Army Regulation 600–8–2

Personnel-General

Suspension of Favorable Personnel Actions (Flags)

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Headquarters
Department of the Army
Washington, DC
30 October 1987

SUMMARY of CHANGE

AR 600-8-2
Suspension of Favorable
Personnel Actions (Flags)

This regulation--

- Is one of a series of regulations being developed as part of the new military personnel publications architecture prescribed in AR 600-8, Military Personnel Operations.
- Is a completly redesigned presentation of the flagging system.
- Incorporates all information previously printed in AR 600-31, Suspension of Favorable Personnel Actions.
- Employs elements of the new Army writing style.
- Revises DA Form 268 and reduces copy requirements of this form from five to three.

NEW DA FORM 268

Check with your forms stockroom for the new DA Form 268. If they have not received an initial supply, have them submit an immediate requisition.

Headquarters
Department of the Army
Washington, DC
30 October 1987

*Army Regulation 600–8–2

Effective 30 November 1987

Personnel—General

Suspension of Favorable Personnel Actions (Flags)

This UPDATE printing publishes a new regulation that is effective 30 November 1987.

By Order of the Secretary of the Army:

CARL E. VUONO
General, United States Army
Chief of Staff

Official:

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Brigadier General, United States Army
The Adjutant General

Summary. This regulation prescribes policies, operating tasks, and steps governing the suspension of favorable personnel actions as a function.

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

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

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 are being developed and will be published at a later date.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAPC–MSP–F), ALEX VA 22332–0400.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.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 are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPC–MSP–F), ALEX VA 22332–0400.

Distribution. Active Army, B; ARNG, D; and USAR, D.

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*This regulation supersedes AR 600–31, 1 July 1984.

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Glossary

RESERVED

PERSONNEL RECORDS SECTION
(SUB-WORK CENTER: FLAGGED RECORDS)

(SEE AR 600-8)

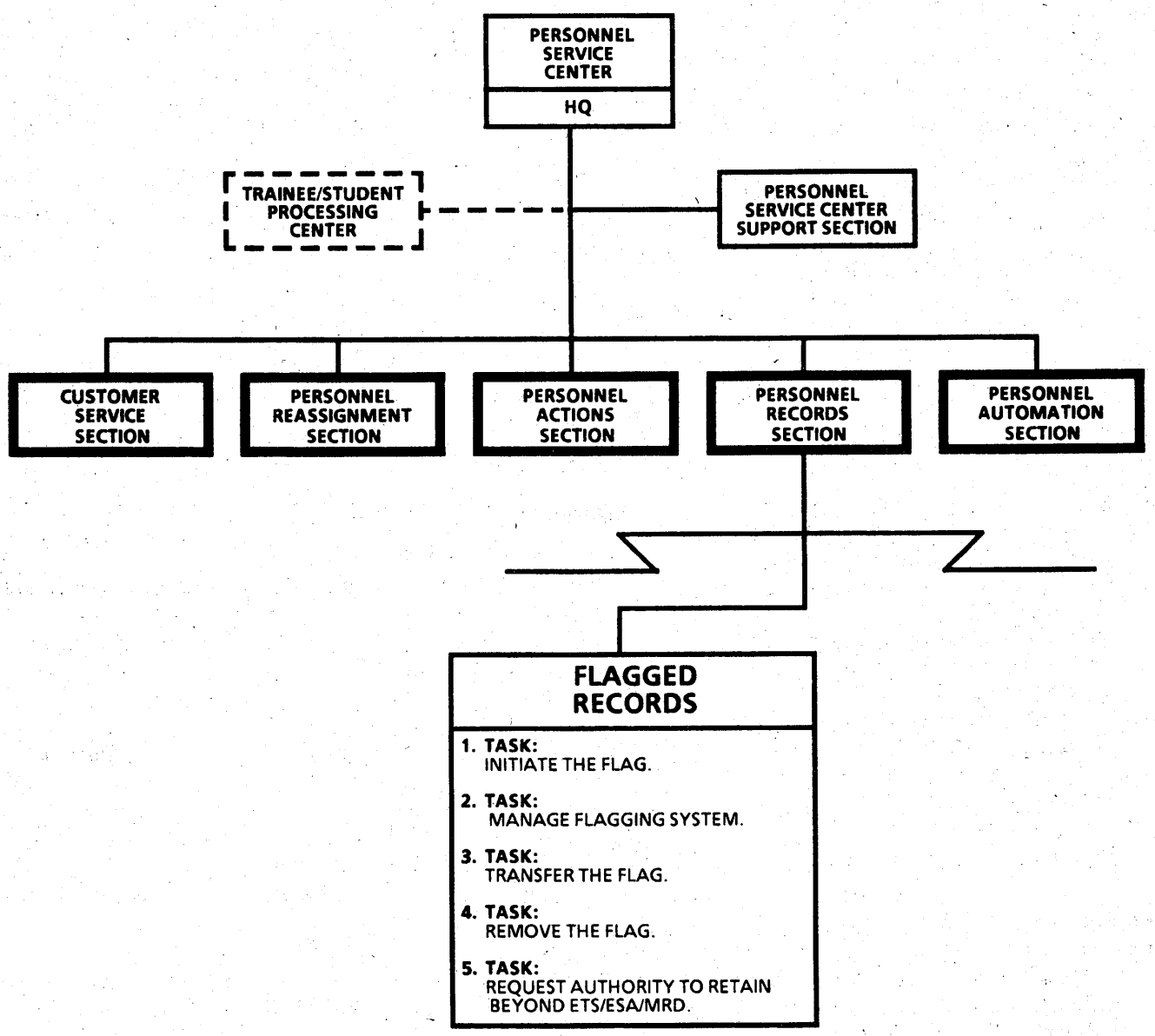


Figure 1–1. Organizational relationships

Chapter 1
Introduction

Section I
General

1–1. Purpose

This regulation supports the flagged records work center of the Personnel Service Center (PSC) and Personnel Service Company (PSC) as prescribed in AR 600–8 and as illustrated in figure 1–1. It also presents the flagging action program in a logical sequence, including—

a. The principle of support.
b. Standards of service.
c. The process.
d. Policies to—
(1) Initiate, transfer, and remove a flag.
(2) Process exceptions.
(3) Retain a flagged soldier on active duty.
e. A section for each operating task, including—
(1) The title.
(2) Rules for executing the task.
(3) Sequential steps for completing the task.

1–2. Explanation of abbreviations and terms

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

1–3. References

a. Required publication. AR 600–8, Military Personnel Operations. (Cited in para 1–1.)

b. Prescribed form. DA Form 268, Report to Suspend Favorable Personnel Actions (Flag). (Prescribed in paras 2–2, 2–4, 2–6, 2–8, and 2–10.)

c. Referenced forms.
(1) DA Form 2A, Personnel Qualification Record, Part I—Enlisted.
(2) DA Form 201, Military Personnel Records Jacket, U.S. Army.
(3) DA Form 543, Request for Records.
(4) DA Form 3813, SIDPERS Input and Control Data—Personnel/Organizational Change (Key Punch).
(5) DA Form 4037, Officer Record Brief.
(6) DA Form 4187, Personnel Action.
(7) DA Form 5118–R, Reassignment Eligibility Checklist.
(8) DA Form 5248–R, Report of Unfavorable Information or Suspension of Access.

1–4. Proponent responsibility

Proponents for the flagging action program are as follows:
a. Policy: Deputy Chief of Staff for Personnel (HQDA (DAPE–MPS)).
b. Functional: Commanding General, U.S. Army Military Personnel Center (MILPERCEN) (DAPC–MSP–F).
c. Branch: Commandant, Adjutant General School (ATSG–AG).

1–5. Manpower resources

Manpower Staffing Standards System (MS3) includes the flagging function in the enlisted records work center. Manpower officials will use the average number of authorized soldiers in the supported population during the preceding 12 months as the workload factor to determine the manpower authorizations.

1–6. Levels of work

a. Most personnel work in the field is performed at three primary levels: unit, battalion, and installation (or some equivalent of an installation). The focus of the guidance in this regulation is on those levels.

(1) Unit and battalion-level work is straightforward as to where it is performed.

(2) Installation level work requires an understanding of the organizational structure. Work at installation level falls into two major categories.

(*a*) *Command and staff (C&S).* C&S includes work required to manage the personnel strength of a command and work required to support the commander's decision process. The headquarters elements of all Army commands are responsible for C&S work. (Brigades within Army divisions are notable exceptions.) C&S work includes enlisted and officer strength management, awards and decorations, release from active duty (that is, eliminations), special correspondence, and personnel actions requiring a commander's decision.

(*b*) *Personnel support (PS).* PS work is performed by personnel support activities, either in the Personnel Service Center or as part of the base operations (BASOPS) support structure.

b. The guidance in chapter 2 will typically address the following levels of work:

(1) *Soldiers.* Work beginning with input from a soldier.

(2) *Unit.* Work executed at unit level.

(3) *Battalion.* Work executed at battalion level.

(4) *Command and staff (C&S).* Work executed within the chain of command (other than the battalion). The specific C&S work center covered by this regulation is plans and staff support (SS).

(5) *Personnel support (PS).* Work executed in a personnel support organization. The specific PS work centers covered by this regulation are officer records (OR), enlisted records (ER), flagged records (FR), and in and out processing (IO).

1–7. The flagging process

The flagging process includes the physical security and separate maintenance of the Military Personnel Records Jacket, U.S. Army (MPRJ) of soldiers not in good standing. The process depends on timely and accurate reports from commanders to initiate, transfer, and remove flags.

Section II
Principles and Standards

1–8. The principle of support

The Department of the Army will operate a system to guard against the accidental execution of specified favorable personnel actions for soldiers not in good standing.

1–9. Wartime standards of service

a. The flagging system will be suspended for the deploying force; thus, the manpower required to support the flagging system will be resourced in the Table of Distribution and Allowances (TDA).

b. The policy that precludes executing favorable actions (para 1–14) will remain in force.

1–10. Peacetime standards of service

a. A flag will be initiated immediately when a soldier's status changes from favorable to unfavorable.

b. Flagged MPRJs will be maintained in a restricted access area.

c. Active flag cases will be reviewed monthly.

d. A flag will be removed immediately when a soldier's status changes from unfavorable to favorable.

Section III
Policy

1–11. Categories of flags

Flags will be submitted when an unfavorable action or investigation (formal or informal) is started against a soldier by military or civilian authorities. Flags are classified into the two categories described below, depending upon the specific action or investigation.

a. Non-transferable. The flag may not be transferred to another unit (except where consistent with paragraph 1–15).

b. Transferable. The flag may be transferred to another unit.

1–12. Circumstances requiring a non-transferable flag

The specific actions and investigations requiring a non-transferable flag and the reasons for removing the flag are as follows:

a. Adverse actions.

(1) *Charges, restraint, or investigation.* Remove the flag when soldier is released without charges, charges are dropped, or punishment is completed.

(2) *Court-martial.* Remove the flag upon completion of punishment, to include any term of suspension.

(3) *Nonjudicial punishment.* Remove the flag upon completion of punishment, to include any term of suspension.

(4) *Absent without leave (AWOL).* Remove the flag upon completion of punishment.

(5) *Administrative reduction.* Remove the flag on the day of reduction.

(6) *Letter of admonition, censure, or reprimand not administered as nonjudicial punishment.* Remove the flag on the day the letter is signed by the commander.

b. Elimination—field initiated. Remove the flag when soldier is reassigned to a transition point.

c. Removal from a promotion, command, or school selection list—field initiated. Remove the flag on the day the Headquarters, Department of the Army (HQDA) decision is received.

d. A referred officer evaluation report (OER) when on a promotion list. Remove the flag when received and accepted by HQDA.

e. A security violation.

(1) *Local security violation.* Remove the flag upon direction of the commander.

(2) *Violation of Title 18 of the United States Code concerning sabotage, espionage, treason, sedition, or criminal subversion.*

(*a*) When case is closed favorably, remove the flag upon direction of the Commander, U.S. Army Central Personnel Security Clearance Facility (CCF).

(*b*) When case is closed unfavorably, remove the flag upon direction of the Secretary of the Army.

(3) *Violation of Articles 94, 104, 106, 133, and 134 of the Uniform Code of Military Justice (UCMJ).* Remove the flag upon direction from the Secretary of the Army.

f. Elimination or removal from promotion, command, or school selection list—HQDA initiated. HQDA will remove the flag.

1–13. Circumstances requiring a transferable flag

The specific actions and investigations requiring a transferable flag and the reasons for removing the flag are as follows:

a. HQDA directed reassignment of flagged soldier. Remove the flag according to HQDA guidance.

b. Movement of an adverse action into the punishment phase. Remove the flag according to the rules in paragraph 1–12*a*.

c. Failure to pass the Army Physical Fitness Test (APFT) or failure to take the APFT within the required period. Remove the flag (code E/type report) on the day the soldier passes the APFT or at expiration term of service (ETS)/expiration of service agreement (ESA)/mandatory release date (MRD).

d. Entry into Weight Control Program. Remove the flag (code E/type report) on the day the commander decides that the soldier is in compliance with the program.

1–14. Actions prohibited by a flag

A flag prohibits the personnel actions listed below (see paragraph 1–15 for exceptions). The PSC will control the MPRJ to guard against accidental execution of—

a. Appointment, reappointment, reenlistment, and extension.

b. Entry on active duty (AD) or active duty for training (ADT).

c. Reassignment.

d. Promotion or reevaluation for promotion.

e. Awards and decorations.

f. Attendance at civil or military schooling.

g. Unqualified resignation or discharge.

h. Retirement.

i. Advanced or excess leave.

j. Payment of enlistment bonus (EB) or selective reenlistment bonus (SRB).

k. Assumption of command.

l. Family member travel to an oversea command (when sponsor is overseas).

m. Command sponsorship of family members in an oversea command (when sponsor is overseas).

1–15. Processing exceptions

a. APFT.

(1) Flags for APFT failure block promotion, reenlistment, and extension only.

(2) A flag is not initiated if the soldier has a limiting physical profile that specifically prohibits taking the APFT.

b. Weight control.

(1) Flags for weight control block only attendance at full-time civil or military schooling, promotion, assumption of command, and reenlistment or extension.

(2) Soldiers attending a civil or military school on the date of the flag will not be removed from such schooling.

(3) Commanders may approve reenlistments and extensions under certain medical conditions as advised by the supporting total Army career counselor.

c. Reassignment.

(1) HQDA will reassign soldiers returned to military control from dropped from the rolls (DFR).

(2) Soldiers in receipt of HQDA reassignment instructions may depart when their case moves into the punishment phase if the punishment does not require the soldier's continued presence.

(3) Major oversea commanders approve intra-command reassignments.

(4) Installation commanders approve intra-installation reassignments.

(5) Flagged soldiers may be reassigned if—

(*a*) The flag is based on APFT failure.

(*b*) The flag is based on entry in the weight control program.

(*c*) The flag case is in the punishment phase.

(*d*) Reassignment is deemed necessary by installation or major overseas commanders (within their command) for the maintenance of discipline, morale, and unit order.

d. Advance or excess leave.

(1) The General Court-Martial Convening Authority (GCMCA) may grant voluntary excess leave to soldiers sentenced by court-martial to dismissal or a punitive discharge when the sentenced has not yet been approved.

(2) The GCMCA or designee may grant an indefinite period of excess leave to soldiers awaiting administrative discharge.

(3) Commanders may grant advance or excess leave when emergencies exist.

e. Unqualified resignation, discharge, or retirement. Flagged soldiers may submit requests for consideration by HQDA.

f. Entry on AD or ADT.

(1) Flagged ARNG and U.S. Army Reserve (USAR) soldiers may not apply for AD or ADT.

(2) HQDA may direct involuntary AD or ADT for flagged ARNG and USAR soldiers.

g. Awards and decorations. Retirement awards and decorations for valor may be processed and presented to flagged soldiers.

1–16. Retaining soldiers past their ETS/ESA/MRD

Soldiers will not be retained past their ETS/ESA/MRD because they are flagged. All actions must be executed prior to ETS/ESA/MRD, or authority must be obtained from the GCMCA or HQDA to extend the ETS/ESA/MRD.

Chapter 2
Operating Tasks

Section I
Task: Initiate the Flag

2–1. Rules for initiating the flag

a. A separate flag will be initiated for each investigation, incident, or action.

b. The commander (or general officer staff head) directs the flagging action.

c. The effective date of a flag is the date of the incident or the date the commander (or general officer staff head) initiates the action, whichever is earlier.

2–2. Steps for initiating the flag

The following steps give the actions required for initiating a flag:

Step	Work center	Required action
1	Unit	Direct S1 to prepare DA Form 268 (Report to Suspend Favorable Personnel Actions (Flag)).
2	Unit	Consult with supporting security manager (usually battalion S2 officer) to consider suspending access to classified information.
3	Bn S2	If the commander decides to suspend access to classified information, security manager prepares DA Form 5248–R (Report of Unfavorable Information or Suspension of Access).
4	Bn S1	Submit SIDPERS "Field Determined Personnel Security" (FDPS) transaction.
5	Bn S1	Prepare DA Form 268. (See sample at fig 2–1.)
6	Bn S1	Authenticate DA Form 268. (The adjutant, executive officer, or commander are the only persons authorized to authenticate.)
7	Bn S1	Submit SIDPERS flag transaction to initiate a flag in the data base. (See sec I, chap 3, for guidance.)
8	Unit	Inform soldier of the action.
9	Bn S1	Forward original DA Form 268 to supporting PSC.
10	Bn S1	Forward a copy of DA Form 268 to supporting Finance and Accounting Office (FAO) on the next unit transmittal letter (UTL).
11	Bn S1	If soldier is an ARNG officer, forward a copy of DA Form 268 to CDR, National Guard Personnel Center, ATTN: NGB–ARP–CA, 5600 Columbia Pike, Falls Church, VA 22041–5125.
12	Bn S1	Review ETS/ESA/MRD. If soldier is within 30 days of scheduled transition from active duty, advise commander to act quickly.

Step	Work center	Required action
13	Bn S1	If the commander states that the case will last beyond ETS/ESA/MRD, request authority to retain the soldier beyond ETS/ESA/MRD. (See sec V, chap 2.)
14	PS (OR/ER)	Complete DA Form 543 (Request for Records) and file in officer records or enlisted records work center to account for MPRJ.
15	PS (OR/ER)	File original DA Form 268 as top document in "action pending" section of MPRJ.
16	PS (OR/ER)	Move MPRJ to flagged records work center (separate restricted access area).
17	PS (FR)	Determine promotion status. Do this by looking for a SGT/SSG promotion packet in the MPRJ or a "P" promotion indicator on DA Form 2A (Personnel Qualification Record, Part I—Enlisted) or DA Form 4037 (Officer Record Brief) (ORB).
18	PS (FR)	If the soldier is promotable, notify the promotions work center.
19	PS (FR)	Determine reassignment status. Look for a reassignment processing cover sheet on the outside front of the MPRJ or a DA Form 5118–R (Reassignment Processing Checklist) inside the MPRJ.
20	PS (FR)	If the soldier is pending reassignment, notify the personnel reassignment headquarters work center.

Section II
Task: Manage the Flagging System

2–3. Rules for managing the flagging system

a. The SIDPERS AAC–C95 report (Suspension of Favorable Personnel Actions Roster) is produced monthly and used to monitor the program.

b. The MPRJ of a flagged soldier will be maintained in the flagged records work center (separate restricted access area).

2–4. Steps for managing the flagging system

The following steps give the actions required for managing the flagging system:

Step	Work center	Required action
1	PS (FR)	Obtain most recent SIDPERS AAC–C95 report.
2	PS (FR)	Obtain SIDPERS AAC–C03 report (Weekly Report of AWOLs by Name) produced in the same cycle as the most recent AAC–C95 report.
3	PS (FR)	Ensure all flagged MPRJ are under control. Do this by— a. Annotating changes on AAC–C95 report daily. b. Comparing the AAC–C03 and AAC–C95 reports to ensure that every AWOL soldier is flagged. c. Comparing the AAC–C95 report against MPRJ on hand. d. Reconciling differences.
4	PS (FR)	Suspense one copy of annotated SIDPERS AAC–C95 report and forward three copies to the Battalion (Bn) S1.
5	PS (FR)	Suspense one copy of annotated SIDPERS AAC–C03 report and forward three copies to the Bn S1.
6	Bn S1	Review and annotate SIDPERS AAC–C95 report. (See sec II, chap 3.)
7	Bn S1	Review and annotate SIDPERS AAC–C03 report. (See sec II, chap 3.)
8	Bn S1	Review ETS/ESA/MRD of each flagged soldier. Determine whether or not case will be completed before ETS/ESA/MRD. If the case cannot be completed prior to ETS/ESA/MRD, take action to request retention on active duty. (See sec V, chap 2.)
9	Bn S1	Forward one copy of annotated SIDPERS AAC–C95 report to the unit.
10	Bn S1	Forward one copy of annotated SIDPERS AAC–C03 report to the unit.
11	Unit	Review and annotate the SIDPERS AAC–C95 report. (See sec II, chap 3.)
12	Unit	Review and annotate the SIDPERS AAC–C03 report. (See sec II, chap 3.)
13	Unit	Direct Bn S1 to correct errors on SIDPERS AAC–C95 report.
14	Unit	Direct Bn S1 to correct errors on SIDPERS AAC–C03 report.
15	Bn S1	Prepare DA Form 268 for cases detected during commander's review. (See sec I, chap 2.)
16	Bn S1	If discrepancies are noted, submit SIDPERS transaction to correct data base. (See sec I, chap 3.)
17	Bn S1	Annotate SIDPERS AAC–C95 report with all changes. Retain one copy for reconciliation against next SIDPERS AAC–C95 report. Return one copy to the flagged records work center.

Section III
Task: Transfer the Flag

2–5. Rules for transferring the flag

a. Normally, soldiers with "open" flag cases are not reassigned.

b. Flagged soldiers may be reassigned when HQDA directs the transfer or when the provisions under paragraph 1–15*c* apply.

c. When a flagged soldier is reassigned, the responsibility to manage the flagging action automatically transfers to the gaining commander.

2–6. Steps for transferring the flag

The following steps give the actions required for transferring the flag:

Step	Work center	Required action
1	PS (FR)	30 days prior to flagged soldier's reassignment, request transfer flag and flag-related supporting documents from the Bn S1.
2	Bn S1	Advise commander of requirement to transfer the flag.
3	Unit	Review status of the flag.
4	Unit	Forward all case related documents to the Bn S1.
5	Unit	Direct Bn S1 to prepare transfer flag.
6	Bn S1	Prepare transfer flag, using DA Form 268. (See sample at fig 2–2.)
7	Bn S1	Provide a copy of the transfer flag (DA Form 268), with reassignment orders attached, to the security manager if access to classified information was suspended with initial flag. (Source: Item 37 of the SIDPERS AAC–C37 report (Personnel Qualification Roster).)
8	Bn S1	Forward transfer flag and all flag-related supporting documents to the flagged records work center.
9	Bn S1	If the transfer is authorized because the case moved into the punishment phase, submit a SIDPERS transaction to change the flag reason code from non-transferable to transferable (codes G or H). (See sec I, chap 3.)
10	PS (FR)	Attach original supporting documents to the original transfer flag (DA Form 268) and file in "action-pending" section of the MPRJ.
11	PS (FR)	Attach copies of all supporting documents to a copy of the transfer flag (DA Form 268) and suspense until out-processing date.
12	PS (FR)	Conduct final review of the MPRJ. Notify officer records or enlisted records work center to remove DA Form 543 pertaining to the transferring flagged soldier.
13	PS (FR)	Forward MPRJ to in- and out-processing work center. (When a flagged soldier is reassigned between units supported by the same PSC, the MPRJ remains in the flagged records work center.)
14	PS (IO)	Out-process the soldier and the MPRJ. Counsel soldier against removing documents from the MPRJ. (This step is not performed when a flagged soldier is reassigned between units supported by the same PSC.)
15	PS (IO)	On soldier's final out-processing date, give the MPRJ to the soldier to hand-carry to the gaining commander. (This step is not performed when a flagged soldier is reassigned between units supported by the same PSC.)
16	PS (FR)	Move suspense file of the transfer flag (DA Form 268) and supporting documents into the inactive file. Retain for 3 months then destroy.

Section IV
Task: Remove the Flag

2–7. Rules for removing the flag

a. The commander (or general officer staff head) directs removal of the flag.

b. The effective date of removal is the day on which the soldier's status changes. (See para 1–12 and 1–13.)

c. The first general officer in the chain of command will determine the effective date of removal if there is a conflict.

2–8. Steps for removing the flag

The following steps give the actions required for removing the flag:

Step	Work center	Required action
1	Unit	Direct Bn S1 to remove the flag.
2	Bn S1	Prepare removal flag, using DA Form 268. (See sample at fig 2–3.)
3	Bn S1	Authenticate removal flag (DA Form 268). (The adjutant, executive officer, or commander are the only persons authorized to authenticate.)
4	Bn S1	File original copy of DA Form 268. Retain for 1 year.
5	Bn S1	If access to classified information was withdrawn with the initial flag (sec I, chap 2), notify the supporting security manager that the flag was removed.
6	Bn S2	Submit final DA Form 5248–R to reinstate or revoke security clearance.
7	Bn S1	Submit SIDPERS "Field Determined Personnel Security" (FDPS) transaction.
8	Bn S1	Submit SIDPERS flag transaction to remove the flag from the data base. (See sec I, chap 3.)
9	Bn S1	Forward copy of DA Form 268 to the commander of the supporting PSC.

Step	Work center	Required action
10	Bn S1	Forward copy of DA Form 268 to the supporting FAO.
11	Bn S1	If the soldier is an ARNG officer, forward copy of DA Form 268 to CDR, Army National Guard Personnel Center, Attn: NGB–ARP–CA, 5600 Columbia Pike, Falls Church, VA 22041–5125.
12	Bn S1	If the soldier is on an HQDA selection list, include on the removal flag (DA Form 268) the following data: All periods of suspension; date letter of reprimand was directed for file in OMPF (officers); and date letter of reprimand was actually imposed (enlisted).
13	Bn S1	If the soldier is on an HQDA selection list, forward a copy of the removal flag (DA Form 268) to HQDA (DAPC–MSP–O for officers, and DAPC–MSP–E for enlisted), 200 Stovall St. Alexandria, VA 22332–0400.
14	Unit	Inform soldier of flag removal.
15	Unit	Direct the supporting Total Army Career Counselor to review the enlisted soldier's reenlistment eligibility status.
16	PS (FR)	Remove DA Form 268 from "action pending" section of the MPRJ.
17	PS (FR)	If soldier is on permanent change of station (PCS) orders, inform the personnel reassignment headquarters work center that flag was removed.
18	PS (FR)	If soldier is on a promotion selection list, inform promotions work center that flag was removed.
19	PS (FR)	Return MPRJ from flagged records work center to the originating work center (that is, officer or enlisted records).
20	PS (OR/ER)	Remove DA Form 543 from file in officer records or enlisted records work center.

Section V
Task: Request Authority To Retain Beyond ETS/ESA/MRD

2–9. Rules for retaining beyond ETS/ESA/MRD

a. Commanders will make every effort to process the action for which a soldier was flagged prior to ETS/ESA/MRD.

b. Only exceptional cases will be approved for retention beyond ETS/ESA/MRD.

c. The GCMCA may authorize retention beyond ETS/ESA/MRD for court-martial actions and for charges, restraint, or investigation (SIDPERS code A).

d. Retention beyond ETS/ESA/MRD for elimination or dismissal from active duty (SIDPERS codes B and F) is not authorized.

e. In all other cases, the soldier must agree to the retention, and only HQDA can approve this retention.

2–10. Steps for retaining beyond ETS/ESA/MRD

The following steps give the actions required for retention beyond ETS/ESA/MRD:

Step	Work center	Required action
1	Bn S1	Review ETS/ESA/MRD of flagged soldier when preparing initial DA Form 268 and again upon receipt of each monthly SIDPERS AAC–C95 report. (See sec II, chap 3.)
2	Bn S1	Identify all soldiers within 90 days of ETS/ESA/MRD.
3	Bn S1	Identify cases with potential for processing time to last beyond ETS/ESA/MRD. Research each case with the unit commander. Advise commander on ways to expedite.
4	Unit	Determine cases that cannot be processed prior to ETS/ESA/MRD.
5	Unit	Direct Bn S1 to prepare request for authority to retain soldier beyond ETS/ESA/MRD.
6	Bn S1	Prepare request for authority to retain flagged soldier beyond ETS/ESA/MRD. (See sample at fig 2–4.)
7	Bn S1	Authenticate request for authority to retain flagged soldier beyond ETS/ESA/MRD.
8	Bn S1	Forward the original request to the approving authority.
9	Bn S1	Forward a copy of the request to the flagged records work center.
10	C&S (SS)	Suspense a copy of the request for 30 days prior to ETS/ESA/MRD.
11	C&S (SS)	Submit the request to the approval authority: The GCMCA or HQDA (DAPC–PDT–S), Alexandria, VA 22331–0400.
12	C&S (SS)	When the request is returned by the approval authority, forward completed action to flagged records work center.
13	PS (FR)	If request is approved, submit SIDPERS "Delay in Separation" (DSEP) transaction. (See sec I, chap 3.)
14	PS (FR)	If DSEP transaction is submitted, post it on MPRJ copy of DA Form 2A (enlisted) or DA Form 4037 (ORB) (officer).
15	PS (FR)	If the request is approved, file original approval action in the MPRJ.
16	PS (FR)	If the request is approved, forward one copy of the approved action to the Official Military Personnel File (OMPF) at the address shown below. a. For enlisted: Commander, USAEREC, ATTN: PCRE–F, Fort Benjamin Harrison, IN 46249–5301. b. For officers: HQDA (DAPC–MSP), Alexandria, VA 22332–0400. c. For ARNG officers: CDR, Army National Guard, Personnel Center, ATTN: NGB–ARP–CA, 5600 Columbia Pike, Falls Church, VA 22041–5125. d. For ARNG enlisted: Forward to State Enlisted Personnel Section.

Step	Work center	Required action
17	PS (FR)	If the request is approved, annotate DA Form 268 and working copy of SIDPERS AAC–C95 report to reflect the authority to retain.
18	PS (FR)	If the request is disapproved, prepare MPRJ for transition from active duty. Coordinate with the transition point work center.
19	C&S (SS)	Initiate telephonic followup if approval authority does not respond to the request within 30 days of ETS/ESA/MRD.
20	Bn S1	Inform unit commander of GCMCA/HQDA decision.
21	Unit	Inform soldier of GCMCA/HQDA decision.

REPORT TO SUSPEND FAVORABLE PERSONNEL ACTIONS (FLAG)

For use of this form, see AR 600-8-2; the proponent agency is MILPERCEN.

SECTION I - ADMINISTRATIVE DATA

1. NAME (*Last, First, MI*)	2. SSN	3. RANK
JONES, Joseph C.	979-60-7861	SP4

4. ☒ On active duty ☐ Not on active duty ☐ On ADT

5. ETS/ESA/MRD: 9 JAN 87

6. UNIT ASSIGNED AND ARMY MAJOR COMMAND: B Co., 2d Bn 80th Armor - FORSCOM

7. STATION (*Geographical location*): Ft. Defense, VA

8. PSC CONTROLLING FLAGGING ACTION AND TELEPHONE NUMBER: 20th Personnel Services Company 999-1234

9. THIS ACTION IS TO:

☒ Initiate a flag (*Sections II and V only*) ☐ Transfer a flag (*Sections III and V only*) ☐ Remove a flag (*Sections IV and V only*)

SECTION II - INITIATE A FLAG

10. ☒ A FLAG IS INITIATED, EFFECTIVE 24 Oct 86, FOR THE FOLLOWING REASON:

NON-TRANSFERABLE

☒ Adverse action (A)
☐ Elimination - field initiated (B)
☐ Removal from selection list - field initiated (C)
☐ Referred OER (D)
☐ Security violation (E)
☐ HQDA use only - elimination or removal from selection list (F)

TRANSFERABLE

☐ APFT failure (J)
☐ Weight control program (K)

SECTION III - TRANSFER A FLAG

11. ☐ A FLAG IS TRANSFERRED FOR THE FOLLOWING REASON:

☐ Adverse action - HQDA directed reassignment (G)
☐ Adverse action - punishment phase (H)
☐ APFT failure (J)
☐ Weight control program (K)

☐ Supporting documents attached? ☐ Yes ☐ No

SECTION IV - REMOVE A FLAG

12. ☐ A FLAG IS REMOVED, EFFECTIVE _____, FOR THE FOLLOWING REASON:

☐ Case closed favorably (C)
☐ Disciplinary action taken (D)
☐ Soldier transferred to a different Army component or discharged while case in process (*destroy case file*) (E)
☐ Other final action (E)

SECTION V - AUTHENTICATION

DISTRIBUTION
1 - Unit Commander 1 - F&AO
1 - PSC 1 - Commander, gaining unit (*transfer flag only*)

NAME, RANK, TITLE, AND ORGANIZATION	SIGNATURE	DATE
JOHN R. DAVIS, CPT, AR, Adjutant 2d Bn 80th Armor	John R. Davis	25 Oct 86

DA FORM 268, JUN 87 EDITION OF 1 JAN 80 IS OBSOLETE.

Figure 2–1. Sample DA Form 268 to initiate a flag

REPORT TO SUSPEND FAVORABLE PERSONNEL ACTIONS (FLAG)

For use of this form, see AR 600-8-2; the proponent agency is MILPERCEN.

SECTION I - ADMINISTRATIVE DATA

1. NAME (*Last, First, MI*)	2. SSN	3. RANK
JONES, Joseph C.	979-60-7861	SP4

4. ☒ On active duty ☐ Not on active duty ☐ On ADT — 5. ETS/ESA/MRD: 9 JAN 87

6. UNIT ASSIGNED AND ARMY MAJOR COMMAND: B Co., 2d Bn 80th Armor - FORSCOM

7. STATION (*Geographical location*): Ft. Defense, VA

8. PSC CONTROLLING FLAGGING ACTION AND TELEPHONE NUMBER: 20th Personnel Service Company 999-1234

9. THIS ACTION IS TO:

☐ Initiate a flag (*Sections II and V only*) ☒ Transfer a flag (*Sections III and V only*) ☐ Remove a flag (*Sections IV and V only*)

SECTION II - INITIATE A FLAG

10. ☐ A FLAG IS INITIATED, EFFECTIVE _____, FOR THE FOLLOWING REASON:

NON-TRANSFERABLE

- ☐ Adverse action (A)
- ☐ Elimination - field initiated (B)
- ☐ Removal from selection list - field initiated (C)
- ☐ Referred OER (D)
- ☐ Security violation (E)
- ☐ HQDA use only - elimination or removal from selection list (F)

TRANSFERABLE

- ☐ APFT failure (J)
- ☐ Weight control program (K)

SECTION III - TRANSFER A FLAG

11. ☒ A FLAG IS TRANSFERRED FOR THE FOLLOWING REASON:

- ☐ Adverse action - HQDA directed reassignment (G)
- ☒ Adverse action - punishment phase (H)
- ☐ Supporting documents attached? ☐ Yes ☐ No

- ☐ APFT failure (J)
- ☐ Weight control program (K)

SECTION IV - REMOVE A FLAG

12. ☐ A FLAG IS REMOVED, EFFECTIVE _____, FOR THE FOLLOWING REASON:

- ☐ Case closed favorably (C)
- ☐ Disciplinary action taken (D)
- ☐ Soldier transferred to a different Army component or discharged while case in process (*destroy case file*) (E)
- ☐ Other final action (E)

SECTION V - AUTHENTICATION

DISTRIBUTION

1 - Unit Commander 1 - F&AO
1 - PSC 1 - Commander, gaining unit (*transfer flag only*)

NAME, RANK, TITLE, AND ORGANIZATION	SIGNATURE	DATE
JOHN R. DAVIS, CPT, AR, Adjutant 2d Bn 80th Armor	John R. Davis	4 Dec 86

DA FORM 268, JUN 87 EDITION OF 1 JAN 80 IS OBSOLETE.

Figure 2–2. Sample DA Form 268 to transfer a flag

REPORT TO SUSPEND FAVORABLE PERSONNEL ACTIONS (FLAG)

For use of this form, see AR 600-8-2; the proponent agency is MILPERCEN.

SECTION I - ADMINISTRATIVE DATA

1. NAME (*Last, First, MI*)	2. SSN	3. RANK
JONES, Joseph C.	979-60-7861	SP4

4.				5. ETS/ESA/MRD
☒ On active duty	☐ Not on active duty	☐ On ADT		9 JAN 89

6. UNIT ASSIGNED AND ARMY MAJOR COMMAND	7. STATION (*Geographical location*)
B Co., 2d Bn 80th Armor - FORSCOM	Ft. Defense, VA

8. PSC CONTROLLING FLAGGING ACTION AND TELEPHONE NUMBER
20th Personnel Service Company 999-1234

9. THIS ACTION IS TO:

☐ Initiate a flag *(Sections II and V only)* ☐ Transfer a flag *(Sections III and V only)* ☒ Remove a flag *(Sections IV and V only)*

SECTION II - INITIATE A FLAG

10. ☐ A FLAG IS INITIATED, EFFECTIVE _____, FOR THE FOLLOWING REASON:

NON-TRANSFERABLE	TRANSFERABLE
☐ Adverse action (A)	☐ APFT failure (J)
☐ Elimination - field initiated (B)	☐ Weight control program (K)
☐ Removal from selection list - field initiated (C)	
☐ Referred OER (D)	
☐ Security violation (E)	
☐ HQDA use only - elimination or removal from selection list (F)	

SECTION III - TRANSFER A FLAG

11. ☐ A FLAG IS TRANSFERRED FOR THE FOLLOWING REASON:

☐ Adverse action - HQDA directed reassignment (G)	☐ APFT failure (J)
☐ Adverse action - punishment phase (H)	☐ Weight control program (K)

☐ Supporting documents attached? ☐ Yes ☐ No

SECTION IV - REMOVE A FLAG

12. ☒ A FLAG IS REMOVED, EFFECTIVE 27 JAN 87, FOR THE FOLLOWING REASON:

☐ Case closed favorably (C)	☐ Soldier transferred to a different Army component or discharged while case in process *(destroy case file)* (E)
☒ Disciplinary action taken (D)	☐ Other final action (E)

SECTION V - AUTHENTICATION

DISTRIBUTION
1 - Unit Commander 1 - F&AO
1 - PSC 1 - Commander, gaining unit *(transfer flag only)*
1 - HQDA (only if soldier is on a HQDA selection list).

NAME, RANK, TITLE, AND ORGANIZATION	SIGNATURE	DATE
JOHN R. DAVIS, CPT, AR, Adjutant 2d Bn 80th Armor	John R. Davis	28 JAN 87

DA FORM 268, JUN 87 EDITION OF 1 JAN 80 IS OBSOLETE.

Figure 2–3. Sample DA Form 268 to remove a flag

DEPARTMENT OF THE ARMY
Headquarters, 2d Battalion, 80th Armor
Fort Defense, Virginia 12345-6789

GFED-CB-B 4 December 1986

MEMORANDUM FOR: Commander, 100th Armored Division (G1/AG), Fort Defense, VA 12345-6789

SUBJECT: Request for Authority to Retain a Soldier Beyond ETS/ESA/MRD

1. Request authority to retain SP4 Joseph C. Jones, 979-60-7861, beyond his normal ETS of 9 January 1987.

2. The commander of B Company, 2d Battalion 80th Armor, initiated the attached flag (DA Form 268) against SP4 Jones on 24 October 1986 for destruction of Government property. Under advisement of the Staff Judge Advocate, the commander estimates that the Article 32 investigation and courts-martial action will extend beyond 31 January 1987. He desires to retain the soldier on active duty until the case is closed.

3. POC is SSG Smith at 999-4321.

FOR THE COMMANDER:

Encl

JOHN R. DAVIS
CPT, AR
Adjutant

Instructions for completing request to retain soldier beyond ETS/ESA/MRD

1. **Data input.** Prepare by hand-writing in ink or by keystroking on a TACCS device or other local office automation.
2. **Letterhead.** Use preprinted stationery, using the letterhead program in the TACCS, or manually keystroke letterhead information for your installation/unit in the format shown.
3. **Office symbol.** Enter office symbol for the organization with MARKS number.
4. **Date.** Enter date that supervisor signed the letter. If known at time of preparation, keystroke it then. If not certain when the supervisor will sign the letter, leave blank and enter with date stamp at the time of signature.
5. **Addressee.** Enter address of the G1/AG or installation AG, whichever is appropriate.
6. **Subject.** Enter "Request for Authority to Retain a Soldier Beyond ETS/ESA/MRD".
7. **Paragraph 1.** Clearly state the soldier's name, SSN, and ETS/ESA/MRD date.
8. **Paragraph 2.** Include—
   a. Organizational identity.
   b. Date flagged.
   c. Reason for flag.
   d. Estimation of outcome.
   e. Desire to retain soldier on active duty until the case is closed.
9. **Paragraph 3.** Provide a point of contact (POC) in the organization.
10. **Authority line.** Indicate who granted authority to the officer who signed the letter (that is, FOR THE COMMANDER).
11. **Enclosures.** Indicate that there is a copy of the DA Form 268 attached.
12. **Signature block.** Enter name, rank, branch, and duty title of the officer who will sign the memorandum. Normally, this officer is the adjutant of the organization.
13. **Signature.** Authenticating signature of the officer who verified the information in the memo and assumed responsibility for its release.

Figure 2–4. Sample request to retain soldier beyond ETS/ESA/MRD

Chapter 3
Managing Flagging Actions in SIDPERS

Section I
SIDPERS Transactions

3–1. General guidance

a. The battalion legal clerk prepares and manages SIDPERS FLAG transactions; the Bn S1 SIDPERS clerk submits the transactions into the personnel data base.

b. The FLAG transaction is used to initiate, delete, transfer, or remove a flag in the personnel data base.

c. Flags for APFT failure and weight control are automatically transferable to the new commander. Other flags, resulting from adverse actions, are non-transferable. The data base can reflect two flags simultaneously: One for a transferable reason (for example, APFT failure or weight control program) and one for a non-transferable reason (for example, an adverse action).

d. Record only one non-transferable reason code in the data base (that is, A, B, C, D, E, or F).

e. If a soldier is already flagged, do not submit a new flag transaction for the same reason code; it will not process.

3–2. Submitting the transaction

a. Use the following source documents:

(1) Completed DA Form 268, section II, to initiate a flag.

(2) Completed DA Form 268, section IV, to remove a flag.

(3) AAC–C27, Personnel Strength Zero Balance Report, to verify soldier's personal information for the transaction.

b. If a computer terminal is available, follow normal system log-on procedures. Select the SIDPERS input program and locate the FLAG transaction mnemonic. Access the FLAG transaction screen and enter data.

c. If a computer terminal is not available, code the transaction on a DA Form 3813. Slashes are not used as part of the control data, but they must be used to separate each action data element. End the transaction with a period (.).

3–3. Entering the control data

Enter the following control data for each transaction:

a. Date.

b. Mnemonic (not entered when using a terminal).

c. Name.

d. Social security number (SSN).

e. Originator code.

3–4. Entering action data for the initial flag

Enter the following action data to report the initiation of a flag:

a. To submit FLAG–1—

(1) Enter a one-character reason code. (See para 3–9.)

(2) Enter code A to indicate an initial flag.

(3) Enter the six-digit (YYMMDD) effective date.

b. To submit FLAG–2—

(1) Enter a one-character reason code. (See para 3–9.)

(2) Enter code A to indicate an initial flag.

c. To report two flags simultaneously, enter the same six-digit (YYMMDD) effective date as FLAG–1.

d. To report FLAG–2 after FLAG–1 is already in the data base, enter a later six-digit (YYMMDD) effective date.

3–5. Entering action data to delete an erroneous flag

a. FLAG–1. Enter the reason code already reflected in the data base and code Z to delete the erroneous flag. If you are using a DA Form 3813 and are reporting additional items, enter two slashes.

b. FLAG–2. If deleting a second flag, code the same as FLAG–1. (If using a DA Form 3813, enter a period after code Z.)

3–6. Entering action data to transfer a flag

a. Flags for APFT failure and weight control (reason codes J and K) require no action.

b. All others require action to remove the non-transferable reason code and initiate a new flag with reason code G or H.

3–7. Entering action data to remove a flag

Enter the following data to report the removal of a flag:

a. FLAG–1. Enter the reason code reflected in the data base and the correct Report code (C for favorable, D for unfavorable, or E for other).

b. FLAG–1. Enter the effective date of removal as a six-position date (YYMMDD).

3–8. Entering action data to report a delay in separation

Enter the following data to report a delay in separation:

a. In the control data, enter the transaction date (YYMMDD), mnemonic DSEP, five-position name, SSN, and your originator code.

b. In the action data area, enter the reason code F for flagged.

3–9. Reason and Report codes for a FLAG transaction

a. Use the following codes for the reason data of the flag transaction:

Code	Reason
	Non-transferable
A	Adverse action (charges, restraint, or investigation; courts-martial; nonjudicial punishment; AWOL; administrative reduction; and letter of reprimand when not administered as nonjudicial punishment).
B	Elimination—field initiated.
C	Removal from selection list—field initiated.
D	Referred OER.
E	Security violation.
F	Elimination or removal from selection list—HQDA initiated.
	Transferable
G	Adverse action—HQDA directed reassignment.
H	Adverse action—punishment phase.
J	APFT failure.
K	Weight control program.

b. Use the following codes for the report data of the flag transaction:

Code	Report
A	Initial report
C	Final favorable report
D	Final unfavorable report
E	Final other report
Z	Delete erroneous flag

Section II
SIDPERS Management Reports

3–10. General guidance for the SIDPERS AAC–C95 report (Suspension of Favorable Personnel Actions Roster)

a. The FLAG transaction updates the SIDPERS Personnel File (SPF). Therefore, every flagged soldier should be listed on the AAC–C95 report.

b. Local SIDPERS transactions update HQDA automated data bases. Therefore, each soldier on the AAC–C95 report will also be flagged on the HQDA Officer Master File/Enlisted Master File.

c. The date a soldier completed a previous weight control program remains on the AAC–C95 report for 36 months.

3–11. Instructions for reviewing the SIDPERS AAC–C95 report

a. The PSC personnel automation section will—

(1) Produce the AAC–C95 report monthly.

(2) Distribute four copies to the flagged records work center.

b. The flagged records work center will—

(1) Compare names on the AAC–C95 report against each MPRJ filed in the flagged records work center and take the following actions:

(a) Identify any names on the report for which no MPRJ is filed. Determine if the PSC received a DA Form 268 to initiate a flag. If so, file the MPRJ in the flagged records work center. If not, annotate the report.

(b) Identify MPRJ for which no name appears on the AAC–C95 report. Research to determine if the PSC received a DA Form 268 to remove the flag. If so, return the MPRJ to the officer records or enlisted records work center. If not, annotate the report.

(c) Identify any names on the report for which the MPRJ was transferred as the result of a DA Form 268 transferring the flag. Annotate the report.

(2) Forward three annotated copies of the AAC–C95 report to the Bn S1; suspense one copy for 7 calendar days from the date of dispatch.

(3) Upon receipt of returned Bn S1 copy of AAC–C95 report, identify any discrepancies. Take action to resolve them.

c. The Bn S1 will—

(1) Provide one copy of the AAC–C95 report to the Security Manager/S2 Officer.

(2) Compare names on the AAC–C95 report against file copies of DA Forms 268 and take the following actions:

(a) Submit FLAG transactions to remove names of soldiers who are on the report and are not flagged.

(b) Submit FLAG transactions to add names of flagged soldiers who should be on the report and are not.

(c) Identify cases that the commander should review.

(d) Annotate original AAC–C95 report with action taken and any recommendations.

(3) Forward annotated original AAC–C95 report to the unit.

(4) Upon return of annotated original AAC–C95 report from unit, take actions directed in the annotations.

(5) Return one annotated copy of the AAC–C95 report to the flagged records work center (within 3 working days of receipt) and reconcile discrepancies.

(6) Destroy previous month's AAC–C95 report.

d. The unit will—

(1) Review original copy of the AAC–C95 report.

(2) Determine which flags to remove. Annotate the report with the reason and effective date.

(3) Determine flags that should be initiated. Direct the Bn S1 to prepare them. (See para 2–2.)

(4) Return original copy of the AAC–C95 report, with annotations, to the Bn S1.

3–12. General guidance for the SIDPERS AAC–C03 report (Weekly Report of AWOLs by Name)

a. The AAC–C03 report is designed to monitor the status of soldiers who are AWOL, AWOL and confined in the hands of civilian authorities, or dropped from the roles as a deserter. Soldiers in these categories are reported to SIDPERS by using transaction mnemonic DYST and codes AWL, AWC, or DFR.

b. Every soldier reported to SIDPERS as AWL, AWC, or DFR must also be flagged. This requires the submission of a DA Form 268 and SIDPERS FLAG transaction.

3–13. Instructions for reviewing the AAC–C03 report

a. The PSC personnel automation section will—

(1) Produce the AAC–C03 report weekly.

(2) Distribute four copies to the flagged records work center.

b. The flagged records work center will—

(1) Compare the AAC–C03 report against the most recent AAC–C95 report. Annotate any discrepancies on both reports.

(2) Compare the AAC–C03 report against each MPRJ in the flagged records work center and take the following actions:

(a) Identify names on the report for which no MPRJ is filed. Determine if the PSC received a DA Form 4187 for a DYST change (AWL, AWC, or DFR) and a DA Form 268 that initiated the flag. If so, file the MPRJ in the flagged records work center. If not, annotate the report.

(b) Identify MPRJ for which no name appears on the AAC–C03 report. Determine if the PSC received a DA Form 4187 for a DYST change (AWL, AWC, or DFR) to any other DYST and a DA Form 268 to remove the flag. If so, return the MPRJ to the proper records work center (officer or enlisted). If not, annotate the report.

(c) Identify names on the report for which the MPRJ was transferred as an item of a DFR packet. Annotate the report.

(3) Forward three annotated copies of the AAC–C03 report to the Bn S1; suspense one copy for 3 working days from the date of dispatch.

(4) Upon receipt of returned Bn S1 copy of the AAC–C03 report, identify any discrepancies. Take actions to resolve them.

c. The Bn S1 will—

(1) Provide one copy of the AAC–C03 report to the security manager/S2 officer.

(2) Compare names on the AAC–C03 report against names on the AAC–C95 report and take the following actions:

(a) Submit DA Form 268 for each soldier whose name appears on the AAC–C03 report but not on the AAC–C95 report.

(b) Submit SIDPERS FLAG transaction for each soldier whose name appears on the AAC–C03 report but not on the AAC–C95 report. Verify that a DA Form 4187 for a DYST change (AWL, AWC, or DFR) was submitted; if not, prepare the form.

(c) Identify soldiers whose names appear on the AAC–C95 report with reason code A (AWOL) but are not on the AAC–C03 report. Annotate the AAC–C03 report.

(d) Identify cases that the commander should review.

(e) Annotate original AAC–C03 report with action taken by the Bn S1 and any recommendations resulting from Bn S1 review of the report.

(3) Forward annotated original copy of the AAC–C03 report to the unit.

(4) Upon return of original AAC–C03 report from the unit commander, compare it again with the AAC–C95 report. Take actions directed in the annotations.

(5) Retain one annotated copy of the AAC–C03 report (for daily update).

(6) Return one annotated copy of the AAC–C03 report to the flagged records work center within 3 working days of receipt.

(7) Destroy previous month's AAC–C03 report.

d. The unit will—

(1) Review annotated original copy of the AAC–C03 report and take the following actions:

(a) Determine whether soldier's duty status has changed. If so, annotate the report with new duty status and effective date.

(b) Determine which names were reported erroneously. Annotate the names for deletion with the correct duty status.

(c) Determine names that should be added. Annotate the report with the names, duty status, and effective date.

(2) Return annotated original copy of AAC–C03 report to the Bn S1.

```
                                        (1)
                          ** FOR OFFICIAL USE ONLY

          (2)           (3)                          (4)                                    (5)      (6)     (7)
PREPARED YY MMM DD  PCN: AAC-C95   SUSPENSION OF FAVORABLE PERSONNEL ACTIONS ROSTER   CD YY MMM DD SCN XX PAGE  1

          (8)
REPORT SEQUENCE CODE XXX

                                                        (15)      (16)
      (10)              (11)      (12) (13)  (14)     FLAG-1    FLAG-2                    (17)
      NAME              SSN       GRD  DYST  UPC      CODE/DATE CODE/DATE                 REMARKS
                                                                          (9)
                                                                 (OFFICER RECORDS)

XXXXXXXXXXXXXXXXXX  XXX-XX-XXXX  XXX  XXXX  XXXXX  XX XXXXXX  XX XXXXXX          PREV WGHT CTRL PROG:  YYMMDD
XXXXXXXXXXXXXXXXXX  XXX-XX-XXXX  XXX  XXXX  XXXXX  XX XXXXXX  XX XXXXXX
XXXXXXXXXXXXXXXXXX  XXX-XX-XXXX  XXX  XXXX  XXXXX  XX XXXXXX  XX XXXXXX

    (18)
TOTAL OFF:  XXXXX                                                    (19)
                                                                (ENLISTED RECORDS)

XXXXXXXXXXXXXXXXXX  XXX-XX-XXXX  XXX  XXXX  XXXXX  XX XXXXXX  XX XXXXXX          PREV WGHT CTRL PROG:  YYMMDD
XXXXXXXXXXXXXXXXXX  XXX-XX-XXXX  XXX  XXXX  XXXXX  XX XXXXXX  XX XXXXXX
XXXXXXXXXXXXXXXXXX  XXX-XX-XXXX  XXX  XXXX  XXXXX  XX XXXXXX  XX XXXXXX
XXXXXXXXXXXXXXXXXX  XXX-XX-XXXX  XXX  XXXX  XXXXX  XX XXXXXX  XX XXXXXX
XXXXXXXXXXXXXXXXXX  XXX-XX-XXXX  XXX  XXXX  XXXXX  XX XXXXXX  XX XXXXXX

    (20)
TOTAL ENL:  XXXXX

    (21)
TOTAL UPC:  XXXXX

    (22)
TOTAL RSC/MC:  XXXXX

                          ** FOR OFFICIAL USE ONLY

    ** These security classification titles are used for sample purposes only. This page is not classified.
```

Explanation of items on the SIDPERS AAC–C95 report

(1) Classification of the report.
(2) Date report was prepared.
(3) Production control number.
(4) Title of the report.
(5) Cycle date ("as of" date).
(6) Shipment control number (month and day prepared by DPI).
(7) Page number of the report.
(8) Report sequence code.
(9) Beginning of officer records.
(10) Name of flagged soldier.
(11) Social security number.
(12) Grade.
(13) Current duty status.
(14) Unit processing code.
(15) Reason, type of report, and date of first flag.
(16) Reason, type of report, and date of second flag.
(17) Remarks area; date completed previous weight control program.
(18) Total officers.
(19) Beginning of enlisted records.
(20) Total enlisted soldiers.
(21) Total flagged soldiers by unit processing code.
(22) Total flagged soldiers by report sequence code or mail code.

Figure 3–1. Sample SIDPERS AAC–C95 report (Suspension of Favorable Personnel Action Roster)

```
          (1)          (2)                          (3)                                  (4)      (5)     (6)
PREPARED YY MMM DD  PCN  AAC-C03          WEEKLY REPORT OF AWOLS BY NAME              CD YY MMM DD SCN XX PAGE  1
          (7)        (8)      (9)          (10)      (11)        (12)      (13)     (14)          (15)
UNIT XXXXXXXXXXXXXXXX  MC XX  DA CODES-ASG XX STATUS XX AREAX XXX UIC X XXX XX UPC XXXXX ANALYST X  REPORT SEQ CODE XXX

  (16)
PPA XX

                                                                                  (22)
                                                 (20)                        FIELD DETERMINED
      (17)              (18)       (19)     DATE AWOL/DFR       (21)      PERSONNEL SECURITY          (23)
      NAME               SSN        GRD       YY MMM DD      CITIZENSHIP       STATUS              DUTY STATUS

XXXXXXXXXXXXXXXXXX   XXX-XX-XXXX   XXX      XX XXX XX      XXXXXXXXXXX     XXXXXXXXXXXXX     XXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX   XXX-XX-XXXX   XXX      XX XXX XX      XXXXXXXXXXX     XXXXXXXXXXXXX     XXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX   XXX-XX-XXXX   XXX      XX XXX XX      XXXXXXXXXXX     XXXXXXXXXXXXX     XXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX   XXX-XX-XXXX   XXX      XX XXX XX      XXXXXXXXXXX     XXXXXXXXXXXXX     XXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX   XXX-XX-XXXX   XXX      XX XXX XX      XXXXXXXXXXX     XXXXXXXXXXXXX     XXXXXXXXXXXXXXXXXXX

    (24)
  UNIT TOTALS          AWOL - XXXXX          DFR - XXXXX
```

Explanation of items on the SIDPERS AAC–C03 report

(1) Date report was prepared.
(2) Production control number.
(3) Title of the report.
(4) Cycle date ("as of" date).
(5) Shipment control number.
(6) Page number of the report.
(7) The unit name.
(8) Mail code of supporting Personnel Service Company/Center.
(9) Major command of this unit.
(10) Status of Active Army units, personnel, and equipment.
(11) Identifies the location of the unit.
(12) Unit identification code.
(13) Unit processing code.
(14) Identifies PAS analyst supporting this unit.
(15) Report sequence code; PAS groups units in desired sequence for producing reports.
(16) PERSINS processing activity code.
(17) Soldier's name.
(18) Social security number.
(19) Soldier's grade of rank.
(20) Date soldier was reported AWOL or DFR.
(21) Soldier's citizenship.
(22) Degree of access to classified information soldier held prior to AWOL/DFR status.
(23) Soldier's current duty status.
(24) Total number of soldiers by category of AWOL and DFR.

Figure 3–2. Sample SIDPERS AAC–C03 report (Weekly Report of AWOLS by Name)

Glossary

Section I
Abbreviations

AD
active duty

ADT
active duty for training

AGR
Active Guard/Reserve

APFT
Army Physical Fitness Test

ARNG
Army National Guard

ARPERCEN
U.S. Army Reserve Personnel Center

ASIMS
Army Standard Information Management System

AWC
SIDPERS mnemonic, absent without leave (AWOL) and confined in the hands of civilian authorities

AWL
SIDPERS mnemonic, absent without leave

AWOL
absent without leave

BASOPS
base operations

Bn S1
Battalion S1

CCF
U.S. Army Central Personnel Security Clearance Facility

C&S
command and staff

DFR
dropped from rolls

DPI
data processing installation

DSEP
SIDPERS mnemonic, delay in separation

DYST
SIDPERS mnemonic, duty status

EB
enlistment bonus

EER
Enlisted Evaluation Report

EMF
enlisted master file

ESA
expiration of service agreement

ETS
expiration term of service

FAO
Finance and Accounting Office

FDPS
field determined personnel security status

FLAG
SIDPERS mnemonic, suspension of favorable personnel actions (flag)

GCMCA
General Court-Martial Convening Authority

HQDA
Headquarters, Department of the Army

IRR
Individual Ready Reserve

MILPERCEN
U.S. Army Military Personnel Center

MPRJ
Military Personnel Records Jacket, U.S. Army

MRD
mandatory release date

MS3
Manpower Staffing Standards System

ODCSPER
Office of the Deputy Chief of Staff for Personnel

OER
Officer Evaluation Report

OMF
officer master file

OMPF
official military personnel file

ORB
officer records brief

PAC
Personnel and Administration Center

PAS
Personnel Automation Section

PCS
permanent change of station

PERSINS
Personnel Information Systems

POC
point of contact

PS
personnel support

PSC
Personnel Service Company, Personnel Service Center

REFRAD
release from active duty

SADT
special active duty for training

SIDPERS
Standard Installation/Division Personnel System

SPF
SIDPERS personnel file

SRB
selective reenlistment bonus

SSN
social security number

STARNET
Sustaining Army (base) Network

TACCS
Tactical Army Combat Service Support Computer System

TDA
table of distribution and allowances

TOE
table of organization and equipment

TPU
troop program unit

TTAD
temporary tour of active duty

UCMJ
Uniform Code of Military Justice

USAR
U.S. Army Reserve

USAEREC
U.S. Army Enlisted Records and Evaluation Center

USAREUR
United States Army, Europe

UTL
unit transmittal letter

VIABLE
Vertical Installation Automation Baseline

Section II
Terms

Branch proponent
Commandant of a branch service school who is responsible for developing battlefield doctrine and procedures and for developing and conducting training.

Flag
An abbreviated term used to describe the initiation or removal of a suspension of favorable personnel actions.

Function
A military personnel function that is the basis for single-source regulations. Functions subdivide military personnel operations in the field into manageable segments.

Functional proponent
A person, usually in a field operating agency, responsible for actually writing a functional regulation. Serves as product manager to integrate each functional area regulation.

Operating task
Smallest unit of work activity that has meaning to the performer. It has a beginning and an end and can be observed and measured.

Policy
A general statement governing objectives of a functional area (within the purview of the ODCSPER policy proponent).

Policy proponent
A person on the HQDA or higher staff responsible for developing the policy statements that drive each regulation.

Principle of support
A fundamental objective associated with each function. They specify reason for and source of manpower; for example, to operate a promotion system. Principles of support are applicable in peace or war.

Rule
A guideline for performing a specific task. Rules are associated with specific tasks and are maintained by the functional proponent.

Standards of service
Statements describing how much or how well the Army expects to do the work. The intent is to describe, for the senior leaders, those major standards that drive the manpower cost in the field. Separate sets of standards exist for peace and for war.

Step
The sequential subdivision of a task. It describes work at a level of detail allowing execution.

Work center
A clearly defined organizational element recognized by MS3 as the basis for manpower requirements.

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