrant Officer of the Army National Guard of the United States	NGR 600–100 NGR 600–101	2–1
64 (NGB)	Application for Training	NGR 350–1	6–5
65 (RCPC)	Supplemental Delay, EAD Agreements	(1)	2–2
66 (DA)	Officer Qualification Record	(1)	2–2
67 Series (DA)	US Army Officer Evaluation Report	AR 623–105	2–2, 2–1, 3–1, 3–2
67–8–2 (DA)	Senior Rater Profile Report, Officer Evaluation Reporting System	AR 623–105	2–1
71 (DA)	Oath of Office—Military Personnel	AR 135–100	2–1
78 (DA)	Recommendation for Promotion of Officer	AR 624–100	6–1, 2–1
80 (AGPZ)	Casualty Report	(1)	2–2
87 (DA)	Certificate of Training	CPR 299	6–1, 2–1
88 (SF)	Report of Medical Examination	AR 40–501	2–1, 3–2
93 (DD)	Record of Emergency Data	AR 600–8–1	6–1, 6–6, 2–1
93 (SF)	Report of Medical History	AR 40–501	3–2
95 (TAGO)	Correction or Completion of Enlistment or Education Record	(1)	2–2
99 (AGPZ)	Promotion and Retirement Record	(1)	2–2
102 (AGPZ)	Reserve Promotion Worksheet	(1)	2–2
105 (USARE)	Enlistment Promise Statement	(1)	2–2
108 (DD)	Application for Retired Pay Benefits	AR 135–180	2–1
108 (TAGO)	Report of Determination	(1)	2–2
109 (AGPZ)	Request for Statement of Service	(1)	2–2
109 (DAPC–DA)	Request for Statement of Service	(1)	2–2
109 (TAGO)	Request for Statement of Service	(1)	2–2
109–1 (AGPZ)	Request for Statement of Service (National Guard)	(1)	2–2
110 (TAGO)	Notification of Change in DA Record	(1)	2–2
114 (NCW)	National War College Academic Report	(1)	2–2
115 (AGUZ)	Statement of Retirement Points		2–2, 2–1
118–R (DAPC)	Assignment Coordination Worksheet/Assignment RFO Worksheet	AR 600–8–104	3–1
128 (CGSC)	Report of Academic Progress	AR 623–1	2–1
129–1 (CGSC)	Notice of Enrollment	AR 600–8–104	3–1
133 (OPD)	Approval of Extension of Service (Short Term)	AR 600–8–104	2–1
143 (DAPC–PS)	Computation of Officer's Service	AR 600–8–104	2–1
145 (DA)	Army Correspondence Course Enrollment Application	AR 351–20	3–2
149 (DD)	Application for Correction of Military or Naval Record Under the Provisions of Title 10, US CODE, Sec 1552	AR 15–185	2–1
158 (AGPZ)	Administrative Determination	(1)	2–2
160 (DA)	Application for Active Duty	AR 135–210	6–2, 2–1
165 (DA)	Enlisted Record—Enlisted Reserve Corps	(1)	2–2
168 (TAGO)	Request for Verification of Active Duty Pay from Federal Funds	(1)	2–2
170 (WDAGO)	Application for Appointment in the Officer Reserve Corps	(1)	2–2
170 (DA)	Application for Appointment and Statement of Preference for Reserve Officers	(1)	2–2
170–1 (WDAGO)	Application for Appointment and Statement of Preference for Reserve Officers	(1)	2–2
172 (AGUZ)	Option to Extend Ready Reserve Obligation	(1)	2–2
185 (DAPC–PS)	Computation of Officer's Service	AR 600–8–104	2–1
185 (OPO–EPD)	Rating for Command Sergeant Major	(1)	2–2
189 (ACSI)	Classified Information Nondisclosure Agreement	DA Cir 380–85–1	2–1
190 (AF)	Air Force Reserve Personnel Record Card	AR 640–10	2–1

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Form number and proponent	Title	Reference directive	Table cross-reference
190 (ICAF)	ICAF Academic Report	(1)	2–2
199 (DA)	Physical Evaluation Board Proceedings	AR 635–40	2–1
204 (DAPC–PS)	Computation of Officer's Service	AR 640–10	2–1
213 (AGPZ)	Statement of Service, Officers under Title 10, USC	(1)	2–2
214 (DD)	Certificate of Release or Discharge from Active Duty	AR 635–5	6–3, 6–1, 6–6, 2–1
214WS (DD)	Worksheet for Certificate of Release or Discharge from Active Duty	AR 635–5	6–1
215 (DD)	Correction to DD Form 214, Certificate of Release or Discharge from Active Duty	AR 635–5	6–1, 6–6, 2–1
220 (AGPZ)	Computation of Date of Rank	(1)	2–2
220 (DD)	Active Duty Report	AR 135–210	6–4, 2–1
220 (NME)	Active Duty Report	(1)	2–2
221 (DDS)	Report of Induction Physical Examination	(1)	2–2
230 (DD)	Service Record	(1)	2–2
237 (AGPZ)	USAR Promotion Passover Election Statement	(1)	2–2
249 (DARP)	Chronological Statement of Retirement Points	AR 600–8–104	6–4, 3–2
254 (SSS)	Application for Voluntary Induction Selective Service	AR 601–270	2–1
261 (DD)	Report of Investigation—Line of Duty and Misconduct Status	AR 600–8–1	2–1
268 (DA)	Report of Suspension of Favorable Personnel Actions	AR 600–8–2	6–1, 3–1
271 (OF)	Conversation Record	AR 340–15	3–1, 3–2
289 (AGPZ–FL)	Memorandum of Award	(1)	2–2
293 (DD)	Application for Review of Discharge or Separation from the Armed Forces of the United States	AR 15–180	2–1
303 (FEC)	Report of Medical History in Captivity	AR 600–8–104	2–1
330 (DA)	Language Proficiency Questionnaire	AR 611–6	6–1
337 (NGB)	Oath of Office	NGR 600–100 NGR 600–101	2–1
348 (DA)	Equipment Operator's Qualification Record (Except Aircraft)	AR 385–55 AR 600–55	6–2
368 (DD)	Request for Discharge or Clearance from Reserve Component	AR 15–180 AR 601–210	6–4
369 (DD)	Police Record Check	AR 601–210	6–4, 2–1
398–2 (DD)	Personnel Security Questionnaire	AR 604–5	6–1
372 (DD)	Application for Verification of Birth for Official US Armed Forces Use Only	AR 601–210	2–1
373 (DD)	Consent Declaration of Parent or Legal Guardian	(1)	2–2
378 (USAAC)	Report of Reserve Component Training	(1)	2–2
390 (DD)	Initial Data for Classification and Commissioning in Medical Services for Medical, Dental, and Veterinary Corps	(1)	2–2
398 (DD)	Statement of Personal History	AR 604–5	6–4
412 (AGPZ)	Appointment as Second Lieutenant in the Regular Army	(1)	2–2
421 (NGB)	Enlistment Record	(1)	2–2
428 (DA)	Application for Identification Card	AR 640–3	6–3, 6–1, 6–4, 6–6
456 (AHS)	US Army Baylor—Physical Therapy Course	AR 600–8–104	2–1
457 (DD)	Investigating Officer's Report	(1)	2–2
458 (DD)	Charge Sheet	MCM 9–2	6–1
471 (DA)	National Guard Oath of Office	(1)	2–2
483 (DA)	Officer's Assignment Preference Statement	AR 614–100	3–1
553 (DD)	Deserter/Absentee Wanted by the Armed Forces	AR 190–9	2–1
589–1 (USAAG)	Chronological Record of Service for Retired Pay	(1)	2–2
590 (NGB)	Statement of Understanding of Reserve Obligation and Responsibility	NGR 600–200	6–5
591-Series (DA)	Application for Initial (Educational) Delay from Entry on Active Duty and Supplemental Agreement	AR 601–25	6–4, 2–1
591A (DA)	ROTC Supplemental Service Agreement (Initial Educational Delay)	AR 601–25	6–4
591B (DA)	ROTC Supplemental Service Agreement for Special Medical Program Participants	AR 601–25	6–4
591C (DA)	ROTC Supplemental Service Agreement (Army Chaplaincy)	AR 601–25	6–4
594(R) (NGB)	Civilian Acquired Skills Program Agreement—ARNG	NGR 600–200	6–5
594–1(R) (NGB)	Simultaneous Membership Program Agreement—ARNG	NGR 600–200	6–5
594–3(R) (NGB)	Inservice Enlistment (Dual Component) Option	NGR 600–200	6–5
594–4 (NGB)	Split Option Training—ARNG	NGR 600–200	6–5
594–5–R (NGB)	Delayed Training Option	NGR 600–200	6–5
597 (DA)	Army Senior Reserve Officers' Training Corps ROTC Student Contract	AR 145–1	6–4
597–1 (DA)	Army ROTC Supplemental Agreement—Flight Instruction (1)		2–2
597–3 (DA)	Army Senior Reserve Officers' Training Corps Scholarship Cadet Contract	AR 145–1	6–4, 2–1
600–15–1 (NGB)	Enlistment Bonus Agreement—ARNG	NGB Pam 600–15	6–5
600–15–2 (NGB)	Retention Bonus Agreement—ARNG	NGB Pam 600–15	6–5
600–15–3 (NGB)	Affiliation Bonus Agreement—ARNG	NGB Pam 600–15	6–5
600–15–4 (NGB)	Student Loan Repayment Program Agreement—ARNG	NGB Pam 600–15	6–5
602–R (NGB)	Bar to Reenlistment, Immediate Reenlistment or Extension (Certificate)	NGR 600–200	6–5

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Form number and proponent	Title	Reference directive	Table cross-reference
612 (AGPZ)	Medical Disqualification for Appointment in the Regular Army	(1)	2–2
616 (DD)	Report Return of Absentee	AR 190–9	2–1
638 (DA)	Recommendation for Award	AR 672–5–1	2–1
639 (DA)	Recommendation for Award-Heroism	(1)	2–2
657 (AGO)	Authorization for Issuance of Award	(1)	2–2
664 (DA)	Service Member's Statement Concerning Application for Compensation from the Veterans Administration	AR 635–10	6–3, 6–1
669 (DA)	Educational Development Record	AR 621–5	6–2
680 (AGPZ)	Retention on Active Duty	(1)	2–2
680 (AGPZ)	DA Special Order Extract (Orders to Active Duty)	(1)	2–2
682 (AGPZ)	Computation of Officer's Service	(1)	2–2
689 (AGPZ)	Form Letter-Transmittal of Medical Records in Temporary Disability Retired List Cases	(1)	2–2
695 (AGPZ)	Request of Waiver for Conviction	(1)	2–2
705 (DA)	Army Physical Fitness Evaluation Scorecard	FM 21–20	6–2
712 (AF)	Air Force Reserve Personnel Report of Total Allowable Points and Service	AR 600–8–104	2–1
722 (AGPZ)	Extract of Special Orders-Removal from Temporary Disability Retired List-Enlisted Personnel	(1)	2–2
736–R (CONARC)	Enlisted Academic Report	(1)	2–2
751 (DA)	Telephone or Verbal Conversation Record	AR 340–15	3–1, 3–2
759 (DA)	Individual Flight Record and Flight Certificate—Army	AR 95–1	6–2, 6–3, 3–1, 3–2
760 (DAPC–PA)	Medical or Dental School	(1)	2–2
760–1 (AGPZ)	Data Required for Service Computation	(1)	2–2
782 (AGUZ)	Removal from Active Status of USAR	(1)	2–2
789 (AGUZ)	Waiver for Retention in the US Army Reserves	(1)	2–2
797 (AGPZ)	Correction or Completion of Enlistment or Induction Record	(1)	2–2
801 (AGPZ)	Request for Verification of Active Duty Paid from Federal Funds	(1)	2–2
803 (DD)	Certificate of Termination	AR 600–8–104	5–3
807 (USAAC)	Request for Statement of Service	(1)	2–2
838 (OPD)	Graduate Civil Schooling Utilization Caution Card	AR 600–8–104	3–1
868 (OPD)	Interview Record	AR 600–8–104	3–1
871 (DARP)	Mandatory Removal Computation Worksheet	AR 600–8–104	2–1
873 (DA)	Certificate of Clearance and/or Security Determination	AR 604–5 AR 604–10	6–1
884 (OPD)	Home Basing	AR 640–10	3–1
930 (AGPZ)	Computation of Service by Category	(1)	2–2
977 (AGPZ)	Data for Retired Pay	(1)	2–2
1046 (DARP)	Application for Renewal of Educational Delay from Entry on AD and verification of Enrollment in Graduate or Professional School	AR 600–8–104	2–1
1046–1 (DARP)	Application for Renewal of Educational/Ecclesiastical Delay from Entry on Active Duty and Verification of Enrollment in Graduate Theological Seminary	AR 600–8–104	2–1
1058 (DA)	Application for Active Duty for Training (ACDUTRA)	AR 135–20	3–2
1059 (DA)	Service School Academic Evaluation Report	AR 623–1	6–1, 2–1, 3–2
1059–1 (DA)	Civilian Institution Academic Evaluation Report	AR 623–1	6–1, 2–1, 3–2
1059–2 (DA)	Senior Service College Academic Evaluation Report	AR 623–1	2–1
1074 (AGPZ)	Computation of Date of Rank	(1)	2–2
1078 (AGPZ)	Nonrated Period in Officer Efficiency Reports	(1)	2–2
1172 (DD)	Application for Uniformed Services Identification and Privilege Card	AR 640–3	6–1
1270 (DA)	Transfer or Release to Reserve Component	(1)	2–2
1300 (DD)	Report of Casualty (S&U Casualty and Memorial Affairs Dir)	AR 600–10	2–1
1301 (DA)	Reserve Officer Evaluation Report	(1)	2–2
1304–12K (DOD)	ASVAB Scoring Worksheet		6–4
1307 (DA)	Individual Jump Record	AR 672–5–1	6–2
1315 (DA)	Reenlistment Data	AR 601–280	6–2
1341 (DA)	JUMPS Army Allotment Authorization	AR 37–104–3	6–3
1343 (DD)	Notification of Change in Service Member's Official Records	AR 40–3 AR 600–8–104	2–1
1357 (AGO)	Report of USMA Entrance Examination	(1)	2–2
1380 (DA)	Record of Individual Performance of Reserve Duty Training	AR 140–185	6–4, 2–1
1380 (DD)	US Field Medical Card	AR 40–66	2–1
1383 (DA)	Annual or Terminal Statement of Retirement Points	AR 140–185	6–4, 6–6, 2–1
1435 (DD)	COMSEC Maintenance Training and Experience Record	AR 600–8–104	6–2
1439 (AGO)	Battlefield Appointment in ORC (Officer Reserve Corps)	(1)	2–2
1481 (DD)	Request for Deferment from Residency Training	(1)	2–2
1506 (DA)	Statement of Service—Computation of Length of Service for Pay Purposes	AR 37–104–3	2–1
1515 (AGUZ–FL)	Reserve Assignment	(1)	2–2
1548 (DD)	Preinduction Processing and Commissioning Data-Medical, Dental and Allied Specialists Categories	(1)	2–2

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Form number and proponent	Title	Reference directive	Table cross-reference
1556 (DD)	Request, Authorization, Agreement, and Certification of Training Reimbursement	AR 690–400	6–5
1556–1 (DD)	Request, Authorization, Agreement, and Certification of Training Reimbursement	DOD 1400.25M	6–5
1569 (DA)	Transcript of Military Record	AR 600–8–104	2–1
1574 (DA)	Report of Proceedings by Investigating Officer/Board of Officers	AR 15–6	2–1
1577 (DA)	Authorization for Issuance of Awards	AR 600–8–104	2–1
1594 (DA)	Daily Staff Journal or Duty Officer's Log	AR 220–15	2–1
1608 (DA)	ROTC Deferment Agreement	(1)	2–2
1609 (DA)	Statement Acknowledging Obligation for Service	(1)	2–2
1613 (DA)	Cross Reference	(1)	6–1, 2–1
1618–R	Application for Detail as a Student Officer at a Civilian Educational Institution or at Training with Industry	AR 621–1	2–1
1688 (DD)	Election of Options Retired Servicemen's Family Protection Plan	(1)	2–2
1695 (DA)	Oath of Extension of Enlistment	AR 601–280	6–1, 2–1
1696–R (DA)	Enlistment or Reenlistment Qualifying Application (Especially Recruited Personnel)	AR 140–111 AR 601–280	6–4, 2–1
1775 (DA)	Army Reserve Officer Evaluation Report	(1)	2–2
1803 (DA)	ROTC Enrollment Agreement	(1)	2–2
1811 (DA)	Physical Data and Aptitude Test Scores on Release from Active Duty	AR 635–5	6–3, 6–4
1826 (DD)	Certification of Competency	AR 420–76	2–1
1856 (DARP)	Enlisted Record Brief	AR 600–8–104	3–2
1879 (DD)	Request for Personnel Security Investigation	AR 604–5 DOD Dir 5105.42	6–1, 3–1
1883 (DD)	Survivor Benefit Plan—Election Certificate	AR 135–160	6–3
1966 Series (DD)	Application for Enlistment—Armed Forces of the United States	AR 601–210	6–1, 2–1
1974–2 (DARP)	Request for Orders	AR 600–8–104	3–2
2083–R (DA)	Dependents and Other Selected Categories of Personnel by Georgraphic Location	AR 600–8–104	4–1
2139 (DA)	Military Pay Voucher	AR 37–104–3	6–3, 6–4
2166–7 (DA)	Noncommissioned Officer Evaluation Report	AR 135–205 AR 623–205	2–2, 6–4, 2–1, 3–2
2171 (DA)	Request for Tuition Assistance—Army Continuing Education Program	AR 621–5	3–1
2173 (DA)	Statement of Medical Examination and Duty Status	AR 600–33	2–1
2242 (DARP)	Record of Conversation	AR 600–8–104	3–2
2280 (DA)	Application for Enlistment: Women's Army Corps	(1)	2–2
2281–R (DA)	Application for Determination of Eligibility for Enlistment	(1)	2–2
2292 (DA)	US Army Advance Emergency Order to Active Duty	(1)	2–2
2329 (DD)	Record of Trial Summary Court Martial	AR 600–8–104	2–1
2339 (DA)	Application for Voluntary Retirement	AR 635–200	6–1, 2–1
2343 (DA)	Evaluation Report of Enlisted		
2384 (DD)	Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility (NOBE)	NGB Pam 600–15	6–5
2366 (DD)	Veterans' Educational Assistance Act of 1984 (GI Bill)	DA Cir 621–85–2	2–1
2441 (DA)	Suggestion Award Certificate	CPR 299	2–1
2442 (DA)	Certificate of Achievement	AR 672–5–1 AR 672–20	6–1, 2–1
2443 (DA)	Commendation Certificate	AR 672–20	6–1, 2–1
2446 (DA)	Request for Orders	AR 310–10	3–1
2492–R (DA)	Consent of Parents or Legal Guardian for Amendment or Extension of Enlistment of a Minor	(1)	2–2
2627 (DA)	Record of Proceedings Under Article 15, UCMJ	AR 27–10	2–2, 6–1, 2–1
2627–1 (DA)	Record of Proceedings Under Article 15, UCMJ	(1)	2–2
2627–2 (DA)	Record of Appellate or other Supplementary Actions under Article 15, UCMJ	(1)	2–2
2627–2 (DA)	Record of Supplementary Action Under Article 15, UCMJ	AR 27–10	2–2, 6–1, 2–1
2784–R (DA)	Request for Counterintelligence Investigation	AR 381–20	6–1
2890 (DA)	Individual Training Progress and Proficiency Record—AIT Record	AR 612–201	6–2
2962 (DA)	Security Termination Statement	AR 380–5	6–1
2981 (DA)	Application for Determination of Moral Eligibility for Induction	AR 601–270	6–1, 6–4, 2–1
3068–1 (DA)	Marine Service Record	AR 56–9	6–2
3072-Series (DA)	Request for Waiver of Disqualification for Enlistment/Reenlistment in the Regular Army for In-service Personnel	AR 601–280	6–1, 2–1
3072–1A (DA)	Request for Waiver of Disqualification for Enlistment/Reenlistment in the Regular Army for Personnel Applying from Civilian Life	AR 601–210	6–4, 2–1
3078 (DA)	Personnel Clothing Request	AR 700–84	6–2, 3–2
3161 (DA)	Request for Issue or Turn-in	DA Pam 710–2–1	6–2
3180 (DA)	Personnel Screening and Evaluation Record	AR 50–5 AR 50–6	6–1, 2–1
3283–R (DA)	Statement of Member Removed from the Temporary Disability Retired List	AR 601–210	6–4, 2–1
3284–R (DA)	Applicant Statement of Name Change	(1)	2–2

Table C–1
Forms References—Continued

Form number and proponent	Title	Reference directive	Table cross-reference
3286-Series (DA)	Statement for Enlistment—Parts I through V	AR 601–280	6–1, 2–1
3327 (DA)	Personal Clothing Record	(1)	2–2
3339-R (DA)	Request for Extension of Current Period of Active Duty	AR 601–280	6–4, 2–1
3340 (DA)	Request for Regular Army Reenlistment or Extension	AR 601–280	6–1, 2–1
3349 (DA)	Physical Profile	AR 40–501	6–1
3352 (DA)	CSM Efficiency Report	(1)	2–2
3355–R (DA)	Promotion Point Worksheet	AR 600–200	6–1
3444-Series (DA)	Terminal Digit for Treatment Record	AR 40–66	6–2
3475–R (DA)	Diving Duty Summary Sheet	AR 611–75	6–2
3479–R (DA)	Air Traffic Control Training and Proficiency Record	FM 1–200	6–2
3513 (DA)	Individual Flight Records Folder, United States Army	AR 95–1	6–2, 6–3
3538 (DA)	Certification and Acknowledgment of Service Requirements for Individuals Enlisting in the USAR Under the Reserve Enlistment Program 1963	(1)	2–2
3539 (DA)	Certification and Acknowledgment of Service Requirements for Individuals Enlisted in the USAR Under the 6-year—2-Year Active Duty Program	(1)	2–2
	Certificate and Acknowledgment of Service Requirements for Individuals Enlisting, Reenlisting, or Transferring into Troop Program	AR 135–91 AR 140–111	
3540 Series (DA)	Units of the US Army Reserve	AR 601–210	6–4, 2–1
3574 (DA)	Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR, Under the Provisions of AR 135–100 or AR 135–101, As Applicable—Individuals Without Prior Service	AR 135–100	6–4, 2–1
3575 (DA)	Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying For Appointment in the USAR, Under the Provisions of AR 135–100 or AR 135–101, As Applicable—Individuals Without a Statutory Service Obligation	AR 135–100	6–4, 2–1
3580 (DA)	Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135–50	(1)	2–2
3587 (DA)	Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the United States Army Reserve Under the Provisions of AR 601–130	AR 601–130	6–4, 2–1
3593 (DA)	Army Reserve Retirement Credit Card	AR 680–30	6–4, 6–6
3626 (DA)	Vehicle Registration/Driver Record	AR 190–45	6–2
3645 and 3654–1 (DA)	Organization Clothing and Equipment Record	DA Pam 710–2–1	6–2
3687 (DA)	Application and Certificate of Acknowledgment and Understanding of Service Requirement for the Army Senior Medical, Osteopathic, Dental or Veterinary Student Program	(1)	2–2
3688 (DA)	Application and Certificate of Acknowledgment and Understanding of Service Requirements for the Army Dental General Practice Residency	AR 601–130	2–1
3713 (DA)	Data for Retired Pay	AR 635–200	6–3, 2–1
3716 (DA)	JUMPS—Army Personal Joint Uniform Military Pay System Army Personal Financial Record, United States Army	AR 37–104–3	6–2
3725 (DA)	Army Reserve Status and Address Verification	AR 135–133	6–4, 6–6
3726 (DA)	Ready Reserve Service Agreement (Officer and Warrant Officers)	(1)	2–2
3835 (DA)	Notice of Unauthorized Absence from the United States Army	AR 190–9 AR 630–10	2–2, 2–1
3836 (DA)	Notice of Return from Unauthorized Absence	AR 190–9 AR 630–10	2–2, 2–1
3838 DA	Application for Professional Training	AR 351–3	2–1
3873 (DA)	Certificate of Acknowledgment and Understanding of Service Requirements for Physicians and Dentists Applying for Appointment in the USAR	AR 135–14	6–4
3874 (DA)	Request for Transfer to USAR Control Group (Reinforcement)	AR 135–14	6–4
3891 (DA)	Certificate of Appreciation (for Wives of Retiring US Army Personnel)	AR 635–5	6–3
3891–1 (DA)	Certificate of Appreciation (for Husbands of Retiring US Army Personnel)	AR 635–5	6–3
3947 (DA)	Medical Evaluation Board Proceedings	AR 40–3	2–1
4036–R (DA)	Medical and Dental Preparation for Oversea Movement (POR Qualification)	AR 612–2	6–1
4037 (DA)	Officer Record Brief	AR 640–2–1 DA PAM 600–8	6–2, 6–1, 2–1, 3–1, 3–2
4100 (NGB)	Promotion Recommendation and Board Report	NGR 600–200	6–5
4126–R (DA)	Bar to Enlistment/Reenlistment Certificate	AR 601–280	6–1
4187 (DA)	Personnel Action	AR 680–1	6–1, 2–1
4213 (DA)	Supplemental Data for Army Medical Service Reserve Officers	AR 135–133	6–1, 2–1
4240 (DA)	Data for Payment of Retired Army Personnel	AR 600–8–104	6–3
4255–R (DA)	Request for Initial Assignment Instructions for active duty	AR 145–1	3–1

Table C–1
Forms References—Continued

Form number and proponent	Title	Reference directive	Table cross-reference
		AR 614–105	
4319–R (DA)	AMEDD Professional Qualification Record—Part I	AR 640–2–1	3–1
4319–1–R (DA)	AMEDD Professional Qualification Record—Part II		
4572–R (DA)	Statement of Understanding for Appointment as a Commissioned Officer	AR 135–101	2–1
4629 DA	Service Agreement Department of the Army Armed Forces Health Professionals Scholarship	AR 601–141	2–1
4688-Series (DA)	Certificate and Acknowledgment of Service Requirements for Individuals Enlisting or Reenlisting in the Individual Ready Reserve	AR 140–111 AR 601–210	6–4
4789 (DA)	Statement of Entitlement to Selective Reenlistment Bonus	AR 600–200	6–1, 2–1
4824–R (DA)	Addendum to Certificate and Acknowledgment of Service Requirements (DA Form 3540) for all Personnel Applying for Participation in the Reserve Officers' Training Corps Simultaneous Membership Program	AR 140–111 AR 601–210	6–4, 2–1
4825–R (DA)	Addendum to Certificate and Acknowledgment of Service Requirements (DA Form 3540) for Enlistment in the Army Reserve Civilian Acquired Skills Program	AR 140–111AR 601–210	6–4, 2–1
4826–R (DA)	Addendum to Certificate and Acknowledgment of Service Requirements (DA Form 3540) for Enlistment under the Alternate Training Program	AR 140–111 AR 601–210	6–4, 2–1
4836 (DA)	Oath of Extension of Enlistment or Reenlistment	AR 140–111	6–4, 2–1
4941–R (DA)	Statement of Option	AR 600–200	6–1, 2–1
4960–R (DA)	Selective Reserve Incentive Program Enlistment (Addendum to DA Form 3540-Series)	DA Cir 140–81–1	6–4, 2–1
4961–R (DA)	Affiliation Bonus Program (Addendum to DA Form 3540-Series)	DA Cir 140–81–1	6–4, 2–1
4962–R (DA)	Selective Reserve Incentive Program—Reenlistment (Addendum to DA Form 3540-Series)	DA Cir 140–81–1	6–4, 2–1
4991–R (DA)	Declination of Continued Service Statement	AR 601–280	6–1, 2–1
5074–R (DA)	Record of Award of Entry Grade Credit (Medical and Dental Officers)	AR 135–101	2–1, 3–1
5074–1–R (DA)	Record of Award of Entry Grade Credit (Health Services Officer)	AR 135–101	2–1, 3–1
5121–R (DA)	Oversea Tour Election Statement	DA Pam 600–8–10	6–1
5123–R (DA)	Reassignment Records Checklist	DA Pam 600–8–10	6–1
5178–R (DA)	Project Development Identifier (PDI) and Project Development Skill Identifier (PDSI)	AR 611–76	6–1
5246–R (DA)	Child Development Services (CDS) Report	AR 600–8–104	6–2
5247 (DA)	Request for Security Determination	AR 600–8–104	4–1
5261–3–R (DA)	Selected Reserve Incentive Program—Affiliation Bonus Addendum	AR 600–8–104	6–5
5287–R (DA)	Training Records Transmittal Jacket	AR 351–1	6–2
5305–R (DA)	Family Care Plan	AR 600–8–104	6–2
5695–R (DA)	Medical Survey-Master Form Repatriated American Prisoners of War	(1)	2–2
(DA)	Service Agreement for the Uniformed Services University of the Health Sciences Program	AR 135–101	4–1
5435–R (DA)	Statement of Understanding–Selected Reserve Educational Assistance Program (LRA)	AR 135–7	6–4
5447–R (DA)	Officer Service Agreement, Selected Reserve Educational Assistance Program	AR 135–7	6–5
5536–R (DA)	Health Professionals Loan Repayment (HPLR) Agreement	AR 135–7	6–5
5642–R (DA)	Statement of Understanding and Selected Reserve Service Agreement (Short Title: New GI Bill 2X4 Program)	AR 135–7	6–4
5646–R (DA)	Statement of Conditions of Service—Active Guard Reserve	AR 600–8–104	6–4
8286 (SGLV)	SGLI Election	AR 608–2	6–1,6–6,2–1

Notes:
Forms are obsolete or no longer used. However, those forms completed before the effective date of this publication remain valid for file as indicated in table 2–2.

Appendix D
Listing of Unnumbered Documents

Table D–1
Listing of Unnumbered Documents

Item Number	Description	Table Cross-Reference
	Active duty and reserve component duty	
1	Acceptance or rejection of officer for retention on active duty until a specified future date	2–1
2	Active duty orders	6–1, 6–4, 6–6, 6–5, 2–1
3	Active duty orders for AT, ADT, IADT, SADT or AGR	6–1, 6–4, 3–2
4	All AGUZ forms indicating ready reserve service agreement	6–4
5	Application for active duty (enlisted)	2–1
6	Applications for transfer from the retired reserve to the ready reserve	2–1
7	Approved requests for extension of service for USAR members	6–4, 2–1
8	Certificate of agreement and understanding	6–5

Table D–1
Listing of Unnumbered Documents—Continued

Item Number	Description	Table Cross-Reference
9	Letter of nonretention under qualitative retention program (enlisted) (USAR)	6–4, 2–1
10	Letter of nonretention under selective retention program (officer) (USAR)	6–4, 2–1
11	Letter of qualitative retention program (enlisted) (USAR)	6–4, 2–1
12	Letter of retention under selective retention program (officers) (USAR)	6–4, 2–1
13	Notice of removal from participation on ROTC/SMP	6–4, 2–1
	Adverse actions	
1	Administrative letters of reprimand, admonitions, and censures of a nonpunitive nature	6–1, 2–1
2	Authenticated extracts of completed investigation reports that have resulted in elimination or disciplinary action	2–1
3	Case summary of unfavorable information	2–1
4	Proceedings of Boards of Officers	2–1
5	Records of civil conviction	6–1, 2–1
6	Relief for cause actions	2–1, 3–1
7	Unfavorable information of which the member concerned had prior official knowledge	2–1
	Applications and requests	
1	Applications (approved or disapproved) for classification as a conscientious objector (1–A–0)	6–1, 2–1
2	Applications (approved or disapproved) for discharge as a conscientious objector (1–0)	6–1, 2–1
3	Applications, requests, and other personnel actions relating to individual personnel management and administration	6–1, 6–5, 3–1, 3–2
4	Approved applications for retention on active duty	6–1, 2–1
5	Approved request for extension of service	6–1
6	Request for removal of identification as a conscientious objector status (1–A–0) (1–0)	2–1
	Appointments	
1	Appointment orders (Regular Army)	6–1, 2–1
2	DA appointment letter	6–5
3	Letter of appointment (Regular Army)	2–1
4	Letter of appointment (USAR)	6–1, 6–6, 2–1, 3–2
5	Officer oath of office	3–2
6	Request for appointment or reappointment as a warrant officer	6–1, 2–1
	Assignments	
1	Agreement for noncombatant duty assignments by members classified as conscientious objectors (1–A–0)	6–1, 2–1
2	Approved deferments or deletions	3–1
3	Assignment instruction messages	3–1
4	Assignment orders (TPU or IMA)	3–2
5	Attachment order	6–5
6	Branch transfer, detail, or relief from detail members	6–5, 2–1
7	Command activation, declination, or deferrals	3–1
8	Command designation letters	3–1
9	Compassionate or hardship reassignments	3–1
11	Curtailments	3–1
12	Documents needed for the administration and assignments of members at reception stations, BCT, and AIT/CST activities	6–2
13	Foreign service tour extensions	3–1
14	Joint Domicile correspondence	3–1
15	Latest PCS or current assignment order	6–1, 6–6, 6–5
16	Request for noncombat duty as a sole surviving son or daughter or dual family status	2–1
18	Requests for stabilization and exceptions	3–1
20	USAR transfer order to the ARNG	6–5
	Awards and decorations	
1	Award orders (includes badges, bars, tabs, etc)	6–1, 6–5, 2–1
2	Certificates of appreciation, commendation, or achievement	6–1, 6–5, 2–1
3	Copy of award citation when not included in the award order	6–4, 2–1
4	Correspondence, authorizations, and orders regarding foreign decorations	6–4, 2–1
5	Disqualification statement for award of the Good Conduct Medal	6–4, 2–1
6	Documents and certificates that award badges, service medals, tabs or non-Army awards for which no orders are published	6–4, 2–1
7	Documents concerning posthumous awards	2–1
8	Documents regarding the award of the Medal of Honor and certification to the Veterans Administration	2–1
9	Document that approves or disapproves a request for a 10% increase in retirement pay due to the receipt of an award	6–1, 2–1
10	Letters and messages of appreciation or commendation	6–4, 6–5, 2–1
	AWOL and desertion	
1	Documents relating to AWOL and DFR status of a member	2–1
2	Documents that amend or change time lost to be made good or correct mistaken reports of AWOL	6–1, 2–1
3	Dropped from the rolls (DFR) orders	2–1
4	Information relating to Army deserters, now members, of another service	2–1
	Casualty	
1	All correspondence and messages regarding casualty status including casualty notification messages to the next of kin	2–1
2	Casualty report	6–1
3	Correspondence and other documents regarding death, very seriously ill, seriously ill, and missing status	2–1

Table D–1
Listing of Unnumbered Documents—Continued

Item Number	Description	Table Cross-Reference
4	Interrogation reports and similar data regarding missing persons	2–1
5	Memorandum determining status under the Missing Persons Act	2–1
6	Reports of missing persons board of inquiry	2–1
	Classification and qualification	
1	Branch, area of concentration, and functional area designation letter	6–5
2	Documents pertaining to members volunteering for or withdrawing from explosive ordnance disposal duty	2–1
3	MOS classification board proceedings	6–1
4	Orders awarding PMOS, SMOS, AMOS, SQI and ASI	6–1, 6–6
5	Reclassification actions	2–1, 3–2
6	Reclassification actions for cause	2–1
7	Report of action of flight status review board	2–1
8	Report of action of flying evaluation board	2–1
	Correction of military records and appeals	
1	ABCMR document that approves or denies an evaluation report appeal	2–1
2	Army discharge review board case report (OSA Form 172)	2–1
3	DASEB document approving or denying request for removal of administration letters of reprimand, admonition, or censures; Article 15's; or other adverse information from the *P* fiche	2–1
4	Denial of review by the Army Board of Correction of Military Records (ABCMR)	2–1
5	Document approving or disapproving a qualitative management programing (QMP) screening board appeal	2–1
6	Document denying or partially denying an appeal to remove a case summary of unfavorable information	2–1
7	Document that announces the DCSPER Special Review Board or Commander PERSCOM decision that denies or partially denies an evaluation report appeal	2–1
8	HQDA memorandum for record	
9	Record of determination for correction of errors on the OMPF	2–1
10	Secretary of the Army ADHOC review board case report (OSA Form 173)	2–1
	Education and training	
1	Air Force Master Instructor Certificate for special weapons training	6–1, 2–1
2	Certificate of highest military education completed	6–4, 6–6, 6–5
3	Certificates of completion for professional development type courses offered by local commanders	6–1
4	Certificates of residency and fellowship training for medical department officers	2–1
5	College Level Examination Program (CLEP) and Defense Activity for Non-traditional Education Support (DANTES) completion certificates	6–1
6	Correspondence by members declining attendance at an Army or other DOD Service School	2–1
7	Course completion certificates from civilian colleges and universities	6–1, 6–5
8	Letter of failure to complete an Army service school residence course of instruction	2–1
9	Letter of failure to complete the Sergeant Major Academy nonresident course	2–1
10	Medical school and internship data	6–5
11	Notification of nonresident subcourse completion	6–1, 6–5
12	Physical therapy course student record	2–1
13	Resident and nonresident course completion certificates	6–1, 6–5, 2–1, 3–1, 3–2
14	Service school resident course failure letter	6–5
15	Specialty Board Certificates for Army Medical Department Officers	
16	SSC/CSC alternate activation, declination, and deferral letters	2–1
17	Transcripts of credit from civilian colleges, universities, trade schools, or business schools	6–1, 5–5, 2–1
18	License/Certification of Professional Engineer, Engineer-In-Training and Architecture	2–1
19	Service Obligation Statement Funded Legal Education Program	2–1
	Enlistment, reenlistment, or retention on active duty	
1	Application for determination of eligibility for induction, enlistment or reenlistment	2–1
2	Approved withdrawal of DA Form 4991–R (Declination of Continued Service Statement)	6–1, 2–1
3	Constructive enlistment	2–1
4	Correspondence authorizing selective retention of officers on active duty	2–1, 3–1
5	Enlistment or reenlistment orders	2–1
6	FBI report of investigation relating to fraudulent entry	2–1
7	PERSCOM letter that disapproves member's request to reenlist	6–1
8	Oath of extension of enlistment (USAR)	6–4, 2–1
9	Predated enlistment documents	6–1, 2–1
10	Signed copies of correspondence voiding PERSCOM's letter denying member's reenlistment	6–1
11	Statement by non-CONUS residents of their intent not to reenlist or remain on active duty	6–3, 6–1
12	Waiver of enlistment commitment	6–1, 2–1
	Legal affairs	
1	Documents relating to aliens suspected of violations of immigration and naturalization laws	2–1
2	Judge Advocate General opinions relating to specific individuals	2–1
	Miscellaneous	
1	Agent GB employment statement	2–1
2	Approved requests for release of the *R* fiche	2–1
3	Central Personnel Security Clearance Facility (PCCF) Student Interim Sensitive Compartmental Information (SCI) Access Eligibility determination message	6–2
4	Correspondence regarding requests for or return of medical or dental records	2–1
5	Current personnel master file inquiry transcript pre-edit	3–2
6	Documents concerning line of duty status	2–1

Table D–1
Listing of Unnumbered Documents—Continued

Item Number	Description	Table Cross-Reference
7	Documents from other than DOD agencies regarding the release of personal information under the Freedom of Information Act	2–1
8	Documents unique to a particular career field that are necessary for proper career management	3–1, 3–2
9	Internal staff actions, working papers, and other documents pertaining to unfavorable information	3–1
10	PCCF letter that denies or revokes member's security clearance	3–1
11	Practitioner's credentials file	6–3
12	Managed tenure documents	3–1
13	Statement acknowledging the reporting of employment with a defense contractor	6–3, 2–1
14	Synopsis of POW brief	2–1
15	Transfer Data Records (TDR) card set	6–2
	Orders	
1	Announcement of Federal recognition status of an Army National Guard officer	2–1
2	Court-Martial order	6–1, 2–1
3	Determination data pertaining to permanent or temporary promotion status	2–1
4	Orders relating to aviation service of aviators and flight surgeons	2–1
5	Other orders	6–5
6	Temporary duty (TDY) orders	6–1
7	Transfer among Army Reserve components, control groups, or units	2–1
	Performance data	
1	Individual Soldiers Report (ISR) (SQT results)	6–1
2	Job Book	6–2
3	Notification of SQT completion	6–2
4	OMPF performance fiche	3–1, 3–2
	Personal data	
1	Adoption record certifying the legal parents of a service member	2–1
2	Biographical sketch	2–1
3	Documents granting authority to change personal data	6–1, 2–1
4	Notification of correct Social Security Number determination	2–1
5	Official full length photograph	2–1, 3–1, 3–2
6	Pregnancy counseling checklist	6–1
7	Statement of counseling (pregnancy)	6–1
8	Statement of citizenship	2–1
	Personnel evaluation	
1	Documents concerning nonrated periods in evaluation report records	2–1
2	Non-Army evaluation reports received by persons when they were members of another Service	2–1
	Physical or medical	
1	Application for review of findings of disability review board	2–1
2	Application for review of physical evaluation board proceedings and retirement decision	2–1
3	Document that grants exception to maximum allowable weight standards	6–1, 3–1
4	Physical disability appeals board case report (OSA Form 174)	2–1
5	Physical evaluation board letter of approval	6–1, 2–1
6	Statement of election-physical evaluation board appearance	2–1
7	Summary report AERO medical consultation or inflight evaluation	2–1
8	Weight control program documents	6–2, 6–1, 6–5
	Professional development	
1	Interview records	3–1, 3–2
2	Requests for schools and training	3–1, 3–2
	Promotion and reduction, and lateral appointment	
1	Correspondence to special selection, promotion advisory, promotion review, and standby advisory boards authorizing member's records to appeal before board and letters of notification announcing board results	2–1
2	Current promotion recommended list	6–2, 6–5
3	Declination of promotion statement	6–5, 2–1
4	Document approving removal from a promotion list	6–1, 2–1
5	Document denying or deferring promotion under the civilian acquired skill program (CASP) or any other enlistment program that authorizes accelerated promotions	6–1
6	Enlisted reduction action for inefficiency	6–4, 2–1
7	Letters of notification to officers considered for promotion but not selected	2–1
8	Local promotion selection board proceedings	6–1
9	National Guard Bureau Federal recognition orders	6–5
10	Promotion nonselection election statement of separation options	2–1
11	Promotion, reduction, and lateral appointment orders	6–1, 6–6, 6–5, 2–1 6–3, 6–4, 6–6, 6–5, 2–1,
12	Reserve component promotion letter or order	3–2
13	Reserve promotion worksheet	2–1
14	Standby advisory board letter announcing promotion	2–1
15	USAR promotion nonselection election statement of separation options	2–1
	Separation, discharge, or retirement	
1	Application for retired benefits	2–1
2	Approved/disapproved requests for voluntary retirement	2–1
3	Approved requests, letters, or applications for resignation, relief from active duty, or discharge of commissioned or warrant officers	2–1
4	Case files for approved separations	6–1, 2–1

Table D–1
Listing of Unnumbered Documents—Continued

Item Number	Description	Table Cross-Reference
5	Consent affidavit of member held beyond ETS or release date	6–1, 2–1, 3–1
6	DA directed elimination action	2–1, 3–1
7	Declination of discharge from the Armed Forces by an individual in an alien status	6–1
8	Determination of grade for retirement, advancement, or retired pay	2–1
9	Disapproved applications for discharge, resignation or relief from active duty	2–1
10	Election of disability severance pay under section 1209, Title 10, US Code for retirement benefits under section 1331, title 10, US Code	2–1
11	Fraudulent entry determination	2–1
12	Letter that announces the DA qualitative management program (QMP) screening board decision	6–1, 2–1
13	Notification of eligibility for retirement	2–1
14	Notification of involuntary relief from active duty	6–1, 2–1
15	Orders removing member from the Temporary Disability Retirement List (TDRL) when member is returned to duty	6–1, 2–1
16	Orders voiding an enlistment or induction	6–1
17	Reevaluation of retirement benefits or termination of benefits	2–1
18	Relief from training and service in the US Armed Forces because of alien status	2–1
19	Requests for withdrawal of retirement application	2–1
20	Request by a non-CONUS resident for separation in CONUS	6–1
21	Retirement point credit records	6–4
22	Retirement year end (RYE) report	2–1
23	Separation order	6–3, 6–1, 2–1
24	Signed copies of correspondence voiding QMP letter	6–1, 2–1
25	Statement acknowledging that voluntary retirement will not be approved	2–1
26	Statement by a non-CONUS resident electing separation in CONUS	6–3
27	Statement of eligibility for retired pay at age 60	6–4
28	Statement of notification of involuntary retirement	6–1, 2–1
	Retention in an active status	
1	Nonselection letters	6–5
2	Notification of qualitative retention	6–5
3	Notification of qualitative retention	6–5
	Service data and verification	
1	Acknowledgment of service obligation (inductees)	2–1
2	Administration determination of credit for service not available from records	2–1
3	Application for reward of category	2–1
4	Applicants statement and State Adjutant General agreement for ROTC graduates who have not completed initial active duty for training	2–1
5	Certification from the highest State court or a US District Court for Judge Advocate General Corps (JAG) officers	2–1
6	Certification from State Adjutants General that an officer has 5 years to serve after appointment	2–1
7	Completed request for verification of active duty paid from Federal funds	2–1
8	Computation of service, service by category, or service for pay purposes	2–1
9	Draft-age statement for applications for appointment	2–1
10	Ecclesiastical indorsement	2–1
11	Evidence of completion of dental course for Dental Corps Officers	2–1
12	Extract of State Code pertinent to rank and tenure for ARNG General Officer appointees	2–1
13	HQDA document announcing the Secretary of the Army's decision to restore a member to duty and remit the unexecuted part of confinement as announced in the court-martial order	2–1
14	License to practice, or evidence of internship for Medical Corps officers	2–1
15	OMPF service fiche	6–1, 3–1, 3–2
16	Personnel qualification record (ARNG) GPFR–1790	6–5
17	Professional school or training certification data required in service computation for Army Medical Department officers	2–1
18	Statement of military service	6–1, 2–1
19	Statement of service obligation and service agreements	3–1
20	Waivers of discharge or separation	3–1
	Specialty and MOS Data	
1	Specialty or MOS designation letter	3–1
2	Specialty or MOS preference	3–1
3	Specialty Skill and Additional Skill identifier designations	3–1
	Travel and transportation	
1	Acknowledgement of restrictions for dependent travel and movement of household goods	6–1
	Unexcused absence and unsatisfactory participation	
1	Notification to soldier of unsatisfactory participation	6–5
2	Documents that correct unexcused absence status	6–5

Appendix E
Addresses for Missing Service Periods

E–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 63132–5200

E–2. State adjutant general (*)

Listed below are individual addresses for each State adjutant general.

ALABAMA
P.O. Box 3711, Montgomery, AL 36193–4701

ALASKA
800 East Dimond Boulevard, Suite 3–450, Anchorage, AK 99515–2097

ARIZONA
5636 E. McDowell Road, Phoenix, AZ 85008–3495

ARKANSAS
Camp Robinson, N. Little Rock, AR 72118–2200

CALIFORNIA
2829 Watt Avenue, Sacramento, CA 95821–4405

COLORADO
6848 S. Revere Parkway, Inglewood, CO 80112–6703

CONNECTICUT
360 Broad Street, Hartford, CT 06105–3795

DELAWARE
First Regiment Road, Wilmington, DE 19808–2191

DIST OF COL (CG)
NG Armory, 2001 E. Capitol Street, Washington, DC 20003–1719

FLORIDA
State Arsenal, St. Augustine, FL 32084–1008

GEORGIA
Dept. of Defense, Mil. Div., P.O. Box 17965, Atlanta, GA 30316–0965

GUAM
622 East Harmon Industrial Park Road, Bldg 31, Fort Juan Muna, Tamuning, Guam 96911–4421

HAWAII
3949 Diamond Head Road, Honolulu, HI 96816–4495

IDAHO
P.O. Box 45, Boise, ID 83707–0045

ILLINOIS
1301 N. MacArthur Blvd., SpringField, IL 62702–2399

INDIANA
Mil Dept of Indiana, P.O. Box 41326, Indianapolis, IN 46241–0326

IOWA
Camp Dodge, 7700 Northwest Beaver Drive, Johnston, IA 50131–1902

KANSAS
P.O. Box C–300, Topeka, KS 66601–0300

KENTUCKY
Boone National Guard Center, Frankfort, KY 40601–6168

LOUISIANA
HQ Bldg, Jackson Barracks, New Orleans, LA 70146–0330

MAINE
Camp Keyes, Augusta, ME 04333–0033

MARYLAND
Military Dept, 5th Regiment Armory, Baltimore, MD 21201–2288

MASSACHUSETTS
25 Haverhill Street, Reading, MA 01867–1999

MICHIGAN
2500 S. Washington Avenue, Lansing, MI 48913–5101

MINNESOTA
Veterans Service Bldg, St. Paul, MN 55155–2098

MISSISSIPPI
P.O. Box 5027, Jackson, MS 39216–1027

MISSOURI
1717 Industrial Drive, Jefferson City, MO 65101–1468

MONTANA
P.O. Box 4789, Helena, MT 59604–4789

NEBRASKA
1300 Military Road, Lincoln, NE 68508–1090

NEVADA
2525 S. Carson Street, Carson City, NV 89701–5502

NEW HAMPSHIRE
State Mil Res, #1 Airport Road, Concord, NH 03301–5353

NEW JERSEY
Eggert Crossing Road, CN 340, Trenton, NJ 08625–0340

NEW MEXICO
P.O. Box 4277, Santa Fe, NM 87502–4277

NEW YORK
330 Old Niskayuna Road, Latham, NY 12110–2224

NORTH CAROLINA
4105 Reedy Creek Road, Raleigh, NC 27607–6410

NORTH DAKOTA
Fraine Barracks, P.O. Box 5511, Bismarck, ND 58502–5511

OHIO
2825 W. Granville Road, Columbus, OH 43235–2712

OKLAHOMA
3501 Military Circle, NE, Oklahoma City, OK 73111–4398

OREGON
1776 Militia Way SE, Salem, OR 97309–5047

PENNSYLVANIA
Department of Military Affairs, Annville, PA 17003–5002

PUERTO RICO
P.O. Box 3786, San Juan, PR 00904–3586

RHODE ISLAND (CG)
1051 N. Main Street, Providence, RI 02904–5717

SOUTH CAROLINA
1 National Guard Road, Columbia, SC 29201–4766

SOUTH DAKOTA
2823 West Main, Rapid City, SD 57702–8186

TENNESSEE
Houston Barracks, P.O. Box 41502, Nashville, TN 37204–1501

TEXAS
Box 5218, Austin, TX 78763–5218

UTAH
P.O. Box 1776, Draper, UT 84020–1776

VERMONT
Colchester, VT 05446–3004

VIRGINIA
501 East Franklin Street, Richmond, VA 23219–2317

VIRGIN ISLANDS
P.O. Box 1150, Christiansted, St. Croix, US VI 00820–1150

WASHINGTON
Camp Murray, Tacoma, WA 98430–5000

WEST VIRGINIA
1703 Coonskin Drive, Charleston, WV 25311–1085

WISCONSIN
P.O. Box 8111, Madison, WI 53708–8111

WYOMING
P.O. Box 1709, Cheyenne, WY 82003–1109

Appendix F
Army areas/Area command

F–1. First U.S. Army

Commander
First U.S. Army
ATTN: AFKA–PR
Fort George G. Meade, MD 20755–7000

Maine
New Hampshire
Rhode Island
Pennsylvania
Delaware
Virginia
Massachusetts
Vermont
New York
Connecticut
New Jersey
Maryland
West Virginia

F–2. Third U.S. Army

Commander
Third U.S. Army
ATTN: AFKD–PR
Fort Gillem Forest Park, GA 30050–7000

North Carolina
Tennessee
Alabama
Florida
Puerto Rico
South Carolina
Mississippi
Georgia
Kentucky

F–3. Fourth U.S. Army

Commander
Fourth U.S. Army
ATTN: AFKE–PR
Fort Sheridan, IL 60037–7000

Michigan
Indiana
Illinois
Iowa
Ohio
Wisconsin
Minnesota

F–4. Fifth U.S. Army

Commander
Fifth U.S. Army
ATTN: AFKB–PR
Fort Sam Houston, TX 78234–7000

Missouri
Louisiana
Oklahoma
Arkansas
Texas

F–5. Sixth U.S. Army

Commander
Sixth U.S. Army
ATTN: AFKC–PR
Presidio SF, CA 94129–7000

Kansas
Montana
Wyoming
Colorado
Arizona
Idaho
Oregon
California
Nebraska
South Dakota
North Dakota
New Mexico
Utah
Washington
Nevada

Area command

F–6. Alaska, Hawaii, Guam

Commander
U.S. Army Pacific Command
ATTN: APRA–ADP
Fort Shafter, HI 96858–5100

Glossary

Section I
Abbreviations

Abbr
Abbreviation

ABCMR
Army Board for Correction of Military Records

AC
Active Component

AD
active duty

admin
administrative

ADP
automatic data processing

ADT
active duty for training

AEA
assignment eligibility and availability

AF
Air Force (USAF)

AFRM
Armed Forces Reserve Medal

AFCS
active federal commissioned service

AG
Adjutant General

AGR
Active Guard Reserve

AIT
advanced individual training

ALAT
Army Language Aptitude Test

AMEDD
Army Medical Department

AMOS
additionally awarded military occupational specialty

ANCOC
Advanced Noncommissioned officers' course

AOSP
The Army Occupational Survey Program

APO
Army Post Office

app
approved; appendix

AQB
Army Qualification Battery

AR
Army regulation

ARCAM
Army Reserve Components Achievement Medal

ARCOM
U.S. Army Reserve Command

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

arr
arrival

asg
assign

ASI
additional skill identifier

ASNP
Army Student Nurse Program

ASVAB
Armed Services Vocational Aptitude Battery

AT
annual training

AUS
Army of the United States

auth
authorized

AWOL
absent without leave

BASD
basic active service date

BCT/BT
basic combat training/basic training

BESD
basic enlisted service date

CGSC
Command and General Staff College

Cir
circular

CMIF
career management individual file

CNGB
Chief, National Guard Bureau

CODAP
comprehensive occupational data analysis program

COHORT
Cohesion, Operational Readiness Training

CONOBJTR
conscientious objector

CONUS
continental United States

CONUSA
the numbered armies in the continental United States

CPR
civilian personnel regulation

CSM
Command Sergeant Major

CST
combat support training

DA
Department of the Army

DASEB
Department of the Army Suitability Evaluation Board

DASO
Department of the Army Special Order

DCSPER
Deputy Chief of Staff for Personnel

DEP
Delayed Entry Program

DEROS
date eligible for return from overseas

DFR
dropped from rolls

Dir
directed

DIS
Defense Investigative Service

DLAT
Defense Language Aptitude Test

DOD
Department of Defense

DODPM
Department of Defense Military Pay and Allowances Entitlements Manual

DOR
date of rank

DOT
Dictionary of Occupational Titles

DROS
date returned from overseas

DS
drill sergeant

EAD
entry on active duty

EB
enlistment bonus

EER
enlisted evaluation report

EMF
enlisted master file

enr
en route

ENTNAC
Entrance National Agency Check

EOD
explosive ordnance disposal

EPMS
enlisted personnel management system

equiv
equivalent

ER
evaluation report

ETH GRP
ethnic group

ETS
expiration term of service

GOCOM
U.S. Army Reserve General Officer Command

grad
graduate

hosp
hospital

hr
hour

HSM
Humanitarian Service Medal

IADT
initial active duty for training

ICAF
Industrial College of the Armed Forces

IRR
Individual Ready Reserve

JAGC
Judge Advocate General's Corps.

JTD
joint table of distribution

JUMPS
Joint Uniform Military Pay System

JUMPS–RC
Joint Uniform Military Pay Systems—Reserve Components

ltr
letter

MACOM
major Army command

MC
Medical Corps

MEPS
Military Entrance Processing Station

MIA
missing in action

MOBDES
mobilization designee

MOS
military occupational specialty

MOSC
military occupational specialty code

MPRJ
Military Personnel Records Jacket, U. S. Army

MRD
mandatory retirement date

MSC
major subordinate command

MTOE
modification table of organization and equipment

MUSARC
Major United States Army Reserve Command

NAC
national agency check

NAQ
national agency questionnaire

NBC Defense Off
Nuclear, Biological, Chemical Defense Officer

NCO
noncommissioned officer

NCOES
Noncommissioned Officer Education System

NCSDEP
noncommand sponsored dependents

NGB
National Guard Bureau

NMS
new manning system

no
number

noncbt
noncombat

NPRC
National Personnel Records Center

OCS
Officer Candidate School

OCT
Officer Candidate Test

ODCSPER
Office of the Deputy Chief of Staff for Personnel

OER
officer evaluation report

OJT
on-the-job training

OMF
officer master file

OMPF
official military personnel file

OPM
Office of Personnel Management

ORB
Officer Record Brief

OSA
Office of the Secretary of the Army

OSR
Overseas Service Ribbon

OSUT
one station unit training

OTRA
other than Regular Army

PAC
Personnel Administration Center

PEBD
pay entry basic date

PFR
personal financial record

PMOS
primary military occupational specialty

PMS
professor of military science

POR
preparation of replacements for overseas movement

PPN
procurement program number

PSC
Personnel Service Company

PSCO
personnel survey control officer

PSD
Personnel Service Division

PSNCO
personnel staff noncommissioned officer

PULHES
physical profile serial code

QMP
Qualitative Management Program

RA
Regular Army

RC
Reserve Components

RDD
required delivery date

REFRAD
release from active duty

res
Reserves

RFD
Reserve Forces Duty

RIF
reduction in force

RON
Report of National Agency Check

ROTC
Reserve Officers' Training Corps

RPMF
Reserve Personnel Management File

RYE
retired year end

SADT
special active duty for training

SCI
sensitive compartmented information

SF
standard form

SGLI
Servicemen's Group Life Insurance

SGM
sergeant major

SIDPERS
Standard Installation/Division Personnel System

SJA
Staff Judge Advocate

SMOS
secondary military occupational specialty

SMP
Simultaneous Membership Program

SOP
standing operating procedure

SPF
SIDPERS personnel file

spt
support

SQI
special qualification identifier

SQT
skill qualification test

SCC
Senior Service College

SRB
selective reenlistment bonus

SSN
social security number

supv
supervisor

svc
service

svc compt
service component

TACCS
Tactical Army Combat Service Support (CSS) Computer System

TDA
tables of distribution and allowances

TDRL
Temporary Disability Retired List

TDY
temporary duty

temp
temporary

TJAG
The Judge Advocate General

tng
training

TOE
table of organization and equipment

TPTS
total cumulative retirement points

TPU
troop program unit

TRCT
transition center

TWI
training with industry

UCMJ
Uniform Code of Military Justice

UIC
unit identification code

UPC
unit processing code

U.S.
United States

USA
U.S. Army

USAEREC
U.S. Army Enlisted Records and Evaluation Center

USAF
U.S. Air Force

USAFA
U.S. Air Force Academy

USAFAC
U.S. Army Finance and Accounting Center

USAFI
U.S. Armed Forces Institute

USAFR
U.S. Air Force Reserve

USAPIC
U.S. Army Personnel Integration Command

USAR
U.S. Army Reserve

USAREC
U.S. Army Recruiting Command

USARECSTA
U.S. Army Reception Station

USAREUR
U.S. Army, Europe

USARJ
U.S. Army, Japan

USATTC
U.S. Army Transportation Terminal Command

USAWCCSC
U.S. Army War College Corresponding Studies Center

USC
U.S. Code

USCG
U.S. Coast Guard

USACGA
U.S. Coast Guard Academy

USDB
U.S. Disciplinary Barracks

USMA
U.S. Military Academy

USMAPS
U.S. Military Academy Preparatory School

USMC
U.S. Marine Corps

USMCR
U.S. Marine Corps Reserve

USN
U.S. Navy

USNA
U.S. Naval Academy

USNR
U.S. Navy Reserve

VA
Department of Veterans' Affairs

VRB
variable reenlistment bonus

VSSSN
verification status social security number

wd
withdrawn

WO
warrant officer

wo
without

WRAIN
Walter Reed Army Institute of Nursing

XO
executive officer

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
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 entity that pertains to the military career of a particular soldier.

Personnel Service Company/Military Personnel Division
The activity that provides records maintenance support to the soldiers unit.

Military Personnel Records Jacket
The individual military personnel records maintained in a DA Form 201 Military Personnel Records Jacket, U.S. Army) normally kept in a PSC serving the soldier's unit.

Official Military Personnel File
The permanent, historical, and official record of a soldiers 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.

Section III
Special Abbreviations and Terms

Acad
academic

ACB
Army Classification Battery

acmp
accompanying

ADL
active duty list

ADSW
active duty for special work

AFS
Active Federal Service

ANL
annual

AO
area of operation

AOC
area of concentration

AOSPO
Army Occupational Survey Project Officer

APSP
The Army Personnel Survey Program

ARGO
Army Reserve General Officer Command

ARPERCEN
U.S. Army Reserve Personnel Center

ASF
Authorized Strength File

ASNJ
assigned not joined

atch
attached

BA
Bachelor of Arts

BNCOC
Basic Noncommissioned Officer Course

BNS1
battalion S1 (adjutant)

BR
branch

BS
Bachelor of Science

BTC
Basic Technical Course

CAR
Chief, Army Reserve

CASP
Civilian Acquired Skills Program

cbt
combat

CCSP
Commissioning of Completion Student Program

cert
certificate

CGRD
civilian grade

chg
charged

CI
criminal investigator

CITZSHP
citizenship

CIV EDUC
civilian education

cl
class

CLEP–GEN
College Level Examination Program—general examination

cnf
confinement

col
college

cdr
commander

COPMOS
career progression military occupational speciality

COT
consecutive overseas tour

CPA
certified public accountant

CPRC
complete the record

CPRP
Chemical Personnel Reliability Program

C/R
change of rater

CSDEP
command sponsored dependents

CSSD
constructive commissioned service date

CURR/LAST FST
current/last foreign service tour

CURR TERM SVC
current term of service

CUST
customer service

DANTES
Defense Activity for Non-traditional Education Support

DC
Dental Corps

DEERS
Defense Enrollment Eligibility Reporting System

DETS
date eligible for transfer to the Standby Reserve

DIA
date of initial appointment

DISQUAL
disqualified

DIPL
diploma

div
division

DLAB
Defense Language Aptitude Battery

DLOS
date of loss

DMPM
Director of Military Personnel Management

durat
duration

dy
duty

ECP
Early Commissioning Program

EDAS
enlisted distribution and assignment system

elig
eligible

empl
employer

enl
enlisted; enlistment

ENRC
enlisted records

ER
evaluation report

ETH GRP
ethnic group

EURA
European area

EUSA
Eighth U.S. Army

ext
extend; extended

FA
functional area

FAST
foreign area specialist training

FEPA
Far East Pacific Area

FHA
Federal Housing Authority

FHA Elig Ind
Federal Housing Authority Eligibility Indicator

FID
format identifier

FLYS
flying status

FMC
Field Medical Card

fr
from

GCMDL–ARMY
Army Good Conduct Medal

GED
general education development

GRDC
grade change

GT
general technical

HIV
Human Immunodeficiency Virus

HQDA
Headquarters, Department of the Army

ID
identification

IIED
Individual Incentive Effective Date

IISC
Individual Incentive Status Code

IMA
Individual Mobilization Augmentee

ind
indicator

ING
inactive (Army) National Guard

int
initial

inqy
inquiry

inves
investigation

IOPR
in and out processing

IPAY
incentive pay

IPCOT
in-place consecutive overseas tour

IRYE
inclusive retirement year ending

ISR
Individual Soldier Report

IVRS
Interactive Voice Response System

JET
junior enlisted travel

lang
language

LIC
Language Indicator Code

LOD
line of duty

M-day
mobilization-day

MARC
manpower requirements criteria

MBA
Master of Business Administration

med
medical

mgt
management

MI/AS fld
military intelligence/Army security field

MILPER
military personnel

mo
month

MOI
memorandum of instruction

MPC
military personnel class

MPD
Military Personnel Division

MPMO
Military Personnel Management Office

MRF
Medical Readiness Form

mrtl sts
marital status

MS3
Manpower Staffing Standards System

MTFA
Medical Treatment Facility

NARA
National Archives and Records Administration

NCO–ER
noncommissioned officer—evaluation report

NPDR
Noncommissioned Officer Professional Development Ribbon

NTC
normal tour completion

OADO
Officer Active Duty Obligor

OB
officer basic

oblg
obligation

ODAS
Officer Distribution and Assignment System

OFRC
officer records

OP
operating procedures

OPER
SIDPERS Personnel File Inquiry

ORC
Officer Reserve Corps

OS
overseas

PAS
personnel automation section

PAUT
personnel automation

PCCF
personnel central clearance facility

PCS
permanent change of station

PDI
project development identifier

PDSI
project development skill identifier

PDY
permanent duty

PERM DOR
permanent date of rank

perm gdr
permanent grade

PERCEN
Personnel center

PERSCOM
U.S. Total Army Personnel Command

PHYS CAT
physical category

PLDC
primary leadership development course

PNCOC
primary noncommissioned officer course

POW
prisoner of war

PPA
PERSINS Processing Activity

PQR
personnel qualification record

PRIDE
Process personnel research information data extract

prog
progression; program

prom
promotion

prom pts
promotion points

PRC
position requirement code

PRP
Personnel Reliability Program

PSR
personnel suspense roster

PSST
personnel service support team

PTC
primary technical course

R/C
relief for cause

recm
recommended

REENL elig/inelig
reenlistment eligibility/ineligibility

reg
regular

regt affil
regimental affiliation

rel pref
religious preference

REP–63
Reserve Enlistment Program of 1963

repl
replacement

rest
restored

restr
restriction

REVD
revocation of departure

RFD
Reserve Forces Duty

RFO
request for orders

rtd
returned

RVN
Republic of Vietnam

sbm
submitted

SC
speciality code

SCC
Senior Service College

scty clnc
security clearance

scty sts
security status

sep
separation

SH
semester hours

SIB
SIDPERS Interface Branch

SID
SIDPERS Interface Division

sp
special

SPAY
special pay

spec
specialty

SPO
Survey Project Officer

spt
support

SRCS
source of commission

SSI
specialty skill identifier

SSMP
Sample Survey of Military Personnel

STP
separation transfer point

TAT
to accompany troops

TCC
Training Center Code

TDR
Transfer Data Record

term
terminated

TSO
training standards officer

TTAD
temporary tour of active duty

vol
voluntary

w/dy
with duty

WOCB
Warrant Officer Candidate Basic

yr
year

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*U.S. G.P.O.:1993-343-330:80084