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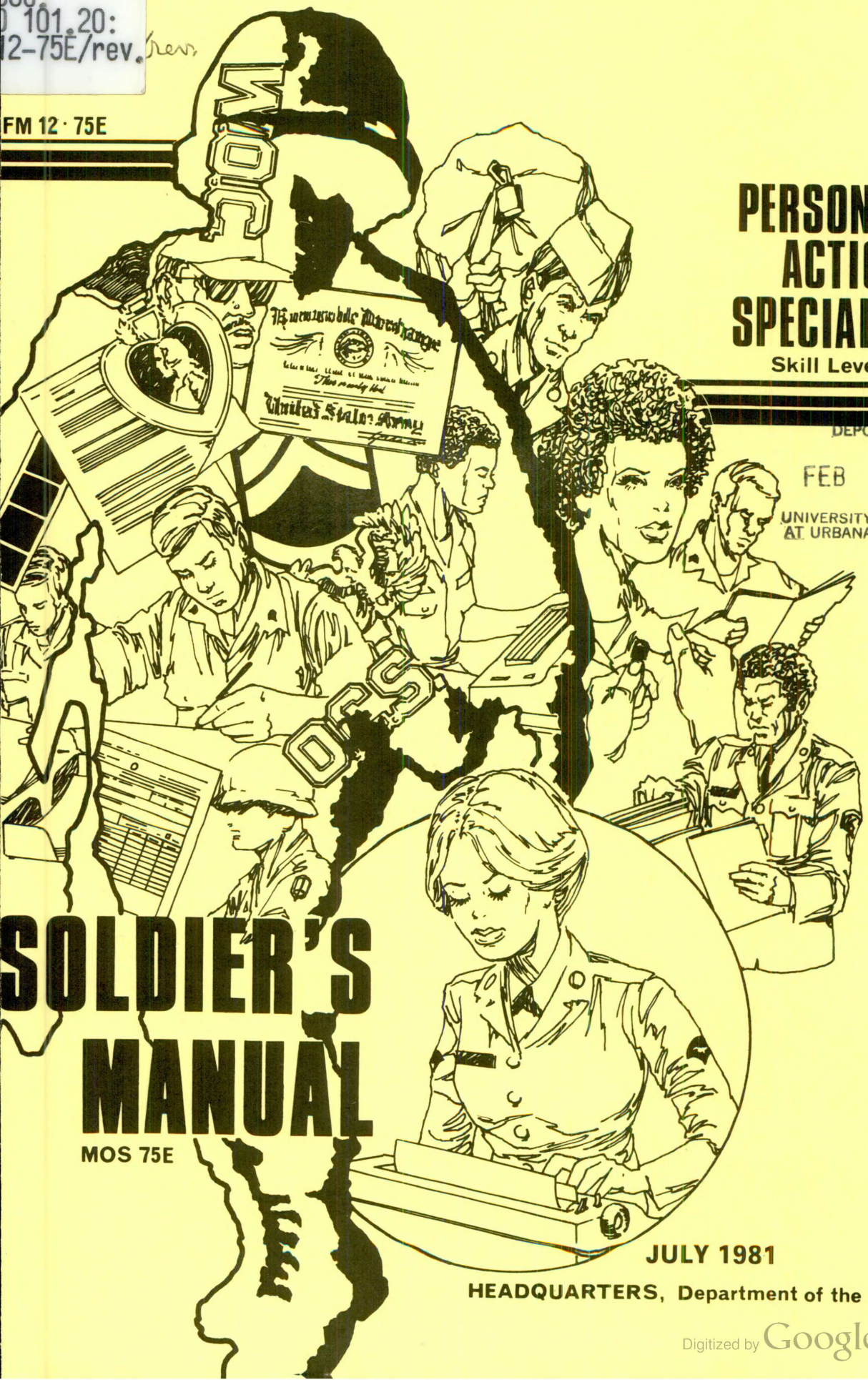
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FM 12 · 75E

PERSONNEL ACTIONS SPECIALIST

Skill Levels 1/2

DEPOSITORY
FEB 1 1983
UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN



SOLDIER'S MANUAL

MOS 75E

JULY 1981

HEADQUARTERS, Department of the Army

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*FM 12-75E

Field Manual
No. 12-75E

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, 1 July 1981

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PERSONNEL ACTIONS SPECIALIST
MOS 75E, SKILL LEVELS 1/2

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NOTE: The words he, his, him and men refer to both male and female genders unless specifically stated.

* This publication supersedes FM 12-75E, 1 June 1979.

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commander's attention

The Soldier's Manual is designed to tell the soldier what tasks he must be proficient in to be MOS qualified. If the soldier follows the road map it provides, he should progress readily to positions of responsibility commensurate with his aptitude and motivation.

Initial distribution of Soldier's Manuals will be made to the unit level, based upon assigned strength in the particular MOS and Skill Level. In the event additional manuals are needed by the unit for MOS study, libraries, or other training needs, requests for publications may be sent directly to the US Army Publications Center, 2800 Eastern Boulevard, Baltimore, MD 21220.

If the individual soldier is issued a Soldier's Manual by his unit, he is responsible for retaining and maintaining it. When he transfers, he must return the manual to his unit.

This Soldier's Manual was prepared by the US Army Soldier Support Center, Fort Benjamin Harrison, Indiana.

Sinclair L. Melner

SINCLAIR L. MELNER
Major General, USA
Commanding

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reserve components

ARMY NATIONAL GUARD—ARMY RESERVE

This page is information for you the Reserve Component soldier. This Soldier's Manual, as published, is representative of the critical tasks to be performed by the Active Army soldier in your MOS on equipment available in the Active Army inventory.

Most tasks in this manual *are applicable to you* without changes. However, some tasks may require modification due to differences of equipment, facilities and training time available to you.

By now, you are probably wondering why this special page. This is to inform you that due to time constraint, this soldier's manual has not undergone a review process necessary to make it equitable to you the Reserve Component soldier. In the meantime, you will be using this manual along with your Active Army counterpart. Future publications of soldier's manuals will undergo the necessary review process. This manual will be included in that review and if applicable, change sheets will be published and distributed to you.

Many tasks that you learned in BCT and AIT are in this manual. There are other critical tasks that you are responsible to learn on your own. Training references/materials are available and can be provided to you through your unit. This is where your initiative comes into play. It is to your advantage to take the initiative NOW. Your performance in your duty position will be based on your ability to perform all the critical tasks for which you are accountable.

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chapter one

INTRODUCTION

The Soldier's Manual and You

WHAT'S IN THE MANUAL?

This manual describes what your supervisors and the US Army expect you to know and be able to do as a Personnel Actions Specialist, Military Occupational Specialty (MOS) 75E, skill levels 1 and 2. In addition to explaining your job tasks, the manual presents the management and training systems set up to let you achieve your full potential for promotion and a rewarding career as a professional soldier.

If you do not understand any part of this manual or would like to know more about advancement opportunities, see your NCOIC, first sergeant, or sergeant major. These people are experts in helping soldiers learn about training, training evaluation, and the system for getting ahead in the Army. So take advantage of their knowledge and experience.

The Army wants and needs well-trained soldiers who desire to advance through the ranks. This manual and the willing assistance of senior NCOs are the tools you can use to your advantage and the Army's.

WHAT CAN IT DO FOR YOU?

The objective of this manual is to help you qualify as a Personnel Actions Specialist in MOS 75E. You should be able to perform your mission more effectively with a minimum of supervision after you have been trained in all the tasks outlined in this manual. You should also be able to pass the Skill Qualification Tests by which your proficiency as a Personnel Actions Specialist will be evaluated.

HOW CAN IT BE IMPROVED?

After you have used this manual long enough to give it a good tryout, we would like your comments. Complete the questionnaire at appendix C and submit it with any other recommended changes or comments you may have. List the specific page, paragraph, and line of the text in which you recommend the change. Give us the reason for each comment so we can better understand and evaluate your suggestions.

****REMEMBER****

USE THIS MANUAL; IT IS YOUR MOST VALUABLE TOOL FOR CAREER PROGRESSION

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The Enlisted Personnel Management System (EPMS)

The Enlisted Personnel Management System (EPMS) is a combination of policies related to training, evaluation, classification, and promotion. EPMS has been developed to help every soldier with his or her career.

This manual is tied directly to EPMS. In it you will find those tasks in which you have been or will be *trained* and *evaluated.* Mastering these tasks will take you a long way toward the other two elements of EPMS: *Classification* and *promotion.* Under EPMS you will be evaluated, then classified, and finally promoted to the next higher grade.

Skill Levels (SL)

Before we go any further, let's define a basic term: skill level. The fourth digit of your MOS, which is a 5-digit code representing a group of job tasks, indicates your skill level. For example, a 75E20 possesses skill level two (SL2). A skill level is your level of proficiency within your MOS.

There are five skill levels that correspond to a soldier's progression in grade. A Soldier's Manual has been or will be developed identifying those critical tasks for the skill levels below:

GRADE	SKILL LEVEL
E1 thru E4	1
E5	2
E6	3
E7	4
E8 and E9	5

The Skill Qualification Test (SQT)

You will be formally tested every year by taking the SQT for your skill level. The first test administered will be SQT 1, which will be given to you when you have held your primary MOS (PMOS) and skill level 90 or more days and have at least 12 months' continuous Federal service. All of the questions on the SQT will test your current skill level.

Tests will be scored on a GO/NO GO basis. That is, you must meet the required standards of performance to receive a "GO." Failure to meet the standards will result in a "NO GO." No test will be "partially correct." AR 600-200, Enlisted Personnel Management System, establishes policy for overall SQT passing scores and related promotion considerations.

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YOUR SQT WILL BE MADE UP OF THREE PARTS: THE SKILL, HANDS-ON, AND JOB SITE COMPONENTS

Skill Component (SC). You will be required to answer test questions in a written format. Although this component is designed to save testing time, it may closely resemble your on-the-job requirements because of the nature of the work performed in this MOS.

Hands-on Component (HOC). Testing will be accomplished as if you were performing the task on the job. This is the ideal testing method in that it allows your evaluators to determine how you would perform in the "real world."

Job Site Component (JSC). Testing will actually take place on the job with your supervisor serving as the evaluator. In addition, specific military tasks, such as annual weapons qualification, will be tested in the JSC.

Current policy dictates that a soldier who holds the PMOS 75E will be required to take two SQTs: SQT 1 at SL1 and SQT 2 at SL2. In order to progress from SL2 to SL3, the 75E (Personnel Actions Specialist) must cross over to MOS 75Z (Personnel Senior Sergeant). SQT 3 will be taken as a 75Z, SL3.

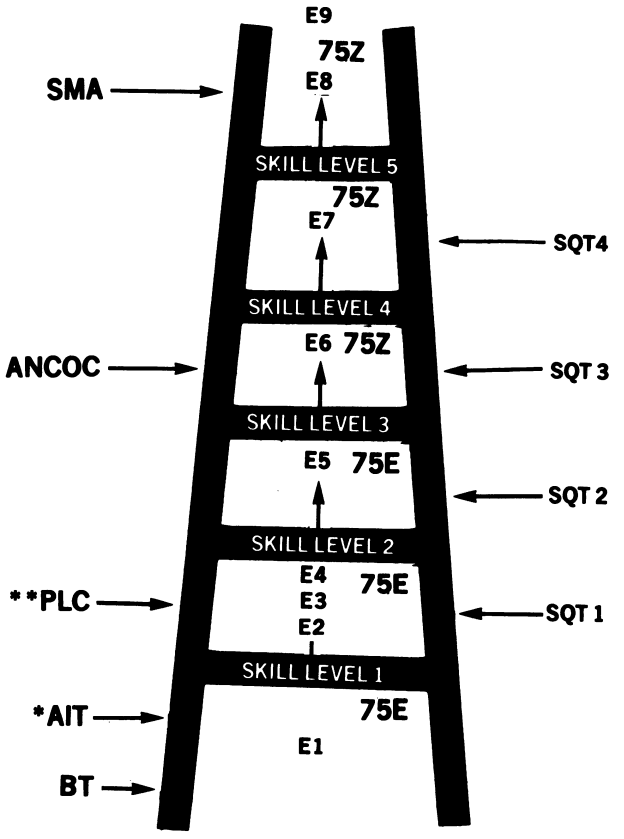
You should prepare for the SQT by reading and training. Studying this manual is not always enough. At the end of each task in this manual, you will find a list of references and training materials available. You should consult these references if you want greater detail as to how to perform the tasks. Once you find out *WHAT* the tasks are and *HOW* to do them, mastery is simply a matter of practice.

An SQT schedule will be published by DA well in advance of your testing period. Approximately 6 months prior to the start of the testing period, a message will be sent to the field, notifying commanders and soldiers of tasks which will be tested on the SQT. About 60 days before the test period, you will receive your *SQT Notice.* This notice will list the tasks to be tested in each SQT component. It will also provide sample SC questions and HOC scoresheets.

REMEMBER THESE TWO SIGNIFICANT POINTS: (1) If you do not receive your SQT Notice at least 60 days prior to the test date, contact your supervisor or commander. (2) All soldiers who take the SQT for their MOS should receive an Individual Soldier's Report within 30 days from the day of completion of the last component of the test. The report will be sent via AUTODIN to the Training Standards Officer (by mail to units without access to AUTODIN) for dispatch to the soldier and the unit commander. The report provides valuable information for the soldier and the commander, including scoring results on verification and qualification.

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CAREER PROGRESSION MOS



SMA – Sergeants Major Academy
ANCOC – Advanced NCO Course

PLS – Primary Leadership Course
AIT – Advanced Individual Training
BT – Basic Training

* All critical 75E tasks are covered in the resident AIT conducted at Fort Jackson, SC.

** The soldier may take PLC training as an E4 or E5.

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How To Become An E9

The previous page of this manual provides you with a career ladder for your MOS. Let's review career progression so that you can be sure of your requirements.

After completion of Basic Training (BT), you attended the Personnel Actions Specialist Course. This was your Advanced Individual Training (AIT). Upon graduation from AIT, you were awared SL1. As an SL1 soldier, you are evaluated annually by SQT 1. You must perform well on this test to be eligible for SL2.

Once you attain SL2 and are promoted to grade E5, you should be ready to accept more responsibility. Because you have no new technical tasks to perform at SL2, there is no technical training at this level. However, the Primary Leadership Course (PLC) has been developed to prepare you to become a first-line supervisor.* You may take this course at the nearest NCO Academy. (A self-paced PLC is available to Reserve Component schools).

As an SL2 soldier, you must show your competence on SQT 2. From this point on, you also are rated by your supervisor on a Senior Enlisted Evaluation Report (SEER). You must perform well on your SQT and receive good SEERs if you hope to advance to SL3 and grade E6.

At SL3 you are responsible for the mastery of new technical tasks and certain common supervisory tasks. You are also responsible for continued mastery of SL1 and 2 tasks. As an SL3 soldier, you must take SQT 3 every year to verify your qualifications. To advance to SL4 and to be promoted to grade E7, you must do well on this test.

At SL4, you are responsible for all tasks performed at the lower skill levels of all 75 series MOS, plus any new tasks identified for this skill level. Skill level 4 training is provided through the Advanced Noncommissioned Officer's Course (ANCOC). This course focuses on the leadership, management, training and training management duties of a senior NCO.

**You may be allowed to enroll in the PLC while you are in grade E4.*

It also includes training in any new technical tasks identified for SL4 soldiers in your MOS. Your proficiency will be tested every year through SQT 4. As before, you must perform well on this test to become eligible for SL5 and promotion to grade E8.

No technical training is provided at grade E8. However, you may be selected to attend the Sergeants Major Academy (SMA). If you perform well in all your assignments and receive excellent Senior Enlisted Evaluation Reports (SEER), you may eventually be promoted to grade E9.

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How To Use The Soldier's Manual

Chapter 1 of this manual provides you with information about EPMS. However, chapter 2 provides the real "guts" of the manual, the critical tasks for your MOS.

Every soldier, regardless of MOS, must perform a variety of tasks. These tasks, taken together, make up his job or duty. It is not practical to provide formal training for every task a soldier performs. For this reason, the U.S. Army Institute of Personnel and Resource Management has identified those tasks which are extremely important in the performance of your duty as a 75E. These tasks, called "critical tasks," are included in this manual.

Let's look at the individual pages within chapter 2. Every entry has been written to guide you in the performance of a critical task. In most cases, you will be given specific steps outlining how the task is done in the field under "real world" conditions. In some cases, however, this approach is not practical. For example, it is not practical to test your marksmanship in a combat setting. Therefore, a task has been developed to determine your ability to qualify on the rifle range.

For each task in chapter 2, you will find a summary of the *Task,* its *Conditions, Standards, Performance Steps,* and *References.* Let's look at each part of this task summary:

TASK

A statement of what you must be able to do.

CONDITIONS

The situation in which you must be able to perform the task. (This includes all equipment, materials, and resource required.)

STANDARDS

A statement or statements of how well or how accurately you must be able to perform the task. The standards are the key to your success! If you are able to meet the standards of performance as stated for each task, you will have little trouble with the SQT.

PERFORMANCE STEPS

Detailed guidance on how to perform the task. These steps tell you what to do. When the task is very difficult or long or where regulations change often, the steps tell you where to get the specific details of task performance. For the most part, knowing the contents of the pages of this manual will take you a long way toward achieving success on your SQT.

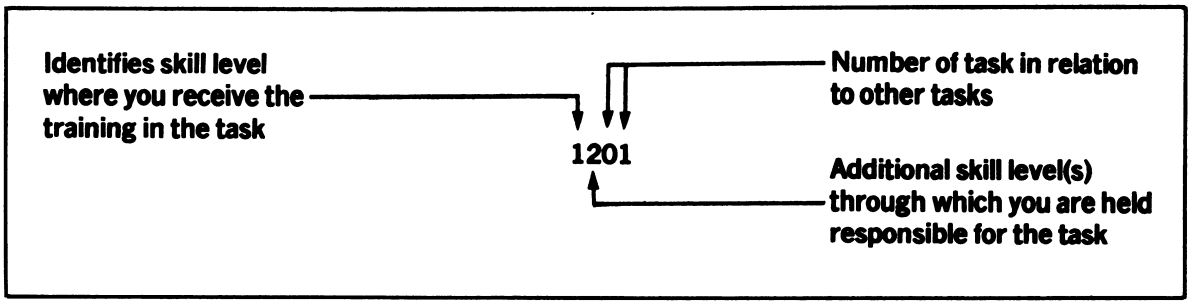
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REFERENCES

A listing of references and training materials available in the field. A full listing of references for all tasks is given in the appendix A of this manual.

USE THE TASK REFERENCES TO HELP YOU MASTER EACH TASK

Every task has been given a *Task Number.* The first six digits of the number are for use by the US Army Institute Personnel and Resource Management. The last four digits are for your use and are broken down as follows:



ATTENTION

Task numbers for most technical tasks in this manual have been assigned a "12__" prefix. This means that, whether you are at SL1 or SL2, you are responsible for these tasks.

The Soldier's Manual and Your Supervisor/Commander

You are not the only one who will be using this manual! Your supervisor/commander will be looking at your Soldier's Manual as well. In addition, he has a Trainer's Guide for MOS 75E, which lists the critical tasks you are required to perform and the methods of training that can be used to assist you in becoming skilled in those tasks. The Trainer's Guide, along with other references to training programs and supporting materials, provides your commander/supervisor with a means of designing and conducting your individual training program. The Soldier's Manual and Trainer's Guide are also designed to assist your commander and supervisor in evaluating your proficiency. Their evaluation of your ability to do your job will be based on your performance of the tasks described in your Soldier's Manual.

To keep pace with your development, your supervisor will also be given a Job Book. This document is simply a "score card" of tasks which will help your supervisor keep track of your performance of each critical task.

Keys To Success

Now let's sum it all up and discuss how you can get the most out of this manual. We will start with the assumption that you want to get ahead in the Army. You want increased rank, pay, privileges, and responsibility; in other words, you want

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to be a successful soldier. Now remember, success in the Army is based on your ability and willingness to do your job well. Meet this requirement, and your goals and the Army's desires will both be met. You will be successful. This manual provides the basic ingredients of mutual interest to you and the Army—the critical tasks that you must be able to perform. Now let's look at a step-by-step procedure for getting the most out of this information.

1. Learn and master the critical tasks for your current skill level. When you have mastered these critical tasks, you may order a copy of the Soldier's Manual that contains the critical tasks for the next higher skill level. Learn and master those critical tasks.

2. Read each task title carefully and study the standards. Can you perform the tasks and meet the prescribed standards for each task? If not, use the training guidance for the training and/or reference materials that you need.

3. Obtain the training references available for those skills that you cannot do well enough or that you do not understand. Your commander/supervisor will provide or arrange for the training and/or reference materials that you need.

4. Maintain proficiency by keeping your knowledge and skill sharp once you have learned and mastered the performance of all of your critical tasks.

5. Prepare for your Skill Qualification Test. The SQT will test your ability to perform the critical tasks for which you are responsible.

Follow these five steps and you can't fail to be a successful soldier if you have the ability to succeed. It may seem difficult and, frankly, it is. Most soldiers have the ability to make it if they just try. Remember, your supervisors can help you, so give them a chance.

The success of the Army's mission depends on how well each soldier performs the job. All jobs in the Army are important, but the most important job for you is that of Personnel Actions Specialist. Why? First, it is your job. You have the responsibility to do it well. Second, your organization and the Army are depending on you. How well you carry out your responsibilities not only will determine the success of your own career but also will help to achieve the Army's mission. It's the old story of everyone carrying his own weight. As you know, things are a lot tougher when one has to do the work of two. The climb up the ladder is going to be competitive and tough. Get ready for the challenge! Set your goals and use this book to your advantage, because it will help you make the climb up that ladder to success.

DON'T FORGET

We are looking for ways that this manual can be improved. If you have any suggestions, use the questionnaire at the back of this volume.

LET US HEAR FROM YOU

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CHAPTER TWO
MOS 75E, SKILL LEVELS 1/2

section one

TECHNICAL TASKS
SKILL LEVEL 1

TASK NUMBER	TASKS	PAGE
121-004-1201	Type a Basic Comment to a Disposition Form (DA Form 2496)	2-3
121-004-1202	Type a Military Letter	2-8
121-004-1203	Type a Nonmilitary Letter	2-12
121-004-1204	Type an Indorsement to a Military Letter	2-16
121-004-1205	Type a Joint Messageform (DD Form 173/1)	2-21
121-004-1216	Type a Memorandum	2-26
121-004-1227	Establish Functional Files	2-28
121-004-1228	File Documents/Correspondence	2-31
121-004-1230	Type a Second or Subsequent Comment to a Disposition Form	2-33
121-004-1232	Type Straight Copy Material	2-37
121-004-1233	Assemble Correspondence	2-38
121-004-1515	Post Regulations and Directives	2-43
121-004-1516	Conduct Administrative Research	2-45
121-019-1216	Process Applications for RA Appointment	2-46
121-019-1217	Process Applications for Appointment in the US Army Reserve	2-49
121-019-1218	Process Recommendations for Award (DA Form 638)	2-51
121-019-1219	Process OCS Applications	2-55
121-019-1220	Process a Separation Because of Dependency or Hardship	2-62
121-019-1221	Process of Suspension of Favorable Personnel Actions, DA Form 268 ("Flag")	2-67
121-019-1222	Process a Separation for Misconduct	2-69
121-019-1223	Process a Good of the Service Discharge	2-72
121-019-1224	Process a Request for Emergency Leave	2-75
121-019-1225	Process an Application for Retirement (Enlisted Personnel Nondisability), DA Form 2339	2-78
121-019-1226	Process Line of Duty Investigations	2-83
121-019-1227	Process Casualty Reports	2-89
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		Page
121-019-1229	Process a Bar to Reenlistment (DA Form 4126-R)	2-96
121-019-1230	Process an Application for Warrant Officer Flight Training	2-98
121-019-1231	Process Eliminations Under the Qualitative Management Program (QMP)	2-101
121-019-1232	Counsel Service Member on Survivor's Benefits	2-103
121-019-1234	Counsel Service Member on the Election of Options for Survivor Benefits Plan	2-105
121-019-1235	Process Request for Identification Card: DA Form 428, Application for Identification Card (Active Duty), and DD Form 1172, Application for Uniformed Services Identification and Privilege Card (Dependent)	2-108
121-019-1237	Process a Request for Extension on Active Duty for Officer/Warrant Officer	2-111
121-019-1238	Process a Request for Branch Transfer	2-113
121-019-1239	Process Award of the Good Conduct Medal (GCMDL)	2-115
121-019-1240	Process a Request for Change of Name, Birth Data, or Social Security Number	2-118
121-030-1504	Maintain a Safe or Cabinet Security Record (DA Form 672)	2-120
121-030-1505	Prepare DA Form 727 (Classified Container Information)	2-123
121-030-1507	Safeguard "For Official Use Only" (FOUO) Material	2-126
121-031-1201	Prepare a Request for Orders (RFO)	2-130
121-031-1202	Prepare SIDPERS Change Reports	2-132
121-031-1203	Process the Personnel Transaction Register by Originator (PTRO)	2-135
121-031-1204	Process the Unresolved Error Report — Part II (PCN: P29)	2-137

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TASK 121-004-1201

Type a Basic Comment to a Disposition Form (DA Form 2496)

CONDITIONS

Given a handwritten or typed draft basic comment to a Disposition Form (DF), access to AR 310-50, AR 340-15, standard office materials and equipment, to include a dictionary.

STANDARDS

The DF will:

1. Be typed in the format required by AR 340-15.
2. Contain no errors in spelling, capitalization, or use of abbreviations.
3. Be corrected, if necessary, IAW paragraph 1-14, AR 340-15. Your supervisor will be the final approving authority.
4. List and identify inclosures, if any, IAW paragraph 7-2, AR 340-15.
5. Be prepared in enough copies to meet the distribution requirements of paragraph 1-29, AR 340-15.
6. Be assembled IAW figure 7-1, AR 340-15.

PERFORMANCE STEPS

NOTE: The DA form most commonly used in administrative matters is the Disposition Form (DA Form 2496). It is used to originate action, both personnel and official, and is widely used within a headquarters or installation to obtain comments, coordination, or approval in connection with many subjects. Because of the nature of the DF, use of abbreviations is encouraged.

1. After receiving the draft DF, review it for errors in spelling and capitalization. Also be sure that only correct abbreviations are used. Refer to AR 310-50, AR 340-15, and a standard desk dictionary.

2. Determine the number of copies to be typed, based on addressees, the body of the DF, and your local standing operating procedure (SOP).

3. Assemble one DF with enough white manifold sheets to meet distribution requirements, one yellow manifold for file, and any additional copies (pink/green) required by your local SOP.

4. Set your typewriter margins the same as the lines already printed on the

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DF. See figure 4-1, AR 340-15.

5. Now you are ready to start typing. Follow the examples contained in chapter 4, AR 340-15.

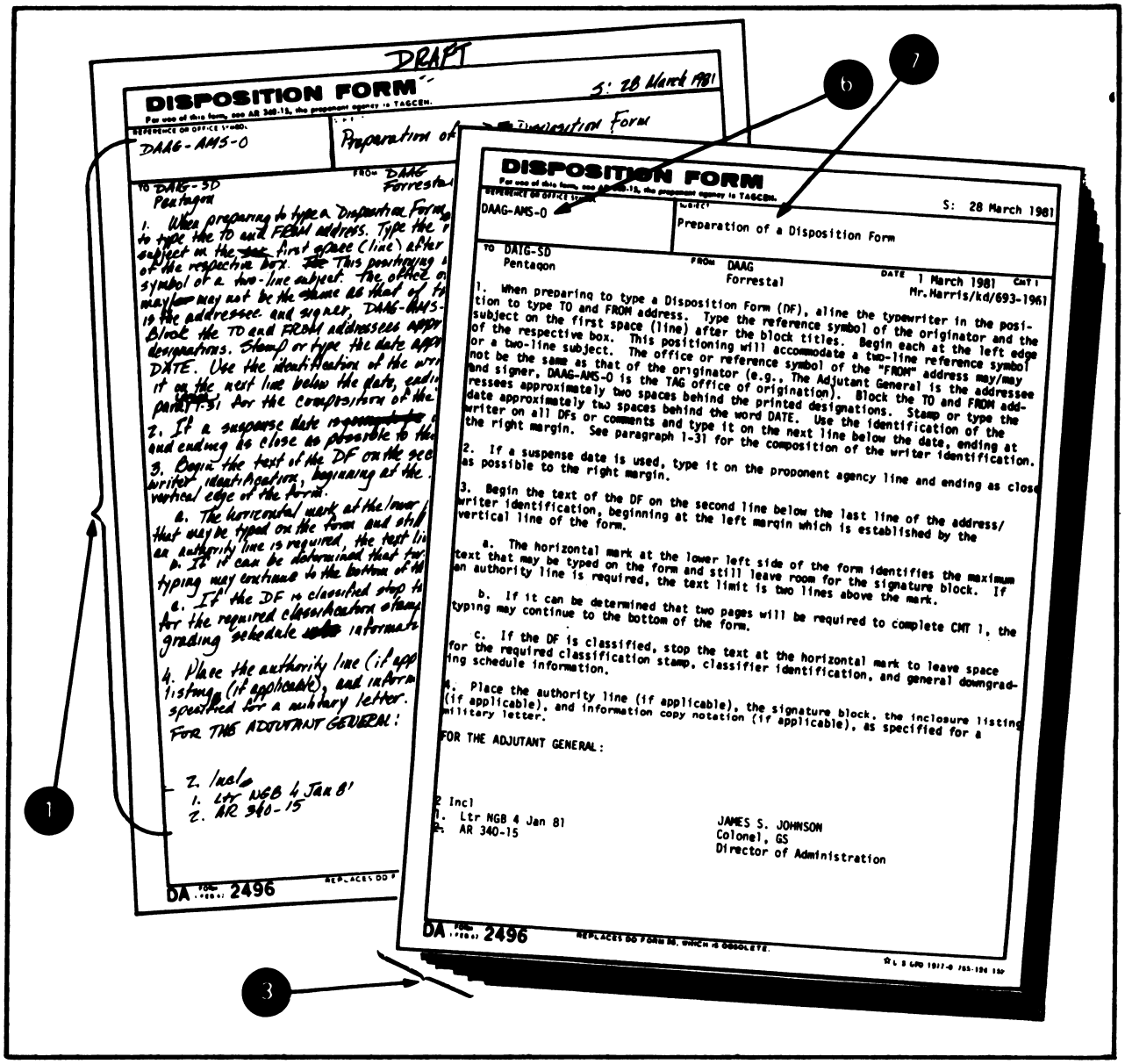
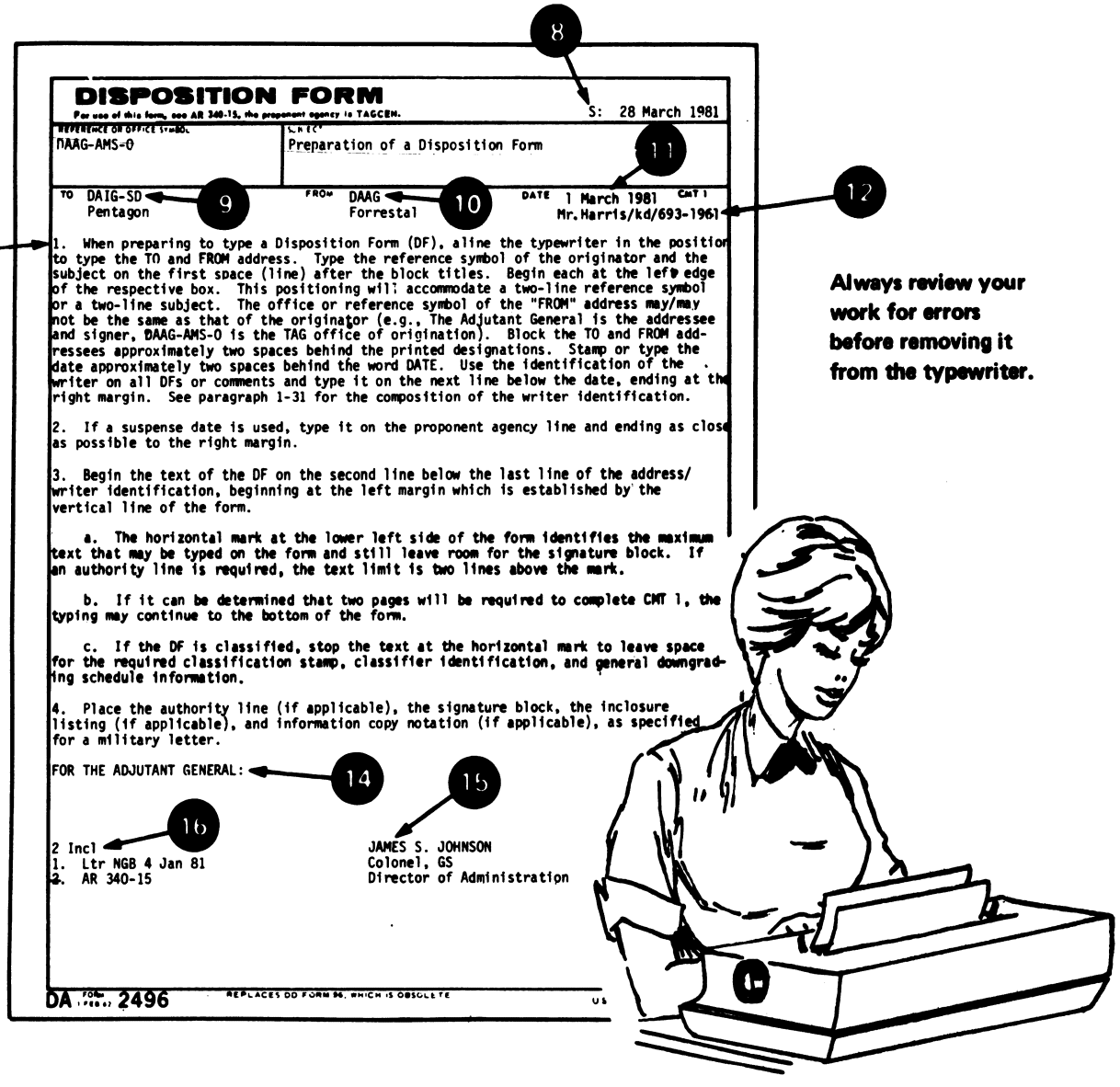


FIGURE 1201-1 **Examples of draft and typed formats for DA Form 2496 (Disposition Form).**

6. Type your reference symbol in the REFERENCE OR OFFICE SYMBOL block on the left margin directly under the block title. See figure 4-1, AR 340-15.

7. Type the subject in the SUBJECT block next to the vertical line directly under the block title. The subject phrase describes the contents of the DF and ideally does not exceed ten words or two lines in length. See figure 4-1, AR 340-15.

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8. When a suspense date is used, type it on the proponent agency line and ending as close as possible to the right margin IAW figure 4-1, AR 340-15.

9. Determine the type of address to use on the DF. All types, listed below, are discussed further in the references shown.

a. "ATTN" address: figure 4-5, AR 340-15.

b. "THRU/TO" address: figure 4-7, AR 340-15.

c. Multiple addresses (five or fewer): figure 4-4, AR 340-15.

d. "IN-TURN" addresses: figure 4-6, AR 340-15.

e. Multiple addresses (six or more): Refer to instructions for SEE DISTRIBUTION in the military letter. See figure 4-3, AR 340-15.

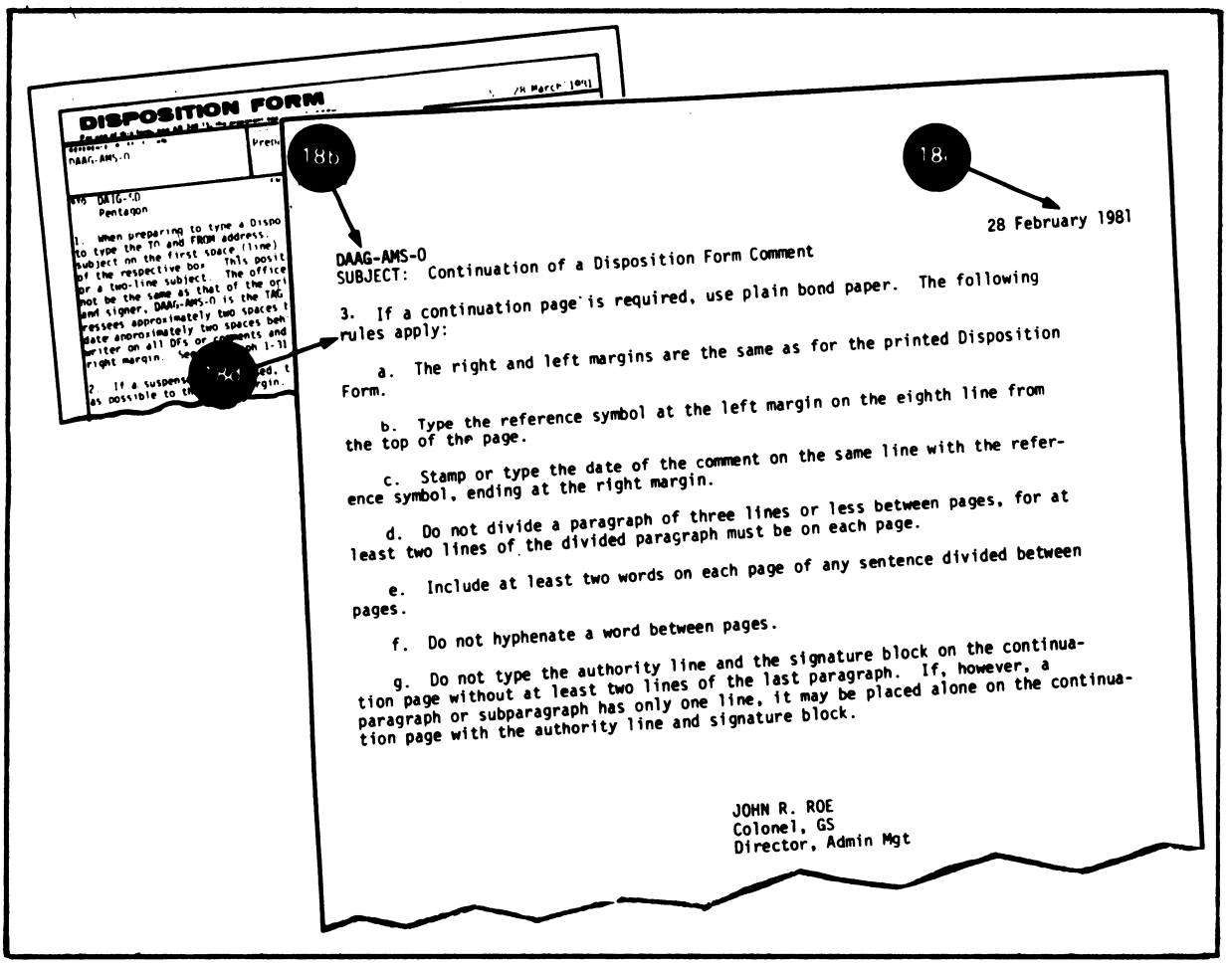
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10. Enter office or title of originator after the word "FROM." See figures 4-1 through 4-7, AR 340-15.

11. If you know the date the DF is to be signed, type the date approximately two spaces after the word "DATE" printed on the form. If the date of signing is not known, leave the date off. See figures 4-1 and 4-3, AR 340-15.

12. Enter the writer identification line below the date so that it ends on the right margin. See paragraph 1-31 and figure 4-1, AR 340-15.

13. Begin the body of the DF at the left margin two lines below the last line of the heading. If there is only one paragraph, do not number it. If there is more than one paragraph, number each one in order. Do not divide paragraphs beyond the third subdivision. Indent subparagraphs, if any, four spaces from the left margin. Indent second and third subdivisions eight spaces from the left margin. See figure 2-1, AR 340-15.



An example of the format for a continuation page to a Disposition Form.

14. Type the authority line, beginning at the left margin on the second line below the last line of the body. The authority line is used only when someone other than the commander or head of the organization signs the letter. See figure 2-2 and Appendix C, AR 340-15.

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15. Type the signature block, beginning on the fifth line below the authority line. Each line of the signature block begins at the center of the page. If no authority line is used, the signature block begins on the fifth line below the last line of the body. See figure 2-1 and Appendix C, AR 340-15.

16. Additional documents and papers that accompany the military letter are called inclosures. They must be accounted for in the inclosure listing. Type the inclosure listing, beginning at the left margin on the same line as the signature block. See examples the in paragraph 7-2, AR 340-15.

17. If the copy-furnished listing is used, type it at the left margin two lines below the last entry on the correspondence. See figure 2-10, AR 340-15.

18. If the body of the DF requires more than one page, you must use continuation page(s). The following variables from the guidance contained in steps 1 through 17 apply:

a. Type continuation pages on plain bond paper, using the same margins as those used on the printed Disposition Form.

b. Type the reference symbol beginning at the left margin on the eighth line below the top edge of the paper.

c. Type or stamp the date of the comment on the same line with the reference symbol, ending at the right margin.

d. Beginning at the left margin one line below the reference symbol, type "SUBJECT" and the subject phrase.

e. Type the body of the DF beginning at the left margin two lines below the last line of the heading. The text of the body must include two words on each page of any sentence divided between pages. Do not hyphenate a word or divide a paragraph of three (3) lines or less between pages. At least two (2) lines of the divided paragraph must be on each page. Do not type the authority line and/or the signature block on the continuation page without at least two (2) lines of the last paragraph. If the paragraph or subparagraph has only one (1) line, you may place it alone on the continuation page with the authority line and/or signature block. See the examples in figure 2-12, AR 340-15.

19. When continuation pages are required, do not number the basic DA Form 2496. However, number each continuation page beginning with page 2. Type the number without punctuation in the center of the page 1 inch from the bottom. Review your work for errors BEFORE removing it from the typewriter.

20. Assemble the completed DF IAW figure 7-1, AR 340-15.

REFERENCES

1. AR 310-50, Authorized Abbreviations and Brevity Codes
2. AR 340-15, Preparing Correspondence

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TASK 121-004-1202

Type a Military Letter

CONDITIONS

Given a handwritten or typed draft of a military letter, access to AR 310-50, AR 340-15, standard office materials and equipment, to include a dictionary.

STANDARDS

The military letter will:

1. Be typed in the format prescribed by AR 340-15.
2. Contain no errors in spelling, capitalization, or use of abbreviations.
3. Be corrected, if necessary, IAW paragraph 1-14, AR 340-15. Your supervisor will be the final approving authority.
4. List and identify inclosures, if any, IAW paragraph 7-2, AR 340-15.
5. Be prepared in enough copies to meet the distribution requirements of paragraph 1-29, AR 340-15.
6. Be assembled IAW figure 7-2, AR 340-15.

PERFORMANCE STEPS

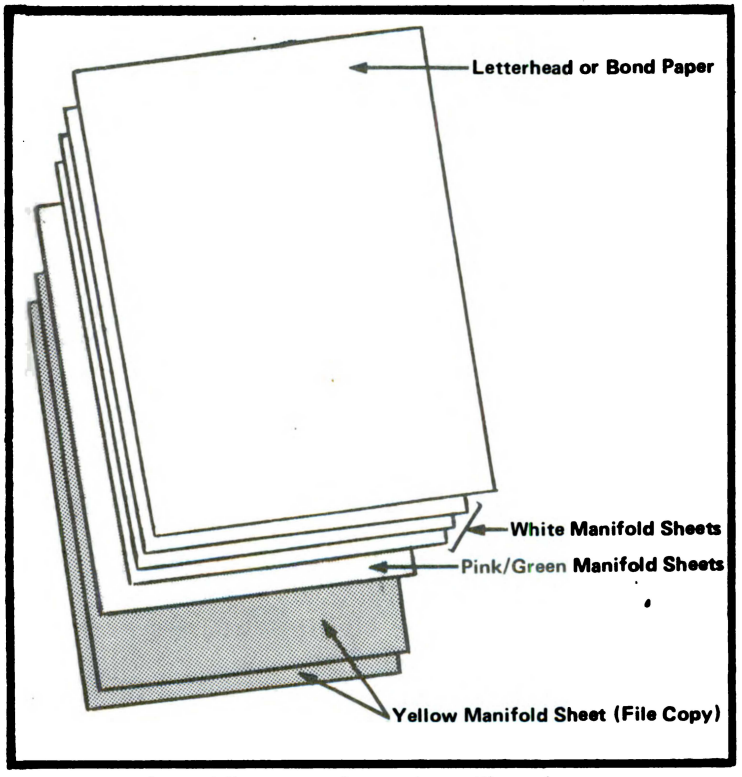
NOTE: Many tasks in your daily activities require knowledge of military correspondence. The most widely used and important form of correspondence is the military letter. It is used for written communication with organizations outside your headquarters. For example, a military letter would be used if the Commander, 8th Infantry Division, Fort Lewis, Washington, wished to write to the Commander, Third US Army, Fort McPherson, Georgia.

1. After receiving the draft letter, review it for errors in spelling and capitalization. Be sure that only correct abbreviations are used. Refer to AR 310-50, AR 340-15, and a standard desk dictionary.

2. Determine the number of copies to be typed, based on number of addressees, the body of the letter, and your local SOP. See paragraph 1-29, AR 340-15.

3. Assemble one sheet of letterhead paper (if available) or bond paper with enough white manifold sheets to meet your distribution requirements and one yellow manifold for file and any additional copies (pink/green) required by your local SOP.

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Assembling paper for typing military letter.

4. Set up your typewriter for 1-inch left and right margins and single spacing unless the letter is one paragraph of 10 lines or less, for which you use double spacing.

5. Now you are ready to start typing.

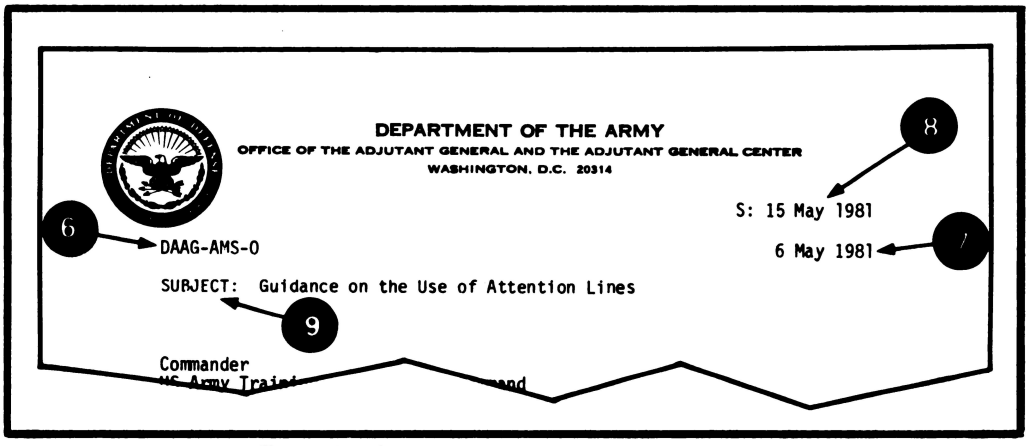
a. Begin your letterhead on the fifth line below the top edge of the paper. Center each line and follow the examples on pages A-1 though A-3, AR 340-15. This step is not necessary if a preprinted letterhead is used.

b. Enter writer identification line if required by local SOP IAW paragraph 1-31 and figure 2-8, AR 340-15.

6. Enter your reference (office) symbol, beginning at the left margin on the fourth line below the last line of your letterhead. See figure 2-1, AR 340-15.

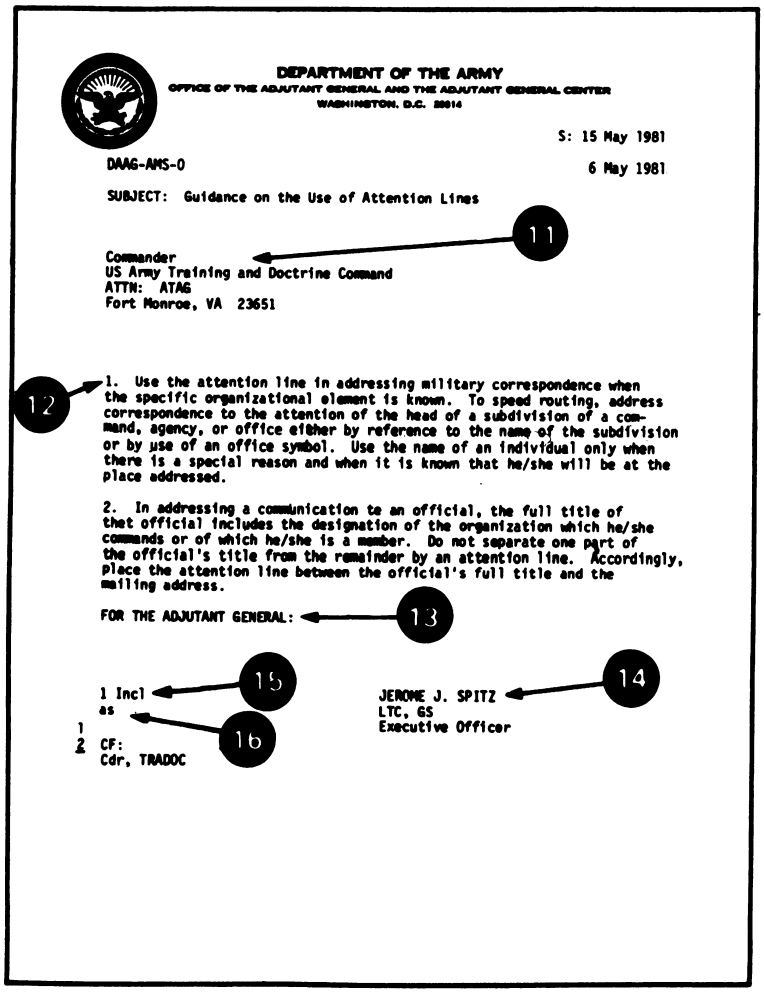
7. If you know the date the letter is to be signed, type the date, ending at the right margin on the same line as the reference symbol. If the date of signing is not known, leave the date off. See figure 2-1, AR 340-15.

8. When a suspense date is used, place it two lines above the date, ending on the right margin. Precede it with a capital "S" followed by a colon (:). See Figure 2-2, AR 340-15.



Example of military letter using letterhead paper.

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DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL AND THE ADJUTANT GENERAL CENTER
WASHINGTON, D.C. 20314

S: 15 May 1981

DAAG-AMS-O

6 May 1981

SUBJECT: Guidance on the Use of Attention Lines

11

Commander
US Army Training and Doctrine Command
ATTN: ATAG
Fort Monroe, VA 23651

12

1. Use the attention line in addressing military correspondence when the specific organizational element is known. To speed routing, address correspondence to the attention of the head of a subdivision of a command, agency, or office either by reference to the name of the subdivision or by use of an office symbol. Use the name of an individual only when there is a special reason and when it is known that he/she will be at the place addressed.

2. In addressing a communication to an official, the full title of that official includes the designation of the organization which he/she commands or of which he/she is a member. Do not separate one part of the official's title from the remainder by an attention line. Accordingly, place the attention line between the official's full title and the mailing address.

FOR THE ADJUTANT GENERAL:

13

15

1 Incl
as

16

1 CF:
2 Cdr, TRADOC

14

JEROME J. SPITZ
LTC, GS
Executive Officer

Example of format used in military letter

9. Beginning at the left margin, two lines below the reference symbol, type "SUBJECT:" and the subject phrase. The subject phrase describes the contents of the letter and ideally does not exceed ten words or two lines in length. See figure 2-2, AR 340-15.

10. Determine the type of address to use. Several types of addresses are used in military correspondence. Your example is based on a single-address military letter with an "ATTN" line. The other types, listed below, are discussed further in the references shown.

a. "THRU" address, figure 2-7, AR 340-15.

b. Multiple addresses (six or more), figure 2-9, AR 340-15.

c. "IN-TURN" addresses, figure 2-6, AR 340-15.

11. Type the address, begining at the left margin on the fourth line below the subject. See paragraphs 9-1 through 9-8, AR 340-15, for examples.

12. Type the body of the letter, beginning at the left margin on the fifth line below the last line of the address. If there is only one paragraph, do not number it.

a. If there is only one paragraph with 10 lines or less of text, double-space the body.

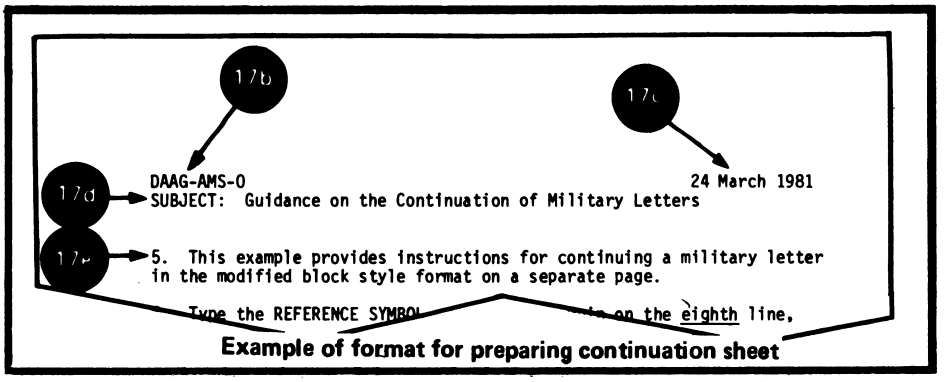
b. If there is more than one paragraph, number each one consecutively. Do not divide paragraphs beyond the third subdivision. Indent the first line of each subparagraph four spaces from the left margin. Start typing on the fifth space.

13. Type the authority line, beginning at the left margin on the second line below the last line of the body. Use the authority line only when someone other than the commander or head of the organization signs the letter. See figure 2-2 and appendix C, AR 340-15.

14. Type the signature block, beginning on the fifth line below the authority line. Begin each line of the signature block at the center of the page. If no authority line is used, begin the signature block on the fifth line below the last line of the body. See figure 2-1 and appendix C, AR 340-15.

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15. Additional documents and papers that accompany the military letter are called inclosures. They must be accounted for in the inclosure



Example of format for preparing continuation sheet

listing. Type the inclosure listing, beginning at the left margin on the same line as the signature block. See the examples in paragraph 7-2, AR 340-15.

16. If the copy-furnished listing is used, type it at the left margin two lines below the last entry on the correspondence. Review your work for errors before removing it from the typewriter. See paragraph 1-29, AR 340-15.

17. When the length of the body of the letter requires more than one page, you must use continuation page(s). The following variables from the guidance contained in performance steps 1 through 16 apply:

a. Assemble one sheet of bond paper, the same number of white manifolds as you assembled for page one, one yellow manifold for file, and any additional copies (pink/green) required by your local SOP.

b. Type the office reference symbol beginning at the left margin on the eighth line below the top edge of the paper.

c. Date: See performance step 7.

d. Beginning at the left margin one line below the reference symbol, type "SUBJECT" and the subject phrase.

e. Type the body of the letter, beginning at the left margin two lines below the subject phrase. The text of the body must include on each page two words of any sentence divided between pages. Do not hyphenate a word or divide a paragraph of three lines or less between pages. At least two lines of the divided paragraph must be on each page. Do not type the authority line and/or the signature block on the continuation page without at least two lines of the last paragraph. If the paragraph or subparagraph has only one line, you may place it alone on the continuation page with the authority line and/or signature block. See the examples in figure 2-12, AR 340-15.

18. Number the second and all subsequent pages. Do not number the first page. Type the number without punctuation in the center of the page 1 inch from the bottom. See the examples in figure 2-12, AR 340-15. Review your work for errors before removing it from the typewriter.

19. Assemble the completed letter IAW figure 7-2, AR 340-15.

REFERENCES

1. AR 310-50, Authorized Abbreviations and Brevity Codes
2. AR 340-15, Preparing Correspondence

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TASK 121-004-1203

Type a Nonmilitary Letter

CONDITIONS

Given a handwritten or typed draft of a nonmilitary letter, access to AR 310-50, AR 340-15, standard office materials and equipment, to include a dictionary.

STANDARDS

The nonmilitary letter will:

1. Be typed in the format prescribed by AR 340-15.
2. Contain no errors in spelling or capitalization.
3. Contain no military abbreviations or terminology unfamiliar to the addressee.
4. Be corrected, if necessary, IAW paragraph 1-14, AR 340-15. Your supervisor will be the final approving authority.
5. List and identify inclosures, if any, IAW paragraph 7-2, AR 340-15.
6. Be prepared in enough copies to meet distribution requirements of paragraph 1-29, AR 340-15.
7. Be assembled IAW figure 7-2, AR 340-15.

PERFORMANCE STEPS

NOTE: Occasionally you may have to type a letter to a civilian, a civilian agency, or a nonmilitary government agency. In such a case, you type a nonmilitary letter.

1. After receiving the draft nonmilitary letter, review it for errors in spelling and capitalization. Refer to AR 340-15 and a standard desk dictionary.

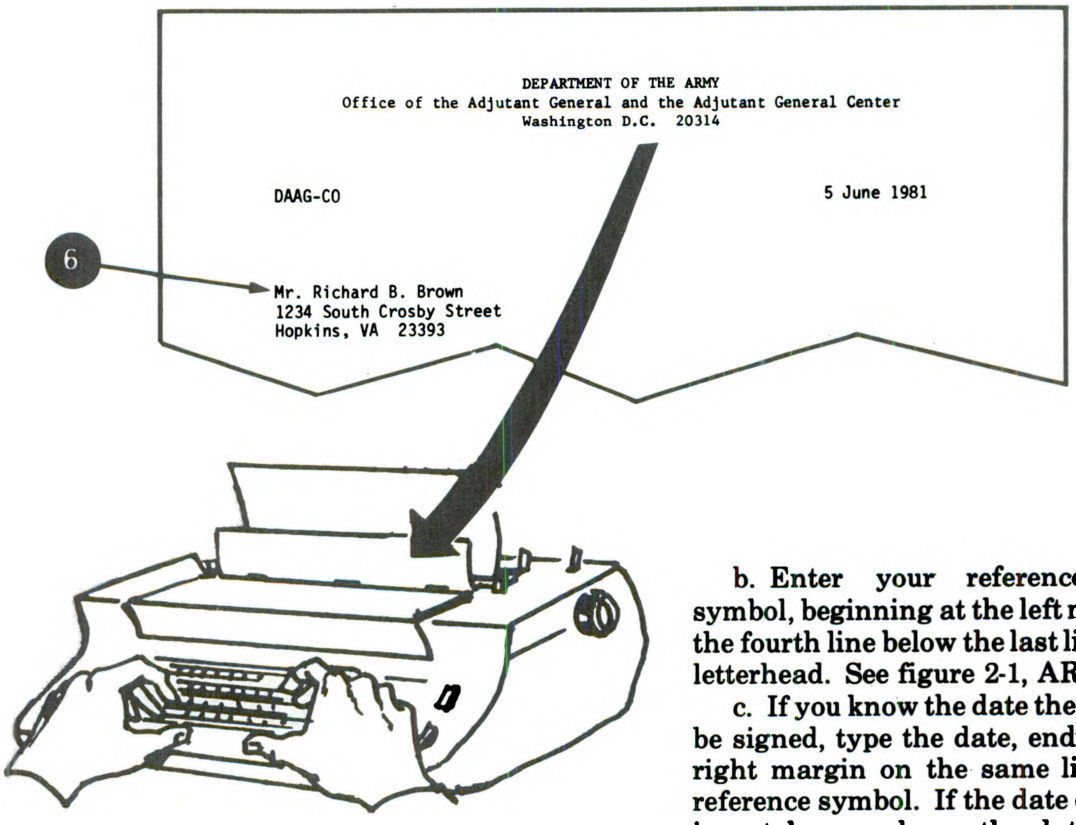
2. Determine the number of copies to be typed based on addressee and your local SOP.

3. Type the following items in a nonmilitary letter the same as in a military letter:

a. Begin your letterhead on the fifth line below the top edge of the paper. Center each line and follow the examples on pages A-1 through A-3, AR 340-15. This step is not necessary if a preprinted letterhead is used.

(1) Enter writer identification line if required by local SOP in accordance with paragraph 1-31 and figure 2-8, AR 340-15.

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An example of a heading for a nonmilitary letter

b. Enter your reference (office) symbol, beginning at the left margin on the fourth line below the last line of your letterhead. See figure 2-1, AR 340-15.

c. If you know the date the letter is to be signed, type the date, ending at the right margin on the same line as the reference symbol. If the date of signing is not known, leave the date off. See figure 2-1, AR 340-15.

4. Remember that the nonmilitary letter differs from a military letter in many ways. These differences are outlined in the following steps.

5. A subject line is not required, but you may use one on a standard nonmilitary letter. See figure 2-16, AR 340-15.

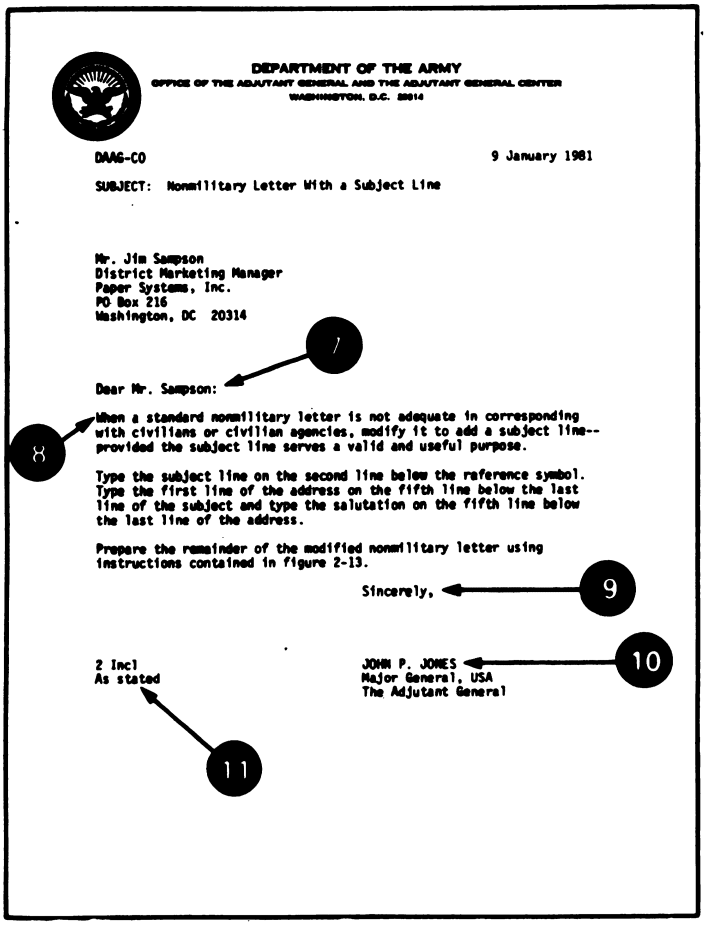
6. Enter the address at the left margin five lines below the reference symbol or the subject line (if used). See figure 2-13, AR 340-15.

7. Determine and enter the appropriate salutation (Dear Mr. Jones:) at the left margin five lines below the last line of the address. See figure 2-13 and appendix B, AR 340-15.

8. Begin the body of the letter on the second line below the salutation at the left margin. Do not number paragraphs. However, subparagraphs, if any, are lettered. Use double spacing when the letter contains only one paragraph of 10 lines or less. Use single spacing when the letter contains 11 or more lines. You may use abbreviations if they are contained in a standard dictionary. See figures 2-13 and 2-14, AR 340-15.

9. Determine and enter the appropriate complimentary close on the second line below the last line of the body, beginning at the center of the page. See figure 2-13 and appendix B, AR 340-15.

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DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL AND THE ADJUTANT GENERAL CENTER
WASHINGTON, D.C. 20314

DAAG-CO 9 January 1981

SUBJECT: Nonmilitary Letter With a Subject Line

Mr. Jim Sampson
District Marketing Manager
Paper Systems, Inc.
PO Box 216
Washington, DC 20314

Dear Mr. Sampson:

When a standard nonmilitary letter is not adequate in corresponding with civilians or civilian agencies, modify it to add a subject line--provided the subject line serves a valid and useful purpose.

Type the subject line on the second line below the reference symbol. Type the first line of the address on the fifth line below the last line of the subject and type the salutation on the fifth line below the last line of the address.

Prepare the remainder of the modified nonmilitary letter using instructions contained in figure 2-13.

Sincerely,

JOHN P. JONES
Major General, USA
The Adjutant General

2 Incl
As stated

Example of a nonmilitary letter using a subject line.

10. Type the signature block on the fifth line below the complimentary close, beginning at the center of the page. Do not use abbreviations that are unfamiliar to the addressee. See figure 2-13, AR 340-15.

11. Type the inclosure listing on the same line as the first line of the signature block, beginning at the left margin. Identify inclosures by showing the total number and a brief description of each or use the phrase "As Stated" if inclosures have been fully identified within the body of the letter. See figure 2-13, AR 340-15. Review your work for errors before removing it from the typewriter.

12. When the length of the letter requires more than one page, you must use continuation pages. The following variables from the guidance contained in performance steps 1 through 11 apply:

a. Assemble one sheet of bond paper, the same number of white manifolds as you assembled for page one, one yellow manifold for file, and any additional copies (pink/green) required by your local SOP.

b. Type the office reference symbol beginning at the left margin on the eighth line below the top edge of the paper.

c. If you know the date the letter is to be signed, type the date, ending at the right margin on the same line as the reference symbol. If the date of signing is not known, leave the date off. See figure 2-1, AR 340-15.

d. Addressee's name: Type beginning at the left margin one line below the office/reference symbol.

e. Type the body of the letter, beginning at the left margin two lines below the subject phrase. The text of the body must include on each page two words of any sentence divided between pages. Do not hyphenate a word or divide a paragraph of three lines or less between pages. At least two lines of the divided paragraph must be on each page. Do not type the authority line and/or the signature block on the continuation page without at least two lines of the last paragraph. If the paragraph or subparagraph has only one line, you may place it alone on the continuation page with the authority line and/or signature block. See the examples in figure 2-12, AR 340-15.

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13. Number the second and all subsequent pages. Do not number the first page. Type the number without punctuation in the center of the page 1 inch from the bottom. See the examples in figure 2-12, AR 340-15. Review your work for errors before removing it from the typewriter.

14. Assemble the completed nonmilitary letter IAW figure 7-2, AR 340-15.

REFERENCES

1. AR 310-50, Authorized Abbreviations and Brevity Codes
2. AR 340-15, Preparing Correspondence

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TASK 121-004-1204

Type an Indorsement to a Military Letter

CONDITIONS

Given a completed military letter which requires a reply, a handwritten or typed draft of an indorsement, all previous indorsements (if any), access to AR 310-50, AR 340-15, standard office materials and equipment, to include a dictionary.

STANDARDS

The indorsement will:

1. Be typed in the format prescribed by AR 340-15.
2. Contain no errors in spelling, capitalization, or use of abbreviations.
3. Be corrected, if necessary, IAW paragraph 1-14, AR 340-15. Your supervisor will be the final approving authority.
4. List and identify inclosures, if any, IAW paragraph 7-2, AR 340-15.
5. Be prepared in enough copies to meet distribution requirements of paragraph 1-29, AR 340-15.
6. Be assembled with the military letter IAW figure 7-1, AR 340-15.

PERFORMANCE STEPS

NOTE: The military letter is used for written communication between your organization and an organization outside your headquarters. (See task 121-004-1202.) However, to reply to or forward a military letter, use an indorsement.

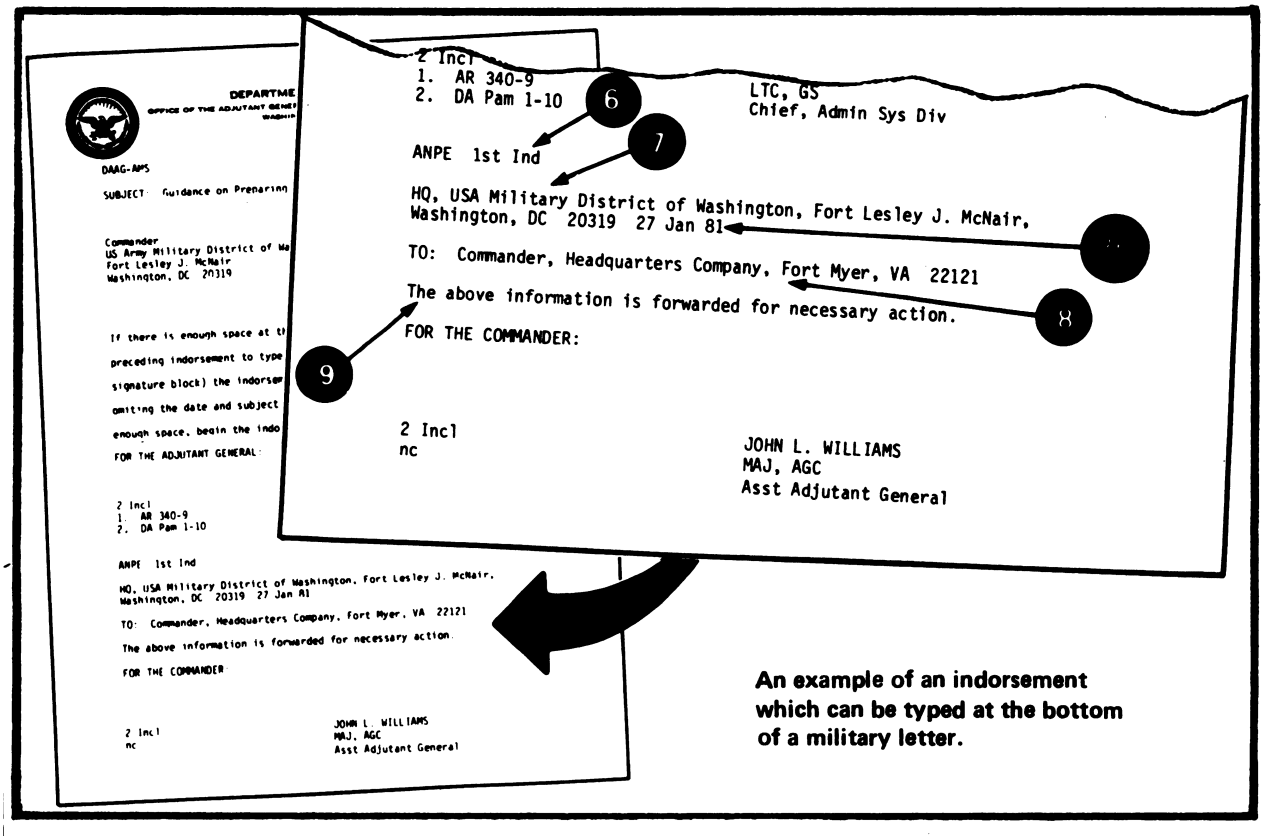
1. After receiving the draft indorsement, review it for errors in spelling and capitalization. Be sure that only correct abbreviations are used. Refer to AR 310-50, AR 340-15, and a standard desk dictionary.

2. Determine the number of copies to be typed, based on addressees, the body of the indorsement, and your local SOP.

3. If this is a 1st Indorsement, determine whether there is enough space at the end of the military letter to type the *entire* indorsement on that page. See figure 3-1, AR 340-15. if there is, go to step 4. If there is not enough space on the military letter to complete the *entire* indorsement, then begin the indorsement on a separate page. See step 14 of this task for rules about beginning an indorsement on a separate page. Also see figure 3-2, AR 340-15.

4. Assemble enough white manifold sheets behind the letter to meet

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An example of an indorsement which can be typed at the bottom of a military letter.

distribution requirements, one yellow manifold sheet for file, and any additional copies (pink/green) required by your local SOP.

5. Set your typewriter margins approximately the same as the margins of the letter. See figure 3-1, AR 340-15.

6. Now you are ready to begin typing the heading, which consists of the reference symbol and the indorsement number. There are exceptions to information contained in the heading. However, these two items are always present. Place the heading on one line, three lines below the last line of the letter at the left margin. See figure 3-1, AR 340-15.

7. Enter the preparing-agency line on the second line below the heading. This line contains the same information as your letterhead with two exceptions.

a. If your unit designation contains the words "US Army," omit the abbreviation "DA" as the first item.

b. The current date appears at the end of the preparing agency line approximately three spaces after the ZIP Code.

8. Begin the address line at the left margin two lines below the last line of the preparing-agency line. If the indorsement is being routed through an intermediate addressee, enter the word "THRU" and the address. Then enter the "TO" address on the second line below the last "THRU" address. Insure that the first letter of the "TO" address is directly below the first letter of the "THRU" address. If no "THRU" address is used, enter the

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S: 3 May 81

DAAG-AMS (5 Mar 81) 1st Ind Mr. Lauri/mh/31961
SUBJECT: Clarifying Formats for a Separate-Page Indorsement
HQDA (DAAG-AM), WASH DC 20314 18 March 1981

TO: Cdr, DARCOM, ATTN: DRXAM-AR, 5001 Eisenhower Ave, Alexandria, VA 22333

1. Type the originator's reference symbol on an indorsement at the left margin on the eighth line from the top of the page; include the date of the basic letter in parentheses as the last element. Type the indorsement number. two [illegible] the reference [illegible] If additional [illegible] is used,

An example of the format used for a single page indorsement.

DAAG-AMS-O Davis, William R., Jr. 2d Ind
SSN 111-22-3333 (14 Jun 81)
SUBJECT: Guidance Pertaining to the Continuation of an Indorsement

5. When two or more pages are required in preparing an indorsement, the following rules apply:

a. Type the reference symbol, indorsement number, and subject in the same manner as when beginning a separate-page indorsement.

b. Stamp or type the date of the current indorsement about three spaces behind the indorsement number.

6. If a continuation page is required--

a. Do not divide a paragraph of three lines or less between pages, for at least two lines of the divided paragraph must be on each page.

b. Include at least two words on each page of any sentence divided between pages.

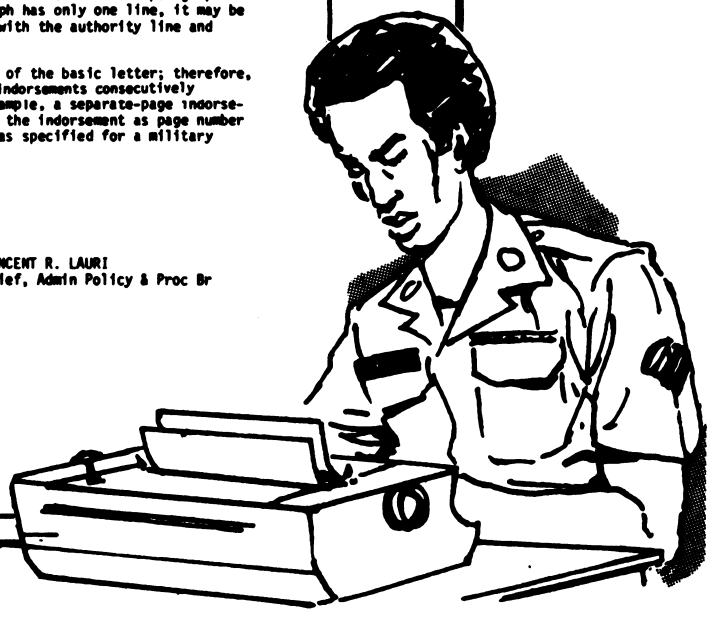
c. Do not hyphenate a word between pages.

d. Do not type the authority line and signature block on the continuation page without at least two lines of the last paragraph. If, however, a paragraph or subparagraph has only one line, it may be placed alone on the continuation page with the authority line and signature block.

7. Indorsements are considered a part of the basic letter; therefore, number the pages of the letter and its indorsements consecutively throughout the entire package. For example, a separate-page indorsement to a three page letter would show the indorsement as page number 4. Position the page number the same as specified for a military letter.

FOR THE DIRECTOR:

VINCENT R. LAURI
Chief, Admin Policy & Proc Br



The format used for the continuation of an indorsement.

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"TO" address two lines below the last line of the preparing-agency line. See figure 3-4, AR 340-15.

9. Begin typing the body of the indorsement at the left margin two lines below the last line of the address. If there is only one paragraph, do not number it. See figures 3-1 and 3-2, AR 340-15.

a. If there is only one paragraph with 10 lines or less of text, double-space the body.

b. If there is more than one paragraph, number each one consecutively. Do not divide paragraphs beyond the third subdivision. Indent the first line of each subparagraph four spaces from the left margin. Start typing on the fifth space.

10. Type the authority line, beginning at the left margin on the second line below the last line of the body. Use the authority line only when someone other than the commander or head of the organization signs the letter. See figure 2-2 and appendix C, AR 340-15.

11. Type the signature block, beginning on the fifth line below the authority line. Begin each line of the signature block at the center of the page. If no authority line is used, begin the signature block on the fifth line below the last line of the body. See figure 2-1 and appendix C, AR 340-15.

12. Additional documents and papers that accompany the military letter are called inclosures. They must be accounted for in the inclosure listing. Type the inclosure listing, beginning at the left margin on the same line as the signature block. See the examples in paragraph 7-2, AR 340-15.

13. If the copy-furnished listing is used type it at the left margin two spaces below the last entry on the correspondence. Review your work for errors before removing it from the typewriter. See paragraph 1-29, AR 340-15.

14. To begin an indorsement on a separate page, assemble one sheet of bond paper with enough white manifold sheets to meet your distribution requirements and one yellow manifold for file and any additional copies (pink/green) required by your local SOP.

15. Set up your typewriter for 1-inch left and right margins and single spacing unless the indorsement is one paragraph of 10 lines or less, for which you use double-spacing.

16. Now you are ready to begin typing. First type the heading information on the eighth line from the top of the paper as outlined in step 6 of this task. This will now include the date of the basic letter as shown in figure 3-2, AR 340-15.

17. On the next line type "SUBJECT:" and the subject phrase as it appears on the letter. See figure 3-2, AR 340-15.

18. To complete the indorsement, follow steps 7 through 11 of this task. See

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figure 3-2, AR 340-15. Review your work for errors BEFORE removing it from the typewriter.

19. Number the second and all subsequent pages. Do not number the first page. Type the number without punctuation in the center of the page 1 inch from the bottom. See the examples in figure 2-12, AR 340-15. Review your work for errors before removing it from the typewriter.

20. When the length of the body of the indorsement requires more than one page, you must use continuation pages. The following variables from the guidance contained in performance steps 1 through 13 apply:

a. Assemble necessary bond, not letterhead (see step 14).

b. Type or stamp the date of the current indorsement approximately three spaces behind the indorsement number.

c. Do not use the preparing-agency line and the address line in this case.

d. Type the body of the indorsement, beginning at the left margin two lines below the subject phrase. The text of the body must include on each page two words of any sentence divided between pages. Do not hyphenate a word or divide a paragraph of three lines or less between pages. At least two lines of the divided paragraph must be on each page. Do not type the authority line and/or the signature block on the continuation page without at least two lines of the last paragraph. If the paragraph or subparagraph has only one line, you may place it alone on the continuation page with the authority line and/or signature block. See the examples in figure 3-3, AR 340-15.

21. Assemble the completed indorsement IAW figure 7-1, AR 340-15.

REFERENCES

1. AR 310-50, Authorized Abbreviations and Brevity Codes
2. AR 340-15, Preparing Correspondence

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TASK 121-004-1205

Type a Joint Messageform (DD Form 173/1)

CONDITIONS

Given a handwritten or typed draft message and blank Joint Messageform (DD Form 173/1), access to AR 105-31, AR 105-32, AR 310-50, standard office materials and equipment, to include a dictionary.

STANDARDS

The final Joint Messageform will:

1. Be typed in the correct format on DD Form 173/1, 173/2, or 173/3 based on the type of equipment in your local telecommunications center.
2. Contain no errors in spelling, capitalization, or use of abbreviations.
3. Be corrected, if necessary, IAW paragraph 3-30, AR 105-31. Your supervisor will determine if your work is satisfactory.
4. Be prepared in enough copies to meet distribution requirements.
5. Be assembled for dispatch IAW AR 105-31.

IMPORTANT

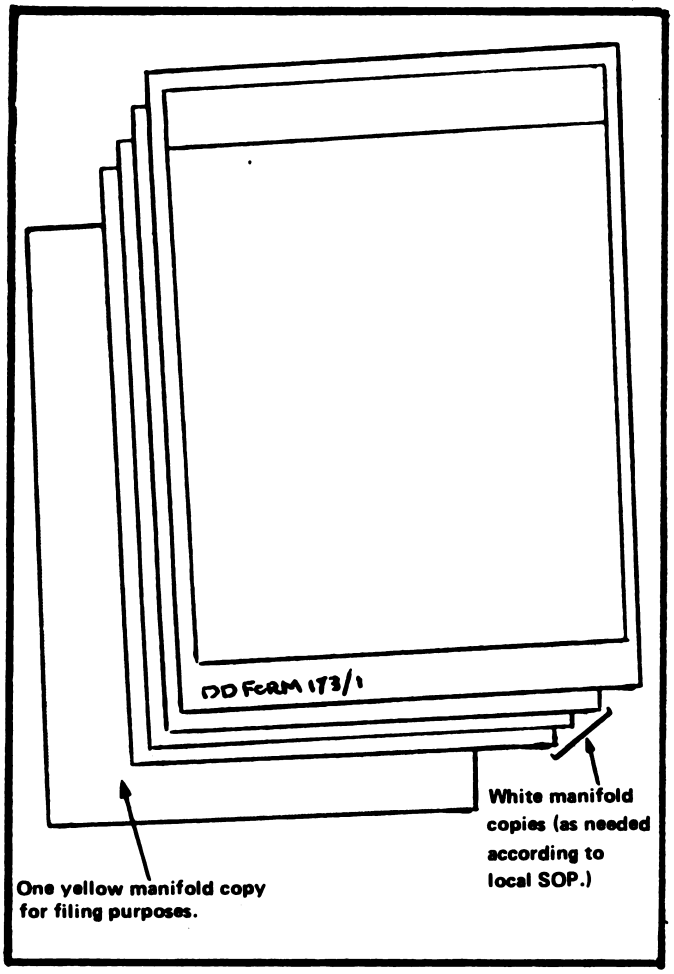
Because the use of DD Form 173/2 and 173/3 is controlled by specific instructions issued by your local servicing telecommunications center, this Soldier's Manual will discuss only the preparation of the DD Form 173/1. See paragraph 3-4, AR 105-31.

PERFORMANCE STEPS

NOTE: Many times a letter won't reach the addressee soon enough to meet the importance or urgency of the situation or when a phone call is not desirable because the sender wants the information to be delivered in writing. In such cases, use the Joint Messageform (DD Form 173/1). It can be sent in a short period of time, since it is electrically transmitted like a telegram.

1. After receiving the draft Joint Messageform, review it for errors in spelling and capitalization. Also be sure that only correct abbreviations are used. Refer to AR 310-50 for correct abbreviations and to AR 105-31 for message preparation. See paragraph 3-17, AR 105-31, for administrative instructions. Use your standard desk dictionary to check spelling.

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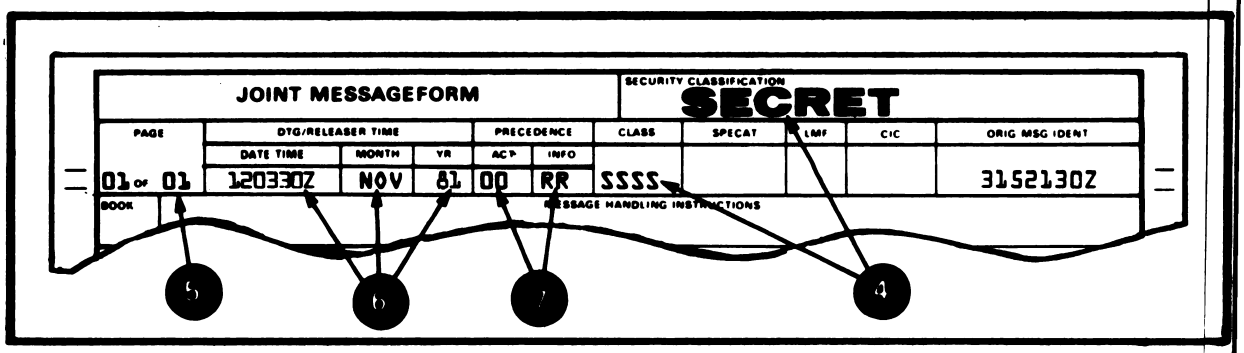
Assembly of DD Form 173/1 for typing.

2. Determine the number of copies to be typed, based on your local SOP.

3. Assemble one DD Form 173/1 with necessary white manifold copies, based on your local SOP, and one yellow manifold copy for file.

4. You are now ready to begin typing. Double-space the entire message and type it in all capital letters. Every message must have a security classification. The security classification, to include FOR OFFICIAL USE ONLY, stamped or marked in RED ink (not typed) in the blocks at the top and bottom of the form. On unclassified messages stamp or type UNCLAS in the blocks. There is also a code for each different classification, which also should be typed in the CLASS block. See paragraphs 3-6a through c and 3-10 and figures 3-1 and 3-2, AR 105-31.

5. Enter the page number on all pages in the block at the upper left corner. Number the pages in order. Indicate the total number of pages in the PAGE OF block. Type page numbers, using a minimum of two digits. Example: PAGE 01 of 04, PAGE 02 of 04.



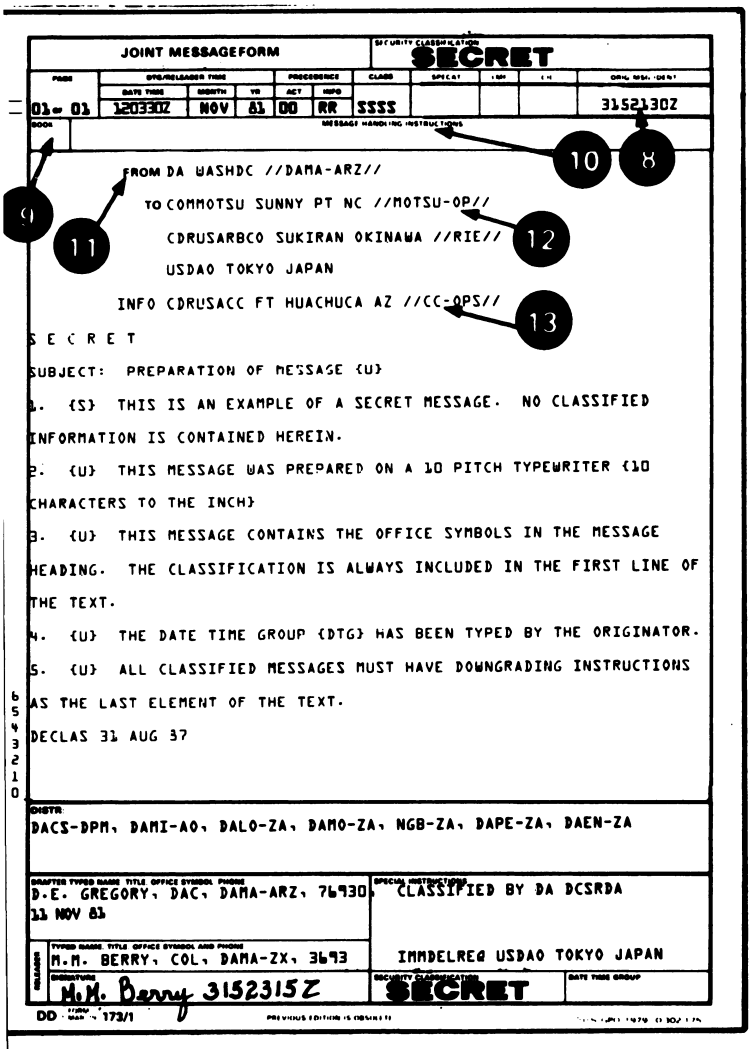
An example of the preparation of the heading for DD Form 173/1

6. Use DTG Releaser Time Block to show the date and time the message was released by the proper authentication authority. The time is determined in a special way that is different from your local time. It is called Greenwich Mean Time (GMT). It is sometimes called "ZULU" time because it is time zone "Z." If you do not know how to convert local time to GMT, contact your telecommunications center. Enter the date and time in

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the DTG-RELEASER TIME block. For example, the time shown as 102130Z means the tenth day of November, 2130 hours GMT. See paragraph 3-8 and figures 3-1 and 3-2, AR 105-31.

7. Determine the precedence code based on action required by addressees. See paragraph 3-9 and figures 3-1 and 3-2, AR 105-31.



JOINT MESSAGEFORM — SECURITY CLASSIFICATION: SECRET

PAGE	DTG/RELEASER TIME: DATE TIME	MONTH	YR	PRECEDENCE: ACT	INFO	CLASS	SPECAT	CAVEAT	EYES	ORIG MSG IDENT
01 of 01	120330Z	NOV	81	DD	RR	SSSS				31521302

BOOK — MESSAGE HANDLING INSTRUCTIONS

FROM DA WASHDC //DAMA-ARZ//

TO COMMOTSU SUNNY PT NC //MOTSU-OP//

CDRUSARBCO SUKIRAN OKINAWA //RIE//

USDAO TOKYO JAPAN

INFO CDRUSACC FT HUACHUCA AZ //CC-OPS//

SECRET

SUBJECT: PREPARATION OF MESSAGE (U)

1. (S) THIS IS AN EXAMPLE OF A SECRET MESSAGE. NO CLASSIFIED INFORMATION IS CONTAINED HEREIN.

2. (U) THIS MESSAGE WAS PREPARED ON A 10 PITCH TYPEWRITER (10 CHARACTERS TO THE INCH)

3. (U) THIS MESSAGE CONTAINS THE OFFICE SYMBOLS IN THE MESSAGE HEADING. THE CLASSIFICATION IS ALWAYS INCLUDED IN THE FIRST LINE OF THE TEXT.

4. (U) THE DATE TIME GROUP (DTG) HAS BEEN TYPED BY THE ORIGINATOR.

5. (U) ALL CLASSIFIED MESSAGES MUST HAVE DOWNGRADING INSTRUCTIONS AS THE LAST ELEMENT OF THE TEXT.

DECLAS 31 AUG 37

6 5 4 3 2 1 0

INSTR: DACS-DPM, DAMI-AO, DALO-ZA, DAMO-ZA, NGB-ZA, DAPE-ZA, DAEN-ZA

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE: D.E. GREGORY, DAC, DAMA-ARZ, 76930 — 11 NOV 81

SPECIAL INSTRUCTIONS: CLASSIFIED BY DA DCSRDA

RELEASER — TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE: M.M. BERRY, COL, DAMA-ZX, 3693

SIGNATURE: M.M. Berry 3152315Z

SECURITY CLASSIFICATION: SECRET — DATE TIME GROUP

IMMDELREQ USDAO TOKYO JAPAN

DD FORM 173/1 — PREVIOUS EDITIONS ARE OBSOLETE

An example of a Joint Messageform (DD Form 173/1) Prepared for Transmittal.

8. Use ORG MSG Ident Block to indicate the time that the message was prepared (typed) and ready for coordination and release by the writer. The time is composed of the Julian date and GMT or "ZULU" Time. For example, the time shown as 3152130Z means the tenth day of November, 2130 hours GMT. See paragraph 3-14 and figures 3-1 and 3-2, AR 105-31.

9. Leave the book block blank if the message is to be processed as a multiple address message. If there is more than one addressee, consult the drafter to find out if "Yes" is appropriate in this block, depending on whether or not he wants each addressee to know who else gets the message. See paragraph 3-15, AR 105-31.

10. If you have message handling instructions, enter them in the MESSAGE HANDLING INSTRUCTIONS block IAW paragraph 3-16, AR 105-31.

11. Type your address and office symbol in capital letters after the word "FROM." The office symbol will be preceded and followed by double slant (//) marks. See paragraphs 2-2 and 3-18 and figures 3-1 and 3-2, AR 105-31.

12. Address all messages to the commander of the installation or organization IAW paragraphs 2-2 and 3-19, AR 105-31, and as listed in AR 105-32. The address consists of the command title, geographic location, and reference symbol, if known. When a message is to be sent to some addresses by nonelectrical means, the word "ZEN" will preceed those addresses. The first address begins after the word "TO." Additional addresses will follow, double spaced, starting under the first letter of the previous line. See paragraphs 2-2 and 3-19, and figures 3-1 and 3-2, AR 105-31.

13. Enter any information addressees in the same manner as "TO" addressees. Precede the first "INFO" addressee with "INFO" typed in the

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same manner as the "TO" line. See paragraphs 2-2 and 3-20 and figures 3-1 and 3-2, AR 105-31.

14. Determine which internal instructions in paragraph 3-23, AR 105-31, such as "Personal For," are required for your message. Type this information on the second line after the last addressee, beginning at the left margin.

15. Observe the following rules in typing the text of the message:

a. Begin typing on the left margin two lines below the last line of internal instructions.

b. Follow the same paragraphing rules used in preparing military correspondence. See paragraphs 3-17a and 3-24, AR 105-31.

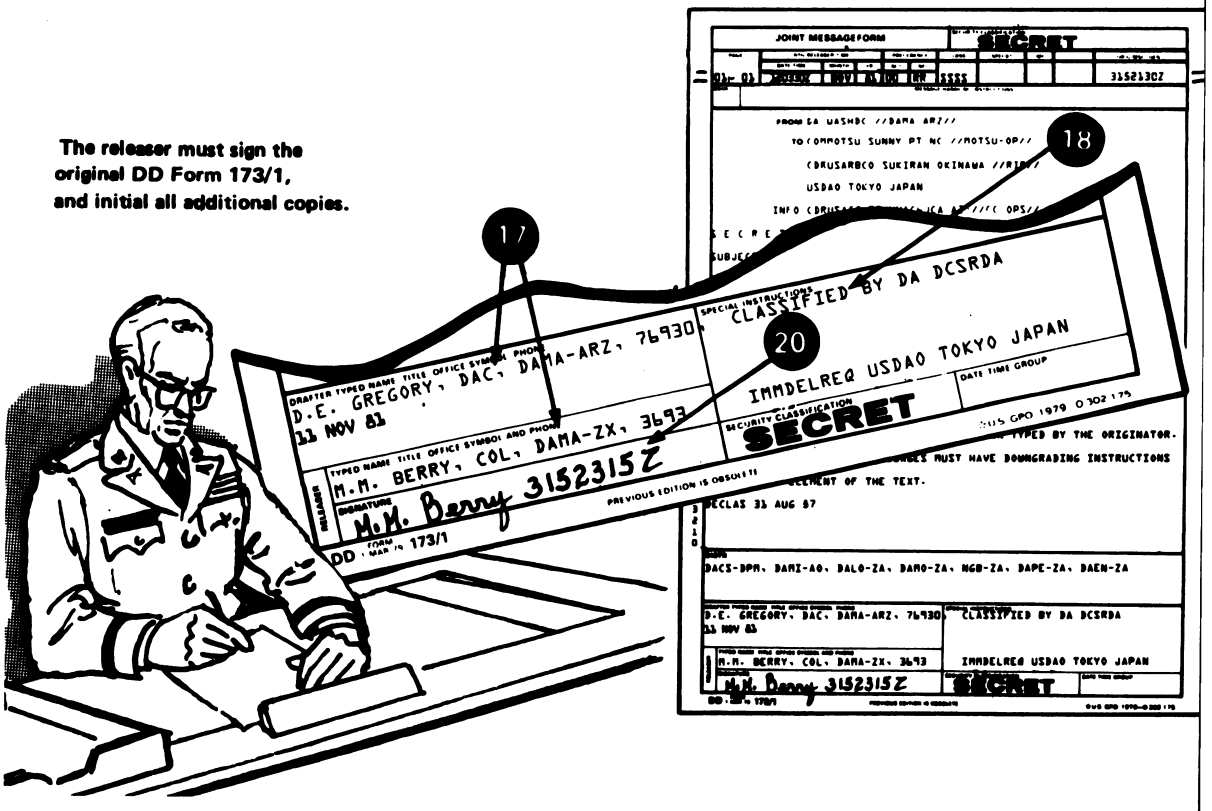
c. Do not exceed a total of 69 characters and spaces per line.

d. Use abbreviations to the greatest extent possible IAW AR 310-50.

16. If the message is to be distributed internally or locally, enter the reference symbol of the addressee(s). See paragraph 3-25 and figure 3-1, AR 105-31.

17. Enter all information required in the DRAFTER and RELEASER blocks in the lower left corner. See figures 3-1 and 3-2, AR 105-31.

18. If there are special instructions, enter them in the SPECIAL INSTRUCTIONS block (lower right corner) IAW paragraph 3-27 and figure 3-1, AR 105-31. Staff coordination normally appears in this block.



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19. Many messages may require more than one page because of the number of addressees or the length of the body. The first page of the messageform ends just above the DISTR block. Instructions for completing the DISTR block are in paragraph 3-25, AR 105-31. If more pages are needed, you may use additional copies of the Joint Messageform (DD Form 173/1). Much of the same block information goes on additional pages. It is easier to type it in the correct location on the page if you use the Joint Messageform (DD Form 173/1). See paragraph 3-22 and figure 3-2, AR 105-31.

20. When you have finished typing the message, check it for correctness. Review your work BEFORE taking it out of the typewriter. Assemble the messageforms and file copy IAW your local SOP and forward them to the releaser. The releaser will sign in the SIGNATURE portion of the RELEASER block on page 01 of all copies and will initial all additional pages.

REFERENCES

1. AR 105-31, Record Communications
2. AR 105-32, Authorized Addresses for Electrically Transmitted Messages
3. AR 310-50, Authorized Abbreviations and Brevity Codes

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TASK 121-004-1216

Type a Memorandum

CONDITIONS

Given a draft of a memorandum, access to AR 310-50, AR 340-15, standard office materials and equipment, including a dictionary.

STANDARDS

The memorandum will:

1. Be typed in the format prescribed by AR 340-15.
2. Contain no errors in spelling, capitalization, or use of abbreviations.
3. Be corrected, if necessary, IAW paragraph 1-14, AR 340-15. Your supervisor will be the final approving authority.
4. List and identify inclosures, if any, IAW paragraph 7-2, AR 340-15.
5. Be prepared in enough copies to meet the distribution requirements of paragraph 1-29, AR 340-15.
6. Be assembled IAW figure 7-2, AR 340-15.

PERFORMANCE STEPS

NOTE: The memorandum is used to transmit information or recommend action within a headquarters or agency when no reply is required or expected. The memorandum is also used for recording understandings and agreements.

1. After receiving the draft memorandum, review it for errors in spelling and capitalization. Be sure that only correct abbreviations are used. Refer to AR 310-50, AR 340-15, and a standard desk dictionary.

2. Determine the number of copies to be typed, based on number of addresses, the body of the letter, and your local standing operating procedure (SOP). See paragraph 1-29, AR 340-15.

3. Assemble one sheet of letterhead paper (if available) or bond paper with enough white manifold sheets to meet your distribution requirements and one yellow manifold for file and any additional copies (pink/green) required by your local SOP.

4. Set up your typewriter for 1-inch left and right margins and single spacing unless the memorandum is one paragraph of 10 lines or less, for which you use double spacing.

5. Now you are ready to start typing.

a. Begin your letterhead on the fifth line below the top edge of the paper. Center each line and follow the examples on pages A-1 through A-3,

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AR 340-15. This step is not necessary if a preprinted letterhead is used.

b. Enter writer identification line if required by local SOP IAW paragraph 1-31 and figure 2-8, AR 340-15.

6. Enter your reference (office) symbol, beginning at the left margin on the fourth line below the last line of your letterhead. See figure 5-1, AR 340-15.

7. If you know the date the letter is to be signed, type the date, ending at the right margin on the same line as the reference symbol. If the date of signing is not known, leave the date off. See figure 5-1, AR 340-15.

8. Place the address on the fourth line below the reference symbol. Beginning at the left margin, type "MEMORANDUM FOR" and the job title of the addressee (use all capital letters). If there are multiple addresses, type them IAW figure 5-5, AR 340-15. If there is an "ATTN" line, enter it beginning at the left margin on the second line below the last addressee. See figure 5-3, AR 340-15. If the memorandum has a "THRU" address, see figure 5-4, AR 340-15.

9. Beginning at the left margin, enter the "SUBJECT" line on the second line below the last addressee.

10. See figures 5-1 through 5-8, AR 340-15, for examples about the signature block, inclosure listing, and assembly of the memorandum.

11. Type the authority line, beginning at the left margin on the second line below the last line of the body. Use the authority line only when someone other than the commander or head of the organization signs the letter. See figure 2-2 and appendix C, AR 340-15.

12. Type the signature block, beginning on the fifth line below the authority line. Begin each line of the signature block at the center of the page. If no authority line is used, begin the signature block on the fifth line below the last line of the body. See figure 2-1 and appendix C, AR 340-15.

13. Additional documents and papers that accompany the memorandum are called inclosures. They must be accounted for in the inclosure listing. Type the inclosure listing, beginning at the left margin on the same line as the signature block. See the examples in paragraph 7-2, AR 340-15.

14. Review your work BEFORE taking it out of the typewriter.

REFERENCES

1. AR 310-50, Authorized Abbreviations and Brevity Codes
2. AR 340-15, Preparing Correspondence

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TASK 121-004-1227

Establish Functional Files

CONDITIONS

Given the requirement to establish a functional files system for a new activity or office, access to AR 340-2 or AR 340-18 series (whichever applies to your activity), AR 310-50, standard office supplies and equipment.

STANDARDS

The functional files will:

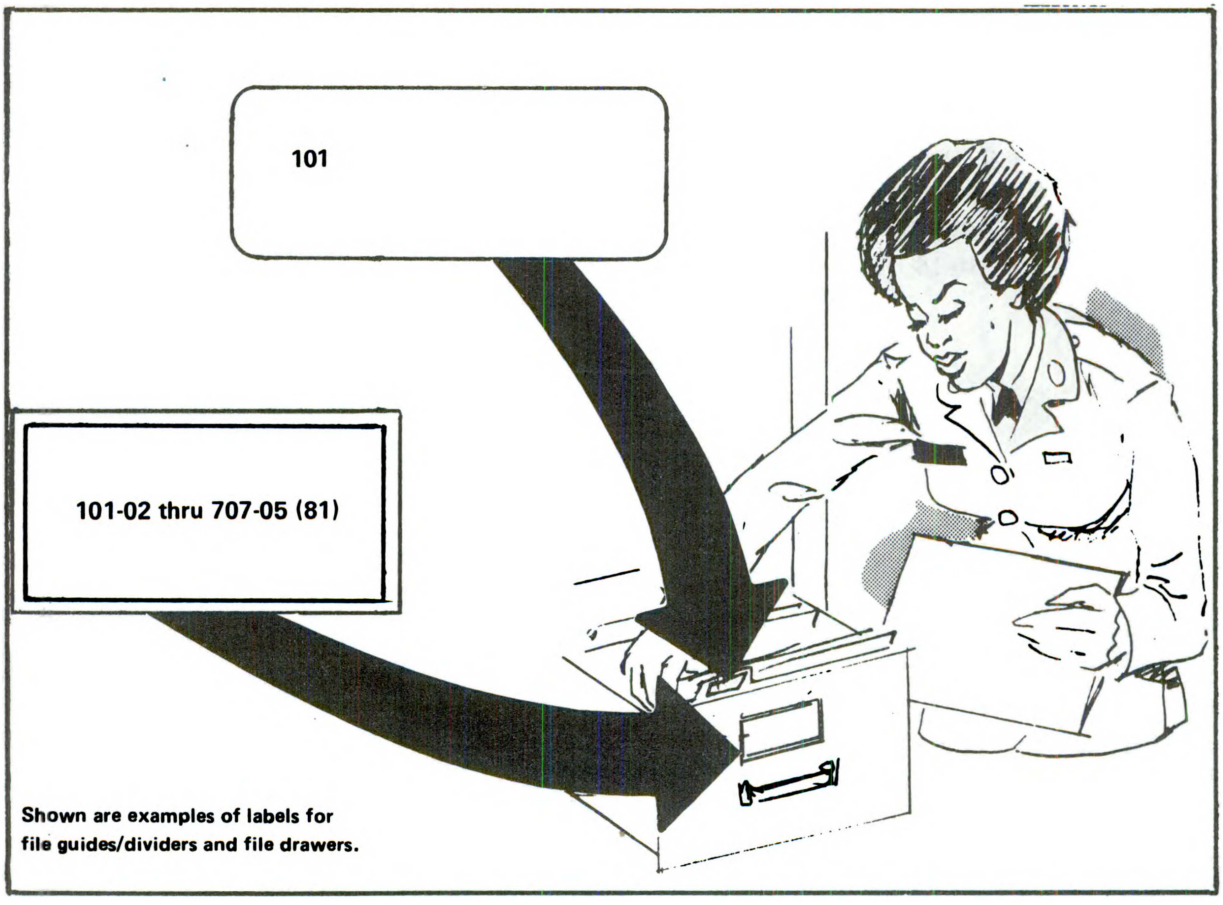
1. Include only the file numbers on the approved list of selected file numbers and proper authorization for any unidentified files IAW AR 340-2 or AR 340-18 series.
2. Contain the appropriate file numbers, titles, year and disposition instructions on the file labels IAW AR 340-2 or AR 340-18 series.
3. Have the labels correctly positioned on the folders IAW AR 340-2 or AR 340-18 series.
4. Be arranged in proper sequence, and file dividers, if used, will be positioned IAW AR 340-2 or AR 340-18-1.
5. Have the files container or drawer(s) properly identified and/or marked IAW AR 340-18-1 or AR 340-2.
6. Use only authorized abbreviations on the labels IAW AR 310-50 and AR 340-2 or AR 340-18 series.
7. Meet the neatness and other on-the-job standards of the supervisor.

PERFORMANCE STEPS

NOTE: Because of the large volume and different types of forms, documents, and correspondence handled by the Army, a system of filing and storage has been developed. This is known as The Army Functional Files System (TAFFS). Under this system there are two parallel governing directives. The AR 340-18 series applies to all Active Army units at division or higher level and all TDA units (except units conducting BT or AIT and ROTC instructor groups). These exceptions and all other units, including TOE units below division level and Reserve Component units, are governed by AR 340-2.

1. Analyze your activity or office mission and functions. You can find a general statement of mission and functions of each activity in the Organization and Functions Manual published by your headquarters. Make a list of the subject areas of files you think will be required. A list of major functional files categories is found in either AR 340-18-1 or AR 340-2. Match your list of subject areas against the list of available file numbers and titles in the AR 340-18 series or AR 340-2, and

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Shown are examples of labels for file guides/dividers and file drawers.

select file numbers and titles that most nearly agree with those subject areas on your list. You will no doubt find some additional file numbers and titles that you wish to add.

2. Coordinate the list of selected file numbers and titles with your supervisor for completeness. Then forward it to the records management officer (RMO) for necessary approval IAW AR 340-2 or AR 340-18-1.

3. After approval by the RMO, prepare a file label for each file selected to be maintained within your activity IAW chapter 2, AR 340-18-1, or chapter 7, AR 340-2. Use abbreviations whenever possible, as authorized by AR 310-50 and AR 340-18-1 or AR 340-2.

4. Apply the labels to the file folders in the appropriate position, according to the disposition instruction(s) on each label. Position the labels as shown in chapter 4, AR 340-18-1, or chapter 7, AR 340-2.

5. Arrange the files in numerical sequence. Prepare file guides/dividers as

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prescribed by chapter 4, AR 340-18-1, or chapter 7, AR 340-2.

6. Prepare necessary file container labels. Place them on the file containers as prescribed by figure 2-2, AR 340-18-1.

7. File the approved list of selected file numbers IAW the instructions prescribed by the file description of file number 101-24 in appendix E, AR 340-18-1, or appendix A, AR 340-2.

REFERENCES

1. AR 310-50, Authorized Abbreviations and Brevity Codes
2. AR 340-2, Maintenance and Disposition of Records in TOE Units of the Active Army and the Army Reserve
3. AR 340-18 series, Maintenance and Disposition of *** Functional Files

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TASK 121-004-1228

File Documents/Correspondence

CONDITIONS

Given documents/correspondence which require filing, an approved list of selected file numbers, access to existing files, AR 340-18 series or AR 340-2, whichever is applicable to your activity, standard office materials.

STANDARDS

The documents/correspondence will:

1. Be filed in the appropriate file folder and, when required, the file number will be marked (written) in the right margin of the filed document/correspondence IAW AR 340-18-1 or AR 340-2.
2. Be only completed actions and will contain no extra copies, paper clips, or unnecessary material (e.g., memos, routing slips, notes, etc.) as prescribed by AR 340-18-1 or AR 340-2.
3. Be assembled or arranged for filing IAW AR 340-18-1 or AR 340-2.

PERFORMANCE STEPS

NOTE: You have learned how to establish functional files (task 121-004-1227). As administrator you must know how to use them. If you can find copies of previously filed documents or correspondence when you need them, you will appreciate the value of a well-organized file.

1. Check each document/item of correspondence to be filed to insure that it is a completed action. If the action is not completed or documents are missing, check with the office that prepared the last action to obtain the missing papers or information. Remove any unnecessary materials or extra copies and dispose of them as prescribed by paragraph 4-6, AR 340-18-1, or paragraph 7-2, AR 340-2.

2. Be sure the document/correspondence is assembled IAW paragraph 4-7, AR 340-18-1, or paragraph 7-2, AR 340-2.

3. Write the appropriate file number in the right margin, if necessary, based on the action or subject of the document to be filed. See paragraph 4-9, AR 340-18-1, or paragraph 7-4, AR 340-2. Your quickest reference for determining the correct file number is the list of selected file numbers.

4. Place the document/correspondence in the correct file folder, according

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to the filing category or sequence being used (alphabetical, numerical, subject, name, geographic location, etc.) as authorized by chapter 4, AR 340-18-1, or chapter 6, AR 340-2.

5. When you need to find a document/item of correspondence after filing, use the list of selected file numbers in the front of the file or in the appropriate folder to determine the logical file or series in which the document should have been filed. The action or subject of the file document is the key to the correct file number or file title.

REFERENCES

1. AR 310-50, Authorized Abbreviations and Brevity Codes
2. AR 340-2, Maintenance and Disposition of Records in TOE Units of the Active Army and the Army Reserve
3. AR 340-18 series, Maintenance and Disposition of *** Functional Files

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TASK 121-004-1230
Type a Second or Subsequent Comment to a Disposition Form

CONDITIONS

Given a draft comment, the basic comment on a DA Form 2496, other comments (if any), access to AR 310-50, AR 340-15, standard office materials, to include a dictionary.

STANDARDS

The second or subsequent comment will:

1. Be typed in the format prescribed by AR 340-15.
2. Contain no errors in spelling, punctuation, capitalization, or abbreviations.
3. Be corrected, if necessary, IAW paragraph 1-14, AR 340-15. Your

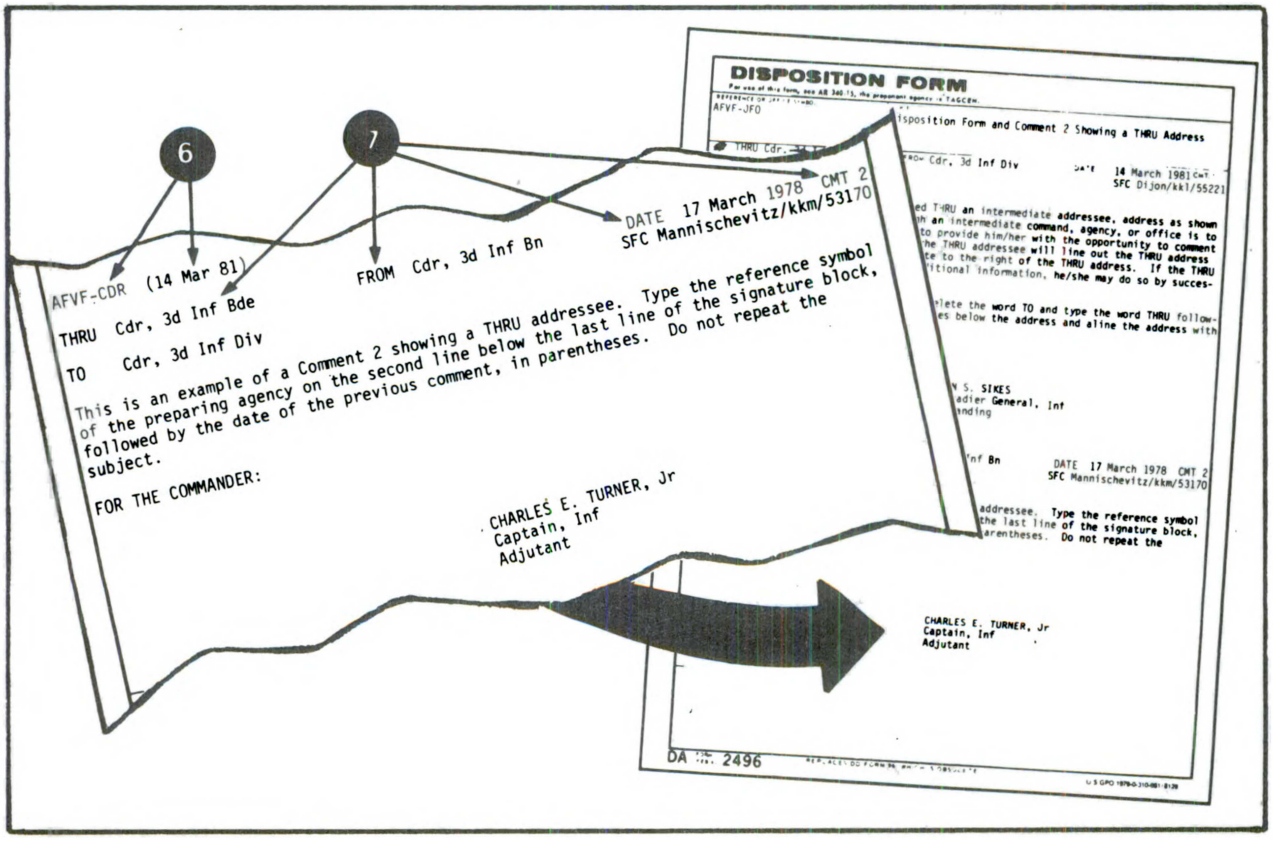


FIGURE 1230-1 An example of a second comment made on a Disposition Form (DA Form 2496).

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supervisor will be the final approving authority.

4. List and identify inclosures, if any, IAW paragraph 7-2, AR 340-15.
5. Be prepared in enough copies to meet the distribution requirements of paragraph 1-29, AR 340-15.
6. Be assembled IAW figure 7-1, AR 340-15.

PERFORMANCE STEPS

NOTE: The Disposition Form or DF (DA Form 2496) is used to originate internal and personnel actions within a headquarters or installation. To reply to or forward a DF, you use a succeeding comment.

1. After receiving the draft comment, review it for errors in spelling, punctuation, and capitalization. Be sure that only correct abbreviations are used. Refer to AR 310-50, AR 340-15, and a standard dictionary.

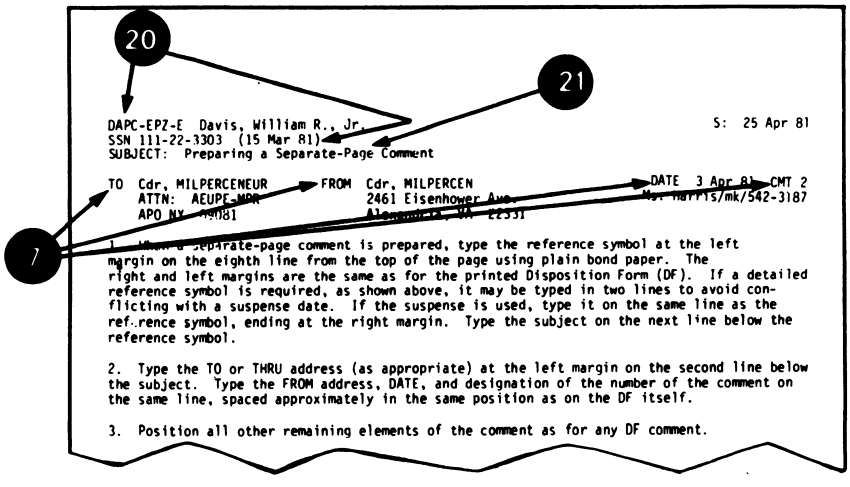


FIGURE 1230-2 An example of a second comment to a Disposition Form (DA Form 2496), begun on a separate page.

2. Determine the necessary number of copies to be typed, based on the number of addressees, the body of the comment, paragraph 1-29 of AR 340-15, and your local SOP.

3. If this is a second comment (CMT 2), determine whether there is enough space at the end of the basic comment (CMT 1) to type the *entire* comment on the page. See figures 4-4 and 4-7, AR 340-15. If there is enough space, go to step 4 of this task. If there is *not* enough space, go to step 18.

4. Behind the basic comment, reassemble the white manifold sheet(s) furnished with the basic comment. In this case use as your file copy a white manifold which already contains the basic comment. You don't need to prepare a yellow manifold. If there are not enough copies of the basic comment, reproduce the original form after you have typed the second comment. The reproduced copies can be used for local distribution and file copy.

5. Set your typewriter margins approximately the same as the margins of the basic comment. For examples of steps 5 through 8, see figures 4-4 and 4-7, AR 340-15.

6. Enter the reference-symbol line (reference symbol and date of basic DF) at the left margin on the second line below the last line of the basic comment.

7. Enter the headings (TO, FROM, DATE, and CMT) on the second line below the reference symbol line. Enter the CMT number.

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8. Determine the type of address to use on the comment. All types listed below are discussed further in the references shown:

a. "ATTN:" address: figure 4-5, AR 340-15.

b. "THRU/TO" address: figure 4-7, AR 340-15.

c. Multiple addresses (5 or fewer): figure 4-4, AR 340-15.

d. "IN-TURN" addresses: figure 4-6, AR 340-15.

e. Multiple addresses (6 or more): Refer to instructions for SEE DISTRIBUTION in the military letter. See figure 4-3, AR 340-15.

9. Enter office or title of originator after the word "FROM." See figure 4-1 through 4-7, AR 340-15.

10. If you know the date the comment is to be signed, type the date approximately two spaces after the word "DATE." If the date of signing is not known, leave the date off. See figures 4-1 and 4-3, AR 340-15.

11. Enter the writer identification line below the date so that it ends on the right margin. See paragraph 1-31 and figure 4-1, AR 340-15.

12. Begin the body of the comment at the left margin two lines below the last line of the heading. If there is only one paragraph, do not number it. If there is more than one paragraph, number each one in order. Do not divide paragraphs beyond the third subdivision. Indent subparagraphs, if any, four spaces from the left margin. Indent second and third subdivisions eight spaces from the left margin. See figure 2-1, AR 340-15.13. Type the authority line, beginning at the left margin on the second line below the last line of the body. Use the authority line only when someone other than the commander or head of the organization signs the letter. See figure 2-2 and appendix C, AR 340-15.

13. Type the authority line, beginning at the left margin on the second line below the last line of the body. Use the authority line only when someone other than the commander or head of the organization signs the letter. See figure 2-2 and appendix C, AR 340-15.

14. Type the signature block, beginning on the fifth line below the authority line. Begin each line of the signature block at the center of the page. If no authority line is used, begin the signature block on the fifth line below the last line of the body. See figure 2-1 and appendix C, AR 340-15.

15. Additional documents and papers that accompany the comment are called inclosures. They must be accounted for in the inclosure listing. Type the inclosure listing, beginning at the left margin on the same line as the signature block. See the examples in paragraph 7-2, AR 340-15.

16. If the copy-furnished listing is used, type it at the left margin two lines below the last entry on the correspondence. Review your work for errors before removing it from the typewriter. See paragraph 1-29, AR 340-15.

17. If the body of the comment requires more than one page, you must use a continuation page(s). The following variables from the guidance contained in steps 8 through 16 apply.

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a. Type continuation pages on plain bond paper, using the same margins as those used on the printed Disposition Form.

b. Type the reference symbol beginning at the left margin on the eighth line below the top edge of the paper. Follow this with the date of the original in parentheses.

c. Type or stamp the date of the comment on the same line with the reference symbol, ending at the right margin.

18. If you are beginning a comment on a separate page, assemble one sheet of bond, enough white manifold sheets to meet distribution requirements, one yellow manifold for file, and any additional copies (pink/green) required by your local SOP.

19. Set your typewriter margins approximately the same as those used for the printed DF.

20. Enter the reference-symbol line (reference symbol and date of basic DF) on the eighth line below the top edge of the paper at the left margin.

21. Enter the SUBJECT on the next line below the reference-symbol line, beginning at the left margin.

22. To complete the comment, follow steps 7-17 above.

23. Assemble the completed DF IAW figure 7-1, AR 340-15.

REFERENCES

1. AR 310-50, Authorized Abbreviations and Brevity Codes
2. AR 340-15, Preparing Correspondence

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TASK 121-004-1232

Type Straight Copy Material

CONDITIONS

Given the requirement to type straight copy material which is correct, a typewriter, standard office materials.

STANDARDS

The typed material will:

1. Be identical to the original text.
2. Be typed at the rate of 25 net words per minute for 5 minutes. Compute the net words per minute as follows:

   a. Count the number of words typed.
   b. Divide the total number of words by the number of minutes. This yields the gross words per minute (gwpm).
   c. Count the number of errors.
   d. From the gross words per minute, subtract one word for each error to obtain the net words per minute (nwpm).

PERFORMANCE STEP

NOTE: This task is performed in an office when the need arises to copy material or extracts of material.

Type straight copy material word for word.

EXAMPLE

150 WORDS ÷ 5 MINUTES = 30 GWPM

30 GWPM – 4 ERRORS = 26 NWPM

REFERENCE

Any standard typing textbook

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TASK 121-004-1233

Assemble Correspondence

CONDITIONS

Given the final typed correspondence (military letter, indorsement to a military letter, nonmilitary letter, comment on a Disposition Form (DA Form 2496), or memorandum), all inclosures to accompany the correspondence, a file copy with supporting papers, access to AR 340-15, standard office supplies and equipment.

STANDARDS

The assembled correspondence will:

1. Have a complete copy for each addressee assembled IAW AR 340-15 and stapled in the upper left corner.
2. Have a complete copy which is assembled correctly and stapled in the upper left corner for all information addressees.
3. Have the file copy with any inclosures and supporting papers assembled IAW AR 340-15 and stapled in the upper left corner.

PERFORMANCE STEPS

NOTE: Once correspondence is typed, it must be properly assembled to facilitate orderly signing and dispatch. There are definite rules to follow which standardize this task.

1. Determine the type of correspondence you must assemble.

2. Sort through the parts of the correspondence to insure that all necessary copies and inclosures are present.

MILITARY OR NONMILITARY LETTER OR MEMORANDUM

3. If the correspondence is a military letter (with no indorsements), nonmilitary letter, or memorandum, use the following order of assembly (from top to bottom). Assemble components only if they apply to this particular correspondence. (See AR 340-15, Figure 7-2.)
   a. Outgoing correspondence (original).
   b. Outgoing correspondence (courtesy copies), if applicable.
   c. Inclosures and copies, if any, in numerical order.

NOTE: Staple a, b, and c together in the upper left corner.

   d. Information copies of outgoing correspondence, if any, with copies of

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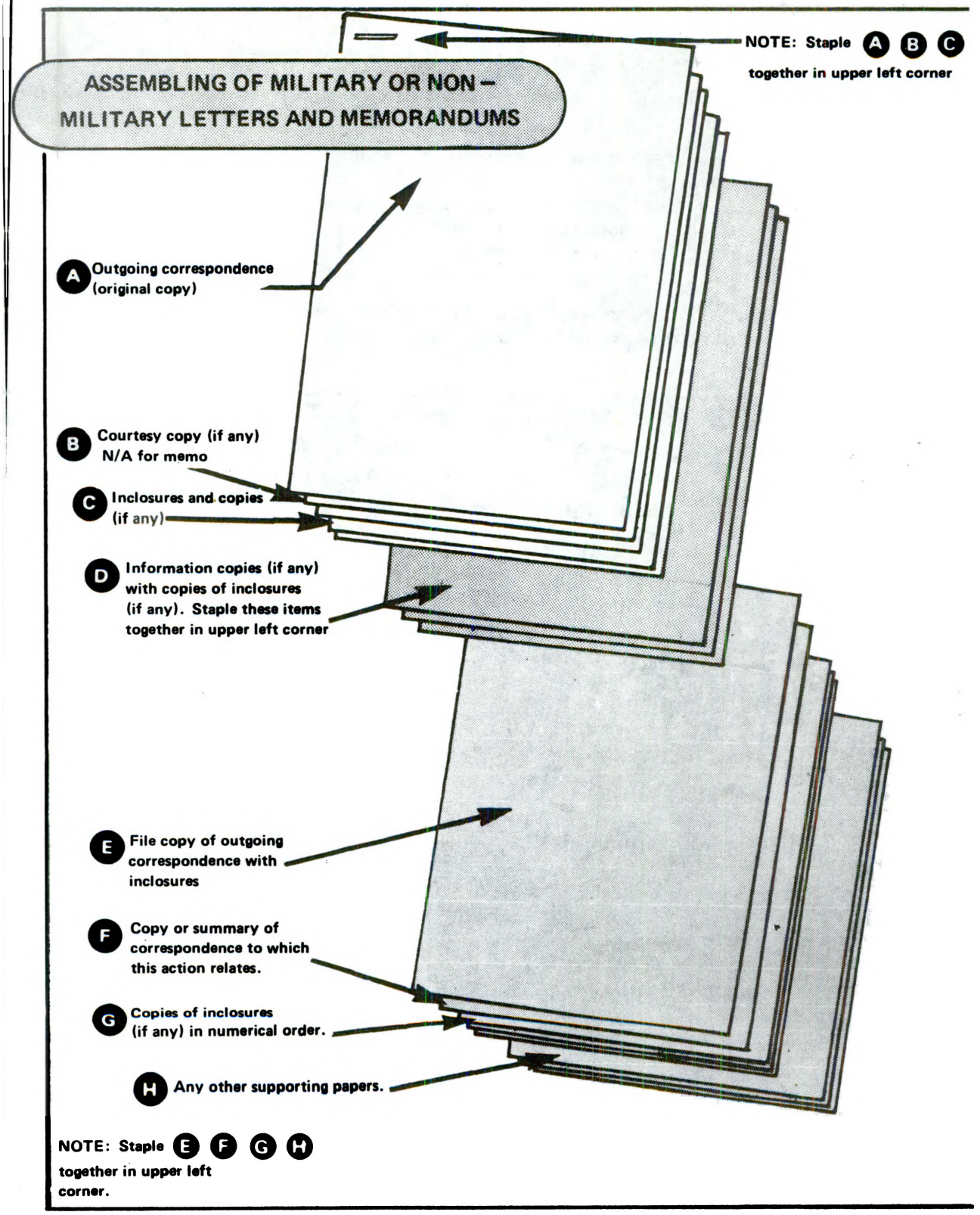


FIGURE 1233-1

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inclosures, if any, in numerical order.

NOTE: Staple each set of items in paragraph d together in upper left corner.

e. The file copy of outgoing correspondence. (See note at the end of this task.)

f. Copy or summary of correspondence to which reply is being made if this correspondence is a reply.

g. Copies of inclosures, if any, in numerical order.

h. Other supporting papers.

NOTE: Staple e, f, g, and h together in upper left corner. Forward outgoing packets to appropriate person or office for dispatch.

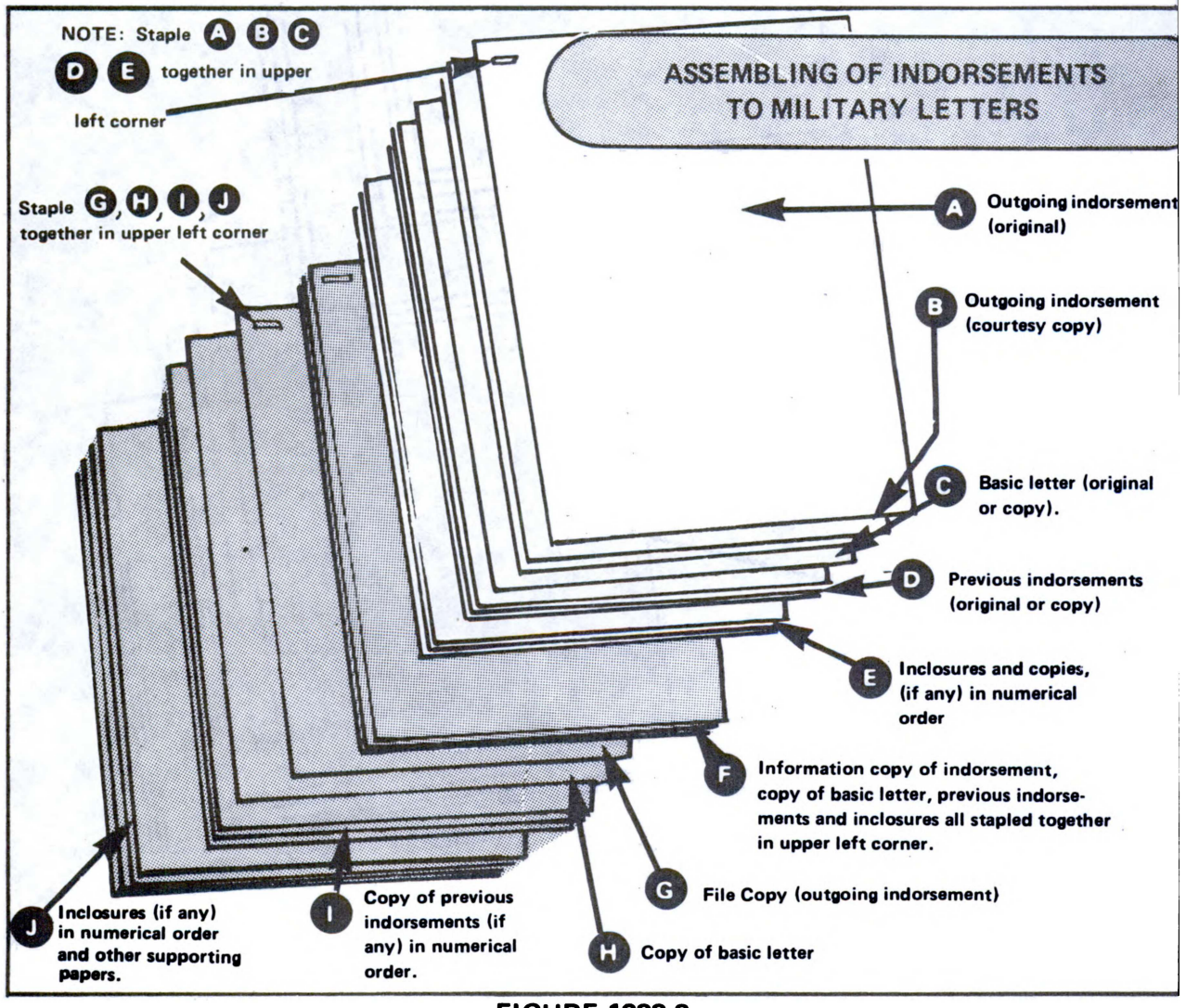


FIGURE 1233-2

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INDORSEMENT

4. If the correspondence is an indorsement to a military letter, use the following order of assembly (from top to bottom) (assemble components only if they apply to this particular correspondence): (See AR 340-15, Figure 7-1).

a. Outgoing indorsement (original).
b. Outgoing indorsement (courtesy copies).
c. Basic letter (original and/or copies).
d. Previous indorsements in numerical order beginning with the 1st Indorsement (original and copies).
e. Inclosures and copies, if any, in numerical order.

NOTE: Staple a, b, c, d, and e together in upper left corner.

f. Information copies of outgoing indorsement with copies of basic letter, previous indorsements, and inclosures.

NOTE: Staple each set of items in paragraph f together in upper left corner.

g. File copy of outgoing indorsement. (See note at the end of this task.)
h. Copy (or summary) of basic letter.
i. Copy (or summary) of previous indorsements in numerical order.
j. Inclosures, if any, in numerical order and other supporting papers retained as a matter of record.

NOTE: Staple g, h, i, j, together in upper left corner. Forward outgoing packets of correspondence to appropriate person or office for dispatch.

DISPOSITION FORM (DA FORM 2496)

5. If the correspondence is a Disposition Form, use the following order of assembly (from top to bottom). Assemble components only if they apply to this particular correspondence. (See AR 340-15, Figure 7-1.)

a. Outgoing comment (original).
b. Outgoing comment (courtesy copy).
c. Previous comments in numerical order beginning with basic Disposition Form (CMT 1).
d. Inclosures and copies, if any, in numerical order.

NOTE: Staple a, b, c, and d together in upper left corner.

e. Information copies of outgoing comment with copies of previous comments and inclosures.

NOTE: Staple each set of items in paragraph e together in upper left corner.

f. File copy of outgoing comment. (See note at the end of this task.)
g. Copy (or summary) of previous comments.
h. Copies of inclosures, if any, in numerical order.
i. Other supporting papers retained as a matter of record.

NOTE: Staple f, g, h, and i together in upper left corner. Forward outgoing packets of correspondence to appropriate person or office for dispatch.

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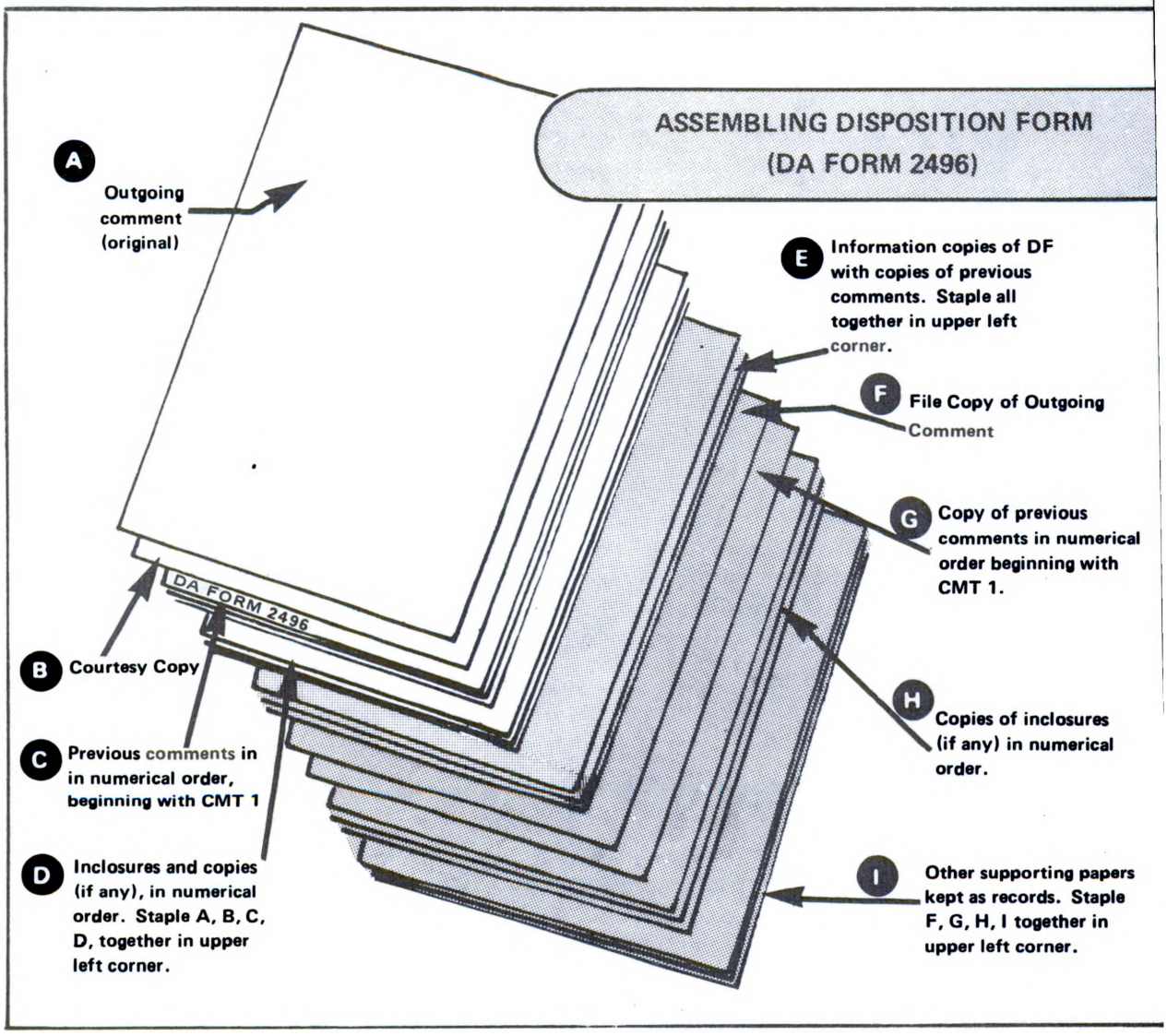


FIGURE 1233-3

NOTE: With all types of correspondence, if the file copy of the outgoing correspondence contains more than one page, place the page on which the signature appears on top of the remainder of the file copy. If an inclosure has been withdrawn by your office, keep the withdrawn inclosure with your file copy of the outgoing correspondence unless you have been given other instructions concerning its disposition.

REFERENCE

AR 340-15, Preparing Correspondence

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TASK 121-004-1515

Post Regulations and Directives

CONDITIONS

Given a basic regulation or directive, a change(s) to that publication, access to DA Pam 310-13, standard office supplies and equipment.

STANDARDS

1. Using a black lead pencil, post the change(s) in the basic publication in the format prescribed by DA Pam 310-13.
2. File the change instruction sheet in front of the basic publication IAW DA Pam 310-13.
3. At the top of the change instruction sheet, write in pencil the word "POSTED," the date of posting, and your initials IAW DA Pam 310-13.
4. On the front page/cover of the basic publication, write in pencil the change number and date of change IAW DA Pam 310-13.
5. The posted changes must meet the neatness and other on-the-job standards of your supervisor.

PERFORMANCE STEPS

NOTE: Army regulations and directives are revised often to keep personnel informed of changes in policies and procedure. Changes to these publications must be posted promptly and completely. Otherwise, the publications quickly lose their value, and publication users run the risk of working with outdated information.

1. When you receive a publication change, review the change instructions. If the change supersedes an existing publication or change, dispose of superseded publications (if any). (Classified material will be controlled IAW AR 380-5.) Pay particular attention to supersession notice which tells the regulations or changes that have been superseded.

2. If this is a loose-leaf change, remove the old page(s) according to the instructions on the change sheet. Insert the new page(s). Annotate the change sheet with a checkmark as each page is added or deleted. See paragraph 11 and figure 6, DA Pam 310-13.

3. If this is a bound change and one or two lines are affected, draw a single line through each line of changed or deleted material. If more than two lines are affected, "Z" out the changed or deleted material. See paragraph 10 and figures 1 and 2, DA Pam 310-13.

4. In the margin next to the lined-out material, write "Supsd" (if

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superseded) or "Resc" (if rescinded) and the change number. See figures 1 and 2, DA Pam 310-13.

5. If information is added to the publication, enter this information IAW the change sheet instructions. At the end of the new information, in parentheses write the word "ADDED." In the margin next to the added information, write the word "See" with the change number directly below it. See paragraph 10c and figure 3, DA Pam 310-13.

6. Interim changes are issued when time does not allow a formal change to be printed. If you receive an interim change, post it as you would post a bound change. See paragraph 12, DA Pam 310-13.

7. When you have posted all required changes at the top of the change sheet, write the word "Posted," the current date, and your initials. See paragraph 10(g)(2) and figures 1 through 6, DA Pam 310-13.

8. On the front page/cover of the basic publication, enter the change number and date of the change. See paragraph 9, DA Pam 310-13.

REFERENCES

1. DA Pam 310-13, Posting and Filing Publications
2. TEC Lesson 500-121-8125-F, Introduction to Posting DA Publications
3. TEC Lesson 500-121-8126-F, Posting DA Publications

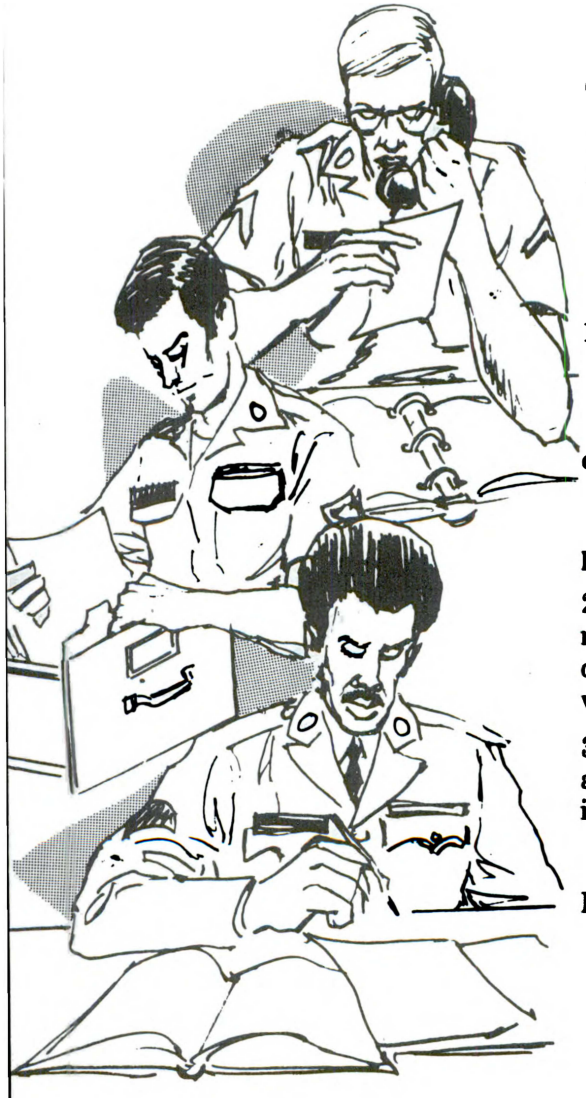
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TASK 121-004-1516

Conduct Administrative Research

CONDITIONS

Given the requirement to conduct administrative research on a problem; access to files, action officer, and personnel familiar with the subject; publications; standard office materials (including telephone).



STANDARDS

The research report will:

1. Meet the objectives of the requester.
2. Document all sources of information.

PERFORMANCE STEPS

1. Identify from the source of request:
   a. The topic to be researched.
   b. The purpose or objective of the research.
   c. The depth in which the research should be conducted.
   d. Possible best sources to begin research.
   e. The form in which research results should be presented.

2. Use any of the following resources to conduct research: publications, indexes, files, action officers, and other personnel who are familiar with the subject.

3. Report results of the research to the requester in appropriate form, including sources of information.

REFERENCES

None

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TASK 121-019-1216
Process Applications For RA Appointment

CONDITIONS

Given a completed DA Form 61 with supporting documents, officer's MPRJ, AR 601-100, AR 340-15, current DA circulars specifying appointment requirements, standard office supplies and equipment.

STANDARDS

1. Verify personal information on the DA Form 61 as correct. Check DA Form 61 for correctness and completeness IAW AR 601-100.
2. Determine applicant eligibility IAW AR 601-100. Insure that eligibility is met IAW AR 601-100.
3. Insure that all required supporting documents are present and attached IAW 601-100.
4. Prepare an indorsement IAW AR 340-15 to the approving authority or officer, as applicable, IAW AR 601-100.
5. Forward the application to approving authority IAW AR 601-100.

PERFORMANCE STEPS

1. As soon as you receive the DA Form 61, request the officer's MPRJ if it did not come with the application.

2. Compare all personal information on the application against the MPRJ. You may make pen and ink corrections if you find something incomplete or incorrect.

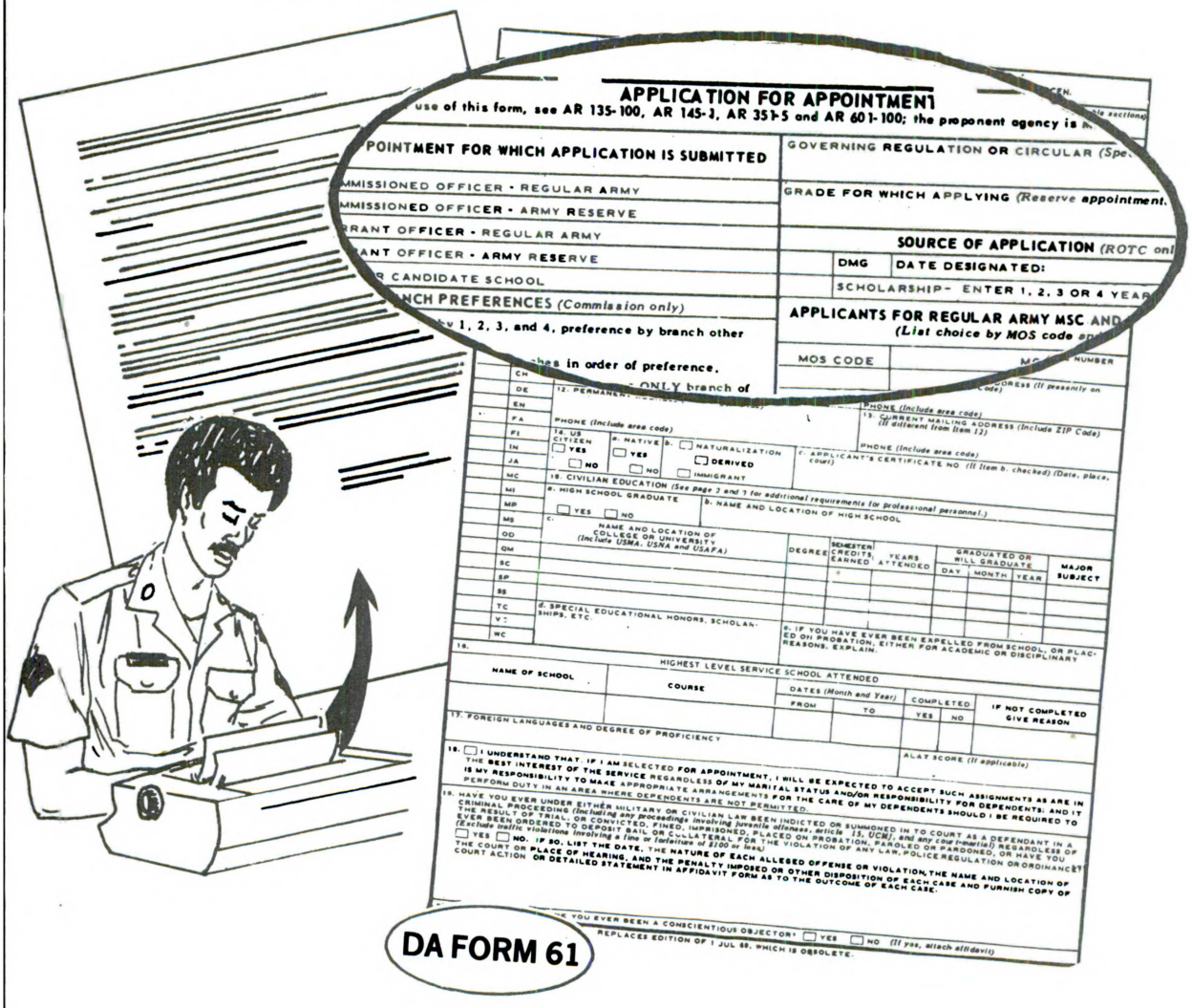
3. Get your copy of AR 601-100 and any current DA circulars and other directives which may specify the exact requirements for the period in which you are working and for the special officer/warrant officer procurement program involved.

4. Compare the applicant's qualifications as indicated in the application and MPRJ against the general requirements for RA appointment as specified in AR 601-100 and the special requirements listed in the DA circulars.

5. If the officer is not fully eligible for the appointment but the deficiency can be resolved by waiver, contact the officer so that he can initiate a waiver.

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6. If the reason for ineligibility is not waivable, draft an indorsement to the officer or warrant officer spelling out the reasons for disapproval. Show references used for disapproval.



7. If the officer meets the requirements for appointment, check the documents attached against the tables of required documents in AR 601-100 and the DA circulars to make sure all are accounted for.

8. When documents are incomplete or missing, inform the applicant so he can provide them.

9. If you need additional copies of documents, make them by whatever means available.

10. Decide whether you need an Officer Evaluation Report. If so, the OER will be

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processed and submitted through normal OER channels to HQDA. Submit neither the report nor a copy of it with the application. It will be considered as part of the application at HQDA.

11. If the entire application is in order, draft and type a forwarding indorsement recommending approval. Make reference to the attached requests for waiver, if appropriate.

12. Maintain a suspense for reply to the action.

13. Forward the action through your supervisor to the approving authority.

REFERENCES

1. AR 340-15, Preparing Correspondence
2. AR 601-100, Appointment of Commissioned and Warrant Officers in the Regular Army

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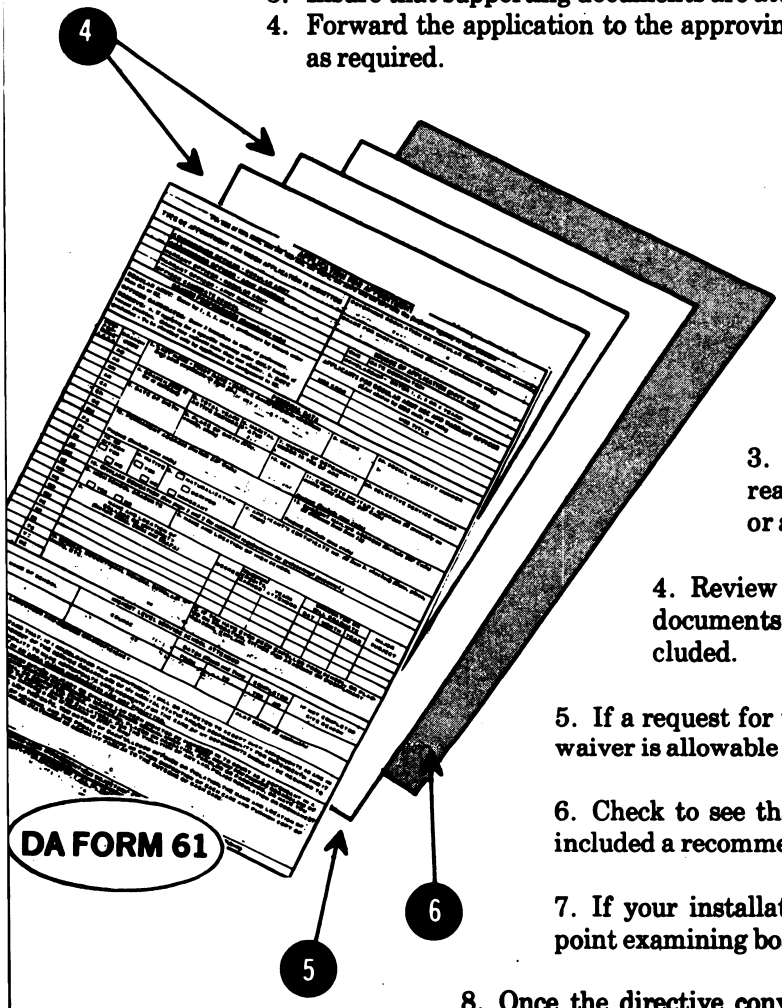
TASK 121-019-1217
Process Applications For Appointment In The US Army Reserve

CONDITIONS

Given a completed DA Form 61 with supporting documents, soldier's MPRJ, AR 135-100, AR 340-15, standard office supplies and materials.

STANDARDS

1. Insure that DA Form 61 is correct and complete IAW AR 135-100.
2. Insure the soldier's eligibility IAW AR 135-100.
3. Insure that supporting documents are attached IAW AR 135-100.
4. Forward the application to the approving authority or return it to the soldier as required.



PERFORMANCE STEPS

1. When you receive the application, get the soldier's MPRJ from the records branch.

2. Review the application to make sure the soldier meets the requirements for appointment IAW AR 135-100.

3. Verify that the applicant has not already received formal approval for OCS or a pre-warrant officer program.

4. Review the application to make sure that documents required by AR 135-100 are included.

5. If a request for waiver(s) is attached, insure that each waiver is allowable and justified.

6. Check to see that each intermediate commander has included a recommendation.

7. If your installation commander has authority to appoint examining boards, see that a board is appointed.

8. Once the directive convening the board has been published, forward the application to the president of the board.

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9. When your commander does not have appointing authority, forward the application to the commander who has that authority.

10. When you receive the board results, review the entire record, the board proceedings, and National Agency Check (NAC) to determine the applicant's eligibility and professional acceptability.

11. If the applicant does not meet the eligibility requirements of AR 135-100, prepare an indorsement notifying him of the rejection. Include the specific reasons for rejection.

12. Forward all applications that have been found administratively eligible and professionally acceptable to the applicable area commander, along with the appropriate recommendation.

REFERENCES

1. AR 135-100, Appointment of Commissioned and Warrant Officers of the Army
2. AR 340-15, Preparing Correspondence

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TASK 121-019-1218
Process Recommendations For Award (DA Form 638)

CONDITIONS

Given a completed DA Form 638 with supporting documents (if required), soldier's MPRJ, AR 672-5-1, AR 310-10, AR 340-15, DA Pam 600-8, DA Form 2446, standard office supplies and equipment.

STANDARDS

1. Check DA Form 638 for correct information IAW AR 672-5-1.
2. Insure that eligibility is met IAW AR 672-5-1.
3. Insure that supporting documents are attached IAW AR 672-5-1.
4. Type a forwarding indorsement containing the commander's recommendation for approval or disapproval.
5. Type a Request for Orders IAW AR 310-10.
6. Type the citation/certificate for award recommended IAW AR 672-5-1.

PERFORMANCE STEPS

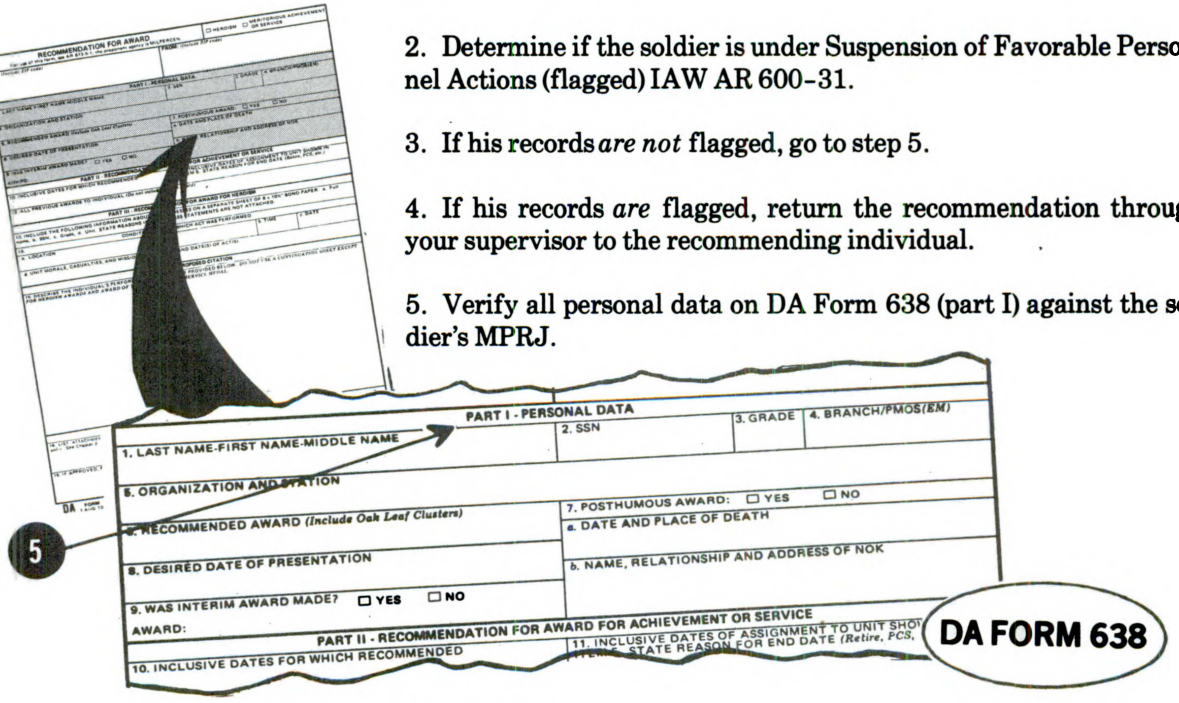
1. After you receive the DA Form 638, request the soldier's MPRJ from the records section.

2. Determine if the soldier is under Suspension of Favorable Personnel Actions (flagged) IAW AR 600-31.

3. If his records *are not* flagged, go to step 5.

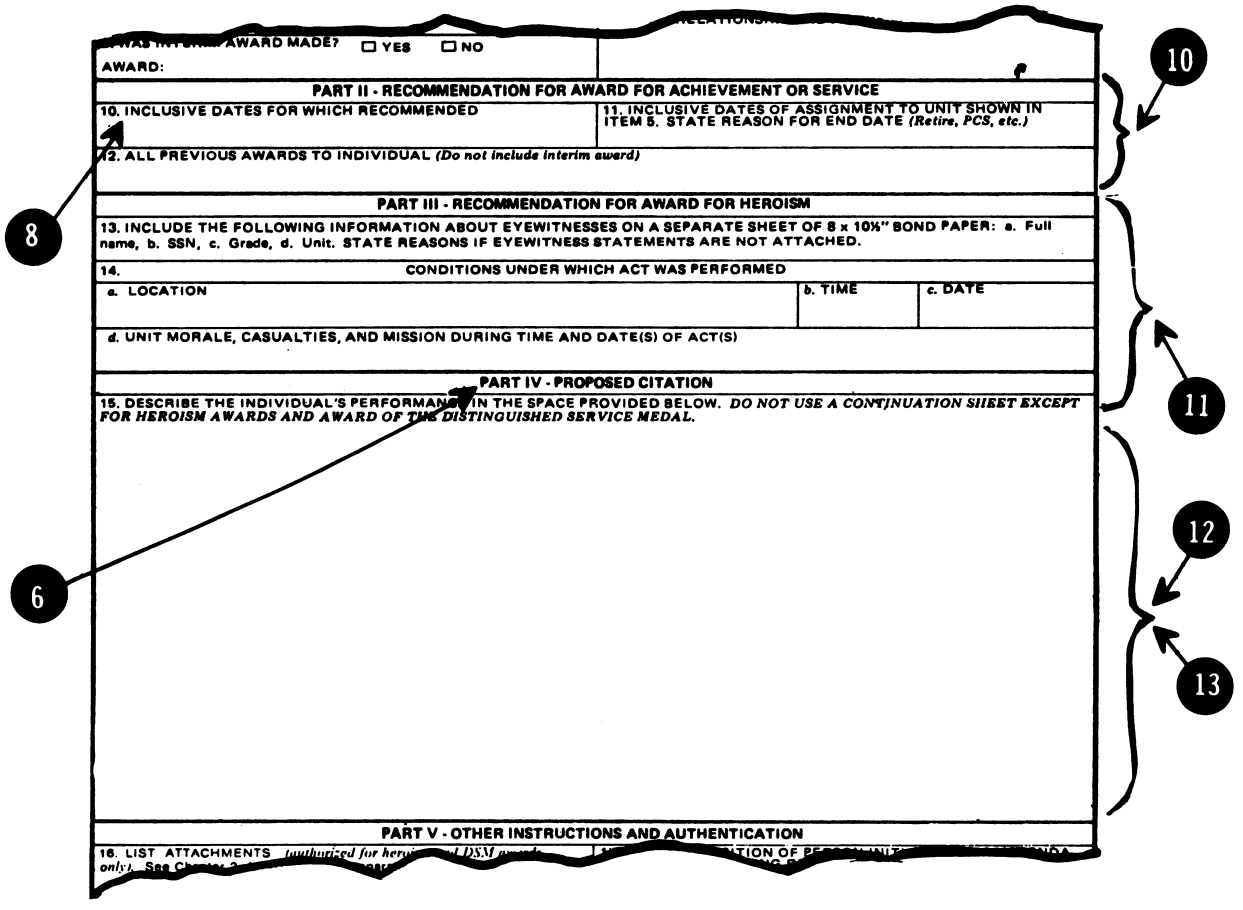
4. If his records *are* flagged, return the recommendation through your supervisor to the recommending individual.

5. Verify all personal data on DA Form 638 (part I) against the soldier's MPRJ.



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6. Determine if the award is for achievement, service, or HEROISM by reading the proposed citation in part IV of DA Form 638.



7. Check the period of service covered by the award to make sure the soldier has not already been recommended for or given an award for the same act or service.

8. If the period of service is *not* for the same act or service, go to step 10.

9. If the period of service is for the same act or service, return the recommendation through your supervisor to the individual recommending the award.

10. If recommended award is for *service* or *achievement*, complete part II IAW AR 672-5-1.

11. Complete part III if award is for HEROISM. Insure that inclosures and attachments are included IAW AR 672-5-1.

12. Make sure part IV (Proposed Citation) of DA Form 638 is completed IAW AR 672-5-1.

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13. If the award is based on HEROISM, insure that the following information is included in part IV:

a. Terrain and weather of the area in which action took place.

b. Enemy conditions including morale, location, firepower, casualties, and situation before, during, and after the act.

c. Effect of the act on the enemy.

d. Action of comrades in the immediate area of the act and how they took part in the act.

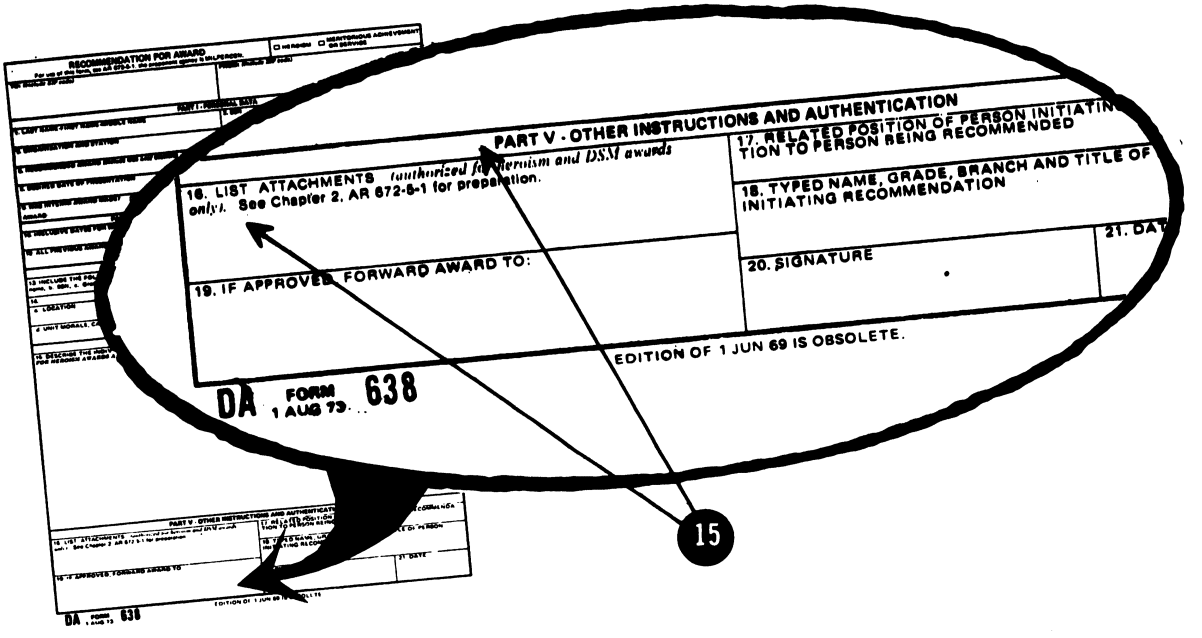
e. If flying was involved, the type and position of aircraft and where crew members were during the act.

f. The degree to which the act was voluntary and exceeded what is normally expected of the individual.

g. All unusual circumstances, overall effects, or results of the act.

14. If the award is for HEROISM, insure that all required documents are attached as inclosures IAW AR 672-5-1.

15. Complete part V of DA Form 638. List attachments to the recommendation in item 16 of DA Form 638.



16. Review the recommendation to be sure it is IAW AR 672-5-1.

17. Forward the recommendation IAW local policy.

18. If your commander does not have approval authority, prepare a forwarding indorsement to the approving authority with your commander's comments, and forward to your commander for signature. (Your commander may recommend upgrade, downgrade, approval, or disapproval.)

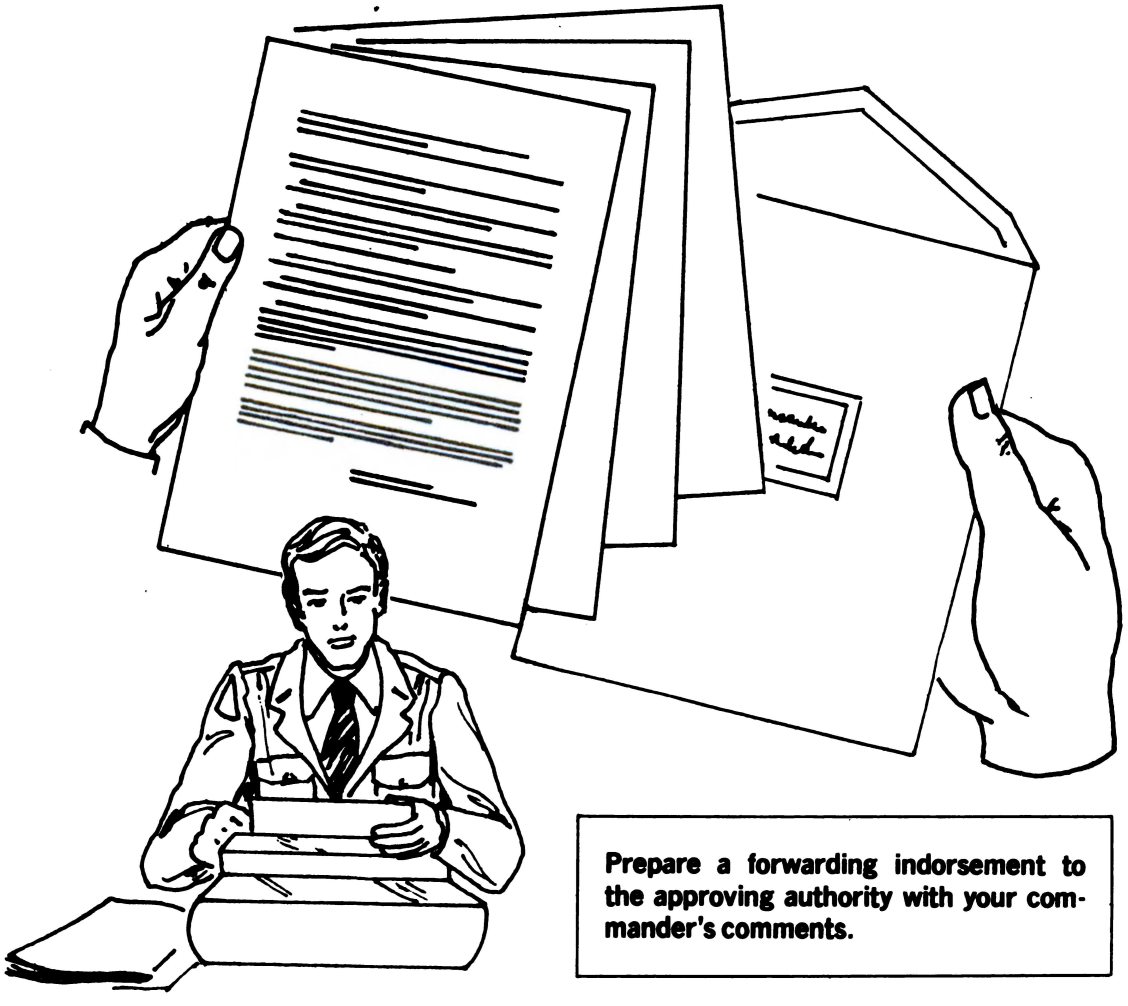
19. If your commander is the approving authority and he approves the award,

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prepare an RFO authorizing the award.

20. Prepare the citation and certificate (without typographical error). Use AR 672-5-1 as your guide. Forward the document to your commander for signature.

21. Attach the orders, citation, certificate, and recommendation to a forwarding indorsement. Send the package to the presenting official.



Prepare a forwarding indorsement to the approving authority with your commander's comments.

REFERENCES

1. AR 310-10, Military Orders
2. AR 340-15, Preparing Correspondence
3. AR 672-5-1, Military Awards
4. DA Pam 600-8, Military Personnel Office Management and Administrative Procedures

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TASK 121-019-1219
Process OCS Applications

CONDITIONS

Given a completed DA Form 61 with supporting documents, AR 351-5, AR 40-501, AR 604-10, AR 340-15, AR 601-210, FM 21-20, AR 135-100, standard office supplies and equipment.

STANDARDS

1. Insure that eligibility is met IAW AR 351-5.
2. Insure that DA Form 61 is correct and complete IAW AR 135-100.
3. Insure that supporting documents are attached IAW AR 351-5.
4. Prepare an indorsement IAW AR 340-15 or return the application to soldier, as required.

PERFORMANCE STEPS

1. As soon as you get the application (DA Form 61), get the soldier's MPRJ from the records section.

2. Check the soldier's file to make sure he does *not* fall into one of the categories listed below:

a. Individual under suspension of favorable personnel actions (flagged).

b. Conscientious objector. (See step 5.)

c. Person whose selection would clearly not be consistent with the interest of national security, as explained in AR 604-10 and AR 351-5.

d. Individual who has been separated from any of the Armed Forces of the United States under any of the less than honorable conditions set forth in AR 601-210.

e. Individual who is or has been a commissioned officer in any component of the Armed Forces. (NOTE: Former officers whose



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only commissioned service was performed as participants in one of the Armed Forces' early commissioning programs for students in the health professions may apply.)

f. Individual who has been alerted for overseas service.

g. Person who would have more than 10 years' active Federal service at the time of commissioning.

h. Person who has been adjudged a juvenile offender or has a record of conviction by any type of military or civil court (excluding minor traffic violations involving a fine or forfeiture of $100.00 or less), unless the application is accompanied by a request for waiver.

i. Individual attending or on orders to attend the Defense Language Institute (DLI) as a student.

3. If the applicant is not in one of the categories shown above, review the application to see if he meets the following standards:

a. Must be at least 19 years and 6 months of age but not more than 32 years and 6 months of age at the time of enrollment in OCS.

b. Must have completed 2 years of a 4-year college degree or have acquired a 2-year college equivalency evaluation by HQDA. (NOTE: In questionable cases, a certificate from an installation education advisor will be acceptable.) Medal of Honor and Distinguished Service Cross recipients are exempt from this requirement.

c. Must demonstrate proficiency in the English language.

d. If a male applicant, must have a GT score of 110 or higher, score 115 or higher on the Officer Candidate Test (OCT), and have a composite score of 200 or higher on the OCT and Officer Qualification Inventory (OQI).

e. If a female applicant, must have a GT score of 115 or higher.

f. Must be of high moral character.

g. Must have had a type "A" medical examination completed within 6 months from date of application, have a physical profile serial of at least 222221, and meet the medical fitness standards in chapters 2 and 7, AR 40-501. (NOTE: Specific instructions for handling of waivers for applicants who do not meet the prescribed medical fitness standards are found in AR 351-5.)

h. Both male and female applicants must score a minimum of 60 points in each of the three events through participation in the Army Physical Readiness Test.

i. Must have taken the physical fitness test at least 2 months before appearing before the installation interview board.

j. Must have a favorable NAC (National Agency Check) if a US citizen. A favorable BI (Background Investigation) is mandatory for noncitizens. (NOTE: If a NAC has not been done at the time of application, an interim statement should be attached showing the type and date of clearance initiated. If the applicant is a noncitizen, a favorable BI must be completed *before* forwarding of the application to the major commander.)

k. Must meet the citizenship requirements set forth in AR 135-100.

l. If an enlisted member, must have completed advanced individual training (AIT) or the equivalent and be on a permanent duty station assignment at the time of application.

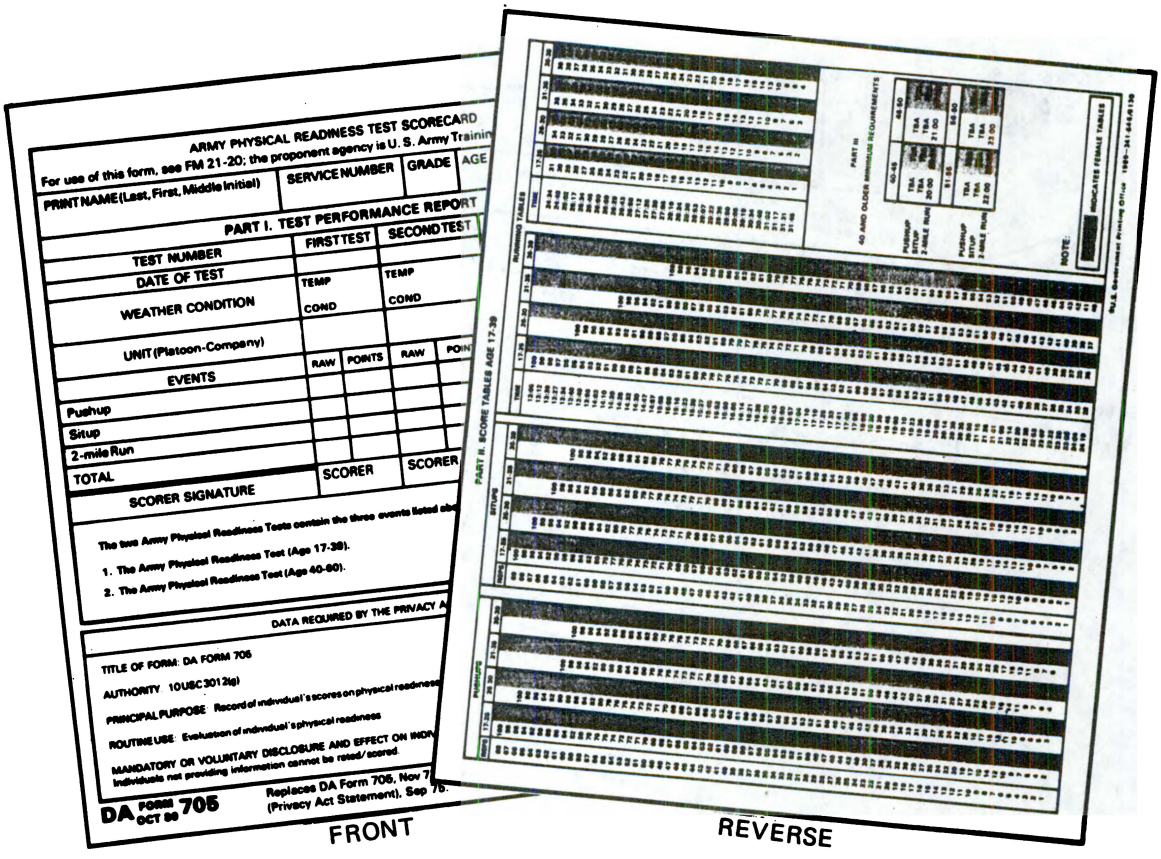
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4. If the applicant is not totally qualified, he may initiate a request for waiver for each eligibility requirement not fully met. Each commander through whom the application passes must make recommendations and appropriate comments on each request for waiver.

5. Make sure that any applicant who is or has been a conscientious objector furnishes an affidavit expressing abandonment of such beliefs so far as they pertain to a willingness to bear arms and give full service to the United States.

6. Review the DA Form 61 for completeness.

7. Check to see that the unit commander has completed and attached:
   a. An OCS Applicant's Evaluation Sheet.
   b. DA Form 705.



8. Review the documents to see if the applicant has attached the following:

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a. Documented evidence of birth or statement of citizenship.

b. Certificate from a university or college verifying 2 years' college credit toward a 4-year degree or a copy of the DA letter that establishes a 2-year college equivalency.

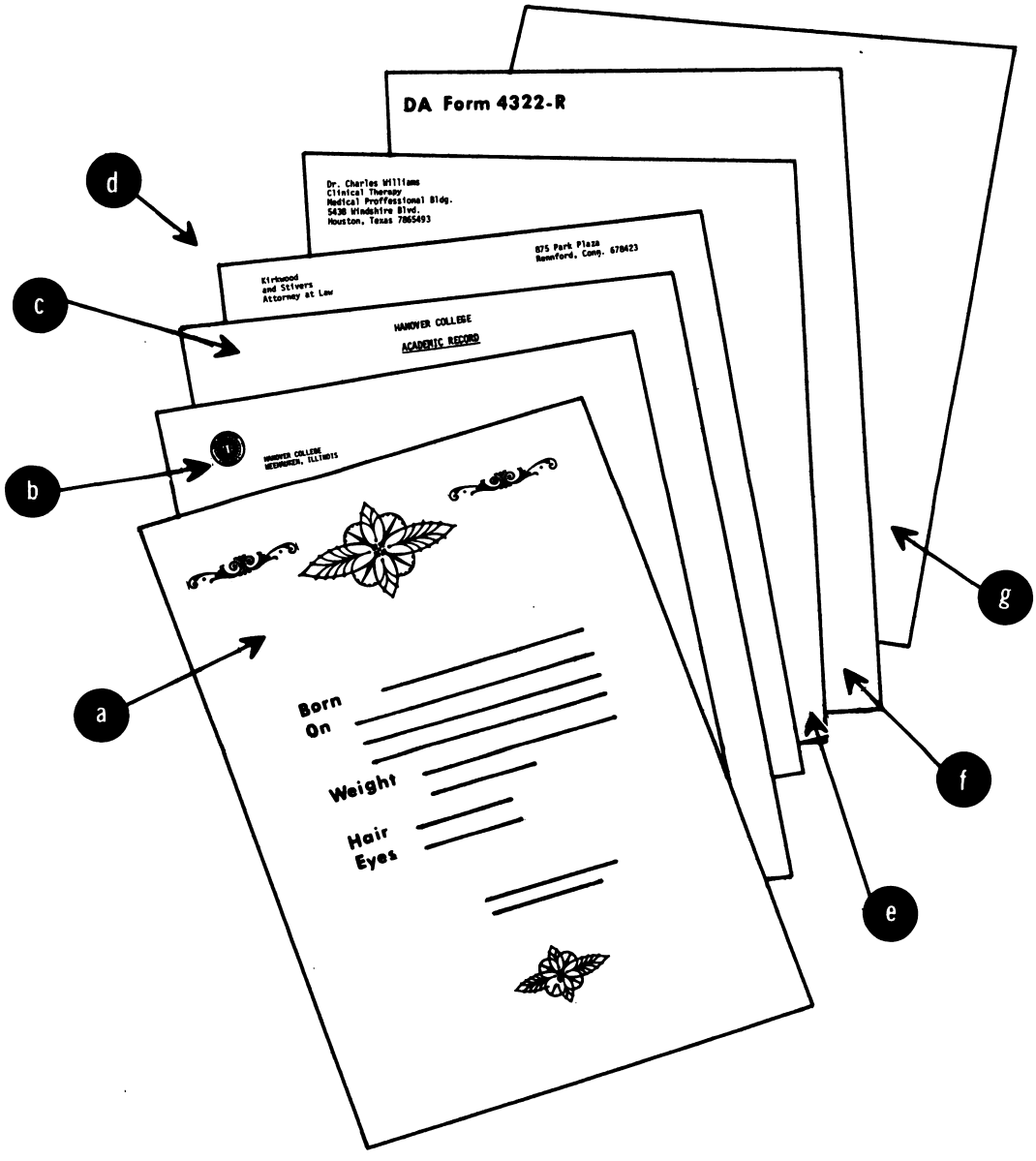
c. Official college transcripts.

d. Request(s) for waiver(s), if applicable.

e. Letters of recommendations (no more than three may be attached).

f. Completed Army Officer Candidate Contract and Service Agreement, DA Form 4322-R.

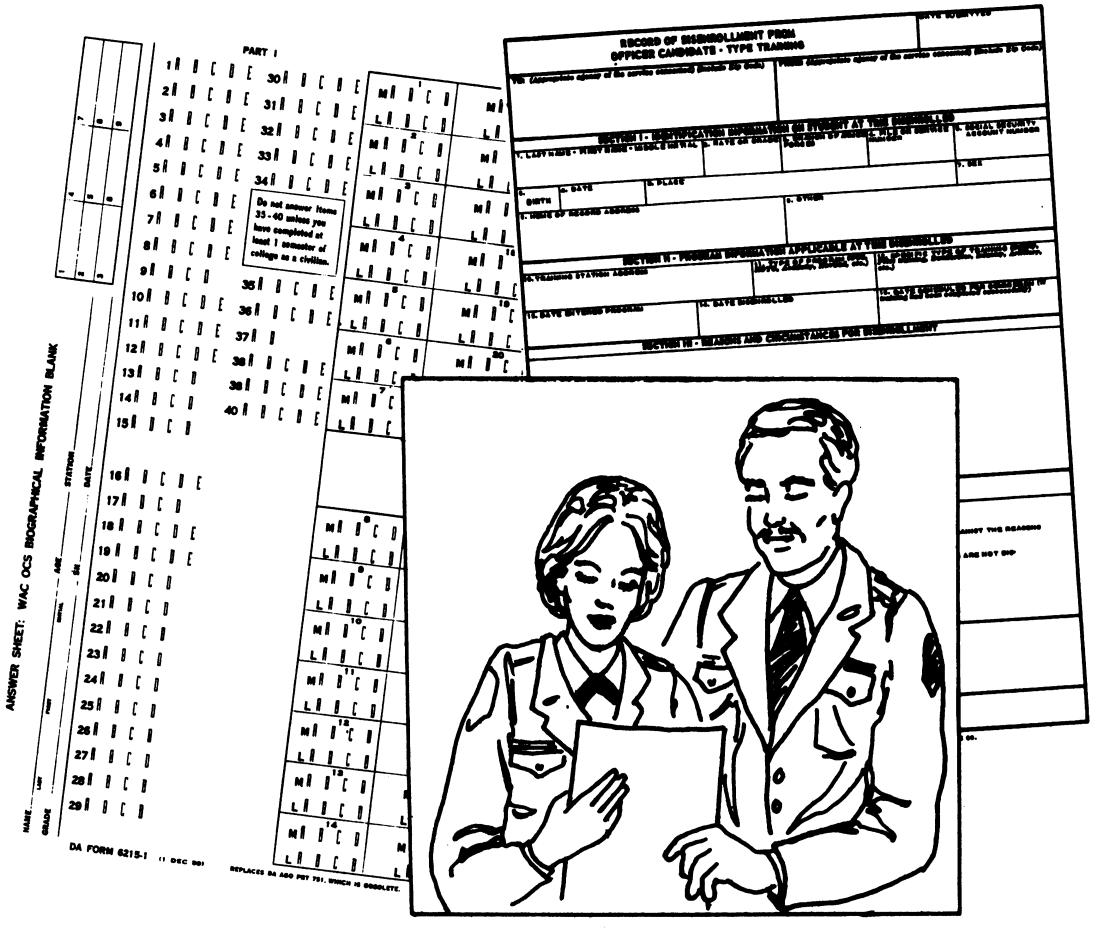
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9. When all requirements have been met, *you* must:

a. Give each female applicant the WAC OCS Biographical Information Blank, DA Form 6215, and attach the completed document to the application.



b. Attach a statement saying that the applicant has received a favorable NAC or BI.

c. If the applicant has been nonenrolled or disenrolled from another officer candidate training course, attach a request for waiver of the nonenrollment/disenrollment.

d. Get a completed DD Form 785 (Record of Disenrollment) from the commandant of the school in which the applicant was disenrolled. (NOTE: Defer all action on the application until you receive the DD Form 785.)

e. Schedule the applicant to appear before the OCS Interview Board.

f. Forward the application to the OCS Interview Board, along with the soldier's DA Forms 2 and 2-1 and board forms.

10. After the board has met, attach to the OCS application whichever of the following applies:

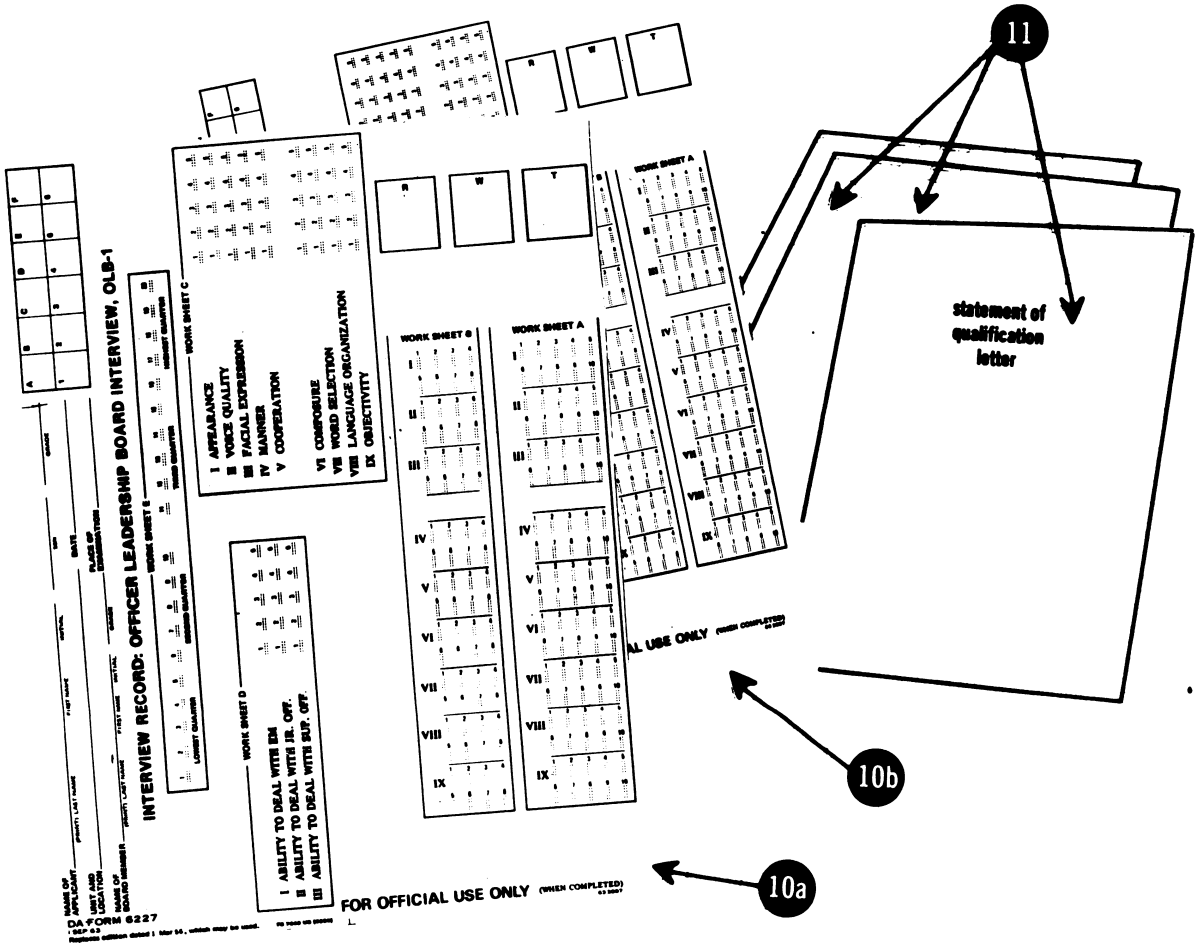
a. Officer Leadership Board Interview Form, OLB-1, DA Form 6227, for a male

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applicant.

b. Officer Candidate Applicant Interview Record, DA Form 6220, for a female applicant.

11. Attach the statement of qualification prepared by the interview board and two copies of the appointing directive for the interview board to the application. Make sure the evaluation and interview forms have been scored.



12. If the board finds an applicant not qualified, return the application to the soldier, explaining specifically why he is not qualified.

13. If the board finds the applicant best or fully qualified, indorse the application with all supporting documents to the major commander.

14. Forward the indorsement and application to your supervisor for review, signature, and dispatch.

15. Inform the applicant that the application was approved by the interview board and

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forwarded to the major commander for further processing.

REFERENCES

1. AR 40-501, Standards of Medical Fitness
2. AR 135-100, Appointment of Commissioned and Warrant Officers of the Army
3. AR 340-15, Preparing Correspondence
4. AR 351-5, Army Officer Candidate Schools
5. AR 601-210, Regular Army Enlistment Program
6. AR 604-10, Military Personnel Security Program
7. FM 21-20, Physical Readiness Training

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TASK 121-019-1220
Process A Separation Because Of Dependency Or Hardship

CONDITIONS

Given an application for hardship/dependency separation or a "walk-in" soldier requesting separation, AR 635-200, AR 105-31, DA Pam 600-8, AR 310-10, AR 340-15, blank DD Forms 173/1, blank DA Forms 4187, standard office supplies and equipment.

STANDARDS

1. If the soldier is assigned to a unit supported by your MILPO/PPSD:
   a. Determine eligibility for separation IAW AR 635-200.
   b. Verify that all information on DA Form 4187 is correct/complete IAW AR 635-200.
   c. Insure that all supporting documents are present IAW AR 635-200.
   d. Forward the request through command channels to the approving authority.
   e. Prepare a Request for Orders (RFO) for release or discharge, using the correct format IAW AR 310-10 if the application is approved.
2. If the soldier is *not* assigned to a unit supported by your MILPO/PPSD meet the above standards *and* the following:
   a. Determine the soldier's assignment status for processing purposes.
   b. Prepare an RFO IAW AR 310-10 attaching the soldier.
   c. Prepare a Joint Messageform IAW AR 105-31 informing the home unit commander of the attachment.
   d. Prepare an RFO IAW AR 310-10 releasing the soldier from attachment and assigning him to the separation transfer activity if the application is approved.

PERFORMANCE STEPS

1. If the soldier is a walk-in, find out his duty status.

2. If he is from another station, determine if he is on authorized leave or TDY by checking his orders or DA Form 31.

3. If he is not on authorized leave or TDY, tell him to report to the military police.

4. If he is assigned to a CONUS unit *and* is on authorized leave within CONUS, contact his commander and request authorization for the soldier to be attached to

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your installation.

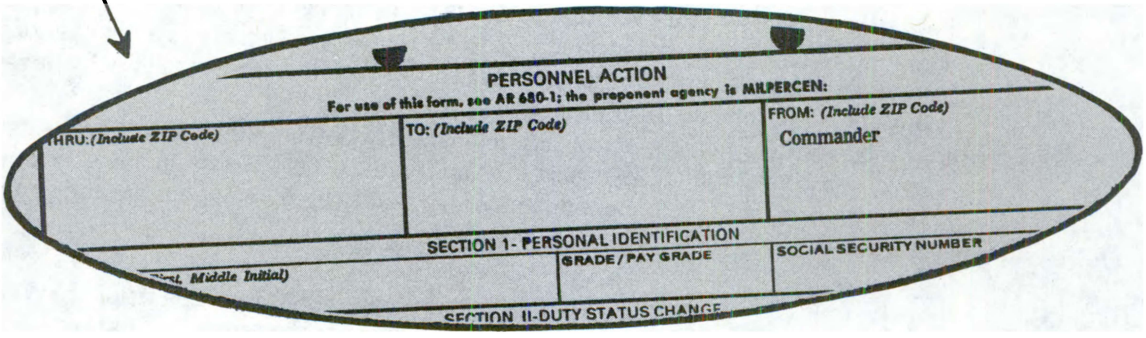
5. If the soldier's commander denies attachment, direct the soldier to return to his home station for processing.

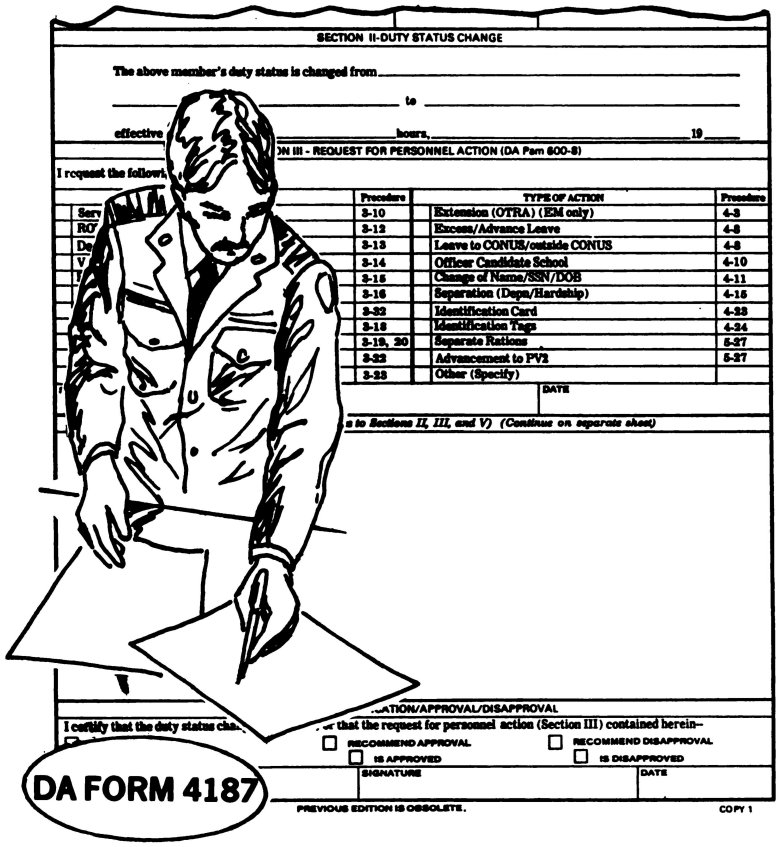
6. If the soldier's commander authorizes attachment, attach the soldier to your station for the purpose of processing the discharge request.

7. If the soldier is assigned or attached to your station, review all documents and facts that might justify separation.

9

8. If the soldier lacks documents, tell him what additional statements he should obtain.





9. If the soldier has sufficient documents, direct him to the PAC/unit for submission of DA Form 4187, Personnel Action. (NOTE: You may help prepare the DA Form 4187 for a soldier who has been attached.)

10. When you get the DA Form 4187 with required supporting documents, review AR 635-200 to be sure the application meets all requirements.

11. If the soldier is (a) under charges, (b) in confinement, (c) recommended for elimination under provisions of AR 635-200, (d) processed for discharge or retirement for physical disability, or (e) "flagged" because of an investigation, he cannot be separated because of

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dependency or hardship until proper disposition is made of the other case. However, accept the application and process it to final decision.

12. To find out if the soldier is eligible for separation, make sure *all* the following circumstances exist:

a. Conditions have arisen or become more serious since his entry on active duty or active duty for training.

b. Conditions are not temporary.

c. The soldier has made every reasonable effort to change or correct the dependency or hardship condition without success.

d. Discharge or release of the soldier from active military service is the only available means of removing or correcting the dependency or hardship condition.

13. Determine whether the application is for dependency or hardship.

a. Dependency exists when, because of death or disability of a member of the enlisted person's family, other members of his family become principally dependent upon him for care or support.

b. Hardship exists when, in circumstances not involving death or disability of a member of the enlisted person's family, his separation from the service will materially affect the care or support of his family by relieving undue and genuine hardship.



14. Determine eligibility for separation IAW AR 635-200. "Members of the family" include only:

a. Spouse.
b. Children.
c. Father.
d. Mother.
e. Brothers.
f. Sisters.
g. Father-in-law.
h. Mother-in-law.
i. Any person who stood in loco parentis (i.e., substituted for the parents) to the soldier for 5 continuous years when he was a minor.

15. Prepare a comment forwarding the application to the approving authority. Recommend approval/disapproval based on the results of your review.

16. Make sure the forwarding comment contains the following information if it is not included elsewhere in the application:

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a. The number and types of allotments which the soldier has in effect, together with the name and relationship of each allottee, if there is a financial problem.

b. A statement of whether a determination of dependency for benefits under the Dependent's Assistance Act of 1950 (DOD Military Pay and Allowances Entitlements Manual) has been requested and the decision of the Allotments and Deposits Operations, US Army Finance Support Agency.

c. The date of current enlistment, entry on active duty or active duty for training, and the ETS.

d. Whether the applicant is under charges; in confinement; under investigation for separation IAW AR 635-40, AR 604-10, or AR 635-200; or "flagged" for other investigation IAW AR 600-31.

17. When the application is *approved* for an *attached* soldier, you must:

a. Notify by electrical message the soldier's home unit commander and his servicing MILPO of the approval and request that the MPRJ/PFR be sent to your station immediately.

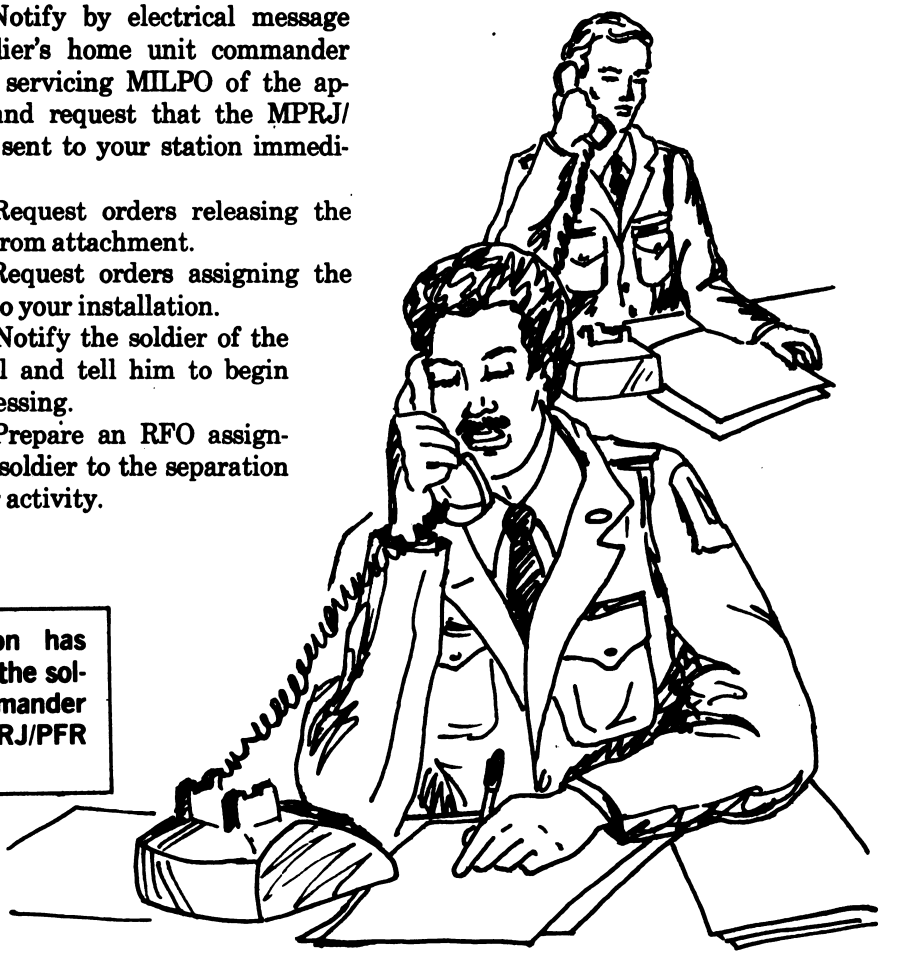
b. Request orders releasing the soldier from attachment.

c. Request orders assigning the soldier to your installation.

d. Notify the soldier of the approval and tell him to begin outprocessing.

e. Prepare an RFO assigning the soldier to the separation transfer activity.

When the application has been approved notify the soldier's home unit commander and request the MPRJ/PFR be sent.



18. When the application is *approved* for an *assigned* soldier, you must:

a. Notify him of the approval and tell him to begin outprocessing procedures.

b. Request orders assigning him to the separation transfer activity.

c. Forward a copy of the approved application to the records element to be

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placed in the soldier's MPRJ.

19. When the application is *disapproved* for an *attached* soldier, you must:
    a. Request orders releasing him from attachment and directing him to return to his home station.
    b. Notify by electrical message his home unit commander of the disapproval.
    c. Indorse the disapproved application to the applicant's home unit commander for addition to the soldier's MPRJ.

20. When the application is *disapproved* for an *assigned* soldier, you must:
    a. Notify him of disapproval.
    b. Forward the disapproved application to his unit commander for information and return a copy to the records element for addition to the soldier's MPRJ.

REFERENCES

1. AR 105-31, Record Communications
2. AR 310-10, Military Orders
3. AR 340-15, Preparing Correspondence
4. AR 600-31, Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings
5. AR 635-200, Enlisted Personnel
6. DA Pam 600-8, Military Personnel Office Management and Administrative Procedures

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TASK 121-019-1221
Process A Suspension Of Favorable Personnel Actions, DA Form 268 ("Flag")

CONDITIONS

Given a DA Form 268, AR 600-31, AR 340-16, soldier's MPRJ, standard office supplies and equipment.

STANDARDS

1. Check the DA Form 268 for completeness and correctness IAW AR 600-31.
2. Keep "flag" files secured IAW AR 340-16 and AR 600-31.
3. Show "flag" files only to persons with a "need to know."
4. Notify HQDA IAW AR 600-31.
5. Attach required supporting documents to the final report IAW AR 600-31.
6. Dispose of the final report IAW AR 600-31.

PERFORMANCE STEPS

1. Review DA Form 268 to be sure all items are correct and complete. If the form is correct, go to step 2. If not, return the form through your supervisor to the appropriate commander.

REPORT FOR SUSPENSION OF FAVORABLE PERSONNEL ACTIONS For use of this form, see AR 600-31; the proponent agency is MILPERCEN.			DATE SUSPENSION ACTION INITIATED
1. NAME *(Last - First - MI)*		2. SOCIAL SECURITY NUMBER	SUSPENSE DATE INTERIM REPORT DUE *(See para 8c)*
3. RANK	4. PLACE OF BIRTH	5. DATE OF BIRTH	☐ INITIAL ☐ INTERIM ☐ FINAL
6. MOSC ENL & WARRANT OFFICERS	7. SPECIALTY DESIGNATORS AND BR. *(Officers)*	8. ☐ ON ACTIVE DUTY ☐ NOT ON ACTIVE DUTY ☐ ACTIVE DUTY FOR TNG	9. EXPIRATION DATE OF CAT OR TERM OF SERVICE
10. UNIT TO WHICH ASSIGNED AND MAJOR COMMAND	11. STATION *(Geographical location)*	12. HOME OF RECORD *(Number and Street or RFD Number, City, State and ZIP Code) (NG and USAR only)*	
SECTION I – INITIAL REPORT			
13. ☐ NEW INVESTIGATION ☐ REINVESTIGATION	14. DATE CURRENT INVESTIGATION INITIATED	15. HEADQUARTERS CONTROLLING SUSPENSION ACTION *(Custodian of MPRJ and telephone No.)*	
16. BASIS FOR SUSPENSION OF FAVORABLE PERSONNEL ACTIONS			
☐ AWOL ☐ DA FORM 268	☐ ELIMINATION/DISMISSAL ☐ REMOVAL FROM PROMOTION/ COMMAND/SCHOOL LIST	☐ INTEREST OF NATIONAL SECURITY ☐ UNFAVORABLE CHARACTERISTICS OR INTEGRITY	

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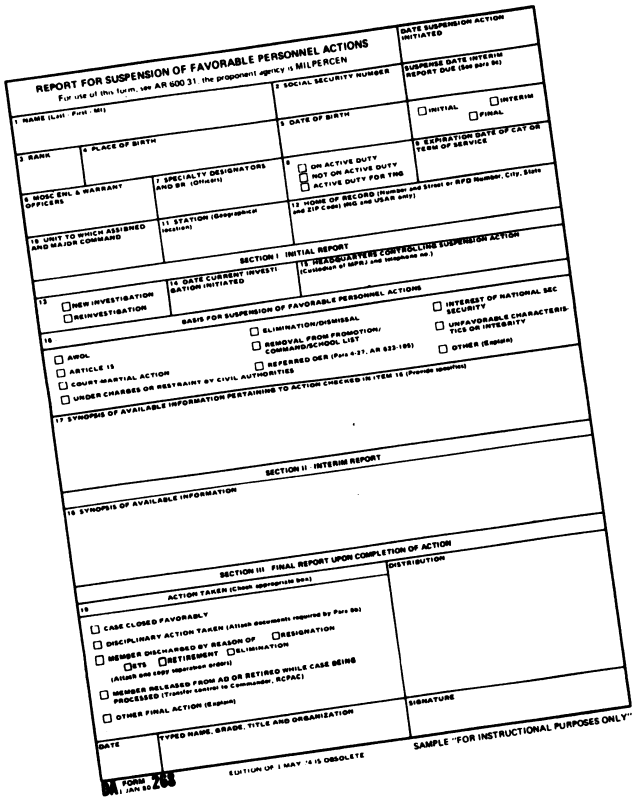
2. Determine the submission schedule for reports based on the following and make distribution for all copies of DA Form 268.

a. Submit an initial report for each incident in which the soldier may be involved. (NOTE: A soldier may be under more than one "flagging action" at one time.)

b. Submit an interim report at least every 60 days until the case is closed. (NOTE: Submit an interim report every time the soldier's status changes, but an interim report is not required while he is undergoing UCMJ punishment.)

c. Submit the final report when the case is closed or transferred IAW AR 600-31.

3. Establish a suspense for additional reports.



REPORT FOR SUSPENSION OF FAVORABLE PERSONNEL ACTIONS

For use of this form, see AR 600-31; the proponent agency is MILPERCEN

DATE SUSPENSION ACTION INITIATED

1 NAME (Last, First, MI) | 2 SOCIAL SECURITY NUMBER | SUSPENSE DATE INTERIM REPORT DUE (See para 9c)

3 RANK | 4 PLACE OF BIRTH | 5 DATE OF BIRTH | ☐ INITIAL ☐ INTERIM ☐ FINAL

6 MOSC ENL & WARRANT OFFICERS | 7 SPECIALTY DESIGNATORS AND SR (Others) | 8 ☐ ON ACTIVE DUTY ☐ NOT ON ACTIVE DUTY ☐ ACTIVE DUTY FOR TNG | 9 EXPIRATION DATE OF CAT OR TERM OF SERVICE

10 UNIT TO WHICH ASSIGNED AND MAJOR COMMAND | 11 STATION (Geographical location) | 12 HOME OF RECORD (Number and Street or RFD Number, City, State and ZIP Code) (NG and USAR only)

SECTION I INITIAL REPORT

13 ☐ NEW INVESTIGATION ☐ REINVESTIGATION | 14 DATE CURRENT INVESTIGATION INITIATED | 15 HEADQUARTERS CONTROLLING SUSPENSION ACTION (Command or MPRJ, and telephone no.)

BASIS FOR SUSPENSION OF FAVORABLE PERSONNEL ACTIONS

16 ☐ AWOL ☐ ARTICLE 15 ☐ COURT-MARTIAL ACTION ☐ UNDER CHARGES OR RESTRAINT BY CIVIL AUTHORITIES | ☐ ELIMINATION/DISMISSAL ☐ REMOVAL FROM PROMOTION/COMMAND/SCHOOL LIST ☐ REFERRED OER (Para 4-37, AR 623-105) | ☐ INTEREST OF NATIONAL SEC SECURITY ☐ UNFAVORABLE CHARACTERISTICS OR INTEGRITY ☐ OTHER (Explain)

17 SYNOPSIS OF AVAILABLE INFORMATION PERTAINING TO ACTION CHECKED IN ITEM 16 (Provide specifics)

SECTION II INTERIM REPORT

18 SYNOPSIS OF AVAILABLE INFORMATION

SECTION III FINAL REPORT UPON COMPLETION OF ACTION

19 ACTION TAKEN (Check appropriate box) | DISTRIBUTION

☐ CASE CLOSED FAVORABLY
☐ DISCIPLINARY ACTION TAKEN (Attach documents required by Para 9b)
☐ MEMBER DISCHARGED BY REASON OF ☐ RESIGNATION ☐ ETS ☐ RETIREMENT ☐ ELIMINATION (Attach one copy separation order)
☐ MEMBER RELEASED FROM AD OR RETIRED WHILE CASE BEING PROCESSED (Transfer control to Commander, RCPAC)
☐ OTHER FINAL ACTION (Explain)

DATE | TYPED NAME, GRADE, TITLE AND ORGANIZATION | SIGNATURE

DA FORM 268 1 JAN 82 EDITION OF 1 MAY 74 IS OBSOLETE

SAMPLE "FOR INSTRUCTIONAL PURPOSES ONLY"

4. Make sure a copy of the DA Form 268 has been sent to HQDA if the case is of a serious nature IAW AR 600-31.

5. Attach all required supporting documents to DA Form 268 IAW AR 600-31.

6. File DA Form 268 as the uppermost document in the action pending section of the soldier's MPRJ, or forward a copy of DA Form 268 to the records section for filing and MPRJ control IAW local policy.

7. Make final disposition of the documents when the case is closed IAW AR 600-31. (Note: Suspense "Final" DA Form 268 for destruction 90 days from the date of the close.)

NOTE: Be sure flag files are secured and that *only* persons with a "need to know" are allowed access to them IAW AR 340-16. File any classified documents concerning the case in a secure container and show them on a cross-reference note in your office file.

REFERENCES

1. AR 340-16, Safeguarding "FOUO" Information
2. AR 600-31, Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings

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TASK 121-019-1222
Process A Separation For Misconduct

CONDITIONS

Given a letter with supporting documents recommending separation by a unit commander, AR 635-200, soldier's MPRJ, AR 310-10, DA Form 2446, AR 340-15, AR 600-31, standard office supplies and equipment.

STANDARDS

1. Verify that a suspension of favorable personnel actions has been initiated IAW AR 600-31.
2. Be sure the action will meet the requirements as established in AR 635-200 for a misconduct discharge.
3. Depending on the nature of the case, write letters informing interested parties/agencies of the soldier's status IAW AR 635-200 (if applicable).
4. Forward the case through your supervisor to the proper discharge authority.
5. When the discharge is approved, prepare a Request for Orders (RFO) reducing the soldier to E1.
6. Dispose of case documents IAW AR 635-200.

PERFORMANCE STEPS

1. You must see that the unit commander has initiated a Suspension of Favorable Personnel Actions, DA Form 268, by checking the soldier's MPRJ.

2. Review the action to make sure the recommendation meets those requirements for a misconduct discharge in AR 635-200.

3. Review the discharge packet to make sure the commander gave the soldier a letter telling him of his rights.

4. Review the discharge packet to be sure the soldier has submitted a letter of acknowledgement.

5. If the soldier has properly and effectively waived a hearing by a board of officers, proceed with separation of the soldier for misconduct. If the board is not waived, request that a board of officers be convened.

6. Using the MPRJ for source information, check to see that all personal information entered on the request is correct.

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7. Make pen and ink corrections if you find any mistakes on the request.

8. Prepare a Statement of Service. Attach it as an added inclosure to the request.

9. Review the request to make sure all documents required by AR 635-200 are inclosed and correctly prepared.

10. If any documents are missing, contact the unit commander for immediate action.

11. Using the guidelines in AR 635-200, see that the charges are exact and that justification for discharge has been met.

12. When the recommendation and/or documents are too weak to support the recommended action, return the recommendation to the commander for more justification.

13. If the recommendation is sufficient, prepare an indorsement forwarding the application to the discharge authority.

14. Upon return of the request from the discharge authority, review the comments for final action.

15. If the soldier is *not* recommended for discharge, prepare an indorsement back to the unit commander notifying him to remove the suspension of favorable personnel actions.

16. In addition, prepare an Optional Form (OF) 41 notifying the records element that all correspondence about this action must be withdrawn from the soldier's MPRJ and returned to his headquarters for filing.

17. Prepare all required correspondence as directed by AR 635-200 for approved discharges. (NOTE: There are many reasons for discharge, and each requires its own correspondence and special requirements. Review the regulation before taking final action.)

18. Prepare an RFO, DA Form 2446, to reduce the soldier to PV1 if required or told to do so by the discharge authority. (NOTE: AR 635-200 requires reduction if the soldier is found guilty by a civil court.)

19. Notify the records element to post the soldier's MPRJ when discharge has been directed.

20. Prepare an RFO reassigning the soldier to the transfer station for processing.

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21. Prepare an indorsement to the unit commander informing him of the final action.

REQUEST FOR ORDERS

For use of this form, see AR 310-10; the proponent agency is The US Army Adjutant General Center.

DATE OF REQUEST

TO:

FROM:

TITLE OF FORMAT

STANDARD NAME LINE

LEAD LINE

VARIABLE INFORMATION

REQUESTER'S NAME AND TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION *(Type or Print)*

SIGNATURE

DA FORM 1 JAN 76 2446

REPLACES DA FORM 2446, 1 DEC 73, WHICH MAY BE USED.

☆U.S. GPO:1975-0-665-697/1008



Prepare all required correspondence for approved discharges.

REFERENCES

1. AR 310-10, Military Orders
2. AR 340-15, Preparing Correspondence
3. AR 600-31, Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings
4. AR 635-200, Enlisted Personnel

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TASK 121-019-1223
Process A Good Of The Service Discharge

CONDITIONS

Given a request for a good of the service discharge with the unit commander's recommendation and supporting documents, soldier's MPRJ, AR 635-200, AR 635-10, AR 310-10, DA Form 2446, AR 340-15, FD Form 249, standard office supplies and equipment.

STANDARDS

1. Check to be sure the required supporting documents are present IAW chapter 10, AR 635-200.
2. Determine eligibility IAW AR 635-200.
3. Prepare an indorsement IAW AR 340-15 forwarding the request back to the soldier's unit for correction if information is missing or incomplete.
4. Prepare an indorsement IAW AR 340-15 forwarding the request to discharge authority.
5. Prepare a Fingerprint Card, FD Form 249, and send it to the FBI IAW AR 635-10.
6. Prepare a Request for Orders (RFO), DA Form 2446, IAW AR 310-10, sending the soldier to the transfer point (when appropriate).

PERFORMANCE STEPS

1. Make sure the soldier is under court-martial charges or a suspended sentence of a punitive discharge. If he is not under one of the above, then he is ineligible to request separation.

2. Verify that the request is prepared IAW AR 635-200 and is signed by the soldier.

3. Check the request to make sure it contains a counseling statement prepared by the unit.

4. If the soldier has refused counsel, make sure his commander has attached a statement to the request showing this fact.

5. Review the request to make sure the following information is included:
   a. A copy of the court-martial orders or a summary of facts describing the offense of which the soldier is accused.

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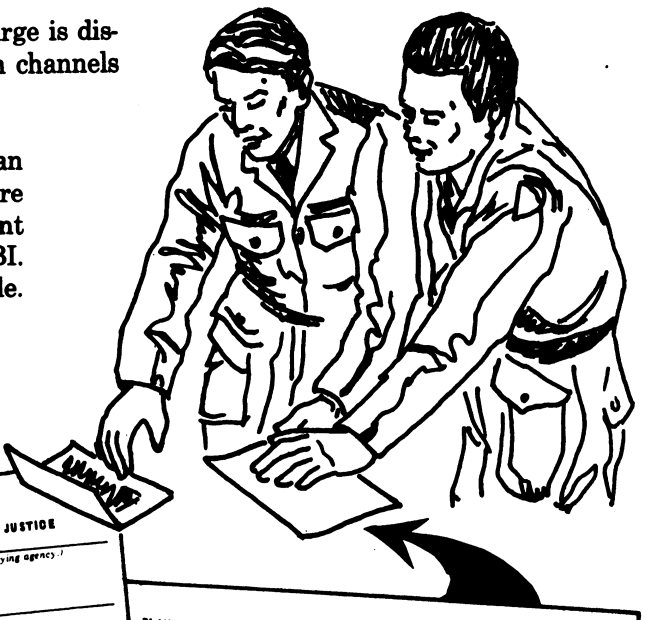
b. An indorsement showing a recommendation for approval/disapproval attached by each commander through whom the request has passed. If any commander recommends approval, he must also recommend the type of discharge to be issued.

c. A report of medical examination.

6. When the request is complete, to include all required attachments, forward the request to the commander with general court-martial (GCM) authority.

7. If the request for discharge is disapproved, return it through channels to the soldier.

8. For a soldier who has an approved discharge, prepare an FD Form 249 (Fingerprint Card). Forward it to the FBI. Use AR 635-10 as your guide.



8

FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C. 20537

OCCUPATION | EMPLOYER (If U.S. Government, indicate military (give serial number) or civilian employing agency.)

RESIDENCE OF PERSON FINGERPRINTED

CURRENT ARREST OR RECEIPT

DATE ARRESTED OR RECEIVED | CHARGE OR OFFENSE (If code citation is used it should be accompanied by charge) | DISPOSITION OR SENTENCE (Last FINAL disposition only. If not now available, submit later on FBI Form R-84 for completion of record.)

FOR INSTITUTIONS USE ONLY
Sentence expires

If arrest fingerprints sent FBI previously and FBI# unknown, furnish arrest # _____ Date _____

If COLLECT wire reply or COLLECT telephone reply is desired indicate here:
☐ Wire reply ☐ Telephone reply Telephone Number including area code _____

Please Paste Photograph in This Space

Since photograph may become detached indicate name, date taken, FBI number, and arrest number on reverse side whether attached to fingerprint card or submitted later.

INSTRUCTIONS

1. FORWARD ARREST CARDS TO FBI IMMEDIATELY AFTER FINGERPRINTING FOR MOST EFFECTIVE SERVICE.
2. TYPE or PRINT all information.
3. Note amputations in proper finger squares.
4. REPLY WILL QUOTE ONLY NUMBER APPEARING IN "HE BLOCK MARKED "YOUR NUMBER."
5. Indicate any additional copies for other agencies in space below - give their complete mailing address including zip code.

SEND COPY TO:

FD FORM 249 (FRONT)

BLANK

TYPE OR PRINT
LAST NAME | FIRST NAME | MIDDLE NAME | SEX | RACE | HT. | WT. | HAIR | EYES | DATE OF BIRTH | PLACE OF BIRTH

CONTRIBUTOR AND ADDRESS | ALIASES

YOUR NUMBER | LEAVE THIS SPACE BLANK

PLACE FBI NO. HERE | CLASS.

DATE | REF.

REPLY DESIRED? ☐ YES ☐ NO
REPLY WILL BE SENT IN ALL CASES IF SUBJECT FOUND TO BE WANTED.

EX | 3. RIGHT MIDDLE | 4. RIGHT RING | 5. RIGHT LITTLE

8. LEFT MIDDLE | 9. LEFT RING | 10. LEFT LITTLE

LEFT THUMB | RIGHT THUMB | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

FD FORM 249 (BACK)

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9. Forward the request for discharge with appropriate documents to the records custodian for filing in the soldier's MPRJ.

10. Prepare an RFO reassigning the soldier to the transfer point for separation.

11. Notify the soldier's commander of the action.

REFERENCES

1. AR 310-10, Military Orders
2. AR 340-15, Preparing Correspondence
3. AR 635-10, Processing Personnel for Separation
4. AR 635-200, Enlisted Personnel

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TASK 121-019-1224
Process A Request For Emergency Leave

CONDITIONS

Given a DA Form 31 requesting emergency leave, soldier's MPRJ, DD Forms 1482, AR 630-5, AR 59-21, AR 310-10, standard office supplies and equipment.

STANDARDS

1. Check the soldier's eligibility for emergency leave IAW AR 630-5.
2. Brief the soldier before he departs on leave IAW AR 630-5.
3. Prepare an RFO for emergency leave orders IAW AR 310-10.
4. Prepare MAC (Military Airlift Command) Transportation Authorization (MTA), DD Form 1482, IAW AR 59-21.

PERFORMANCE STEPS

1. Check to see if the soldier is eligible for emergency leave IAW AR 630-5. If his request does not seem to meet the requirements of AR 630-5, give the request and any attached documents to your supervisor for his determination and further action. If the soldier is eligible, verify leave balance with FAO, if possible, and go to step 2.

2. Prepare an RFO, using information from the soldier's MPRJ or from the soldier himself if he is in your office. Be sure the right classification of urgency is put on the RFO IAW AR 630-5.

3. Prepare the MTA IAW AR 59-21 for space required for transportation. Alert the transportation management office of the soldier's emergency leave status.

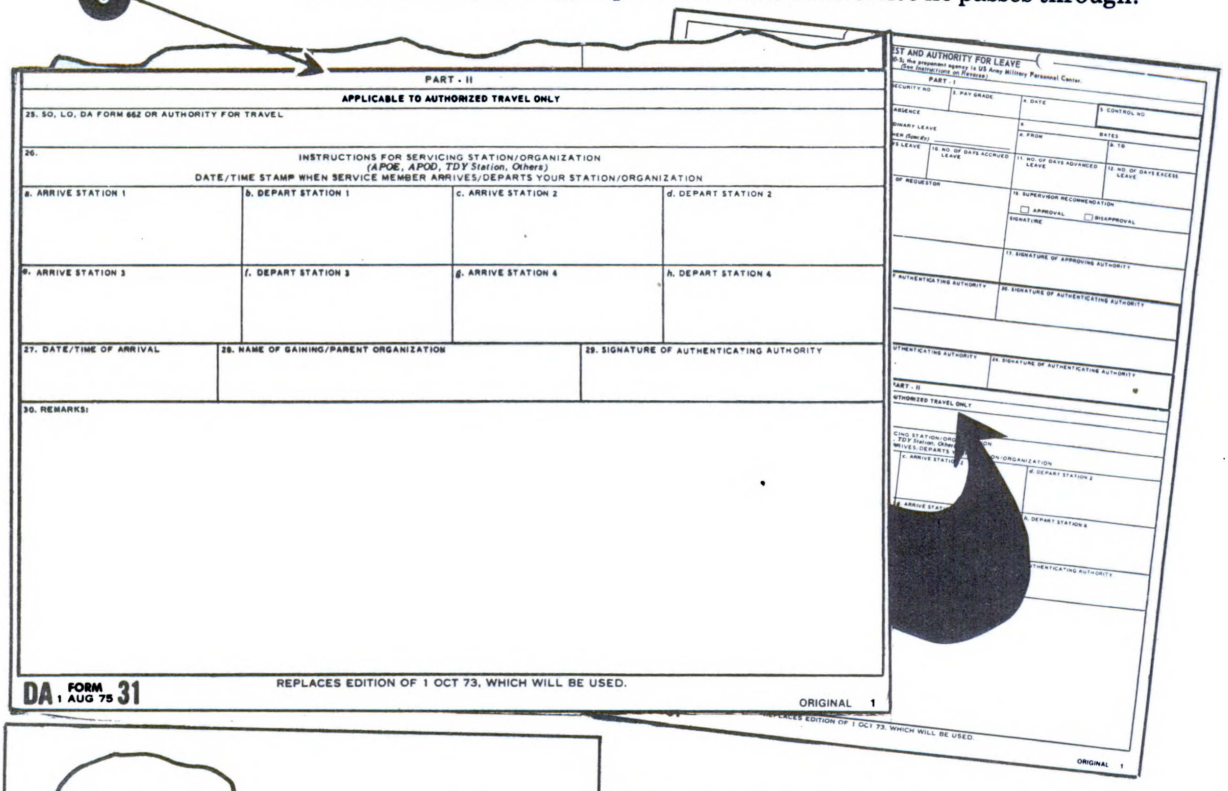
4. Review the DA Form 31 to be sure it shows the AUTOVON and commercial telephone numbers for the soldier's parent unit, MILPO, and the local American Red Cross office.

5. If the soldier will be in an excess leave status, be sure he has been counseled on not receiving pay or allowances and has acknowledged this counseling by signing a statement in the Remarks section of DA Form 31 IAW AR 630-5.

6. Tell the soldier that he must have part II of the DA Form 31 filled out at each

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6 personnel activity or transportation assistance office he passes through.



PART - II

APPLICABLE TO AUTHORIZED TRAVEL ONLY

25. SO, LO, DA FORM 662 OR AUTHORITY FOR TRAVEL

26. INSTRUCTIONS FOR SERVICING STATION/ORGANIZATION
(APOE, APOD, TDY Station, Others)
DATE/TIME STAMP WHEN SERVICE MEMBER ARRIVES/DEPARTS YOUR STATION/ORGANIZATION

a. ARRIVE STATION 1	b. DEPART STATION 1	c. ARRIVE STATION 2	d. DEPART STATION 2
e. ARRIVE STATION 3	f. DEPART STATION 3	g. ARRIVE STATION 4	h. DEPART STATION 4

27. DATE/TIME OF ARRIVAL	28. NAME OF GAINING/PARENT ORGANIZATION	29. SIGNATURE OF AUTHENTICATING AUTHORITY

30. REMARKS:

DA FORM 1 AUG 75 31 REPLACES EDITION OF 1 OCT 73, WHICH WILL BE USED. ORIGINAL 1

ST AND AUTHORITY FOR LEAVE

PART - II

ORIGINAL 1



7. Ask the soldier if he has enough money to cover expenses while on leave. If he does not, refer him to the following for help:

a. Local finance and accounting office (FAO) for partial pay.

b. American Red Cross field director for a loan or grant.

c. Local Army Emergency Relief (AER) office for a loan or grant.

8. Tell the soldier that if he doesn't receive a return port call on his arrival in CONUS, he should request a port call 10 days prior to the end of his leave or desired return date by calling the Military Airlift Command at Scott Air Force Base, Illinois. (NOTE: Give phone numbers to the soldier.)

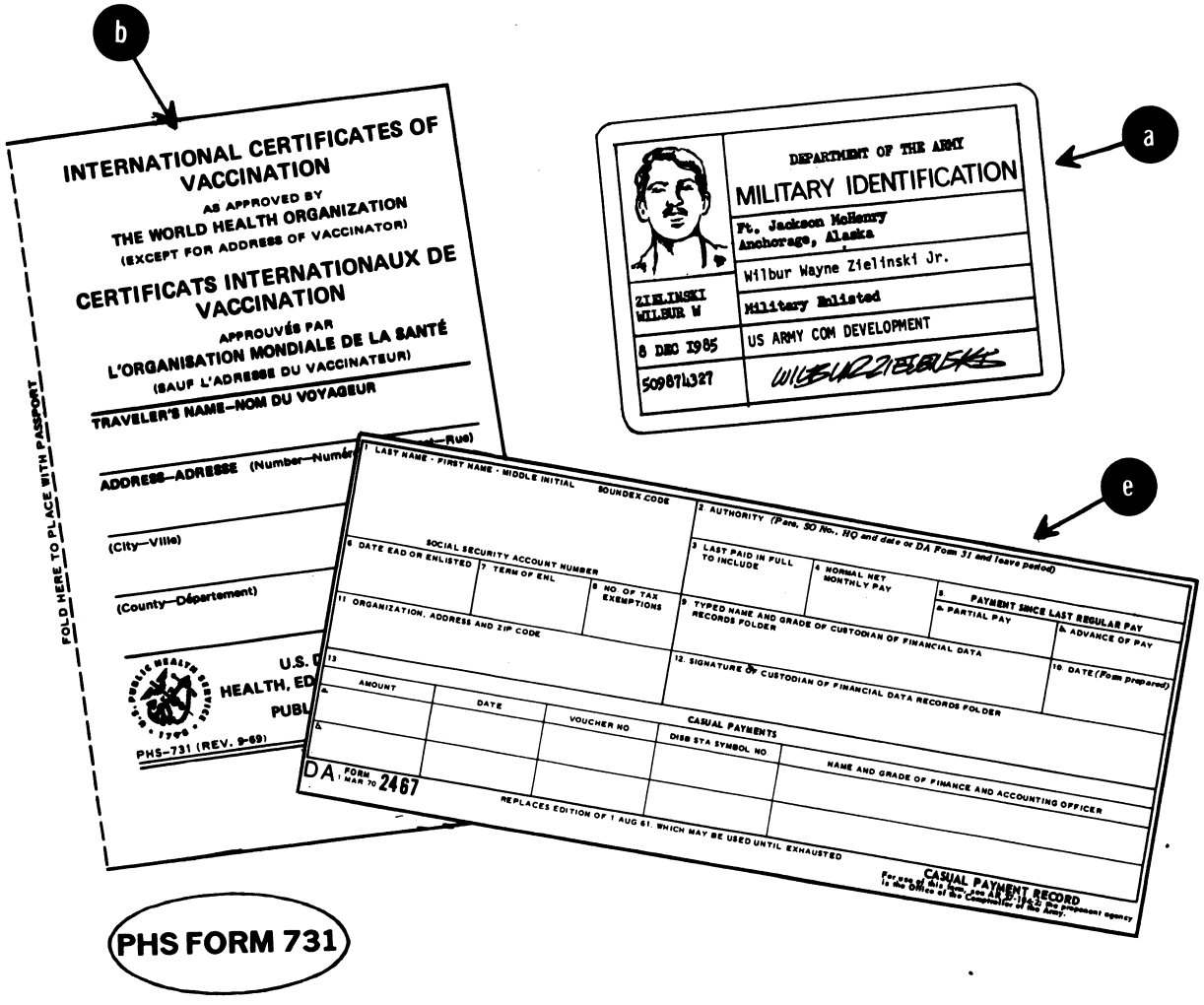
9. Tell the soldier that if he cannot get a port call, he must report to the port of return before the end of his leave and see the military personnel and transportation assistance officer (MPTAO) for help.

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10. Tell the soldier if he needs a leave extension, he must contact his local American Red Cross chapter, the MILPERCEN personnel assistance officer, or the MPTAO nearest his leave address.

11. Make sure the soldier has the following documents with him in addition to his DA Form 31:

a. Military Identification Card (DD Form 2A).
b. International Certificate of Vaccination (PHS Form 731).
c. Individual clothing record.
d. At least 10 copies of his orders.
e. Record of Local Payment (DA Form 2467).



PHS FORM 731

REFERENCES

1. AR 59-21, MAC Transportation Authorization (MTA), DD Form 1482
2. AR 310-10, Military Orders
3. AR 630-5, Leave, Passes, Permissive Temporary Duty, and Public Holidays

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TASK 121-019-1225
Process An Application For Retirement (Enlisted Personnel Nondisability), DA Form 2339

CONDITIONS

Given a soldier applying for retirement and having supporting documents, the soldier's MPRJ, DA Form 2339, AR 635-200, AR 635-10, AR 310-10, DA Pam 600-8, standard office supplies and equipment.

STANDARDS

1. Determine the soldier's eligibility for retirement IAW AR 635-200.
2. Prepare DA Form 2339 IAW AR 635-200.
3. Insure that all required supportive documents are present and correct IAW AR 635-200.
4. Distribute documents IAW AR 635-200.

PERFORMANCE STEPS

1. Ask the soldier at the end of what month he desires to retire. (NOTE: All nondisability retirements occur on the last day of the month, effective the first day of the following month.)

2. Screen the applicant's MPRJ. Determine if he will be eligible on the day selected. Applications cannot be submitted prior to 13 months before the desired retirement date IAW AR 635-200.

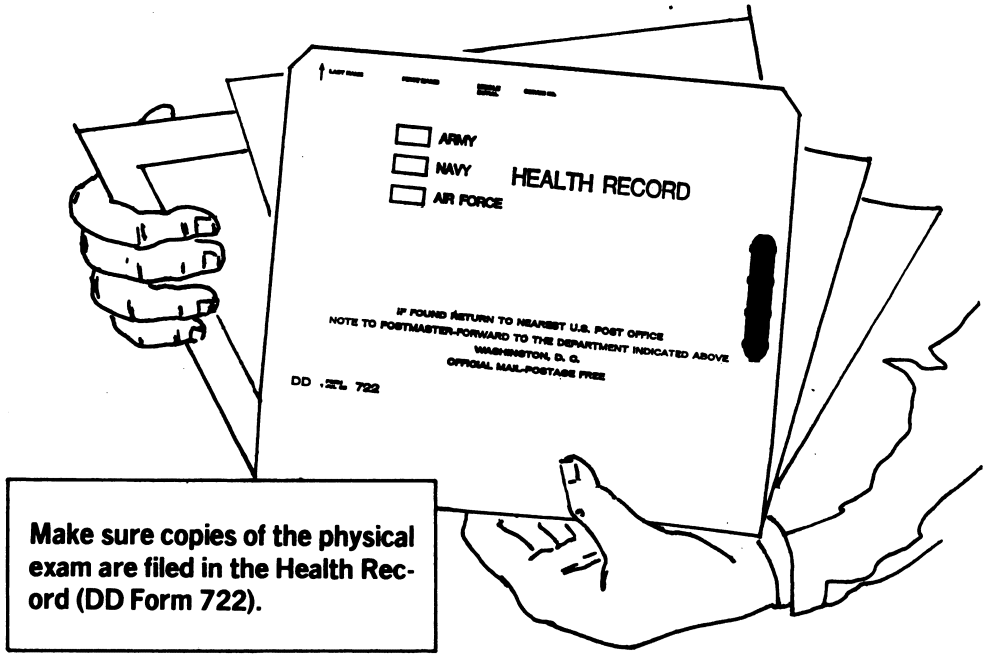
3. If the soldier does not meet the eligibility requirements, tell him when he will be eligible and the date on which to return.

4. If the soldier's ETS date comes before the desired retirement date, an extension of enlistment or date reenlistment will have to be executed. Tell him to see local career counselor.

5. If the soldier is eligible for retirement, he has the option of taking a retirement physical exam. If he wants a physical exam, help with the arrangements.

6. If no medical problems are found, be sure copies of the physical exam are filed in the Health Record (DD Form 722) portion of the MPRJ IAW AR 635-200.

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Make sure copies of the physical exam are filed in the Health Record (DD Form 722).

7. If the soldier is serving overseas and wants to retire in a foreign country, the application should contain a request for such separation IAW AR 635-200.

8. Insure that all applications are addressed to the servicing personnel office through the soldier's unit of assignment.

9. Complete DA Form 2339 (Application for Voluntary Retirement) IAW AR 635-200. This form is, for the most part, self-explanatory. However, pay special attention to the following items:

a. Item 1 — Type the soldier's name as it is legally recorded on the current enlistment contract (DD Form 4).

b. Item 4 — Type the first day of the desired retirement month. (Example: If

a

APPLICATION FOR VOLUNTARY RETIREMENT — DATE

For use of this form, see Chap. 12, AR 635-200; the proponent agency is The Adjutant General's Office.

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 10, United States Code, Chapters 61, 63 and 67.
PRINCIPAL PURPOSE: To initiate necessary administrative action in regard to voluntary requests for retirement.
ROUTINE USES: Data contained on the form is used to complete administrative actions incident to retirement.
DISCLOSURE: Disclosure is voluntary. However, failure to disclose required information may result in service member not being considered for voluntary retirement.

TO: *(Include ZIP Code)* | THRU: *(Include ZIP Code)*

SECTION I - *(TO BE COMPLETED BY ALL APPLICANTS)*

1. NAME *(Last, First, Middle)* | 2. SSN | 3. ETS | 4. DESIRED RETIREMENT DATE

5. *(Effective date of promotion)* | 6. HIGHEST GRADE SERVED ON ACTIVE DUTY AND BRANCH OF SERVICE

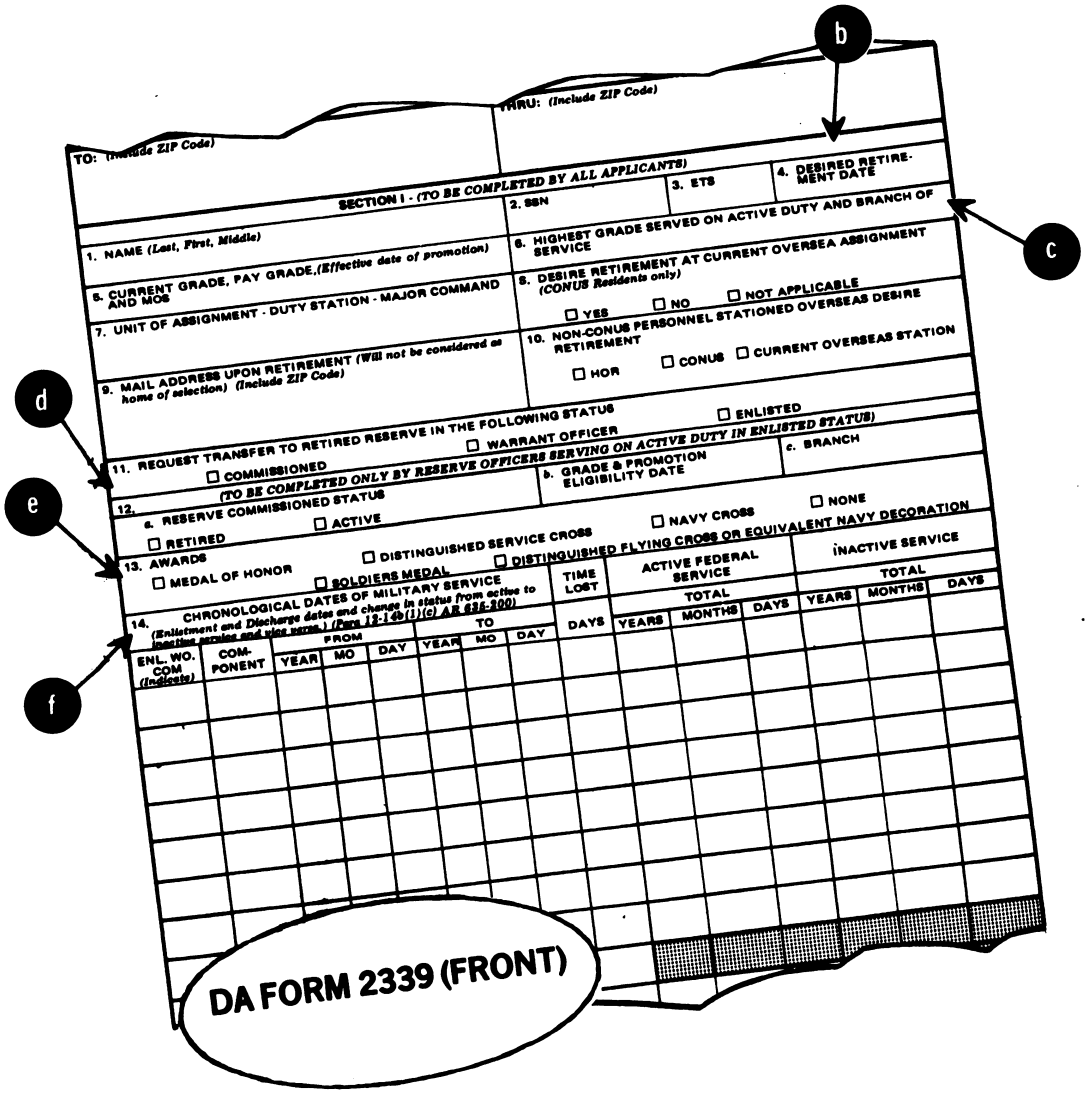
DA FORM 2339 (FRONT)

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the soldier wants to retire at the end of May 1980, enter the date as 1 Jun 80.) (NOTE: The day preceding the date in this item must be the same as or earlier than the current ETS date given in item 3.)

c. Item 6 — Enter the highest grade (permanent or temporary) in which the soldier served on active duty and the branch of Armed Forces in which he served.

d. Item 11—Check the ENLISTED block. Enlisted members who qualify for retirement in commissioned or warrant officer grades apply for retirement IAW AR 635-100.



e. Item 13—If the soldier has been awarded a Medal of Honor (MOH), Distinguished Service Cross (DSC), Soldier's Medal (SM), Distinguished Flying Cross (DFC), or Navy Cross (NC), see that a copy of the orders awarding the medal and accompanying citations are attached to the application.

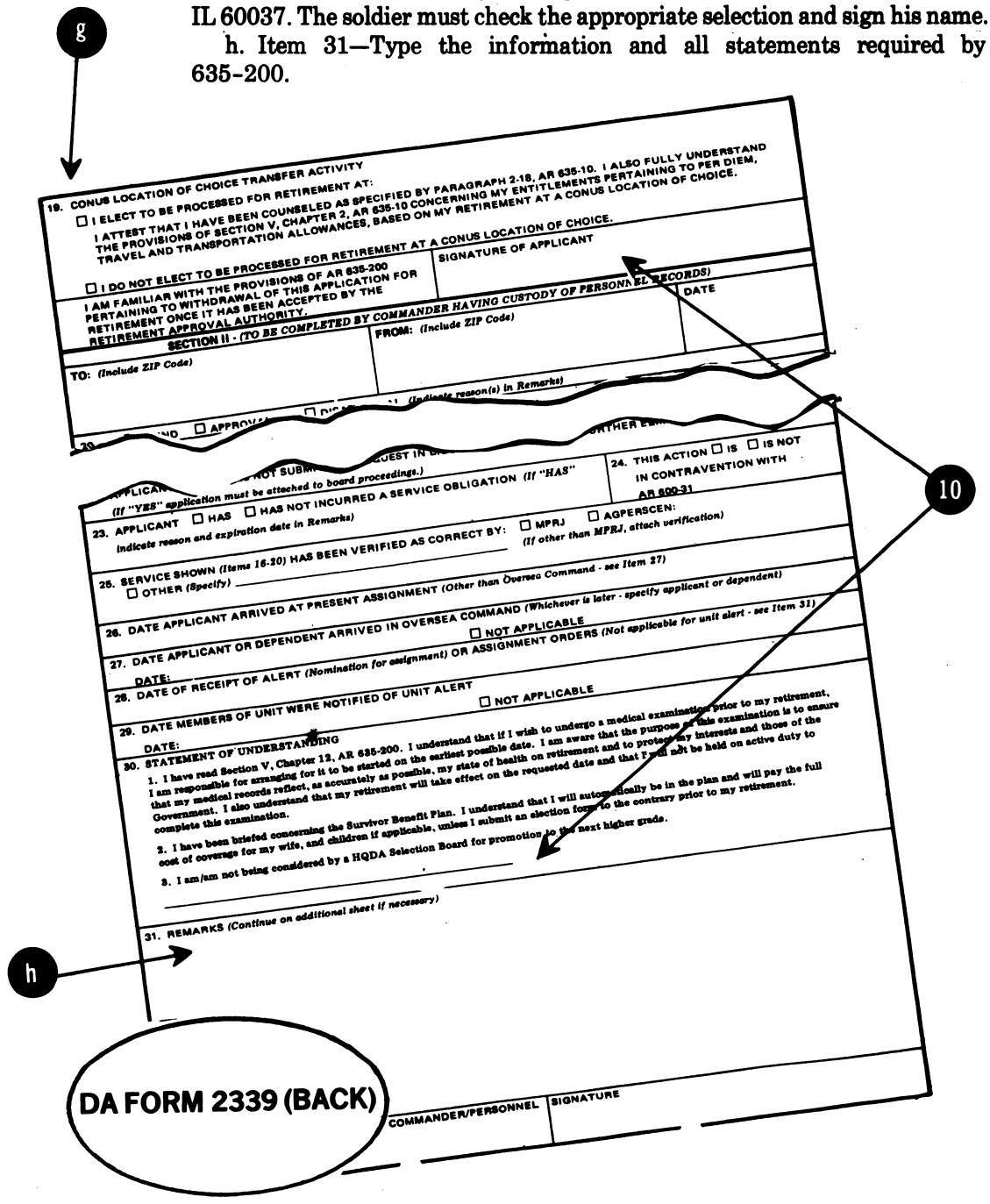
f. Item 14—Make sure all service claimed is correct. A soldier must have at

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least 20 years of creditable active Federal service to be eligible for retirement. Enter all uninterrupted service on one line.

g. Item 19—If the soldier elects to be processed for retirement at a location of choice transfer activity (see AR 635-10), enter the complete designation and location of such transfer activity. Example: US Army Transfer Point, Fort Sheridan, IL 60037. The soldier must check the appropriate selection and sign his name.

h. Item 31—Type the information and all statements required by AR 635-200.



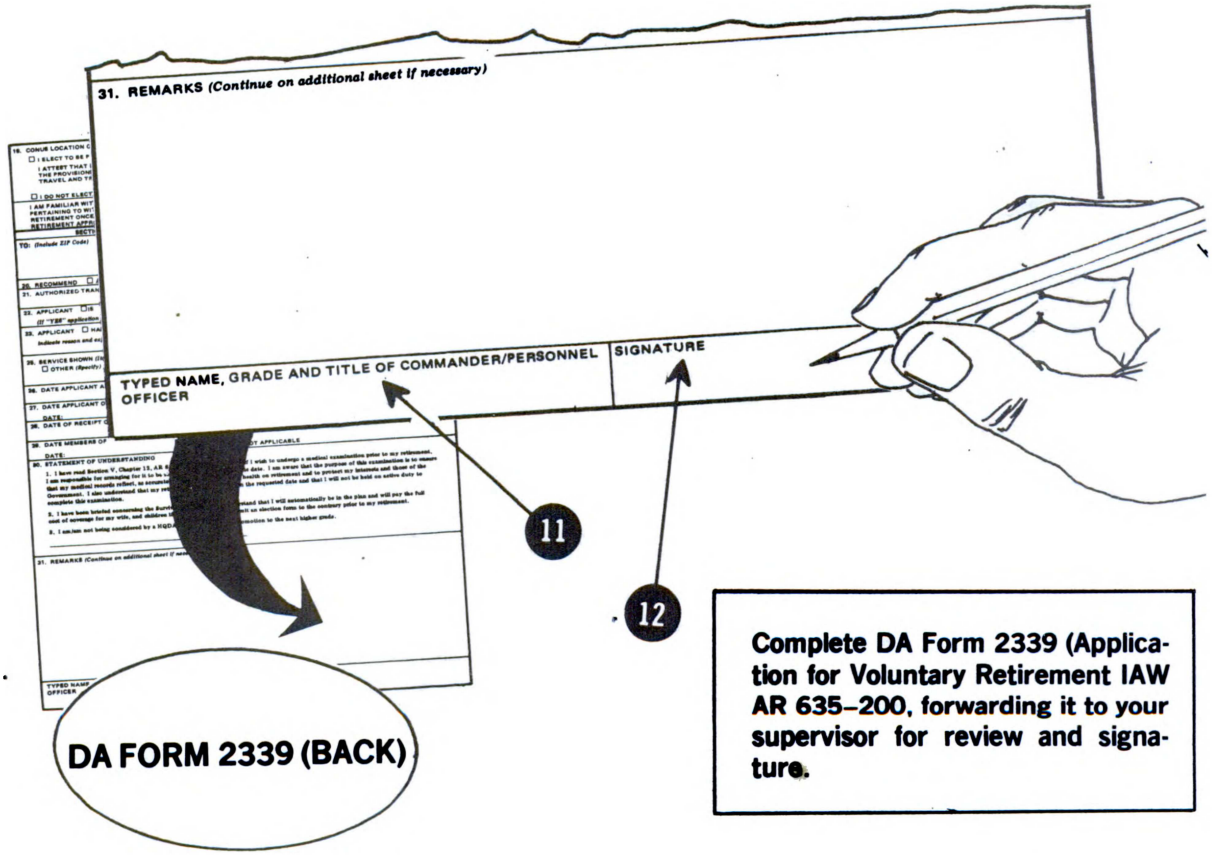
10. When the application has been completed, have the soldier sign at the bottom

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of item 30 and in the space provided just above section 11.

11. Type the name of the personnel officer in the block at the bottom of section II.

12. Give the application to your supervisor for review and signature.



13. When the application is returned with signature, place one copy of the retirement application and any accompanying allied papers in the soldier's MPRJ. Make distribution to the approving authority IAW local policy.

14. When the approved request is returned, prepare a Request for Orders for retirement and reassignment to the separation transfer activity.

15. Schedule the soldier for counseling with your supervisor.

REFERENCES

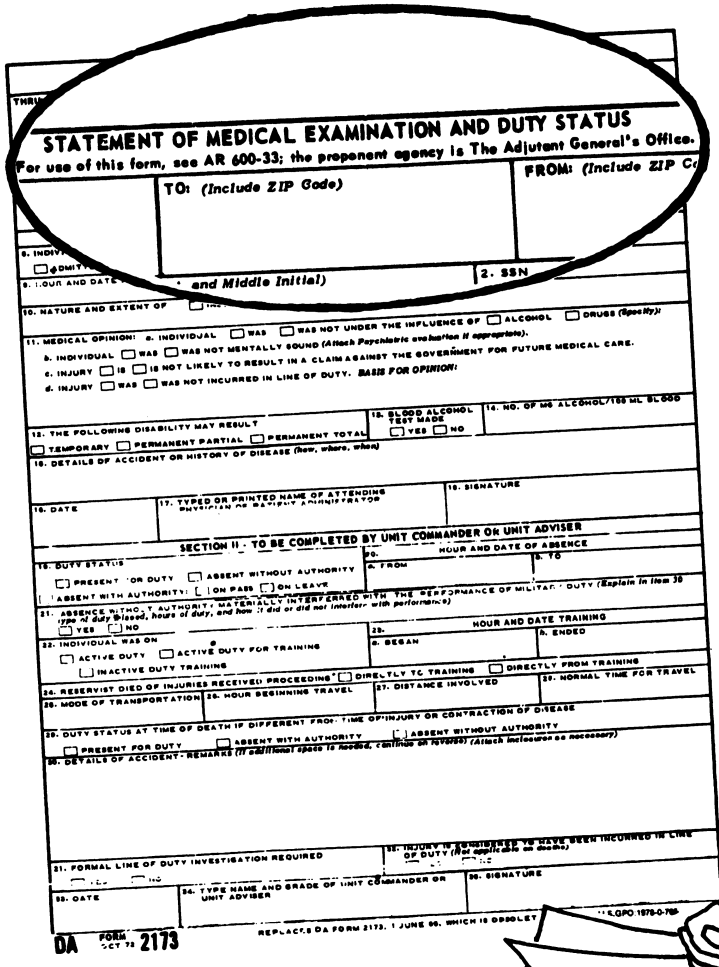
1. AR 310-10, Military Orders
2. AR 635-10, Processing Personnel for Separation
3. AR 635-200, Enlisted Personnel
4. DA Pam 600-8, Military Personnel Office Management and Administrative Procedures

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TASK 121-019-1226
Process Line Of Duty Investigations

CONDITIONS

Given a completed DA Form 2173, Statement of Medical Evaluation and Duty Status, and (for formal investigations) a completed DD Form 261, Report of Investigation, with supporting documents; AR 600-33, soldier's MPRJ, standard office supplies and equipment.



STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS

For use of this form, see AR 600-33; the proponent agency is The Adjutant General's Office.

TO: (Include ZIP Code)

FROM: (Include ZIP C

and Middle Initial)

2. SSN

10. NATURE AND EXTENT OF

11. MEDICAL OPINION: a. INDIVIDUAL WAS WAS NOT UNDER THE INFLUENCE OF ALCOHOL DRUGS (Specify)

b. INDIVIDUAL WAS WAS NOT MENTALLY SOUND (Attach Psychiatric evaluation if appropriate).

c. INJURY IS IS NOT LIKELY TO RESULT IN A CLAIM AGAINST THE GOVERNMENT FOR FUTURE MEDICAL CARE.

d. INJURY WAS WAS NOT INCURRED IN LINE OF DUTY. BASIS FOR OPINION:

12. THE FOLLOWING DISABILITY MAY RESULT

TEMPORARY PERMANENT PARTIAL PERMANENT TOTAL

13. BLOOD ALCOHOL TEST MADE YES NO

14. NO. OF MG ALCOHOL/100 ML BLOOD

15. DETAILS OF ACCIDENT OR HISTORY OF DISEASE (How, where, when)

16. DATE

17. TYPED OR PRINTED NAME OF ATTENDING PHYSICIAN OR DESIGNATED ADMINISTRATOR

18. SIGNATURE

SECTION II - TO BE COMPLETED BY UNIT COMMANDER OR UNIT ADVISER

19. DUTY STATUS

PRESENT FOR DUTY ABSENT WITHOUT AUTHORITY

ABSENT WITH AUTHORITY: ON PASS ON LEAVE

20. HOUR AND DATE OF ABSENCE

a. FROM

b. TO

21. ABSENCE WITHOUT AUTHORITY MATERIALLY INTERFERED WITH THE PERFORMANCE OF MILITARY DUTY (Explain in Item 30 (type of duty missed, hours of duty, and how it did or did not interfere with performance)

YES NO

22. INDIVIDUAL WAS ON

ACTIVE DUTY ACTIVE DUTY FOR TRAINING

INACTIVE DUTY TRAINING

23. HOUR AND DATE TRAINING

a. BEGAN

b. ENDED

24. RESERVIST DIED OF INJURIES RECEIVED: PROCEEDING DIRECTLY TO TRAINING DIRECTLY FROM TRAINING

25. MODE OF TRANSPORTATION

26. HOUR BEGINNING TRAVEL

27. DISTANCE INVOLVED

28. NORMAL TIME FOR TRAVEL

29. DUTY STATUS AT TIME OF DEATH IF DIFFERENT FROM TIME OF INJURY OR CONTRACTION OF DISEASE

PRESENT FOR DUTY ABSENT WITH AUTHORITY ABSENT WITHOUT AUTHORITY

30. DETAILS OF ACCIDENT - REMARKS (If additional space is needed, continue on reverse) (Attach inclosure as necessary)

31. FORMAL LINE OF DUTY INVESTIGATION REQUIRED

YES NO

32. INJURY IS CONSIDERED TO HAVE BEEN INCURRED IN LINE OF DUTY (Not applicable on deaths)

YES NO

33. DATE

34. TYPE NAME AND GRADE OF UNIT COMMANDER OR UNIT ADVISER

35. SIGNATURE

DA FORM OCT 72 2173

REPLACES DA FORM 2173, 1 JUNE 66, WHICH IS OBSOLETE

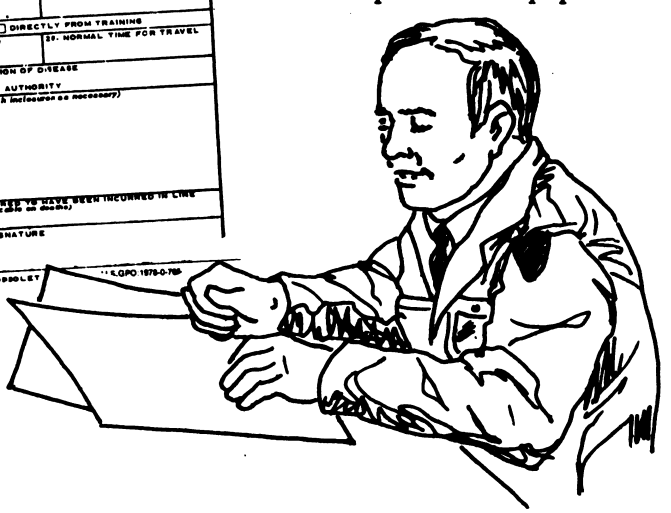
USGPO 1972-0-765

STANDARDS

1. Insure that DA Form 2173 and, if applicable, DD Form 261 are prepared IAW AR 600-33.
2. Attach required supporting documents IAW AR 600-33.
3. Dispose of case documents IAW AR 600-33.

PERFORMANCE STEPS

1. When you get the DA Form 2173, determine if enough copies (five for active duty personnel) have been forwarded. If you are short any copies, use local reproduction equipment.



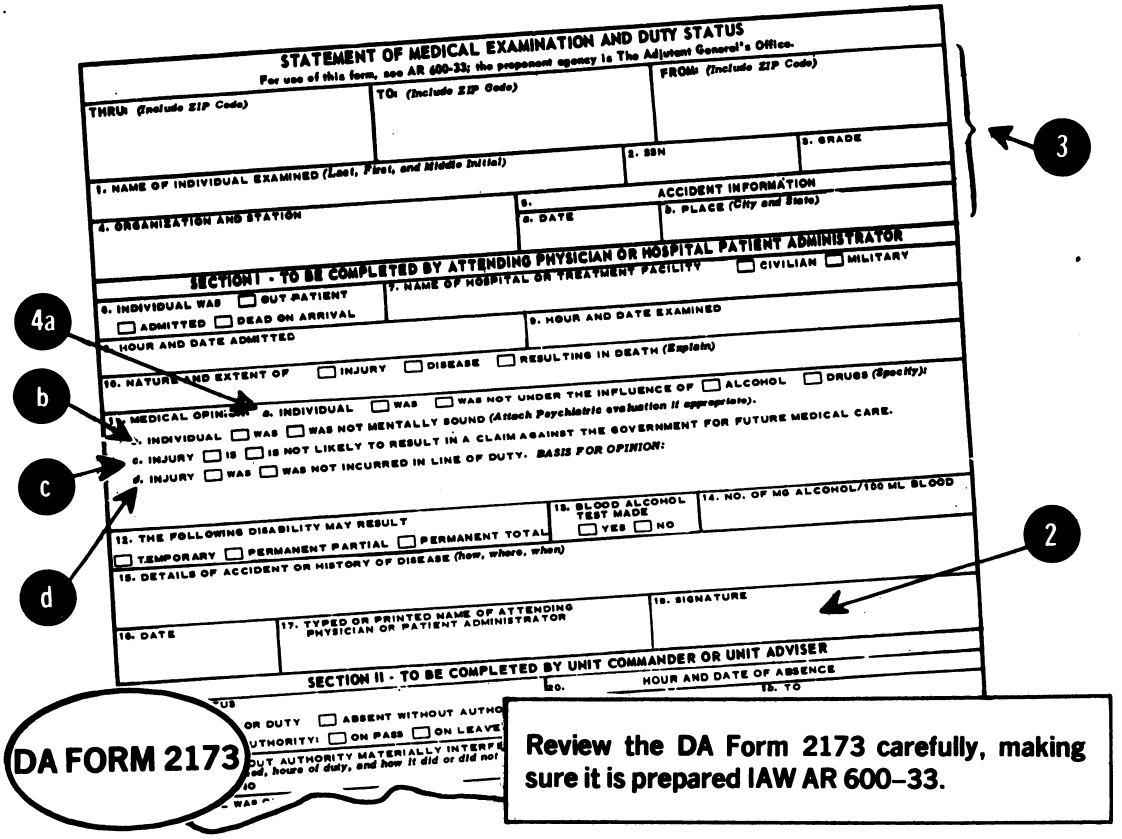
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2. Be sure the DA Form 2173 is signed by the medical treatment facility (MTF) commander, attending physician, or patient administrator only.

3. Check the personal data on the DA Form 2173. Make pen and ink changes where necessary.

4. Review the DA Form 2173 carefully to make sure it has been prepared IAW AR 600-33. Place emphasis on the following items:

a. Item 11a — If the soldier was under the influence, this item must specify that either alcohol or drugs were used. If he was under the influence of drugs, the type of drug must be shown, if known.



b. Item 11b — Mental status must be shown with an "X" in the appropriate box.

c. Item 11c — This item must show if injury is or is not likely to result in a claim against the Government.

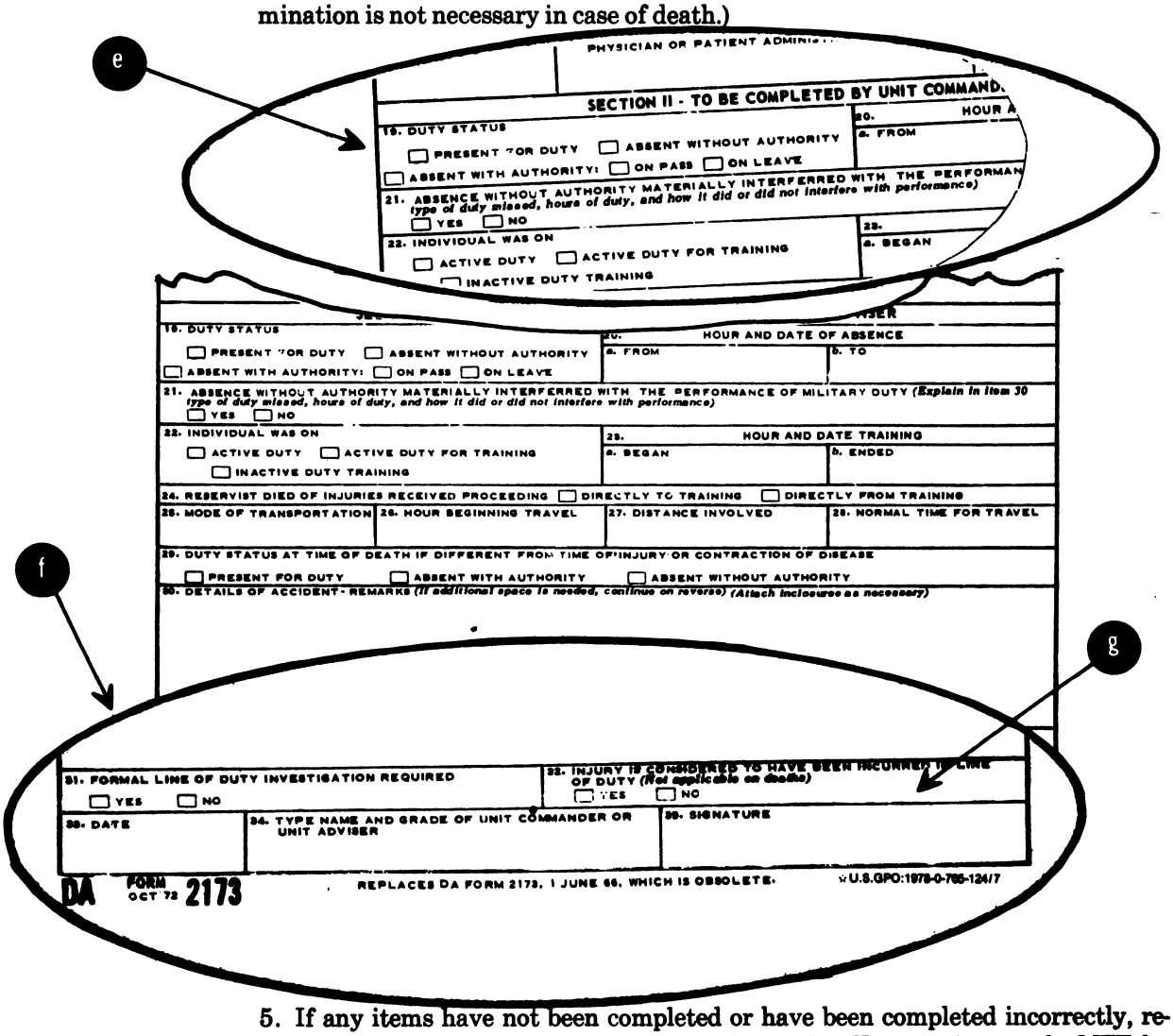
d. Item 11d — This item must show if injury was or was not in line of duty and the basis for that opinion.

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e. Item 19 — Duty status at the time of the incident must be shown.

f. Item 31 — The unit commander must determine if a formal investigation is required.

g. Item 32 — This must show line of duty determination for injuries. (A determination is not necessary in case of death.)



5. If any items have not been completed or have been completed incorrectly, return the DA Form 2173 to either the unit for section II corrections or the MTF for section I corrections.

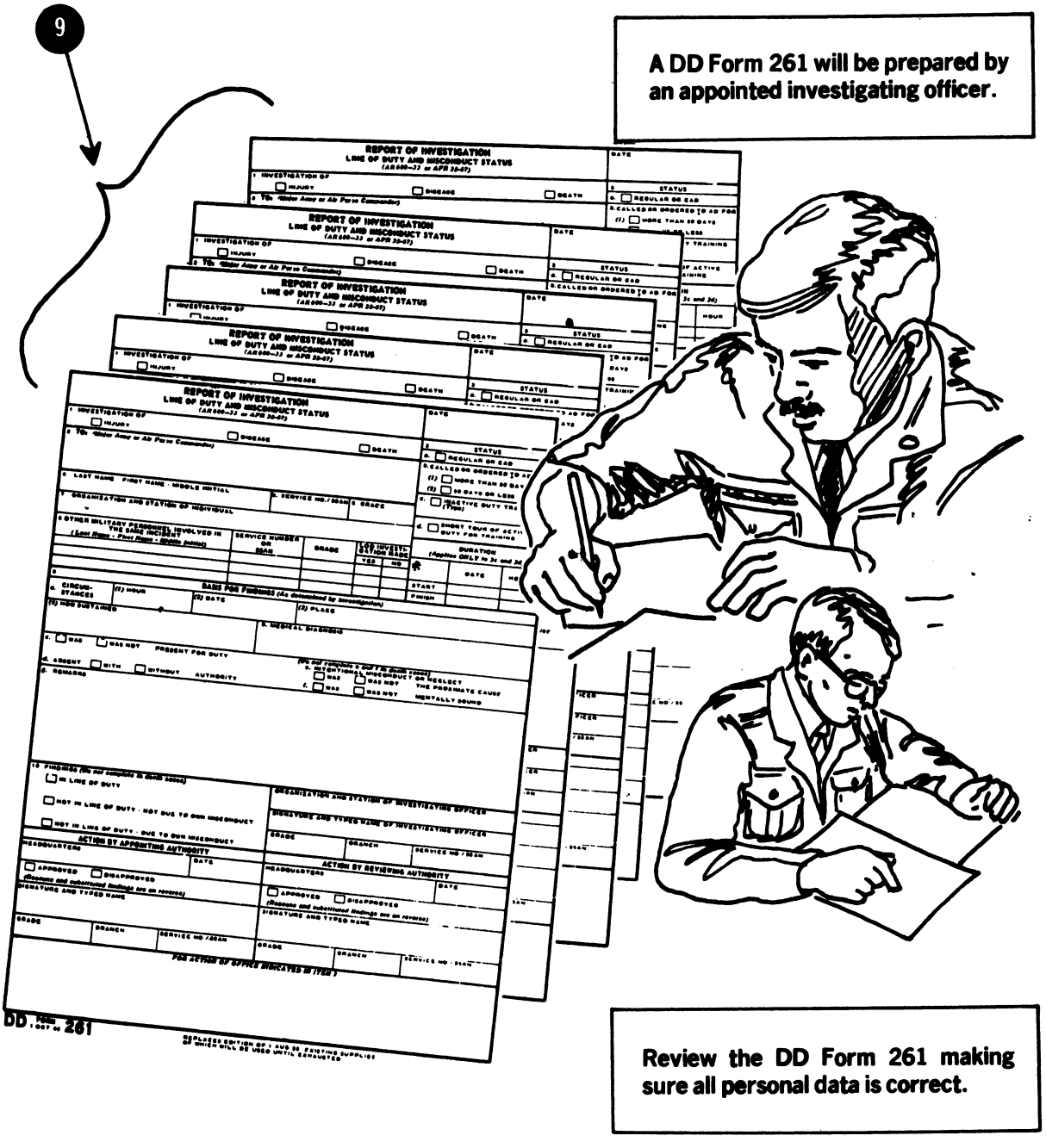
6. Forward the completed DA Form 2173 with inclosures to the commander having special court-martial (SPCM) jurisdiction. The informal LOD investigation is approved by both the SPCM authority and the final approving authority, who is normally the general court-martial (GCM) authority. (NOTE: In many cases, the MILPO where you are working will have both SPCM and GCM authority.)

7. When the DA Form 2173 indicates that a formal investigation is required or when, upon review of the commander's recommendation, an LOD has been overturned, the SPCM authority will appoint an investigating officer. He will prepare a DD Form 261 and attach all documents that support his findings.

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8. When the investigating officer completes his investigation, review the DD Form 261. Use the soldier's MPRJ to make sure all personal data is correct. Make pen and ink corrections where necessary.

9. When you have received insufficient copies of the DD Form 261, reproduce copies as required. Again, five copies are required for active duty personnel.



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10. Make sure the DD Form 261 has been prepared IAW AR 600-33. Place emphasis on the following items:

a. Item 9c — This must show if the soldier was or was not present for duty.

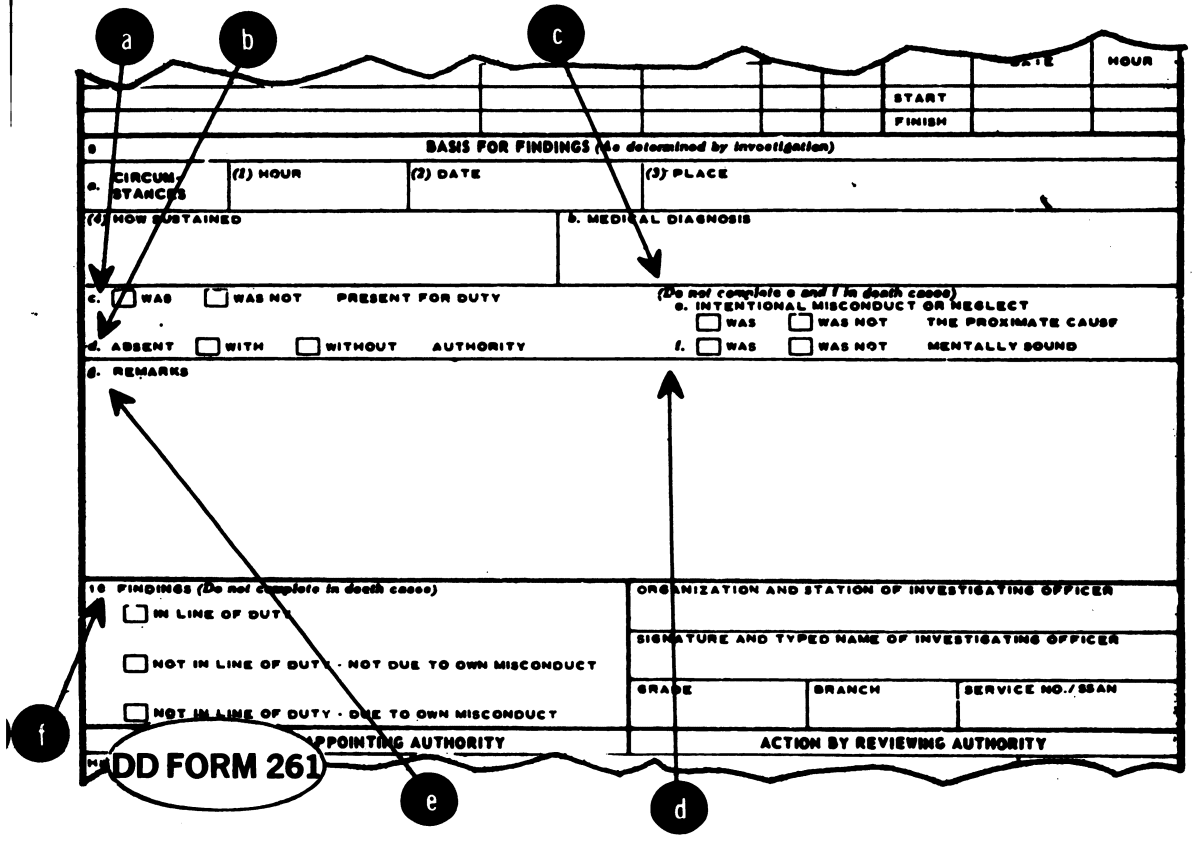
b. Item 9d — This must show if the soldier was or was not absent with authority.

c. Item 9e — A determination must be made as to whether or not intentional misconduct or neglect was the probable cause of injury. Do not complete this item for death cases.

d. Item 9f — A determination must be made as to whether or not the soldier was mentally sound. Do not complete this item for death cases.

e. Item 9g — This includes all information set forth in chapter 3, paragraph 3-8c, AR 600-33.

f. Item 10 — This must show LOD determination (in death cases, where no determination is necessary, enter "No determination necessary" only).



11. Be sure all required supporting documents are attached.

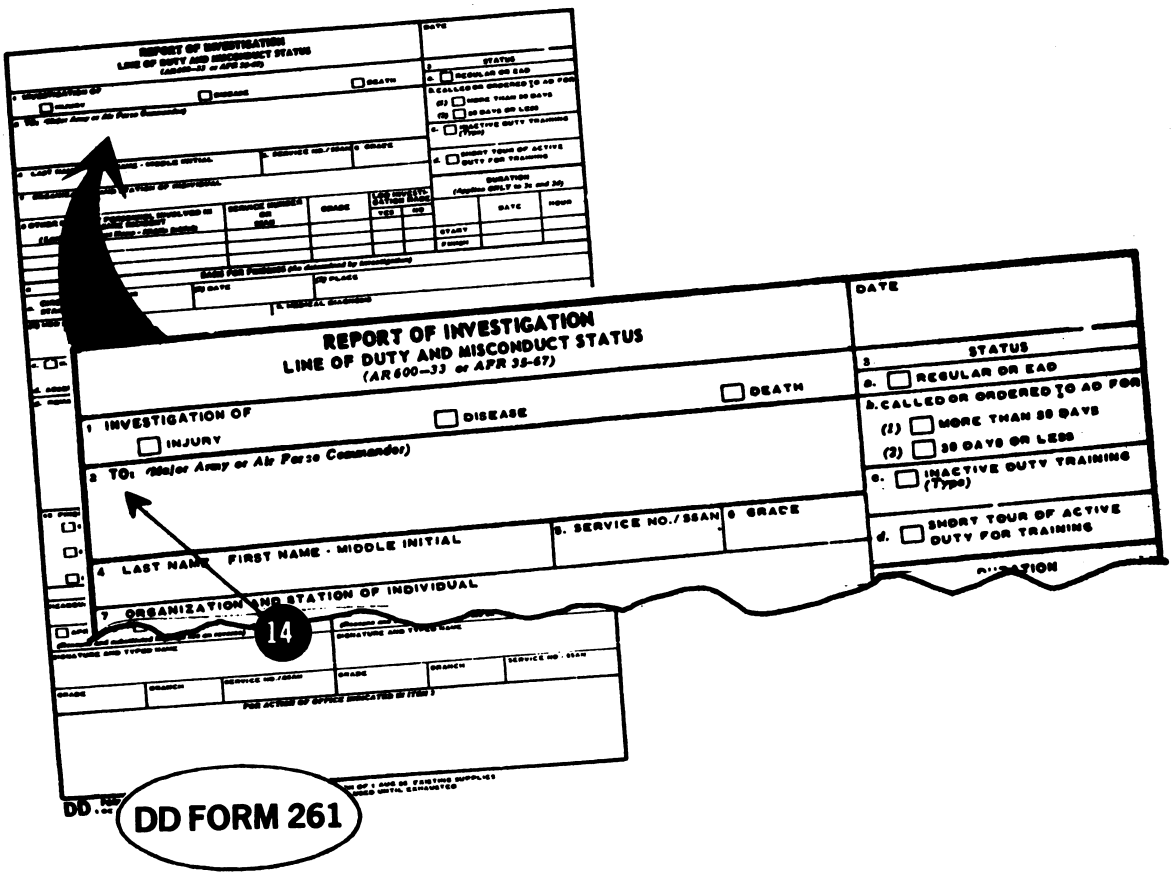
12. If you find any errors on the form or if supporting documents are missing/incomplete, return the LOD investigation to the investigating officer.

13. When the formal investigation is completed, check or complete the parts

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"Action By Appointing Authority" and "Action By Reviewing Authority."

14. Forward the action to your supervisor for review and signature, and dispatch it to the major Army commander identified in item 2, DD Form 261.



REFERENCE

AR 600-33, Line of Duty Investigations

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TASK 121-019-1227
Process Casualty Reports

CONDITIONS

Given a notification of a death, injury, illness, or missing status with supporting documents, AR 600-10, DA Pam 600-8, DD Form 173/1, soldier's MPRJ, standard office supplies and equipment.

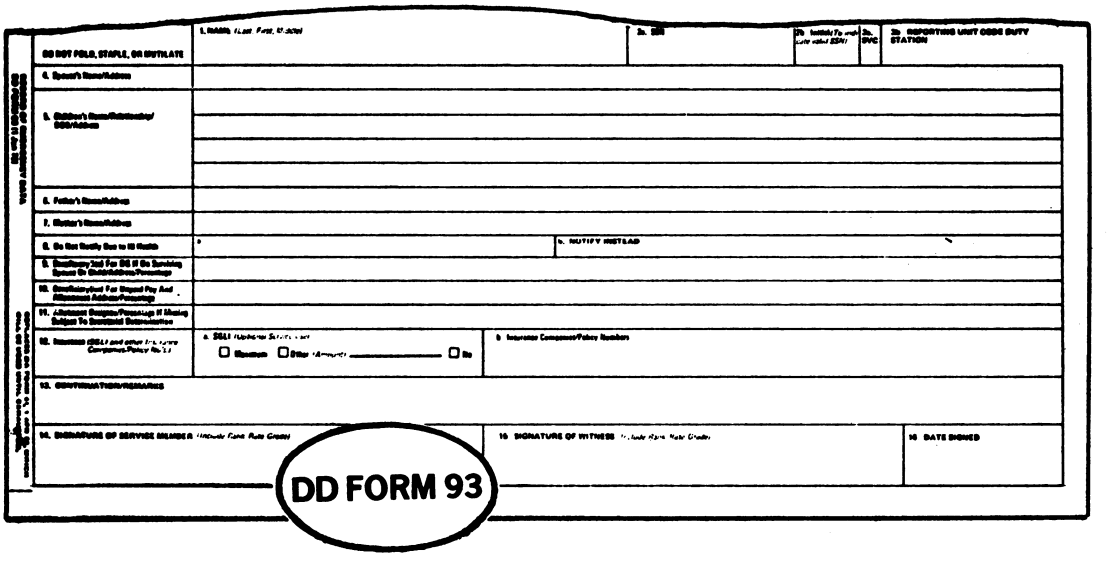
STANDARDS

1. Verify all information from the reporting agency IAW AR 600-10.
2. Prepare a Casualty Report on DD Form 173/1 (Joint Messageform) IAW AR 600-10.
3. Identify command responsibility for notification of next of kin (NOK) IAW AR 600-10.
4. Set up a casualty case file, including suspenses, for case actions IAW AR 600-10.

PERFORMANCE STEPS

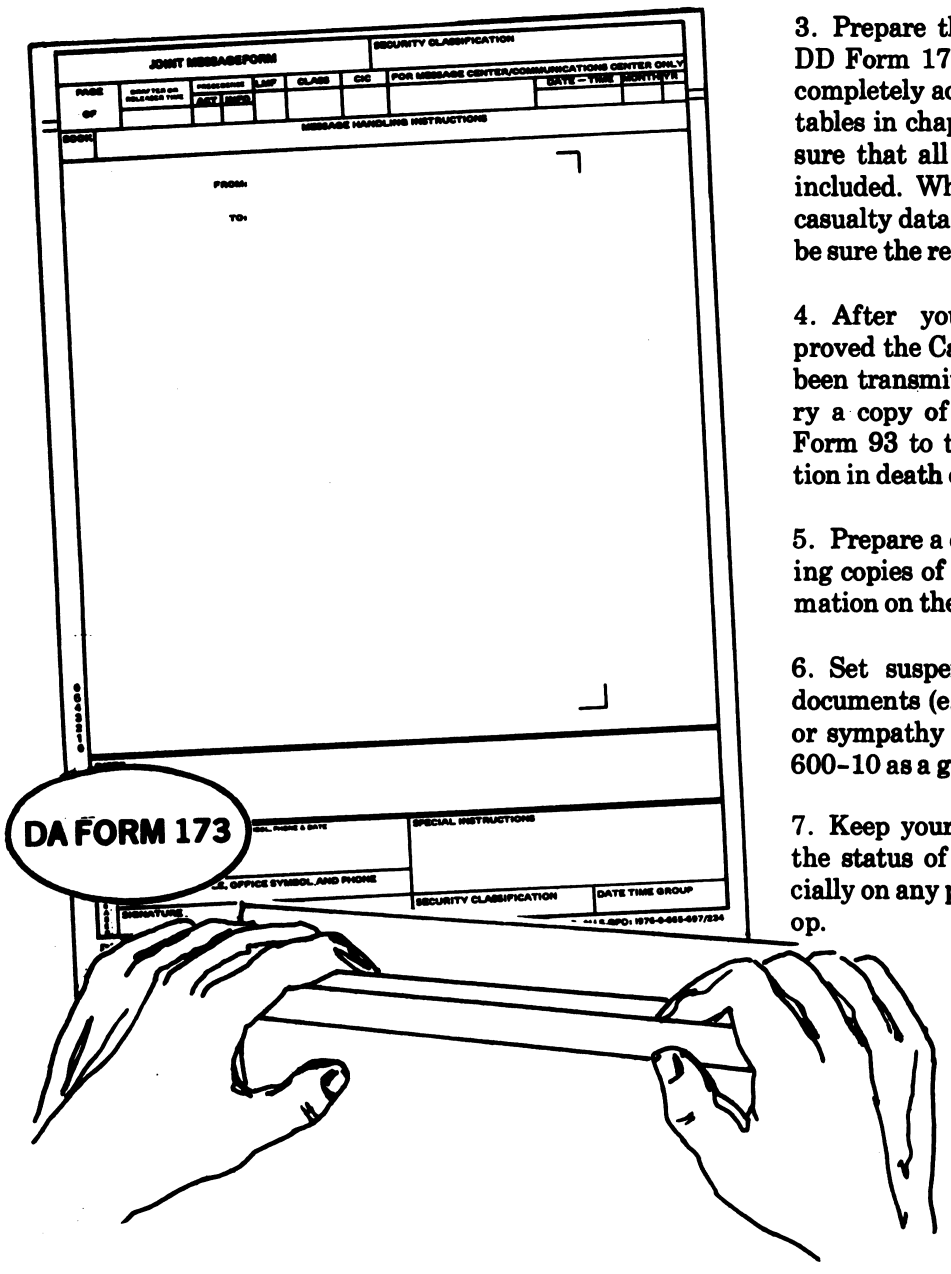
1. When notified of a casualty or missing person case, find out if a report is required IAW table 2-1, AR 600-10.

2. Review the soldier's DD Form 93 (Record of Emergency Data) to find the location of NOK. If NOK is in your area, tell your supervisor that an officer or senior


DD FORM 93

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NCO must be appointed to notify the NOK of the casualty case. If NOK is not in your area, telephone the proper casualty area commander (CAC), giving all required data IAW AR 600-10.



3. Prepare the Casualty Report on a DD Form 173/1. The report must be completely accurate, so cross-check all tables in chapter 3, AR 600-10, to be sure that all required information is included. When possible, recheck all casualty data that you have. You must be sure the report is true and correct.

4. After your supervisor has approved the Casualty Report and it has been transmitted to HQDA, hand-carry a copy of the report and the DD Form 93 to the finance office for action in death cases.

5. Prepare a casualty case file, including copies of all documents and information on the case.

6. Set suspense dates for followup documents (e.g., letters of condolence or sympathy in death cases). Use AR 600-10 as a guide.

7. Keep your supervisor informed of the status of the casualty case, especially on any problems that may develop.

REFERENCES

1. AR 600-10, The Army Casualty System
2. DA Pam 600-8, Military Personnel Office Management and Administrative Procedures

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TASK 121-019-1228
Process A Request For PCS Or Deletion From Assignment Instructions Because Of Extreme Family Problems

CONDITIONS

Given a DA Form 3739 with supporting documents requesting a reassignment or deletion from orders; AR 614-200, AR 340-15, AR 310-10, AR 105-31, DA Pam 600-8, soldier's MPRJ (if available), DA Form 2446, DD Forms 173/1, standard office supplies and equipment.

STANDARDS

1. Prepare DA Forms 3739 and 4187 IAW DA Pam 600-8.
2. Insure that all required supporting documents are present IAW AR 614-200.
3. Correctly determine the applicant's eligibility for deletion from orders or reassignment IAW AR 614-200.
4. If the soldier is not assigned to an organization serviced by your MILPO/PPSD, prepare a Request for Orders IAW AR 310-10, attaching the soldier to the organization while waiting for a final decision.
5. Prepare an indorsement IAW AR 340-15, recommending approval/disapproval to the approving authority.
6. Prepare DD Form 173/1 IAW AR 105-31, telling HQDA that a determination has not been made if none is received within 30 days of attachment IAW AR 614-200.

DA FORM 4187

PERSONNEL ACTION

THRU: (Include ZIP Code)

TO: (Include ZIP Code)

FROM: (Include ZIP Code)
Commander

NAME (Last, First, Middle Initial)

SECTION I- PERSONAL IDENTIFICATION

GRADE / PAY GRADE

SOCIAL SECURITY NUMBER

SECTION II-DUTY STATUS CHANGE

The above member's duty status is changed from

effective

I request the following

Service School

ROTC or NGUS Dat

Deferment from Ov

Volunteer for Parach

Ranger Training

Reassignment Famil

APPLICATION FOR ASSIGNMENT/DELETION/DEFERMENT FOR EXTREME FAMILY PROBLEMS

For use of this form, see AR 614-200; the proponent agency is MILPERCEN.

(SEE REVERSE FOR PRIVACY ACT STATEMENT)

I request:

☐ Reassignment to _____ days from orders to _____.

☐ Defement of _____.

☐ Deletion from orders to _____.

The following information is submitted for consideration (Application should be forwarded to arrive HQS MILPERCEN in one copy only).

1. NAME (Last - First - Middle Initial)	2. SSN	3. GRADE	4. PRO-PAY CATEGORY SD/VRS	5.ENL COMMITMENT

6. PMOS	7. SMOS	8. LATEST PCS	9.CURRENT STATUS ☐ ORD LV ☐ EMERG LV ☐ DUTY ☐ ATCH ☐ DOALV	10. ASG/ATCH UNIT AND PHONE NO. (Autovon)

11. DEROS	12. ORDS	13. MARITAL STATUS	14. DATE OF MARRIAGE	15. NAME, AGE AND PRESENT ADDRESS OF SPOUSE

16. BASD	17. PEDD	18. ETS	19. PHONE NO. (Home/ Area Code)

DA FORM 3739

7. Notify the soldier orally if the action is disapproved.
8. Prepare an RFO IAW AR 310-10 if the soldier is released from attachment (if applicable).

PERFORMANCE STEPS

1. When the soldier requesting action is not serviced by your MILPO (e.g., on leave, TDY, en route, etc.), you may help prepare the DA Forms 3739 and 4187. (NOTE: See task 121-019-1220 for the attachment procedures for

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unassigned personnel.)

2. Review the request to make sure the following conditions are met:

a. The problem can't be solved by use of leave, correspondence, or power of attorney or by other interested parties.

b. The problem is a temporary one and is expected to be solved within a period of not more than 1 year.

c. The problem neither existed nor was reasonably foreseeable at the time of latest entry on active duty. (NOTE: Reenlistments without a break in service are not considered as the latest entry on active duty.)

d. If the problem involves the health and welfare of a family member, he must be the spouse, child, parent, minor brother or sister, person in loco parentis, or the only living blood relative of the soldier. Other persons, including parents-in-law, may be considered *if* they are authorized dependents.



3. If the soldier meets the general guidelines in step 2, the following are examples that normally meet approval:

a. The recent death of the soldier's spouse or child.

b. A terminal illness of a family member in which death will likely occur within a short period of time, normally 1 year.

c. The prolonged hospitalization of a family member, actual or anticipated, which requires the soldier's temporary presence to resolve family problems.

d. A recent severe mental problem involving a spouse or child who is scheduled to be or is now institutionalized.

e. The soldier's children being made wards of the court and/or placed in an orphanage or a foster home as a result of family separation because of military service and not because of neglect and/or misconduct on the part of the soldier.

f. Inability to obtain adequate off-post housing by one discriminated against after a time period comparable to that required by one not discriminated against.

g. Adoption cases in which the home study to see if a child is to be placed has been completed and a child is scheduled to be placed in the soldier's home within 90 days.

4. Do not consider the soldier as eligible if one of the following reasons for the application is given:

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a. Death of a family member other than a spouse or child.

b. Divorce or separation actions because of family separation due to military service.

c. Mental condition of a family member because of family separation due to military needs.

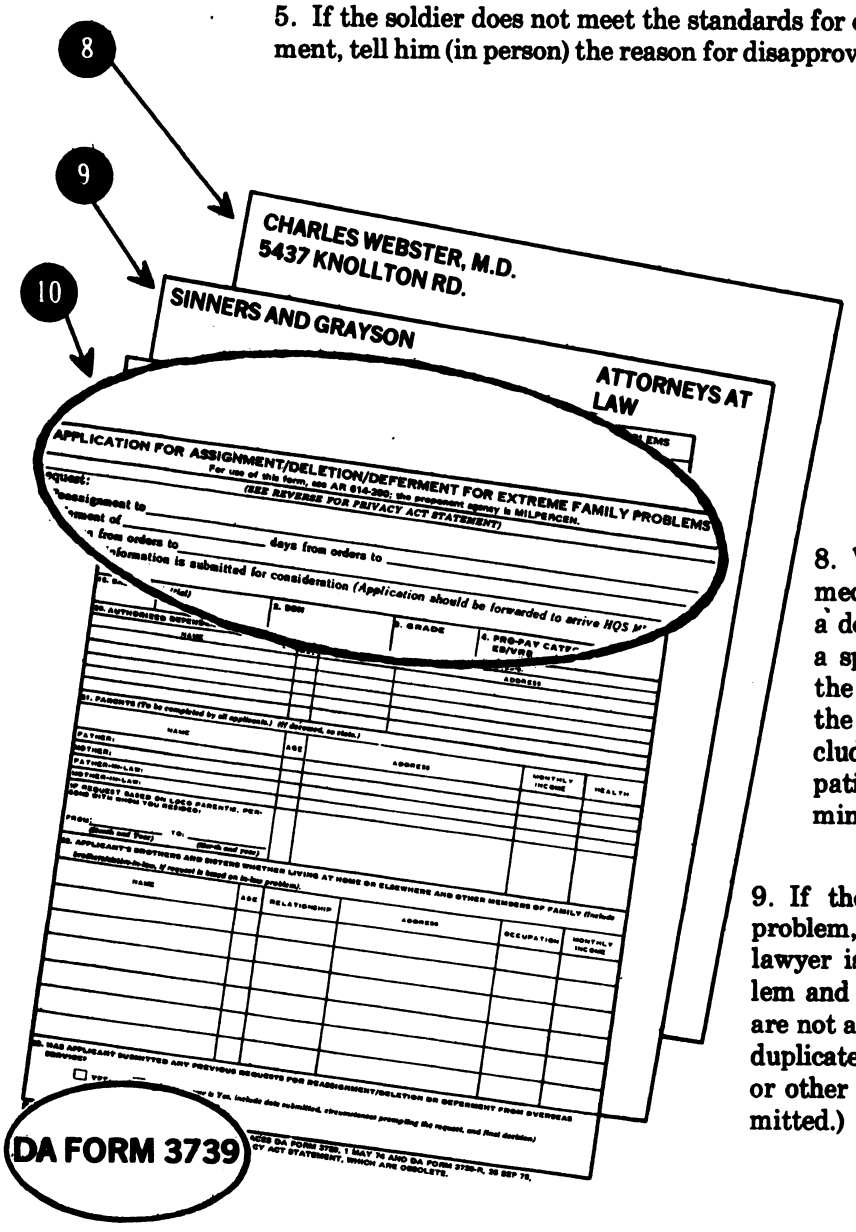
d. Pregnancies involving threatened miscarriage, breech birth, Caesarian section, or Rh factor incompatibility of spouse.

e. Minor allergies suffered by the family member due to climatic conditions.

f. Problems relating to home ownership or housing shortages other than indicated in step 3f above.

g. Financial problems resulting from poor management or related to off-duty employment, spouse's employment, or private business activities.

5. If the soldier does not meet the standards for deletion from orders or reassignment, tell him (in person) the reason for disapproval.



6. Return the request to the soldier's commander, giving the reason for disapproval.

7. If the request appears valid, check for required supporting documents.

8. When the request is based on a medical problem, a statement from a doctor should be attached giving a specific medical diagnosis (what the problem is) and prognosis (what the outlook is for the patient), including life expectancy (how long patient will live) if the illness is terminal.

9. If the application involves a legal problem, make sure a statement from a lawyer is attached describing the problem and explaining why other solutions are not acceptable. (NOTE: If applicable, duplicate copies of court orders, divorce, or other legal documents should be submitted.)

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10. Make sure an attached document or, DA Form 3739 states how reassignment or deletion from orders will solve or help to solve the problem.

11. Make sure the application contains statements from responsible people who have knowledge of the case. (NOTE: Statements by lawyers, doctors, and ministers count toward this requirement.)

12. If any documents are missing, notify the soldier immediately so that he can get them.

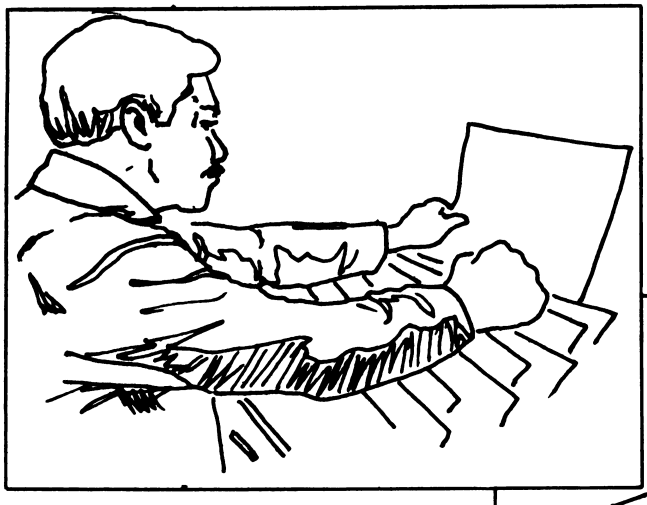
13. If the soldier is attached to a unit serviced by your MILPO/PPSD and the application is in order, prepare a forwarding indorsement recommending approval to the general court-martial authority (GCMA) or to DA if the local commander is the GCMA.

14. If the soldier is pending assignment, prepare a forwarding indorsement directly to HQDA recommending approval.

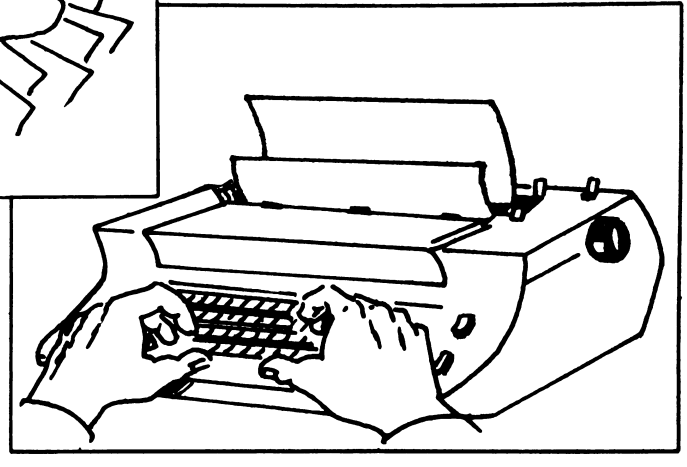
15. Keep a suspense file of all pending actions. If a final response is not made within 30 days for an attached soldier, notify HQDA immediately by message.

16. When a soldier is on leave and his leave runs out before a determination from higher headquarters is received, prepare an RFO attaching him to your station while waiting for final determination.

17. If the soldier is requesting deletion from assignment, coordinate with the levy section for administrative hold and change or cancellation of port call, if necessary.



Keep a suspense file of all pending actions.



Prepare a forwarding indorsement and an RFD attaching the soldier to the organization while awaiting a final decision.

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18. If the application is approved, notify the levy section for deletion from assignment.

19. Insure change of the soldier's AEA code To "S" with termination date 1 year from the date specified in the approved request or as specified in the approval.

20. If an application returns disapproved, tell the attached soldier of the decision. Prepare an RFO releasing him from attachment. Have the soldier return to his duty station immediately.

21. If the soldier is assigned, forward the disapproved application through command channels.

REFERENCES

1. AR 105-31, Record Communications
2. AR 310-10, Military Orders
3. AR 614-200, Selection of Enlisted Personnel for Training and Assignment
4. DA Pam 600-8, Military Personnel Office Management and Administrative Procedures

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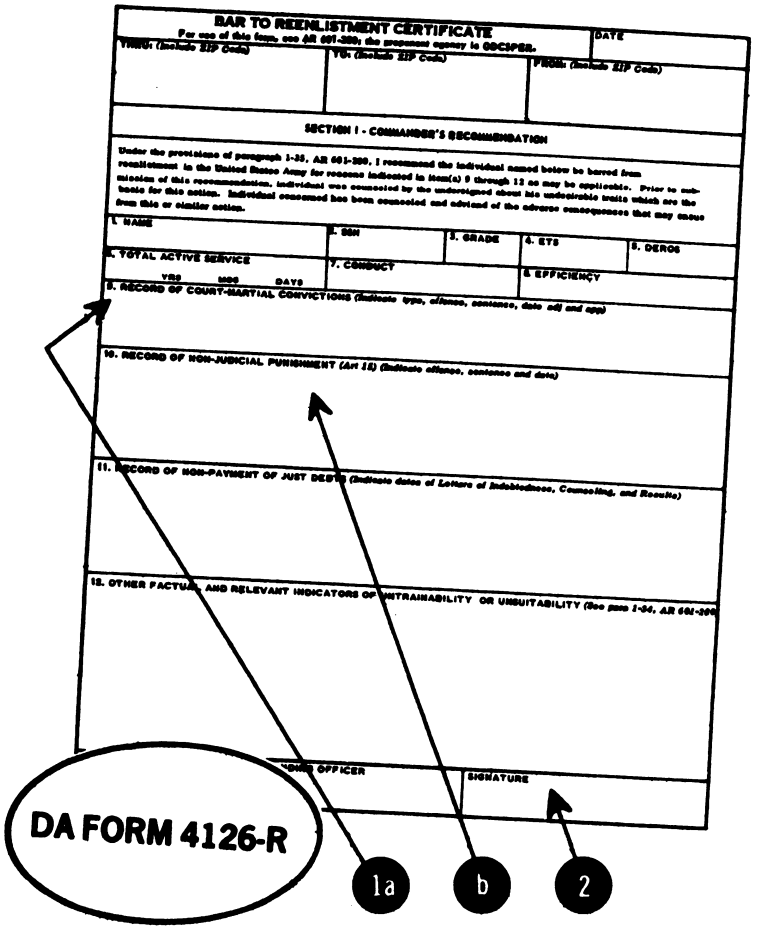
TASK 121-019-1229
Process A Bar To Reenlistment (DA Form 4126-R)

CONDITIONS

Given a Bar to Enlistment/Reenlistment Certificate (DA Form 4126-R), AR 601-280, AR 340-15, soldier's MPRJ, standard office supplies and equipment.

STANDARDS

1. Insure that DA Form 4126-R is complete and accurate IAW AR 601-280.
2. Insure that supporting documents are attached to the recommendation IAW AR 601-280.
3. Suspense the bar to reenlistment IAW AR 601-280.
4. Dispose of the bar to reenlistment IAW AR 601-280.



PERFORMANCE STEPS

1. Make sure the following information is included in section I if it applies to this case:
   a. Number of courts-martial and their dates.
   b. Number of punishments under Article 15, UCMJ, and the dates they were imposed.
   c. All other information supporting the recommendation.

2. Be sure the appropriate blocks in section II are checked and the signature block is signed by the soldier being recommended for the bar.

3. If you find any mistakes on the DA Form 4126-R, return it through your supervisor to the soldier's unit commander. If the form is correct, go to the next step.

4. Forward the recommendation and any attached documents through your supervisor to the approving authority.

5. Do the following after the bar has been returned approved or disapproved:

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a. Suspense required reviews IAW AR 601-280. NOTE: A bar can be withdrawn by the appropriate commander at any time. If the command decides that the bar should remain in effect, the recommending commander must review the case every 6 months and 30 days prior to the soldier's permanent change of station (PCS) or expiration term of service (ETS).

b. If the bar is approved, forward one copy to the records section for filing in the soldier's MPRJ and posting of DA Form 2-1 IAW AR 601-280. File another copy in your office file. Notify the unit commander that the bar has been approved.

c. If the bar is disapproved, destroy it IAW AR 601-280 and notify the unit commander of disapproval. (NOTE: If the bar was approved and at a later date was withdrawn by the appropriate commander, notify the records section, remove and destroy the DA Form 4126-R, and post the DA Form 2-1 IAW AR 640-2-1. File the document withdrawing the bar in the soldier's MPRJ as a permanent document.)

REFERENCES

1. AR 340-15, Preparing Correspondence
2. AR 601-280, Army Reenlistment Program

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TASK 121-019-1230
Process An Application For Warrant Officer Flight Training

CONDITIONS

Given an application for flight training with supporting documents, soldier's MPRJ, AR 611-85, DA Pam 600-8, AR 340-15, current DA procurement circulars, standard office supplies and equipment.

STANDARDS

1. Verify that information on the application is correct IAW AR 611-85.
2. Determine the applicant's eligibility IAW AR 611-85.
3. Insure that all required supporting documents are present IAW AR 611-85 and DA Pam 600-8.
4. Prepare an indorsement IAW AR 340-15 to the soldier stating reasons for denial (if the application is rejected) IAW AR 611-85.
5. Prepare an indorsement IAW AR 340-15 to the officer conducting the Army aviator interview (if the application meets the established criteria) IAW AR 611-85.

PERFORMANCE STEPS

1. Review the applicant's DA Form 2-1 to see if he has received a GT score of less than 110. Failure to achieve this score at the first testing disqualifies him.

2. Refer to DA Form 2-1 to see if the soldier has been given either the Flight Aptitute Selection Test — Warrant Officer Candidate Battery (FAST—WOBC) or the Flight Aptitude Selection Test — Revised (FAST-R). If the soldier got a score of less than 300 on the FAST-WOBC or a score of less than 90 on the FAST-R, he is not qualified for training. If he has not been given either FAST, schedule a testing session with the training standards officer (TSO).

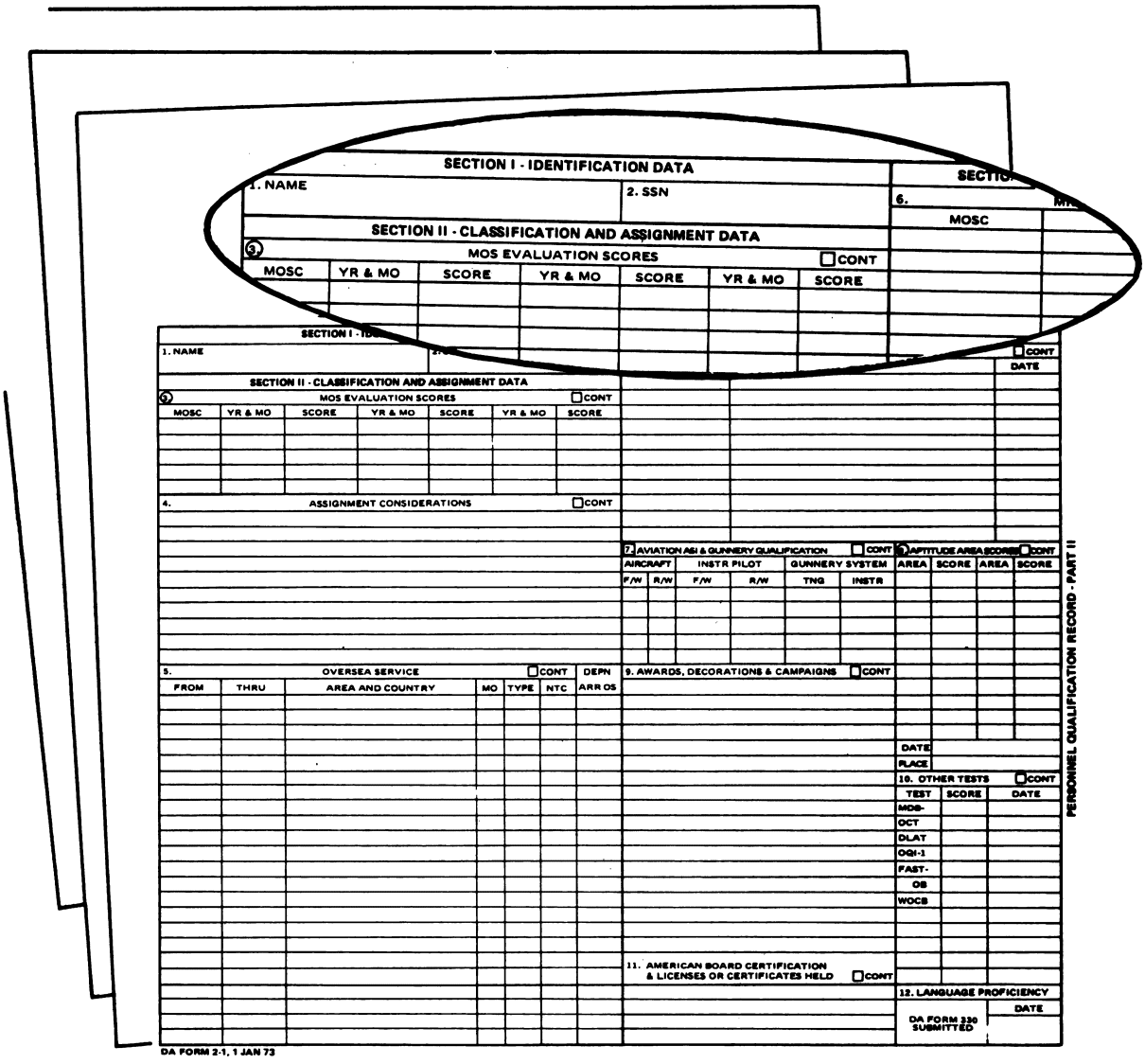
3. Check to see that the applicant will have at least 2 years' service remaining prior to ETS at the time of issuance of orders for attending school. (NOTE: It is assumed that 3 months will elapse from the forwarding of the application to the issuance of orders.) If he does not have enough time remaining in service, direct him to state in his applicaiton that he will extend or reenlist if accepted for training.

4. Be sure the applicant has at least a high school diploma, the minimum education standard.

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5. Verify that the soldier is between the ages of 18 and 28.

6. Check to be sure the applicant is at least 64 inches but less than 76 inches in height.



7. Check to see if the applicant has received an Article 15 or civil court conviction for any offense other than minor traffic violations involving a fine of $50.00 or less.

8. If the standard in step 7 cannot be met, advise the soldier to submit a waiver if

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one is not already attached to the application.

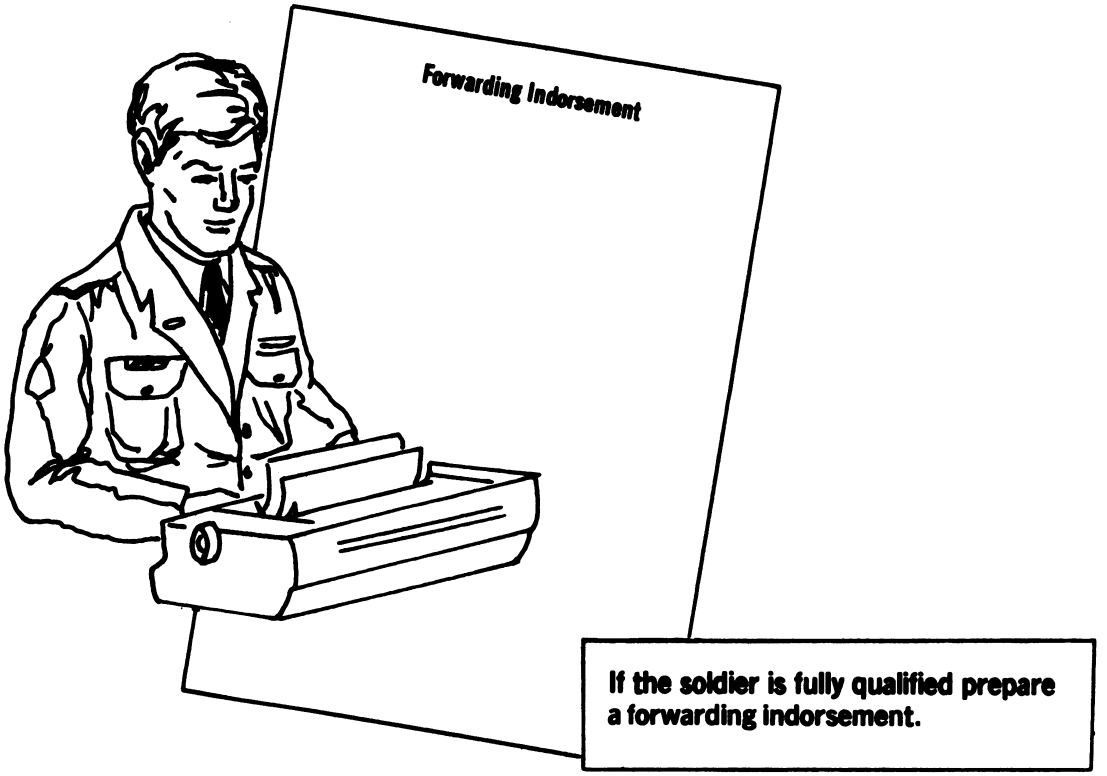
9. If the applicant has had previous flight experience or has a pilot's license, attach copies of the licenses and record of flight time to the application.

10. If the applicant has not had a Class 1 physical examination, direct him to the medical facility capable of administering the physical exam.

11. If the soldier is fully qualified, prepare a forwarding indorsement recommending approval to the officer conducting the Army aviator interview.

12. If the soldier is not eligible, return the application, identifying specific deficiencies and corrective action.

13. Give the application to your supervisor for review and disposition.



REFERENCES

1. AR 340-15, Preparing Correspondence
2. AR 611-85, Selection of Enlisted Volunteers for Training as Aviation Warrant Officers
3. DA Pam 600-8, Military Personnel Office Management and Administrative Procedures

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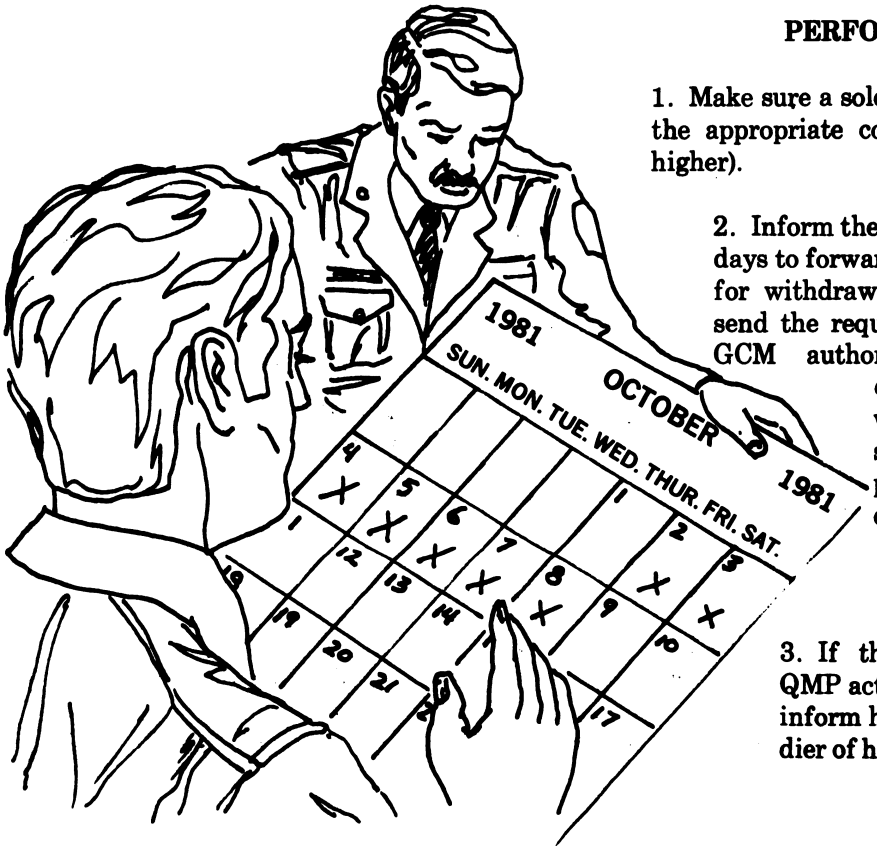
TASK 121-019-1231
Process Eliminations Under The Qualitative Management Program (QMP)

CONDITIONS

Given a letter for DA bar to reenlistment under the QMP (Qualitative Management Program), AR 600-200, AR 340-16, DA Pam 600-8, soldier's MPRJ, standard office supplies and equipment.

STANDARDS

1. Safeguard the case IAW AR 340-16.
2. Inform a commander in the grade of lieutenant colonel or higher what action he should take when a soldier is under QMP.
3. Review the QMP case to insure that all supporting documents are attached IAW AR 600-200 and DA Pam 600-8.
4. Forward the case with all supporting documents attached IAW AR 600-200.



PERFORMANCE STEPS

1. Make sure a soldier under QMP is notified by the appropriate commander (must be LTC or higher).

2. Inform the soldier's commander he has 7 days to forward a request if he wants to ask for withdrawal of QMP action. He must send the request through channels to the GCM authority. (NOTE: Inform the commander that the soldier will be in a nonpromotable status while waiting for approval/disapproval of the request.)

3. If the commander decides that QMP action should not be withdrawn, inform him that he should tell the soldier of his options IAW AR 600-200.

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4. Tell the commander that he should be available for any guidance or help that the soldier may need.

5. Tell the commander that the soldier has 7 days from notification of QMP action to complete his statement of option IAW AR 600-200.

6. If the soldier decides to rebut the case, tell his commander that the soldier has 90 days in which to present his case.

7. If the soldier does not wish to rebut the case, forward the QMP action with all supporting documents attached to the GCM authority IAW AR 600-200.

8. If the soldier rebuts the case, forward the case with all supporting documents through the GCM authority to HQDA.

9. Notify the reenlistment NCO of the disposition of the case.

10. File a copy of the QMP case in your office file. Forward one copy to the records branch. (NOTE: Show the file only on a "need-to-know" basis IAW AR 340-16.)

REFERENCES

1. AR 340-16, Safeguarding "For Official Use Only" Information
2. AR 600-200, Enlisted Personnel Management System
3. DA Pam 600-8, Military Personnel Office Management and Administrative Procedures

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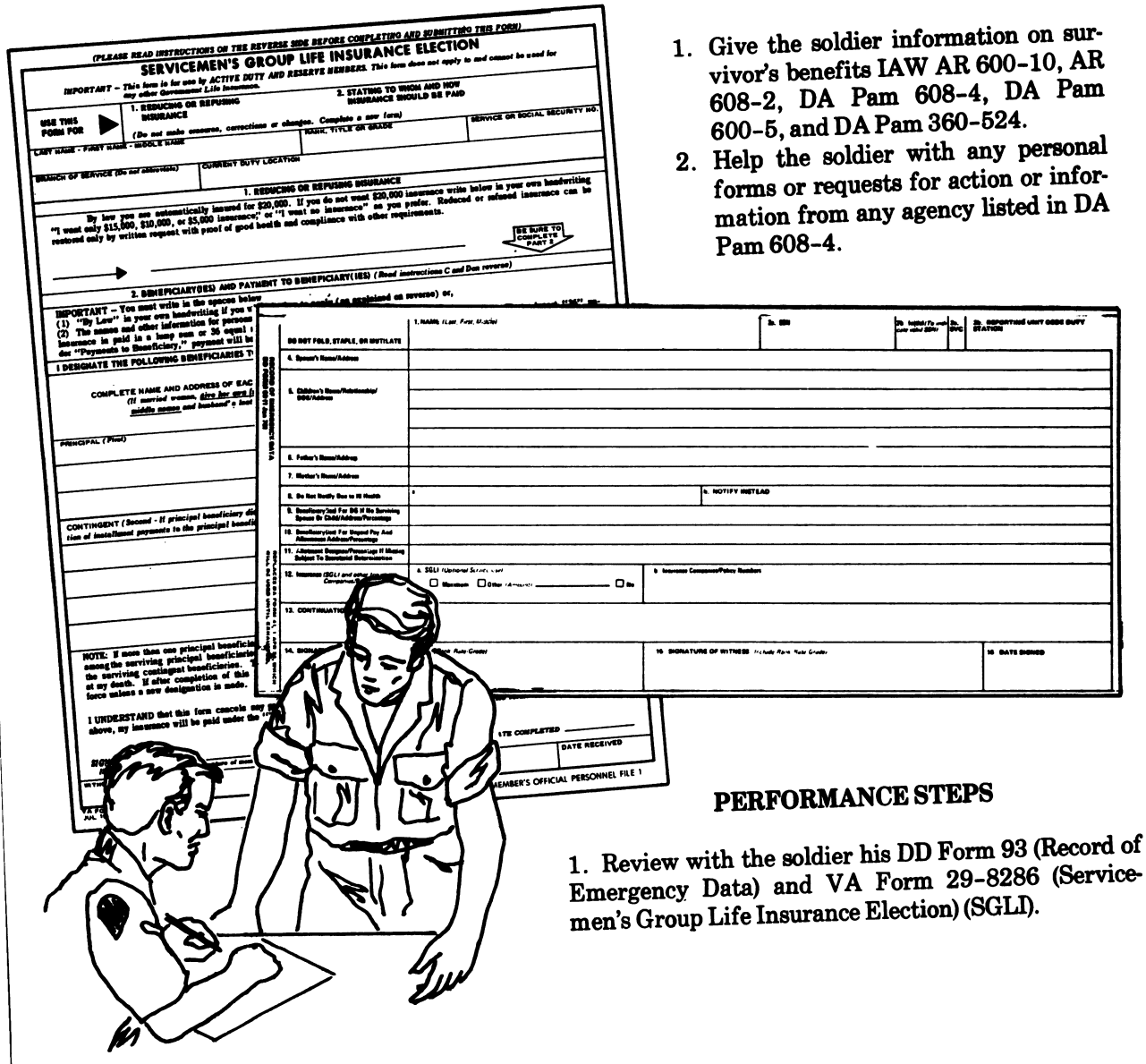
TASK 121-019-1232
Counsel Service Member On Survivor's Benefits

CONDITIONS

Given a soldier asking what Government benefits and casualty help will be available for his survivors, AR 600-10, AR 608-2, DA Pam 608-4, DA Pam 600-5, DA Pam 360-524, soldier's MPRJ, standard office supplies and equipment.

STANDARDS

1. Give the soldier information on survivor's benefits IAW AR 600-10, AR 608-2, DA Pam 608-4, DA Pam 600-5, and DA Pam 360-524.
2. Help the soldier with any personal forms or requests for action or information from any agency listed in DA Pam 608-4.



PERFORMANCE STEPS

1. Review with the soldier his DD Form 93 (Record of Emergency Data) and VA Form 29-8286 (Servicemen's Group Life Insurance Election) (SGLI).

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2. Inform him of notification procedures and help available for survivors. Discuss the possible payments of SGLI, gratuity pay, and funeral benefits IAW AR 600-10 and AR 608-2.

3. Update the information on the forms, if necessary. Make any changes the soldier wants IAW AR 600-10 and AR 608-2.

4. Using DA Pam 608-4 as a guide, tell the soldier what actions he should take to best help his survivors (e.g., making out a will and collecting information and papers on civilian insurance policies, property ownership, and safety deposit boxes).

5. Tell the soldier what help will be available for his survivors from Army agencies and other Government agencies (e.g., Social Security and Veterans Administration). Include information on spouse and dependent education or training, medical care, and direct benefit payments.

6. If you can't answer any of the soldier's questions, refer him to your supervisor.

REFERENCES

1. AR 600-10, The Army Casualty System
2. AR 608-2, Servicemen's Group Life Insurance (SGLI): Veteran's Group Life Insurance (VGLI)
3. DA Pam 360-524, Your Personal Affairs
4. DA Pam 600-5, Handbook on Retirement Services for Army Personnel and Their Families
5. DA Pam 608-4, For Your Guidance — A Guide for the Survivors of Deceased Army Members

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TASK 121-019-1234
Counsel Service Member On The Election Of Options For Survivor Benefits Plan

CONDITIONS

Given a soldier who has applied for retirement, AR 608-9, DA Pam 360-539B, DA Form 4240, the SM's MPRJ, standard office supplies and equipment.

STANDARDS

1. Give information to the soldier consistent with his questions and personal data IAW AR 608-9.
2. Prepare DA Form 4240 IAW chapter 7, AR 608-9.

PERFORMANCE STEPS

1. Explain to the soldier how each of the options available under the Survivor Benefit Plan (SBP) works. (NOTE: A detailed discussion on the plan's benefits is not included in this manual because of the many variables caused by each soldier's personal status. Use AR 608-9 and DA Pam 360-539B as your guides.)

2. Based on the soldier's desires and his marital status, determine the option on which the annuity is to be based.



3. If he declines participation in the plan, explain to him that his spouse must be counseled and informed of the declination IAW AR 608-9.

4. Tell the soldier that once he enrolls in the plan and becomes eligible for retired pay, participation in the plan is irrevocable. However, it may be suspended under certain circumstances.

5. Ask the soldier if he wants to participate at the maximum amount or at a lower amount.

6. If he wants to participate, compute the cost of the annuity.

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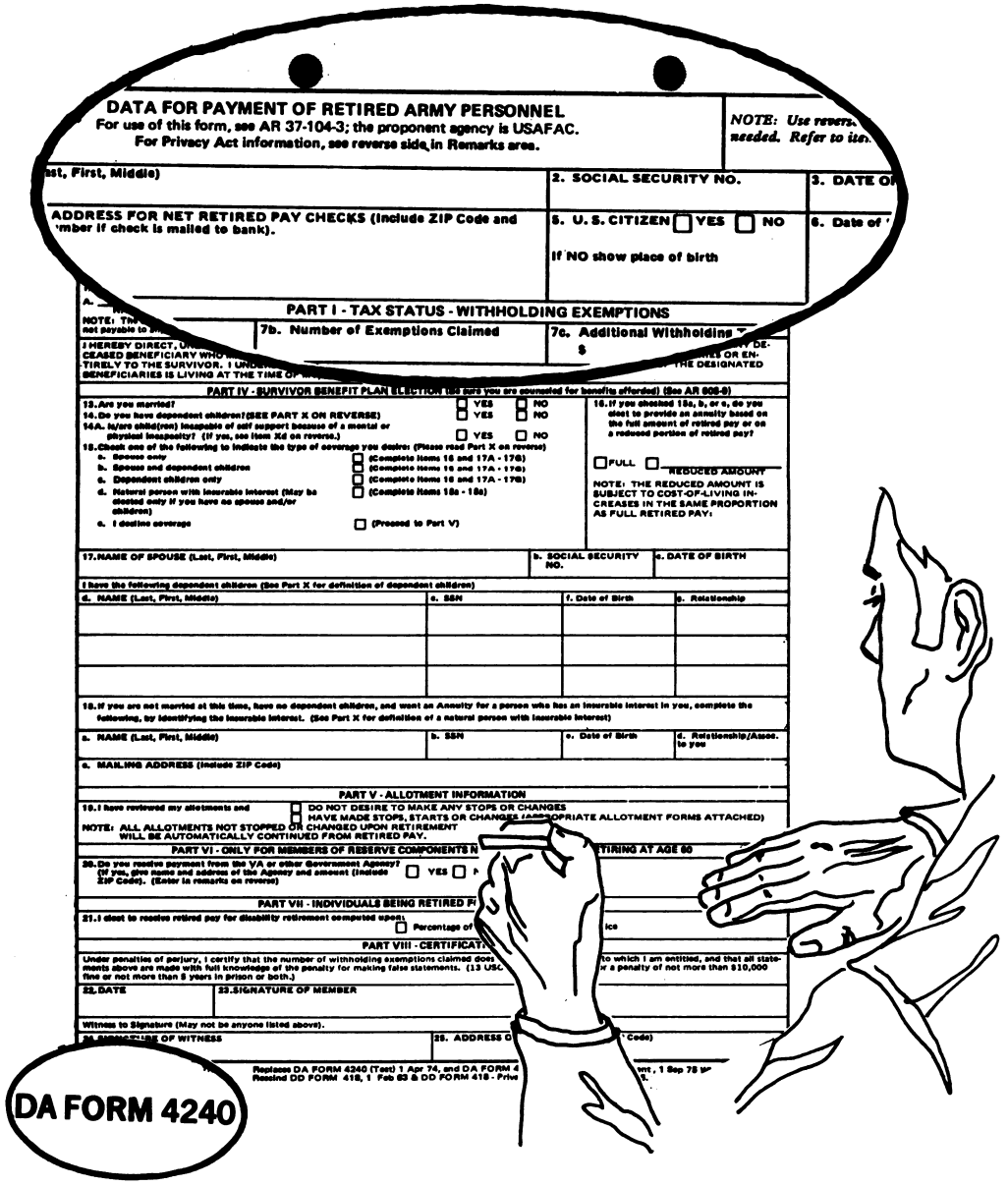
7. If you make any computations, explain to the soldier exactly how the cost is computed.

8. Explain to him how social security payments affect SBP annuities.

9. Tell him about the Federal income tax implications involved with the SBP.

10. Explain to him how dependency and indemnity compensation (DIC) payments affect SBP annuities.

11. Prepare DA Form 4240. Use AR 608-9 as your guide. Have your supervisor review it for completeness and accuracy.



DATA FOR PAYMENT OF RETIRED ARMY PERSONNEL
For use of this form, see AR 37-104-3; the proponent agency is USAFAC.
For Privacy Act information, see reverse side in Remarks area.

NOTE: Use reverse... needed. Refer to ite...

ast, First, Middle) | 2. SOCIAL SECURITY NO. | 3. DATE O...

ADDRESS FOR NET RETIRED PAY CHECKS (Include ZIP Code and ...mber if check is mailed to bank). | 5. U. S. CITIZEN ☐ YES ☐ NO If NO show place of birth | 6. Date of ...

PART I - TAX STATUS - WITHHOLDING EXEMPTIONS

NOTE: THI... not payable to ... | 7b. Number of Exemptions Claimed | 7c. Additional Withholding ... $

I HEREBY DIRECT, UN... CEASED BENEFICIARY WHO ... TIRELY TO THE SURVIVOR. I UNDE... BENEFICIARIES IS LIVING AT THE TIME OF ... ...MES OR EN... ...THE DESIGNATED

PART IV - SURVIVOR BENEFIT PLAN ELECTION (Be sure you are counseled for benefits offered) (See AR 608-8)

13. Are you married? ☐ YES ☐ NO
14. Do you have dependent children? (SEE PART X ON REVERSE) ☐ YES ☐ NO
14A. Is/are child(ren) incapable of self support because of a mental or physical incapacity? (If yes, see Item Xd on reverse.) ☐ YES ☐ NO
15. Check one of the following to indicate the type of coverage you desire: (Please read Part X on reverse)
a. Spouse only ☐ (Complete Items 16 and 17A - 17B)
b. Spouse and dependent children ☐ (Complete Items 16 and 17A - 17B)
c. Dependent children only ☐ (Complete Items 16 and 17A - 17B)
d. Natural person with insurable interest (May be elected only if you have no spouse and/or children) ☐ (Complete Items 18a - 18e)
e. I decline coverage ☐ (Proceed to Part V)

16. If you checked 15a, b, or c, do you elect to provide an annuity based on the full amount of retired pay or on a reduced portion of retired pay?
☐ FULL ☐ REDUCED AMOUNT
NOTE: THE REDUCED AMOUNT IS SUBJECT TO COST-OF-LIVING INCREASES IN THE SAME PROPORTION AS FULL RETIRED PAY.

17. NAME OF SPOUSE (Last, First, Middle) | b. SOCIAL SECURITY NO. | c. DATE OF BIRTH

I have the following dependent children (See Part X for definition of dependent children)

d. NAME (Last, First, Middle)	e. SSN	f. Date of Birth	g. Relationship

18. If you are not married at this time, have no dependent children, and want an Annuity for a person who has an insurable interest in you, complete the following, by identifying the insurable interest. (See Part X for definition of a natural person with insurable interest)

a. NAME (Last, First, Middle)	b. SSN	c. Date of Birth	d. Relationship/Assoc. to you

e. MAILING ADDRESS (Include ZIP Code)

PART V - ALLOTMENT INFORMATION

19. I have reviewed my allotments and ☐ DO NOT DESIRE TO MAKE ANY STOPS OR CHANGES ☐ HAVE MADE STOPS, STARTS OR CHANGES (APPROPRIATE ALLOTMENT FORMS ATTACHED)
NOTE: ALL ALLOTMENTS NOT STOPPED OR CHANGED UPON RETIREMENT WILL BE AUTOMATICALLY CONTINUED FROM RETIRED PAY.

PART VI - ONLY FOR MEMBERS OF RESERVE COMPONENTS N... ...TIRING AT AGE 60

20. Do you receive payment from the VA or other Government Agency? (If yes, give name and address of the Agency and amount (Include ZIP Code). (Enter in remarks on reverse) ☐ YES ☐ ...

PART VII - INDIVIDUALS BEING RETIRED FI...

21. I elect to receive retired pay for disability retirement computed upon ☐ Percentage of ... ...ice

PART VIII - CERTIFICAT...

Under penalties of perjury, I certify that the number of withholding exemptions claimed does ... to which I am entitled, and that all statements above are made with full knowledge of the penalty for making false statements. (13 USC ... or a penalty of not more than $10,000 fine or not more than 5 years in prison or both.)

22. DATE | 23. SIGNATURE OF MEMBER

Witness to Signature (May not be anyone listed above).

24. SIGNATURE OF WITNESS | 25. ADDRESS O... ...Code)

Replaces DA FORM 4240 (Test) 1 Apr 74, and DA FORM 4 ... ...ent, 1 Sep 75 w... Rescind DD FORM 418, 1 Feb 63 & DD FORM 418 - Prive ...

DA FORM 4240

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12. If the soldier has elected other than the maximum annuity coverage and the spouse is available, inform the soldier's spouse of his election.

13. Have the soldier and his spouse, if required and available, sign the appropriate blocks.

14. If the spouse is not available, prepare a letter. Process it IAW AR 608-9.

15. File the DA Form 4240 in the actions pending section of the MPRJ. (NOTE: Distribution will be made during separation processing.)

16. If the soldier has declined participation in the SBP and is currently married, tell him that he becomes ineligible for enrollment after retirement.

17. If the soldier is unmarried at the time of retirement and has declined participation in the SBP, tell him of the circumstances which may make him eligible for enrollment after retirement.

REFERENCES

1. AR 608-9, The Survivor Benefit Plan (SBP)
2. DA Pam 360-539B, Survivor Benefit Plan for the Uniformed Services

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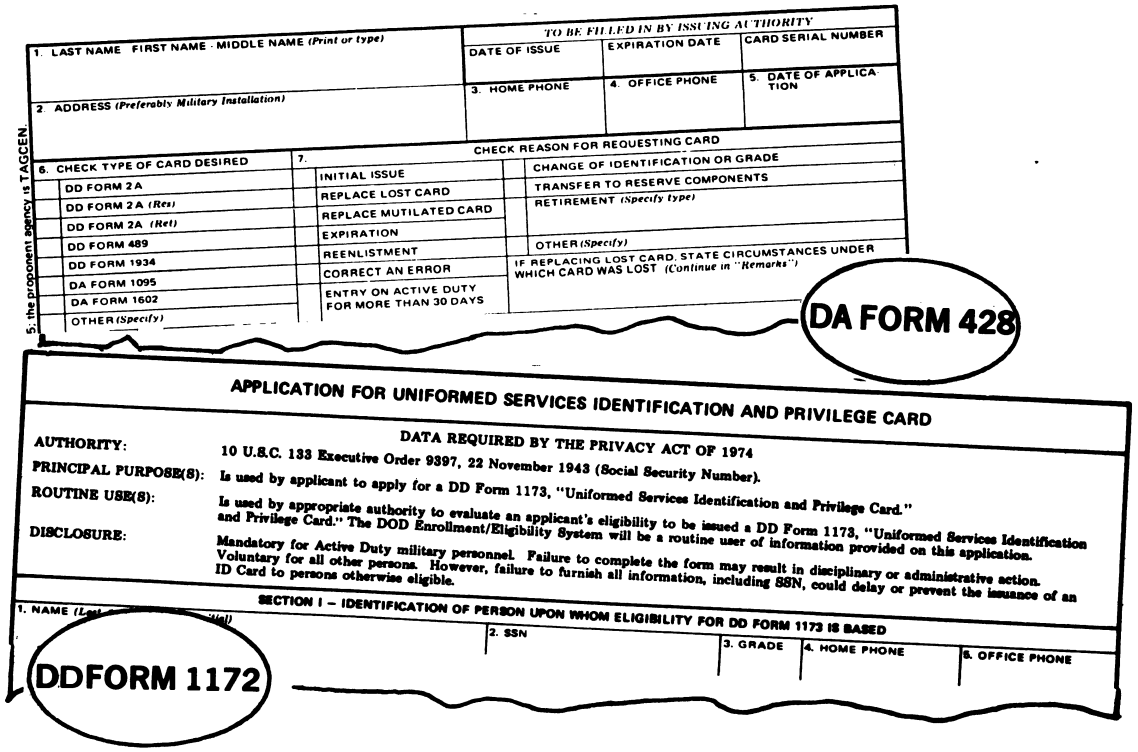
TASK 121-019-1235
Process Request For Identification Card: DA Form 428, Application For Identification Card (Active Duty), And DD Form 1172, Application For Uniformed Services Identification And Privilege Card (Dependent)

CONDITIONS

Given an application for an Identification Card (DA Form 428 or DD Form 1172), AR 640-3, soldier's MPRJ, documents required to verify dependent status if applicable, DD Form 2A or DD Form 1173, standard office supplies and equipment.

STANDARDS

1. Verify eligibility for Identification (ID) Card IAW AR 640-3.
2. Check DA Form 428/DD Form 1172 for completeness and accuracy IAW AR 640-3.
3. Prepare DD Form 2A (Military) or DD Form 1173 (Dependent) ID Card IAW AR 640-3.
4. Dispose of DA Form 428 and DD Form 1172 IAW AR 640-3.



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PERFORMANCE STEPS

1. Check the applicant's eligibility IAW AR 640-3. He must:
   a. Show proper documents confirming his duty status or dependent status. (NOTE: These may include active duty orders, birth certificate, adoption papers, marriage license, etc.)
   b. Need a card for more than 30 days.

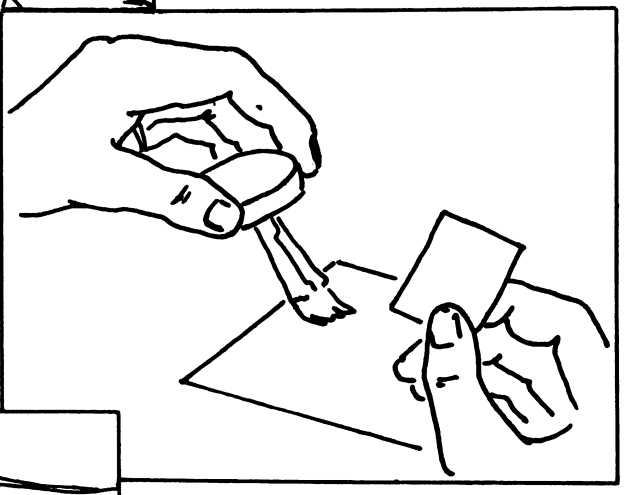
2. If the applicant is eligible, prepare DA Form 428 in duplicate or DD Form 1172 in triplicate IAW AR 640-3.



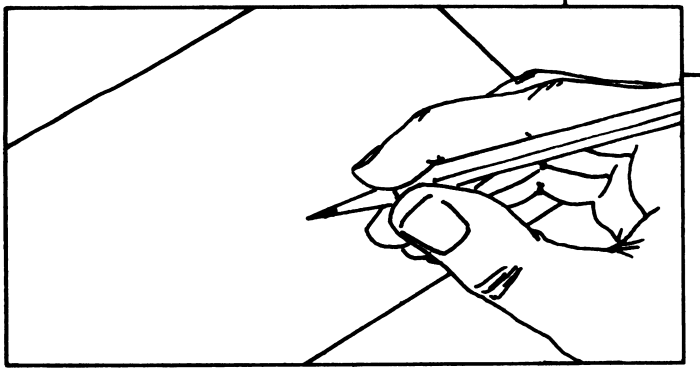
3. Have the applicant's photo taken (one copy for a dependent, two copies for military).

4. Use a small amount of rubber cement to glue one copy of the photo to the ID Card. Attach the second copy of the military photo to copy 1 of the DA Form 428.

5. Have the applicant sign the ID Card and acknowledge receipt on DA Form 428 or DD Form 1172.



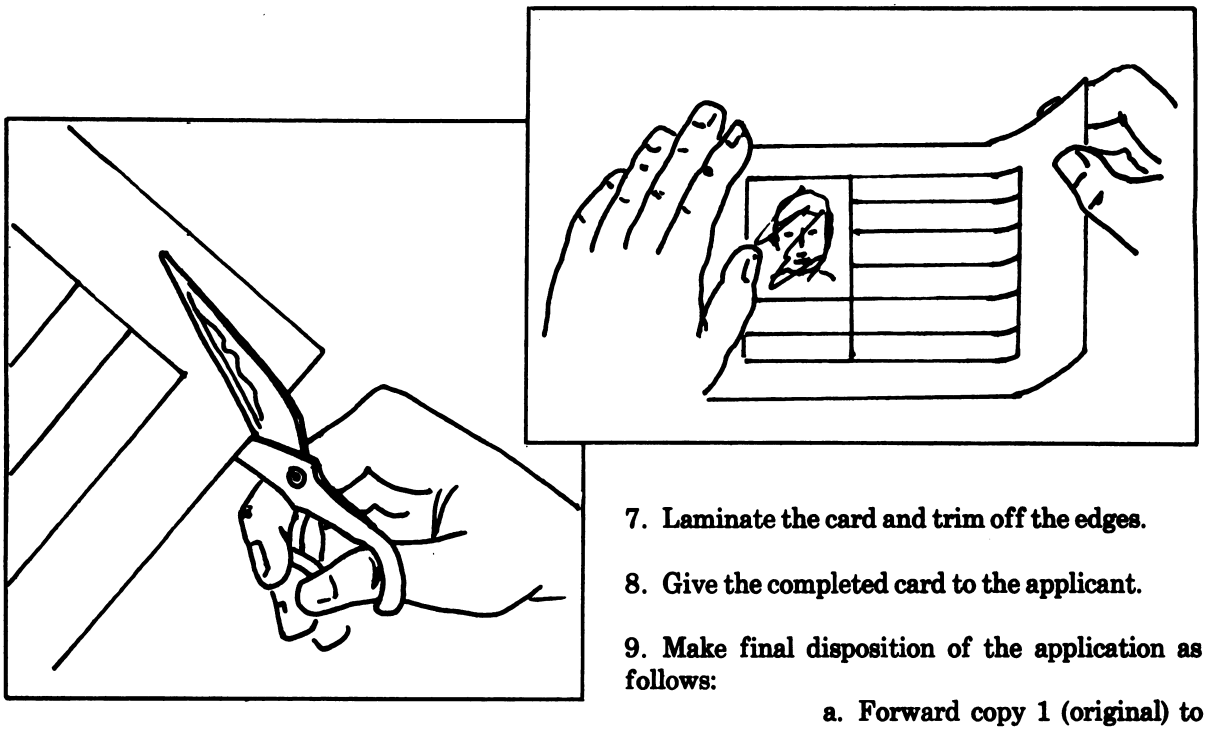
Glue one copy of the photo to the ID card and attach the second to copy 1 of DA Form 428.



Make sure the applicant has signed the ID card.

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6. Have the issuing officer sign the card.



7. Laminate the card and trim off the edges.

8. Give the completed card to the applicant.

9. Make final disposition of the application as follows:

a. Forward copy 1 (original) to the records section.

b. Keep copy 2 in your office file in numerical order by the card serial number.

c. Forward copy 3 of DD Forms 1172 in monthly packages to the Department of Defense Enrollment/Eligibility Processing Center, P.O. Box 1328, Santa Barbara, CA 93101.



REFERENCE

AR 640-3, Identification Cards, Tags, and Badges

File the second copy of the application in numerical order by the card serial number

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TASK 121-019-1237
Process A Request For Extension On Active Duty For Officer/Warrant Officer

CONDITIONS

Given a request for extension on active duty from a Reserve Component officer who is pending ETS, the officer's MPRJ, AR 135-215, AR 600-9, AR 600-37, AR 340-15, standard office supplies and equipment.

STANDARDS

1. Determine the officer's eligibility IAW AR 135-215.
2. Insure that each commander in the chain has made a personal recommendation IAW AR 135-215.
3. Dispose of the request IAW AR 135-215.

PERFORMANCE STEPS



1. Check the request for eligibility IAW AR 135-215.

2. Check to see that the request is within the proper time frame for submission to HQDA as outlined in AR 135-215. If the request is late, be sure a statement is attached to explain why.

3. Be sure the request is not qualified or limited in any way.

4. If conditions are given in the request, return it to the officer. Explain that he must request extension without any qualifications.

5. Check the request to be sure the correct format is used. (NOTE: The formats are shown in AR 135-215.)

6. Be sure every commander in the officer's chain of command has personally commented on the request. If any comments are missing, return the application to your supervisor.

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7. If anyone recommends disapproval, he must give reasons. Then he must return the request to the requesting officer for his comments IAW AR 600-37. (NOTE: If a reason for disapproval is the officer's failure to meet the weight control standards of AR 600-9, information must be given on his status in the weight control program, including current progress or lack of progress, current full-length photo, current physical training (PT) test data, and a copy of his latest physical examination.)

8. Forward the request through your supervisor to the approving authority IAW AR 135-215.

9. Place your copy in your office suspense file to follow the case action.

REFERENCES

1. AR 135-215, Officer Periods of Service on Active Duty
2. AR 340-15, Preparing Correspondence
3. AR 600-9, Army Physical Fitness and Weight Control Program
4. AR 600-37, Unfavorable Information

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TASK 121-019-1238
Process A Request For Branch Transfer

CONDITIONS

Given a DA Form 4187, DF or letter request from a commissioned officer, AR 614-100, AR 340-15, officer's MPRJ, standard office supplies and equipment.

STANDARDS

1. Check the request for branch transfer against the officer's MPRJ for correct service information.
2. Check eligibility for branch transfer IAW AR 614-100.
3. Attach any required supporting documents IAW AR 614-100.
4. Forward the request to the approving authority IAW AR 614-100.

PERFORMANCE STEPS

1. Screen the officer's request against his MPRJ to be sure service information is correct.

2. Check to see if the officer is eligible for branch transfer IAW AR 614-100.

3. Make sure he has completed 2 years' duty in the branch of original assignment or appointment. (NOTE: HQDA may authorize an earlier transfer.)

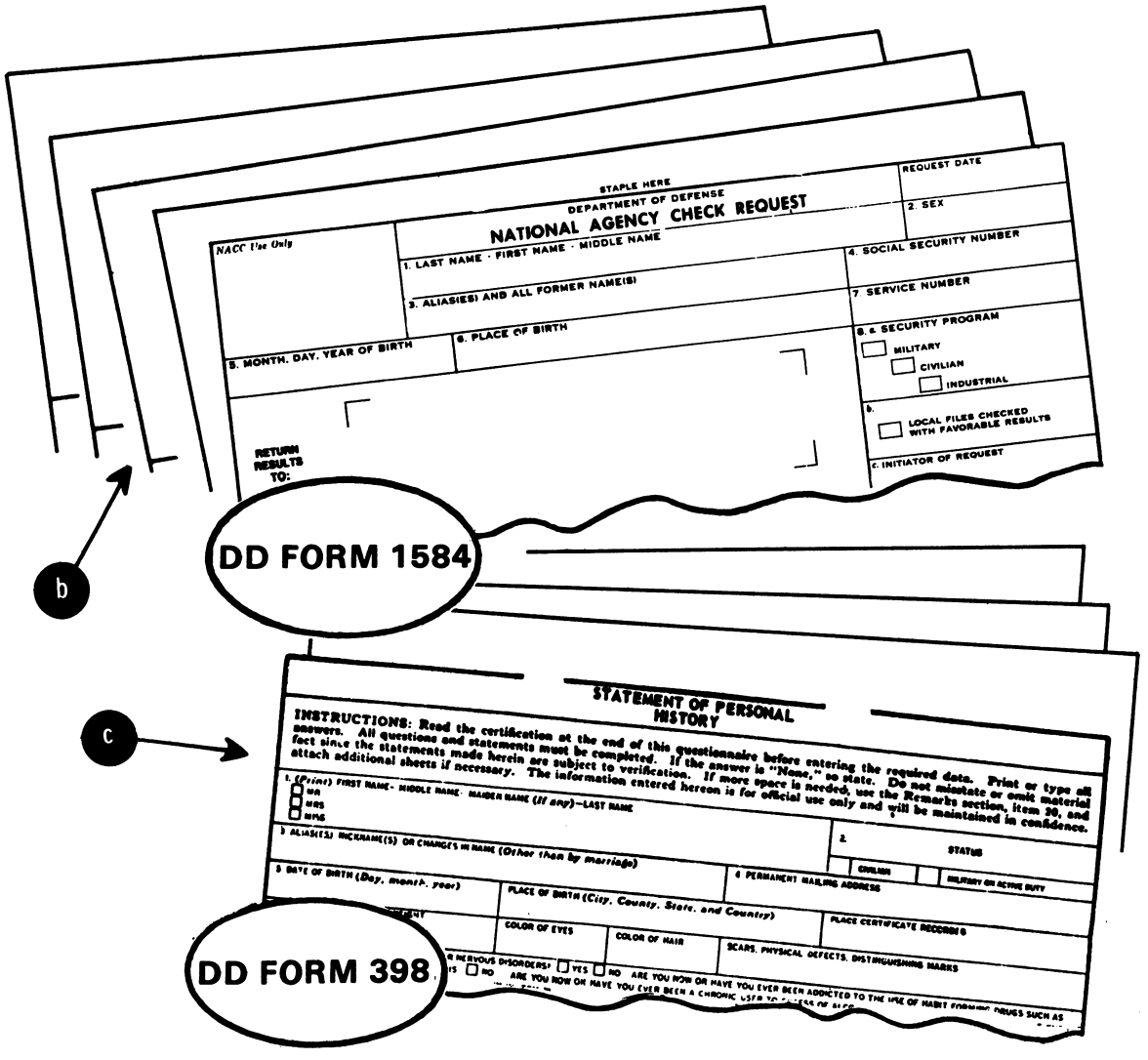
4. Insure that the following documents are forwarded with the request if the officer is applying for Military Intelligence (MI) branch:
   a. Four copies of DA Form 2784, Request for Counterintelligence Investigation.
   b. Five copies of DD Form 1584, Department of Defense National Agency Check Request, with blocks 1 through 7 completed.
   c. Four copies of DD Form 398, Statement of Personal History.
   d. Two copies of FD Form 258, Fingerprint Card.

5. Make a final review of the request to be sure specific reasons are given for transfer. Also make sure any required supporting documents are attached.

6. Forward the request to the proper approving authority IAW AR 614-100.

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Make sure the required documents are forwarded with the request if the officer is applying for the Military Intelligence Branch.

REFERENCES

1. AR 340-15, Preparing Correspondence
2. AR 614-100, Officers
3. AR 614-103, Selection and Assignment of Officers in Military Intelligence MOS

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TASK 121-019-1239
Process Award Of The Good Conduct Medal (GCMDL)

CONDITIONS

Given Suspense Notification Roster (C-81 Report), AR 672-5-1, AR 310-10, AR 340-15, DA Pam 600-8, soldier's MPRJ, standard office supplies and equipment.

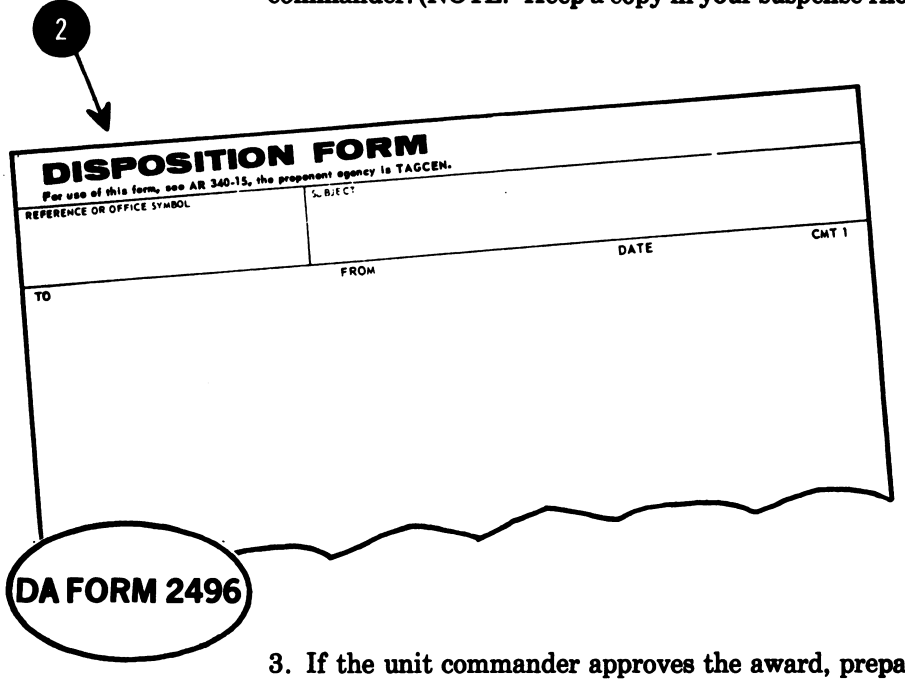
STANDARDS

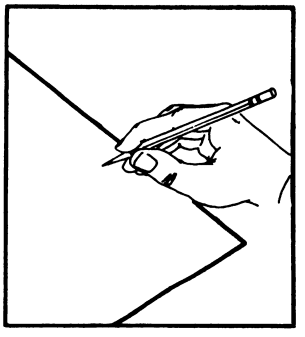
1. Check eligibility for award of the GCMDL IAW AR 672-5-1.
2. Notify the unit commander of the soldier's eligibility IAW DA Pam 600-8.
3. Dispose of the award action IAW AR 672-5-1 and DA Pam 600-8.

PERFORMANCE STEPS

1. Check the Suspense Notification Roster against the soldier's MPRJ to be sure he is eligible to be awarded the GCMDL IAW AR 672-5-1.

2. If he is eligible, prepare DA Form 2496 (Disposition Form) to notify his unit commander. (NOTE: Keep a copy in your suspense file.)

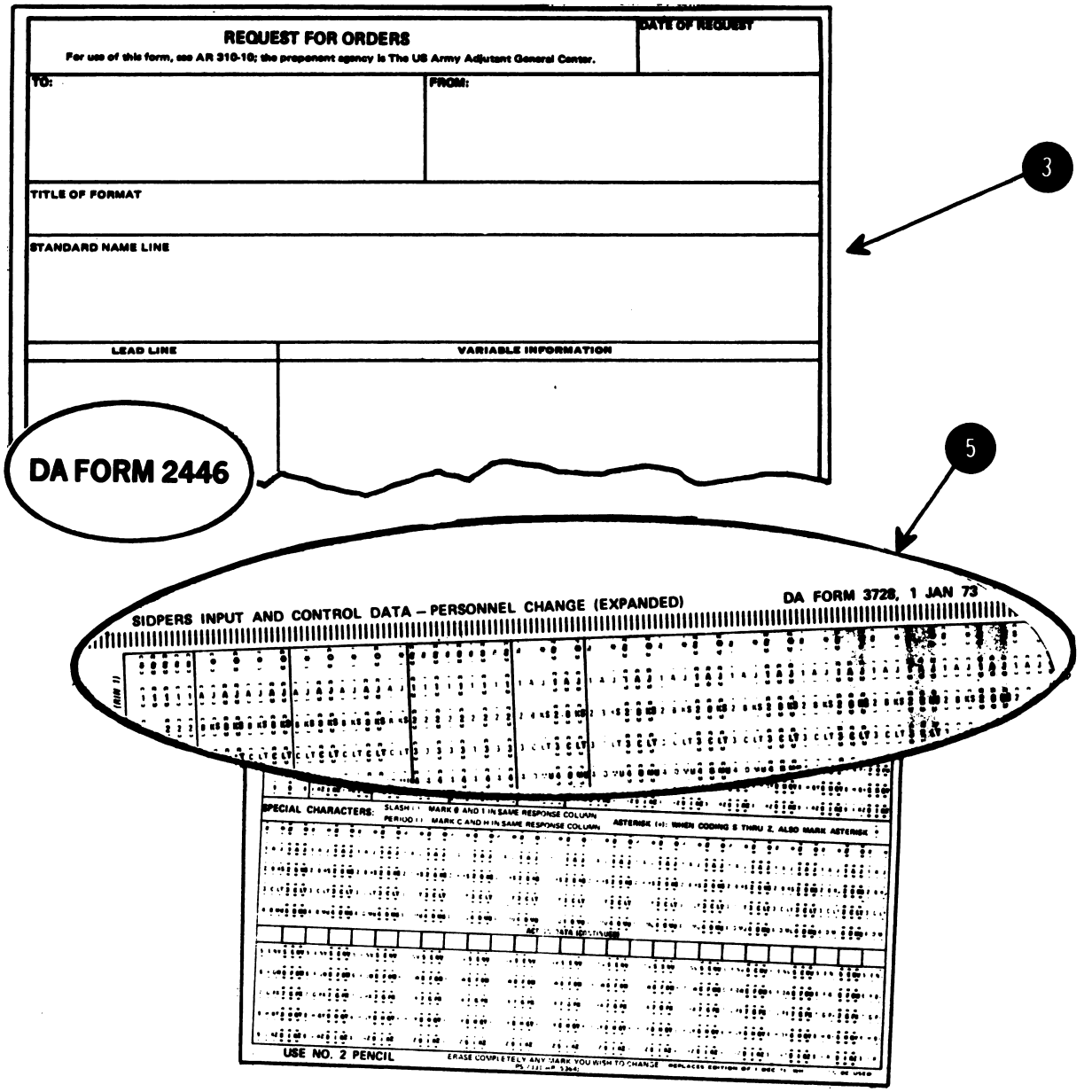




3. If the unit commander approves the award, prepare DA Form 2446 (Request

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for Orders) IAW AR 310-10. (See task 121-031-1201.)



4. If the unit commander disapproves the award, forward the DA Form 2496 to the records section so that the soldier's DA Form 2-1 (Personnel Qualification Record, Part 2) can be updated.

5. Prepare SIDPERS Change Report (DA Form 3728) IAW DA Pam 600-8-2.

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(See task 121-031-1202.)

6. Forward the Request for Orders and the SIDPERS Change Reports to your supervisor.

7. File a copy of the award action in your office file IAW local policy.

REFERENCES

1. AR 310-10, Military Orders
2. AR 340-15, Preparing Correspondence
3. AR 672-5-1, Military Awards
4. DA Pam 600-8, Military Personnel Office Management and Administrative Procedures

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TASK 121-019-1240
Process A Request For Change Of Name, Birth Data, Or Social Security Number

CONDITIONS

Given a DA Form 4187, AR 600-2, DA Pam 600-8, soldier's MPRJ, standard office supplies and equipment.

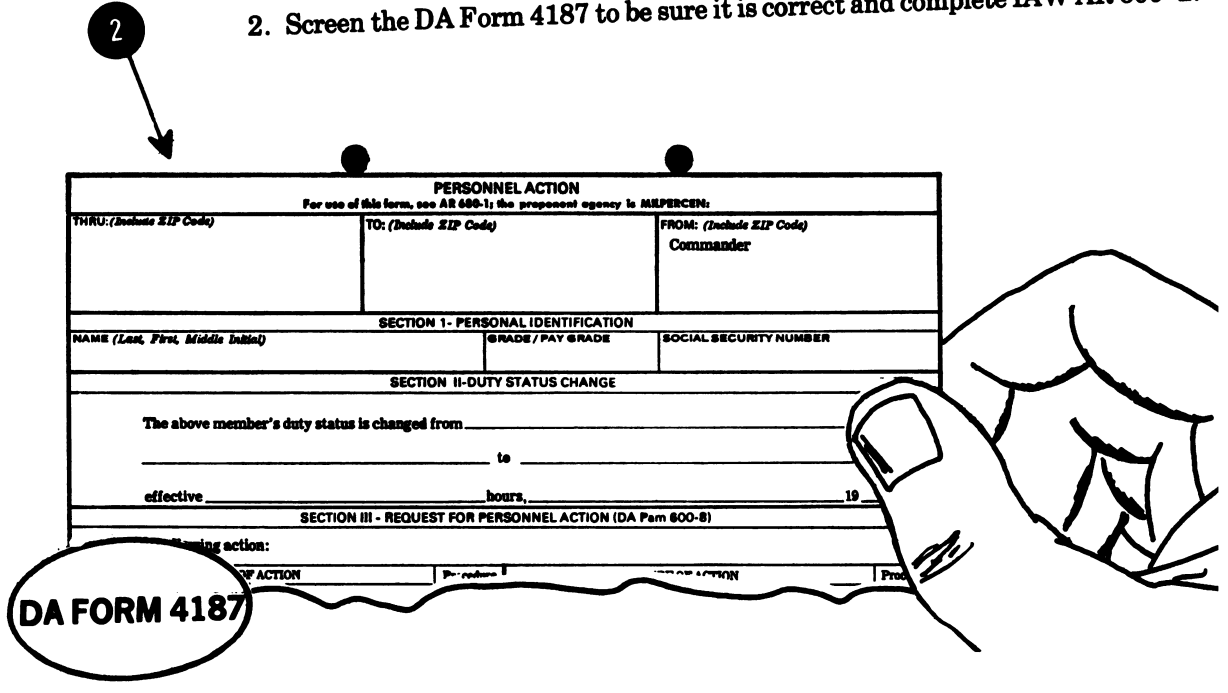
STANDARDS

1. Insure that eligibility for change of record is IAW AR 600-2.
2. Check the soldier's request to be sure it is correct and complete IAW AR 600-2.
3. Insure that any required supporting documents are attached to the request IAW AR 600-2.
4. Make corrections to change service data IAW AR 600-2.
5. Notify appropriate agencies of corrected data IAW AR 600-2.

PERFORMANCE STEPS

1. Make sure action can be completed on the soldier's request during his stay at your installation. (NOTE: If he is pending departure, return the request. Tell him to submit it at his next unit of assignment.)

2. Screen the DA Form 4187 to be sure it is correct and complete IAW AR 600-2.



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3. Be sure all supporting documents required are attached to the request IAW AR 600-2

4. Return original documents to the soldier.

5. If any records are corrected in your office, draw a neat single line through the data to be corrected. Enter the new data directly above the old entry. Use a typewriter or pen with black or blue-black ink.

6. Distribute DA Form 4187 IAW AR 600-2 and DA Pam 600-8.

7. Return the MPRJ to the records branch.

REFERENCES

1. AR 600-2, Name and Birth Data, Social Security Number, and Temporary Identification Number
2. DA Pam 600-8, Military Personnel Office Management and Administrative Procedures

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TASK 121-030-1504

Maintain a Safe or Cabinet Security Record (DA Form 672)

CONDITIONS

Given a requirement to maintain a classified material container and access to an authorized storage container, AR 340-2, AR 340-18-1, AR 380-5, DA Forms 672, and typewriter, standard office materials.

STANDARDS

Maintain the Safe or Cabinet Security Record (DA Form 672) IAW chapter V, section 2, AR 380-5.

PERFORMANCE STEPS

1. Complete the heading of the DA Form 672. Include as a minimum the following information:

a. The exact months and year of the period covered by this record. The dates must correspond to the dates shown in the checklist part of the form. (NOTE: This section is not completed until all entries in the checklist part of the form have been filled in.)

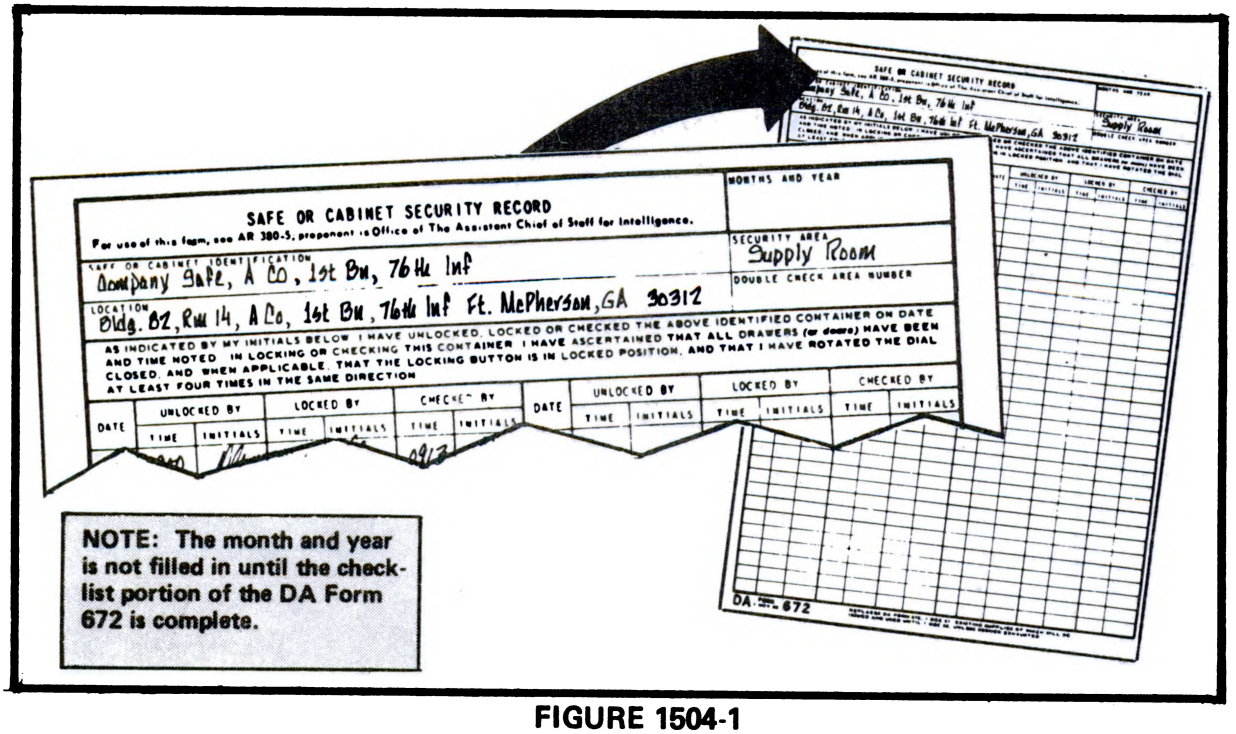
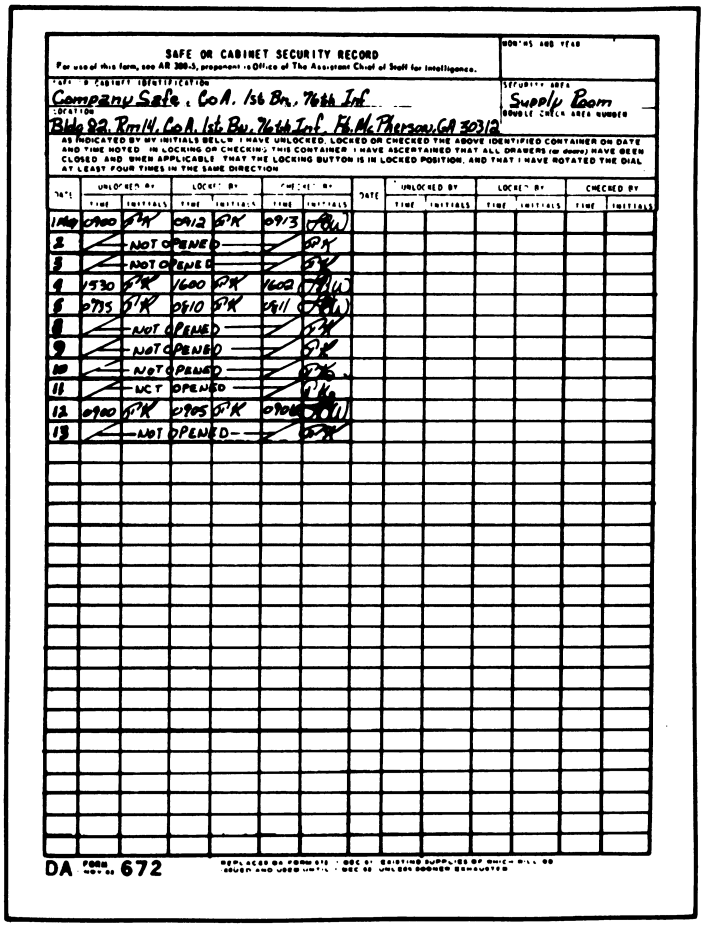


FIGURE 1504-1

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SAFE OR CABINET SECURITY RECORD

For use of this form, see AR 380-5; proponent is Office of The Assistant Chief of Staff for Intelligence.

SAFE OR CABINET IDENTIFICATION: Company Safe, Co A, 1st Bn, 76th Inf

LOCATION: Bldg 82, Rm 14, Co A, 1st Bn, 76th Inf, Ft McPherson, GA 30312

SECURITY AREA: Supply Room

AS INDICATED BY MY INITIALS BELOW I HAVE UNLOCKED, LOCKED OR CHECKED THE ABOVE IDENTIFIED CONTAINER ON DATE AND TIME NOTED. IN LOCKING OR CHECKING THIS CONTAINER I HAVE ASCERTAINED THAT ALL DRAWERS (or doors) HAVE BEEN CLOSED AND WHEN APPLICABLE THAT THE LOCKING BUTTON IS IN LOCKED POSITION, AND THAT I HAVE ROTATED THE DIAL AT LEAST FOUR TIMES IN THE SAME DIRECTION

DATE	UNLOCKED BY TIME	UNLOCKED BY INITIALS	LOCKED BY TIME	LOCKED BY INITIALS	CHECKED BY TIME	CHECKED BY INITIALS
1 May	0900	SPK	09/2	SPK	09/3	(illegible)
2		NOT OPENED				SPK
3		NOT OPENED				SPK
4	1530	SPK	1600	SPK	1602	(illegible)
5	0735	SPK	0810	SPK	0811	(illegible)
6		NOT OPENED				SPK
9		NOT OPENED				SPK
10		NOT OPENED				SPK
11		NOT OPENED				SPK
12	0900	SPK	0905	SPK	0906	(illegible)
13		NOT OPENED				SPK

DA FORM 672

FIGURE 1504-2

b. The safe or container identification. This identification may be an assigned number, a name (e.g., Company Safe, Co A, 1st Bn, 76th Inf), or both.

c. The security area. This may be the office title or office symbol.

d. The location of the container. When possible, include the building number, room number, and unit address. In a field environment, the grid coordinates and map sheet identification is enough. See figure 1504-1 for examples.

2. Make entries in the checklist portion of the form IAW the following instructions and the instructions outlined above the checklist position of the form:

a. Enter the appropriate day of the month in the DATE column. Enter the name of the month on the first date of the month only.

b. When you unlock the container, enter the time and your initials in the appropriate columns under the UNLOCKED BY heading.

c. When you lock the container, enter the time and your initials in the appropriate columns under the LOCKED BY heading.

d. Have another person check the container and enter the time and his initials in the appropriate columns under the CHECKED BY heading. NOTE: The person who locks the container is responsible for insuring that another person checks it IAW the instructions on the form. The CHECKED BY columns must be filled in every normal working day, whether or not the container was unlocked. If the container was not unlocked, the reason — NOT OPENED — should be entered. See figure 1504-2 for examples of entries.

3. Insure that DA Form 672 is displayed in open view on each piece of equipment used to store classified material.

4. When the DA Form 672 is completely filled in on both sides, destroy it IAW AR 340-18-1 or AR 340-2.

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REFERENCES

1. AR 340-2, Maintenance and Disposition of Records in TOE Units of the Active Army and the Army Reserve
2. AR 340-18-1, The Army Functional Files System: General Provisions
3. AR 380-5, Department of the Army Information Security Program Regulation

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TASK 121-030-1505

Prepare DA Form 727 (Classified Container Information)

CONDITIONS

Given a requirement to prepare a DA Form 727 (Classified Container Information) and access to AR 380-5, DA Form 727, an opaque envelope, a typewriter, standard office materials.

STANDARDS

1. Complete the DA Form 727 without error.
2. Post and locate the parts of the form IAW chapter V, section 1, AR 380-5.

PERFORMANCE STEPS

TRAINING NOTE: DA Form 727 is a three-part form used to record certain vital classified container information. A new DA Form 727 must be prepared at least annually. Also, a new form must be prepared when any of the required information on the form is changed. For example, when there is a change in the combination or in the personnel having access to the combination, a new form must be prepared.

1. Complete part I of the DA Form 727. Identify the exact location of the classified container. Type the following information in the blocks provided. See figure 1505-1 for sample entries.
   a. Name of the agency.
   b. Division.
   c. Branch.
   d. Section.
   e. Container number.
   f. Room number.
   g. Date the combination was last changed.
   h. The name, grade, home address, and home telephone number of each person who knows the combination of the container's lock. If more than four people know the combination, you don't need to list more than four.

2. Detach part 1 from the form. Attach it to the front of the safe or container.

3. Detach part 2 from the form. Attach it securely to the outside of an opaque envelope. See figure 1505-2.

4. Detach part 3 of the form. (Top portion of part 3 is a carbon copy of the top portion of part 1.) On the lines provided, enter the combination of the container lock. Be sure to include the direction of turn corresponding to each number. See figure 1505-3 for an example.

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PRIVACY ACT STATEMENT

AUTHORITY: E.O. 12065 (Sec 4), National Security In
1978.

PURPOSE: To provide the name, home address, and
number of individuals who have access t
and are custodians of the material ther

ROUTINE USE: To DoD personnel, GSA building guards,
sonnel to identify responsible individ
emergency notification in the event of
violations.

DISCLOSURE AND EFFECT ON INDIVIDUAL: Disclosure is voluntary. If not prov
be designated custodian of the conten

Individuals whose signatures appear below have read
to the disclosure of personal information recorded t

Joseph P. Meyers
Lester Matthews

NOTE: The reverse side of Part 1 of the DA Form 727 is a Privacy Act Statement.

(SEE REVERSE FOR PRIVACY ACT STATEMENT)

CLASSIFIED CONTAINER INFORMATION *(AR 380 5)*

Attach to outside of safe

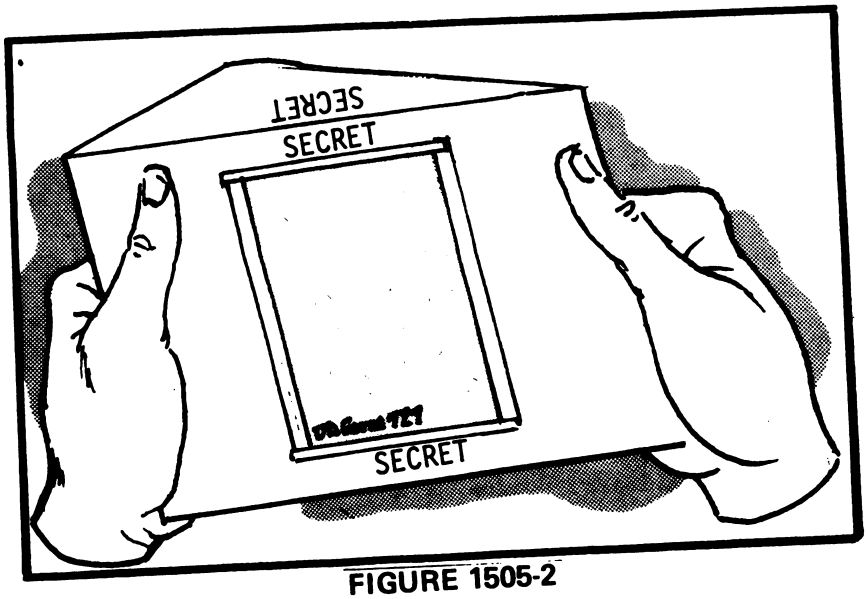
AGENCY: 312th Military Intelligence Group		
DIVISION: Security Div	BRANCH: US Army	SECTION: Operations
CONTAINER NO: 4	ROOM NO: 211	DATE COMBINATION LAST CHANGED: 5 JUN 81

Immediately notify one of the following persons or the duty officer if this container is found open and unattended

NAME: Joseph P. Meyers, MAJ	HOME PHONE NO: 898-8429
HOME ADDRESS: 8913 Patton Drive, Tahocos, AZ 88123	
NAME: Lester Matthews, CPT	HOME PHONE NO: 898-8800
HOME ADDRESS: 4011 Eisenhower Ct, Tahocos, AZ 88123	
NAME: Michael Duggan, CPT	HOME PHONE NO: 899-1101
HOME ADDRESS: 7411 Wicker Grove, Tahocos, AZ 88123	
NAME: Andrew Simpson, MSG	HOME PHONE NO: 897-4000
HOME ADDRESS: 115 N Shortridge Rd, Tahocos, AZ 88123	

DA FORM 727, 1 JUL 79
REPLACES EDITION 1 MAY 63
WHICH IS OBSOLETE.

FIGURE 1505-1 Part 1 of the DA Form 727.



NOTE: Part 2 of the DA Form 727 must be securely attached to the outside of an opaque envelope.

FIGURE 1505-2

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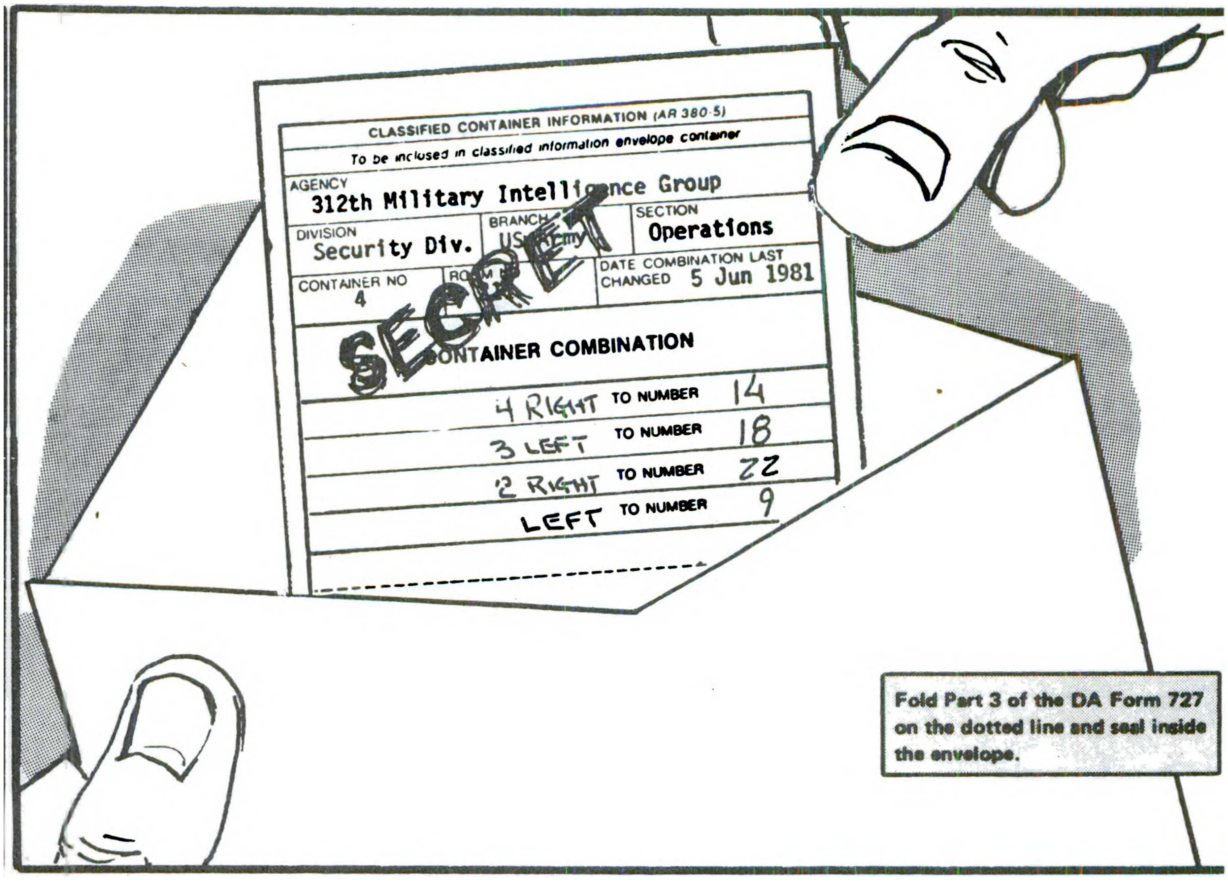


FIGURE 1505-3 Part 3 of the DA Form 727.

5. Determine the classification of the highest level of classified information which may be stored in the container. The commander designates this level.

6. Stamp on part 3 of the form the classification determined in performance step 5. (NOTE: Part 3 is now a classified document and must be handled as such.)

7. Fold part 3 on the dotted line. Place it inside the opaque envelope, and seal the envelope.

8. Stamp the envelope on both sides with the classification determined in performance step 5 and indicated on part 3 of the DA form 727.

9. Transfer the envelope to the classified document control officer at the next higher level. (See task 121-004-1518.)

REFERENCE

AR 380-5, Department of the Army Information Security Program Regulation

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TASK 121-030-1507

Safeguard "For Official Use Only" (FOUO) Material

CONDITIONS

Given access to:

1. "For Official Use Only" (FOUO) material.
2. AR 105-31, AR 340-16, AR 340-17.
3. DA Label(s) 87.
4. Standard office supplies and equipment, including files or other storage containers.

STANDARDS

The FOUO material will be:

1. Protected IAW AR 340-16 so as to preclude unauthorized disclosure.
2. Limited in circulation.
3. Marked, stored, transmitted, and destroyed IAW appropriate regulations.

PERFORMANCE STEPS

1. Thoroughly indoctrinate all personnel who have access to FOUO material to be sure they know their responsibilities.

2. Mark FOUO material IAW the following instructions:

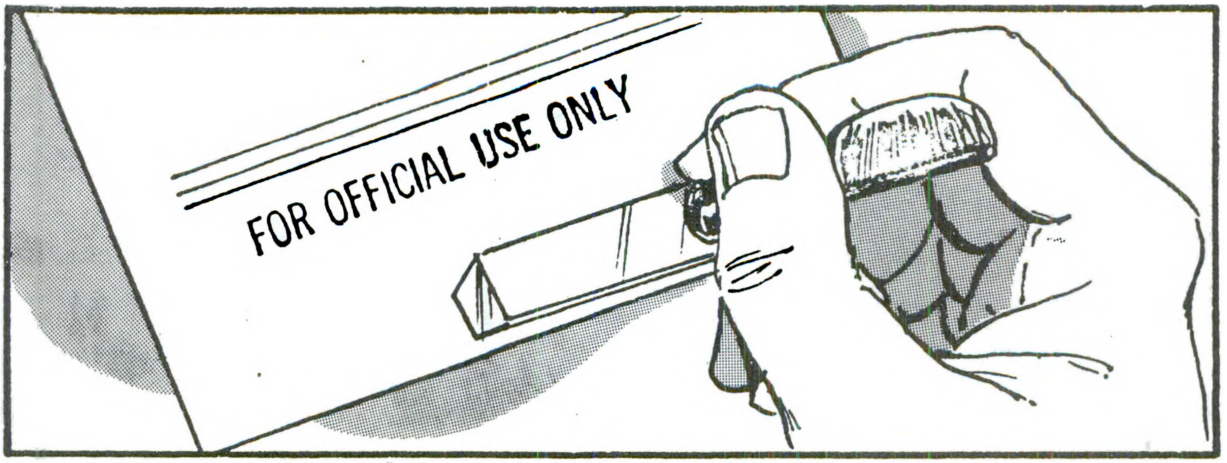
a. Stamp or mark the words "FOR OFFICIAL USE ONLY" in bold letters at least 3/16 inch near the bottom of a page. Do not use the acronym FOUO for such marking.

b. Mark permanently bound volumes on the outside of the front and back covers, title page, and first and last pages only. Volumes stapled by manual or electrical staplers are not considered permanently bound.

c. Mark unbound documents on each page, even though some pages do not contain FOUO information. Mark pages that do not contain FOUO material with the following statement: "This marking is CANCELED when separated from the material bearing a protective marking." This statement should be adjacent to the FOUO marking.

d. All materials determined to be For Official Use Only do not need to be marked. Records, such as medical records, which are covered by regulations specifying what may be released publicly, do not require FOUO markings unless they are handled under circumstances that require the marking to insure protection of the information.

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The words "FOR OFFICIAL USE ONLY" must be stamped or marked in letters at least 3/16 inch high, at the bottom of each page. "FOUO" is not an acceptable marking.

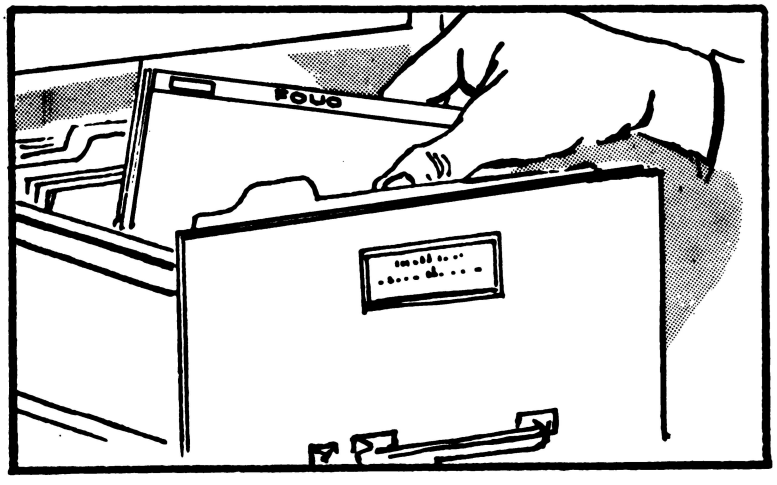
3. Stamp or mark the appropriate cancellation statement adjacent to the FOUO marking as follows:

a. For a specific date: "Protective marking is canceled on *(date)* ."

b. For a specific event: "Protective marking is canceled upon occurrence of the event specified in paragraph ."

c. If the FOUO marking is extended: "Protective marking is extended until *(date or occurrence of the event)* . *(Signature and date)."*

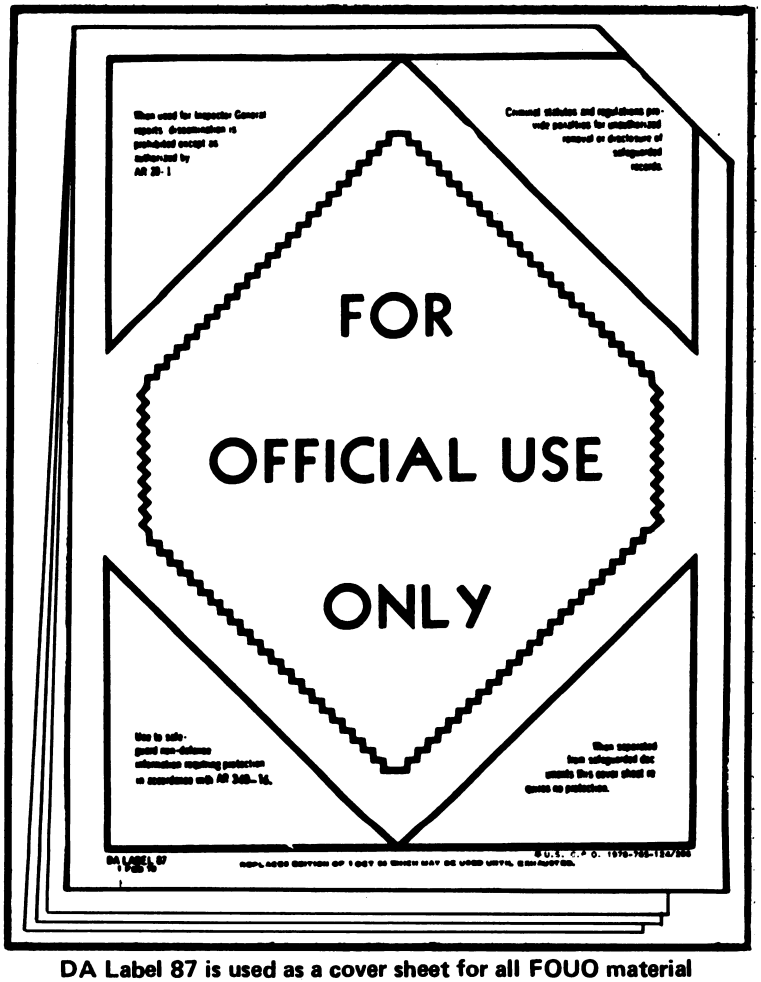
d. Originators of FOUO material will specify the earliest possible date or event when FOUO markings will be terminated. The length of time is not limited if a reasonable basis for it exists. If a date or event is not specified, FOUO markings are automatically terminated 3 years from the date of origin.



Store FOUO material with other unclassified files.

4. Store FOUO material with other unclassified files. You may store FOUO material in unlocked files, desks, or similar receptacles during nonduty hours when building security is provided. When no such security exists, protect FOUO material by storing it in locked rooms or other locked receptacles, such as desks, files, or bookcases. Compelling reasons may dictate more restrictive provisions for safeguarding FOUO information within a certain facility or for safeguarding specific types of FOUO information.

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DA Label 87 is used as a cover sheet for all FOUO material when it is removed from storage.

5. When FOUO material is removed from storage, attach a DA Label 87 (FOUO Cover Sheet) to it and place it out of sight. Do not leave FOUO material unattended.

6. Transmit FOUO material as follows:

a. Material will be mailed or shipped in the same way as other unclassified material. Envelopes, wrappings, or containers must preclude disclosure of contents.

b. SF 65 (US Government Messenger Envelope) may be used for transmissions within a military installation.

c. Information carried by persons in an official travel status or hand-carried by one person to another will be protected IAW performance step 4 to preclude its disclosure to unauthorized persons.

d. Discussion of FOUO information by telephone is authorized for the conduct of official business.

e. Electrically transmitted messages containing FOUO information will be encrypted for transmission only (EFTO). They will contain the abbreviations "UNCLAS EFTO FOUO" in the internal instructions as required by AR 105-31.

f. Receipts will not be used for FOUO materials unless they are required for reasons other than protection of FOUO information.

7. Release FOUO information IAW the following procedures:

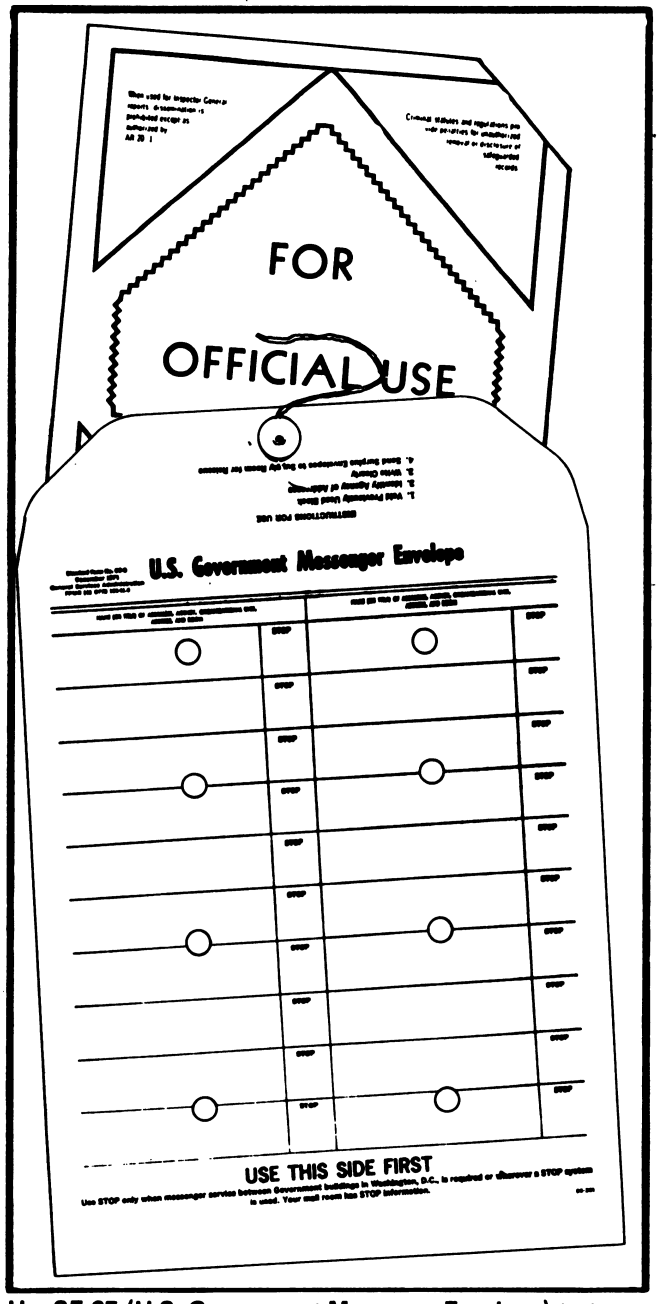
a. When needed for the conduct of official Government business, unless specifically restricted by regulation, FOUO information may be freely exchanged between and released to:

(1) Components and individuals of the Department of Defense (DOD).

(2) Departments and agencies of the Executive and Judicial Branches.

(3) DOD contractors and grantees.

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Use SF 65 (U.S. Government Messenger Envelope) to transmit FOUO material within a military installation.

b. Information will be released to the Legislative Branch and the public IAW paragraphs 2-9 and 2-10, AR 340-17. The requested information will be reviewed to determine whether or not the FOUO designation can be removed, even if the request is received before the termination date of the FOUO marking.

c. Information normally will not be released to foreign governments. However, if necessary, it will be released IAW paragraph 9d, AR 340-16, and AR 380-10.

d. Certain other types of information require special release procedures (examples: information about litigation; aircraft accident investigations; disciplinary actions). Paragraph 1-3, AR 340-17, lists the various types of information and the regulations governing their release.

e. FOUO markings will be canceled when material is released outside the Federal Government except when it is released to DOD contractors and grantees.

8. Destroy FOUO material by tearing it into small pieces. Place the fragments in containers used for other unclassified material. Other methods of destruction are also authorized if they preclude disclosure of the contents.

9. Report any unauthorized disclosure of FOUO material to your supervisor, officer in charge, or commander.

REFERENCES

1. AR 105-31, Record Communications
2. AR 340-16, Safeguarding "For Official Use Only" Information
3. AR 340-17, Release of Information and Records from Army Files

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TASK 121-031-1201
Prepare A Request For Orders (RFO)

CONDITIONS

Given a requirement to prepare a Request for Orders, access to AR 310-10, the soldier's MPRJ with DA Form 2, blank DA Forms 2446 (RFO), standard office supplies and equipment.

STANDARDS

1. Prepare DA Form 2446 IAW AR 310-10.
2. Select format for the desired action.

NOTE: Although the preparation of orders is a function of the Administrative Services Division, (ASD), the requirement to request orders is a common task within the personnel subfield. Individuals within this subfield frequently determine when a request for orders is required and the appropriate format to use.

PERFORMANCE STEPS

1. Find the format number. If orders are required, find the subject title for your action in the "Index" pages of AR 310-10.

2. Find the orders format. Find the format number in appendix A, AR 310-10. (Each page in appendix A is a complete orders format.)

3. Complete the DA Form 2446 as follows:

a. Prepare the heading. Complete the information required in "DATE," "TO," and "FROM" blocks on DA Form 2446.

b. Enter "TITLE OF FORMAT." This item must match title shown at top of the orders format page in appendix A which you are using.

c. Determine if a "STANDARD NAME LINE" is required. If required, get soldier's DA Form 2 and enter on DA Form 2446 IAW figure 2-1, AR 310-10.

NOTE: If orders format page does not indicate this item, leave block blank.

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d. Enter "constant information" immediately below preprinted LEAD LINE/VARIABLE INFORMATION blocks. Disregard the vertical line. Copy the constant information as it appears on the orders format page you are using.

NOTE: Some orders formats have constant information which requires responses in parentheses. Using appropriate source documents, fill in the responses on DA Form 2446.

e. Enter "LEAD LINES." Start first lead line under last line of constant information and to the left of the vertical line on DA Form 2446. Enter LEAD LINES exactly as shown on the orders format page you are using.

f. Enter "VARIABLE INFORMATION." Every LEAD LINE must have a response. Enter "None" or "Not Applicable" when appropriate. (NOTE: To properly complete this item, refer to "NOTES" section of the orders format page you are using.)

NOTE: To properly complete this item, refer to "NOTES" section of the orders format page you are using.

g. Enter appropriate distribution for the order IAW paragraph 1-16 and table 1-1, AR 310-10. (NOTE: Check local policy for any additional distribution.)

NOTE: Be sure to check your local policy for any additional distribution.

h. Enter requester's name and telephone number and obtain signature.

4. Forward the DA Form 2446 to your servicing ASD.

REFERENCE

AR 310-10, Military Orders

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TASK 121-031-1202
Prepare SIDPERS Personnel Change Reports

CONDITIONS

Given a requirement to input to the SIDPERS Data Base, access to SIDPERS User Manual for your level of input, AR 680-29, LOI from the SIB, the soldier's DA Form 2, DA Form 2475-2 (PDC) for unit level of input, SIDPERS Change Report (DA Form 3728 or 3813), standard office supplies and equipment.

STANDARDS

1. Identify the type of action to be submitted IAW DA Pam 600-8-1 (for unit level) or DA Pam 600-8-2 (for MILPO level.)
2. Code/marksense DA Form 3728 (or code DA Form 3813, part I) IAW DA Pam 600-8-1 or DA Pam 600-8-2.
3. Prepare DA Form 3815 IAW DA Pam 600-8-1 or DA Pam 600-8-2.

PERFORMANCE STEPS

NOTE: This task occurs at both unit and MILPO levels. Procedures for the Personnel Administration Specialist (75B) are contained in DA Pam 600-8-1 (Unit Level Procedures). Procedures for the MILPO are in DA Pam 600-8-2 (MILPO Level Procedures). For both levels, use DA Form 3813 (SIDPERS Input and Control Data—Personnel Change—Keypunch) instead of DA Form 3728 when required by the servicing SIB. In the procedure below, the "appropriate reference" is DA Pam 600-8-1 for unit level transactions or DA Pam 600-8-2 for MILPO personnel changes unless otherwise indicated. The term "SIDPERS Change Report" means either DA Form 3728 or DA Form 3813, part I, unless otherwise indicated.

1. Determine if you have a reportable transaction. Not all actions require a SIDPERS Change Report. If there is any question, check your appropriate reference.

2. If the transaction is reportable, look up the procedure for completing this type of transaction in the table of contents of your appropriate reference.

3. Once you have pinpointed the type of transaction, find the corresponding transaction mnemonic (acronym). Turn to the proper procedure in chapter 2 of your appropriate reference.

4. Follow the coding rules contained within the procedure in chapter 2 for your

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transaction. SIDPERS Change Reports are broken down into two areas:

a. The Control Data area includes date, transaction mneomonic name, SSN, and Originator Code for each transaction.

b. The Action Data area changes for each transaction. Therefore, it is very important to follow the steps outlined for each transaction to enter the correct data in the appropriate boxes.

5. When coding the form, you first enter the date in the spaces provided. The date consists of six characters. You will always enter the date as year, month, and day.

6. Four boxes are available for the transaction mnemonic. Most mnemonics have four letters; however, there are some with three. If the mnemonic has four letters, enter them in block style. If the mnemonic has three letters, enter the three letters and leave the next box blank.

7. Enter the soldier's name. Get exact information from his DA Form 2 or, at the unit level, PDC (DA Form 2475-2). If the last name contains five or more letters, enter the first five letters. If the name has four letters, enter the four letters and leave the next box blank. When the name has three letters or fewer, enter the last name, leave the next box blank and then enter as many letters of the first name as possible. If the name has a hyphen or apostrophe, drop it and enter as one name.

8. Get the SSN from the DA Form 2 or, at the unit level, PDC (DA Form 2475-2). Enter the nine numbers of the SSN. Do not enter the hyphens.

9. Enter the originator code in the next two boxes. You will find your originator code in the LOI published by the SIB. The originator code completes the Control Data of SIDPERS Change Report.

10. When coding the form, you must enter the following characters in a special way:

a. Underline the letter "O": O.

b. Draw a diagonal line through the number "zero": Ø.

c. Print bold horizontal lines at the top and bottom of the letter "I" like this: "I."

d. Draw a horizontal line through the letter "Z": Ƶ.

e. Draw a bold horizontal line under the number "1" like this: 1.

f. Print characters of the alphabet in capital letters.

11. Make sure *all* essential elements of information are entered in the Action Data area. This information differs depending on the type of action being coded. Therefore, it is very important to *read* and *follow* the procedures outlined in chapter 2 of your appropriate reference.

12. Once the form has been coded, marksense the DA Form 3728 in this manner:

a. Only one block will be marked in the response position, except for letters S through Ƶ and special characters. When coding S through Ƶ, code the letter *plus* the asterisk (*) at the top of the column.

b. For a slash (/) mark a "zero and one" in the same response column.

c. For a period mark "C" and "H" in the same response column.

(Step 12 does not apply to DA Form 3813, part I.)

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13. Prepare DA Form 3815 for authentication IAW chapter 2 of your appropriate reference.

14. Forward the prepared SIDPERS Change Reports and DA Form 3815 to the local SIB.

NOTE: At the unit level only, first forward the SIDPERS Change Reports, DA Form 3815 and PDC for authentication by commander or designated representative. Upon return of documents, file the PDC and forward SIDPERS Change Reports and DA Form 3815 to your PSNCO.

REFERENCES

1. AR 680-29, Military Personnel, Organization, and Type-of-Transaction Codes
2. DA Pam 600-8-1, SIDPERS: Unit Level Procedures
3. DA Pam 600-8-2, SIDPERS: MILPO Level Procedures
4. TEC Lesson 500-121-8180-A, Prepare a SIDPERS Change Report (DA Form 3728)

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TASK 121-031-1203
Process The Personnel Transaction Register By Originator (PTRO) (PCN: AAC-P11)

CONDITIONS

Given the current cycle PTRO with attached ESCs, access to SIDPERS User Manual for your level of input, AR 680-29, blank SIDPERS Change Reports (DA Forms 3728 or 3813), the previous cycle's DA Form 3815, DA Form 2, DA Form 2475-2 (PDC) for unit level of input, standard office supplies and equipment.

STANDARDS

1. Correct errors in the error message column on the PTRO IAW DA Pam 600-8-1 (for unit level) or DA Pam 600-8-2 (for MILPO level).
2. Annotate ESCs IAW DA Pam 600-8-1 (for unit level) or DA Pam 600-8-2 (for MILPO level).
3. Prepare DA Form(s) 3728 or DA Form(s) 3813, part I, for nonessential errors IAW DA Pam 600-8-1 (for unit level) or DA Pam 600-8-2 (for MILPO level).
4. Assemble documents for forwarding to the SIB IAW DA Pam 600-8-1 (for unit level) or DA Pam 600-8-2 (for MILPO level).
5. Dispose of PTRO IAW DA Pam 600-8-1 (for unit level) or DA Pam 600-8-2 (for MILPO level).
6. Post DA Form 2475-2 (PDC) IAW DA Pam 600-8-1 (for unit level only).

PERFORMANCE STEPS

NOTE: This report will not be prepared during wartime.

NOTE: This task occurs at both unit and MILPO levels. Procedures for the Personnel Administration Specialist (75B) are contained in DA Pam 600-8-1 (Unit Level Procedures). Procedures for the MILPO are in DA Pam 600-8-2 (MILPO Level Procedures). For both levels, use DA Form 3813 (SIDPERS Input and Control Data—Personnel Change—Keypunch) instead of DA Form 3728 when required by the servicing SIB. In the procedure below, the "appropriate reference" is DA Pam 600-8-1 for unit level transactions or DA Pam 600-8-2 for MILPO personnel changes unless otherwise indicated. The term "SIDPERS Change Reports" means either DA Form 3728, or DA Form 3813, part I.

1. Get your PTRO from your PSNCO or from your supervisor. Originator code at heading must match your originator code. If it doesn't, notify PSNCO or supervisor.

NOTE: PTRO is not prepared unless transactions were for processing by the current SIDPERS cycle.

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2. Balance the total transactions processed and not processed against the total number of transactions submitted based on your DA Form 3815. If the totals differ, check the PSNCO or supervisor to locate the discrepancy.

3. Check the error message column on the PTRO. See if you have any transactions that processed with errors or have actions that didn't process at all. If you have no error messages, go to step 10. If you have error messages, continue with step 4.

4. Find the first transaction with an error message. The last three characters of an error message are the error mnemonic. Turn to appendix C of your appropriate reference. Find the error mnemonic and transaction mnemonic that match the erroneous condition on the PTRO.

5. Read the information in the column next to the error mnemonic to find the reason for error. Use all existing documentation (source documents, DA Form 2, MPRJ and DA Form 2-1 at the MILPO level, DA Form 2475-2 (PDC) at the unit level) to find the error.

6. Find the ESC based on the error control number for that transaction on the PTRO. NOTE: If an ESC is not available, prepare one IAW chapter 3, of your appropriate reference.

7. Correct the error as required by instructions in the action column of appendix C. If *correction* of ESC is indicated, go to paragraph a below. If *deletion* of ESC is indicated, go to paragraph b.

a. When the error can be corrected by annotating the correct data on the Error Suspense Card, the transaction did not process. You are correcting essential errors. Make annotations on the proper side of the card IAW chapter 3, paragraph 3-4g, of your appropriate reference. (Unit level originators also post DA Form 2475-2, part II, in the disposition column.) Go directly to step 8.

b. Write "D/73" on the left portion of the face of the ESC and determine if a new SIDPERS Change Report should be submitted. If a SIDPERS Change Report is required, you are correcting only nonessential errors. (Unit level originators will also post DA Form 2475-2 IAW chapter 5, pages 5-36 through 5-38, DA Pam 600-8-1.)

8. After you have accomplished steps 4 through 7 for the first transaction, repeat the same procedure for all other transactions identified with an error message.

9. Once you have resolved all errors, prepare DA Form 3815. Forward it with the annotated ESCs and any SIDPERS Change Reports necessary to correct nonessential errors IAW paragraph 2-14, chapter 2, of your appropriate reference.

10. File your PTRO IAW chapter 4, procedure 4-1, of your appropriate reference.

REFERENCES

1. AR 680-29, Military Personnel, Organization, and Type-of-Transaction Codes
2. DA Pam 600-8-1, SIDPERS: Unit Level Procedures
3. DA Pam 600-8-2, SIDPERS: MILPO Level Procedures
4. TEC Lesson 500-121-8188-A, PTRO—Identify Error Conditions
5. TEC Lesson 500-121-8189-A, PTRO—Determine Corrective Actions
6. TEC Lesson 500-121-8190-A, PTRO—Process Transactions Not Processed

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TASL 121-031-1204
Process The Unresolved Error Report—Part II
(PCN: AAC-P29)

CONDITIONS

Given the current cycle Unresolved Error Report, PTRO (Personnel Transaction Register by Originator) for the previous cycle to which the current cycle Unresolved Error Report pertains, ESCs or "80 cards" (miscellaneous code layout for key punching), AR 680-29, blank SIDPERS Personnel Change Reports (DA Form 3728 or 3813), the previous cycle's DA Form 3815, access to SIDPERS User Manual for your level of input, DA Form 2, DA Form 2475-2 (PDC) for unit level of input, standard office supplies and equipment.

STANDARDS

1. Correct errors on the Unresolved Error Report—Part II IAW DA Pam 600-8-1 (for unit level) or DA Pam 600-8-2 (for MILPO level).
2. Annotate ESCs IAW DA Pam 600-8-1 (for unit level) or DA Pam 600-8-2 (for MILPO Level).
3. Delete errors on the Unresolved Error Report—Part II when ESCs are not available.
4. Assemble documents for forwarding to the SIB IAW DA Pam 600-8-1 (for unit level) or DA Pam 600-8-2 (for MILPO level).
5. Dispose of Unresolved Error Report—Part II IAW DA Pam 600-8-1 (for unit level) or DA Pam 600-8-2 (for MILPO level).
6. Post DA Form 2475-2 (PDC) IAW DA Pam 600-8-1 (for unit level only).

NOTE: This task occurs at both unit and MILPO levels. Procedures for the Personnel Administration Specialist (75B) are in DA Pam 600-8-1 (Unit Level Procedures). Procedures for the MILPO are in DA Pam 600-8-2 (MILPO Level Procedures). In the procedure below, the "appropriate reference" is DA Pam 600-8-1 for unit level transactions or DA Pam 600-8-2 for MILPO personnel changes unless otherwise indicated. The term "SIDPERS Change Reports" means either DA Form 3728 or DA Form 3813 Part I.

PERFORMANCE STEPS

NOTE: This report will not be prepared during wartime.

1. When you receive your Unresolved Error Report—Part II from the PSNCO or from your supervisor, check the originator code near the top left of the report. It must match your originator code. If it doesn't notify your PSNCO or supervisor.

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NOTE: Unresolved Error Report—Part II is not prepared unless errors were not corrected in previous SIDPERS processing cycle based upon required lapsed cycle time.

2. Find the PTRO in which the error first appeared by comparing the first two positions of the ECN against the SCN in the heading of the PTRO.

NOTE: These ECNS may be found on more than one PTRO, especially if the lapsed cycle time is longer than normal.

3. Resolved each error on the report IAW steps 4 through 8 of task 121-031-1203 and as shown in chapter 3 of your appropriate reference.

NOTE: Unit level originators will resolve errors shown on the report not later than the workday following the day the report is received.

a. If the original ESC is not available, use a blank keypunch card. On this card enter the ECN preceded by "D" in card column 73. State the reason for deletion of the error on the right side of the card.

NOTE: Submit the SIDPERS Change Reports as required to correct erroneous data. For preparation see Task 121-031-1202.

b. If the original ESC is not available, MILPO originators may be able to use "80 card" (miscellaneous code layout for key punching). For corrections enter the transaction and the ECN in the appropriate card columns. For deletions, enter the ECN preceded by "D" in card column 73.

4. Prepare DA Form 3815 as in step 9 of task 121-031-1203.

NOTE: Unit level originators will make appropriate entries on the PDC card as described in Task 121-015-1202.

5. Dispose of the Unresolved Error Report IAW chapter 4, procedure 4-5, of your appropriate reference.

REFERENCES

1. AR 680-29, Military Personnel, Organization, and Type-of-Transaction Codes
2. DA Pam 600-8-1, SIDPERS: Unit Level Procedures
3. DA Pam 600-8-2, SIDPERS: MILPO Level Procedures

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CHAPTER TWO
MOS 75E, SKILL LEVELS 1/2

section two

TECHNICAL TASKS
SKILL LEVEL 2

NOTE: There are no new SL2 technical tasks; the SL2 soldier is held responsible for the mastery of SL1 tasks.

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APPENDIX
Consolidated List Of References

ARMY REGULATIONS (AR)

40-501	Standards of Medical Fitness
59-21	MAC Transportation Authorization (MTA), DD Form 1482
105-31	Record Communications
105-32	Authorized Addresses for Electrically Transmitted Messages
135-100	Appointment of Commissioned and Warrant Officers of the Army
135-215	Officer Periods of Service on Active Duty
310-10	Military Orders
310-50	Authorized Abbreviations and Brevity Codes
340-2	Maintenance and Disposition of Records in TOE Units of the Active Army and the Army Reserve
340-15	Preparing Correspondence
340-16	Safeguarding "For Official Use Only" Information
340-17	Release of Information and Records from Army Files
340-18 series	Maintenance and Disposition of *** Functional Files
351-5	Army Officer Candidate Schools
380-10	Department of the Army Policy for Disclosure of Military Information to Foreign Governments (U)
600-2	Name and Birth Data, Social Security Number, and Temporary Identification Number
600-9	Army Physical Fitness and Weight Control Program
600-10	The Army Casualty System
600-31	Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings
600-33	Line of Duty Investigations
600-37	Unfavorable Information
600-200	Enlisted Personnel Management System
601-100	Appointment of Commissioned and Warrant Officers in the Regular Army
601-210	Regular Army Enlistment Program
601-280	Army Reenlistment Program
604-10	Military Personnel Security Program
608-2	Servicemen's Group Life Insurance (SGLI): Veteran's Group Life Insurance (VGLI)
608-9	The Survivor Benefit Plan (SBP)

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611-85	Selection of Enlisted Volunteers for Training as Aviation Warrant Officers
614-100	Officers
614-103	Selection and Assignment of Officers in Military Intelligence MOS
614-200	Selection of Enlisted Personnel for Training and Assignment
630-5	Leave, Passes, Permissive Temporary Duty, and Public Holidays
635-10	Processing Personnel for Separation
635-200	Enlisted Personnel
640-3	Identification Cards, Tags, and Badges
672-5-1	Military Awards
680-29	Military Personnel, Organization, and Type-of-Transaction Codes

DEPARTMENT OF THE ARMY PAMPHLETS (DA PAM)

310-13	Posting and Filing Publications
360-524	Your Personal Affairs
360-539B	Survivor Benefit Plan for the Uniformed Services
600-5	Handbook on Retirement Services for Army Personnel and Their Families
600-8	Military Personnel Office Management and Administrative Procedures
600-8-1	SIDPERS: Unit Level Procedures
600-8-2	SIDPERS: MILPO Level Procedures
608-4	For Your Guidance—A Guide for the Survivors of Deceased Army Members

FIELD MANUALS (FM)

21-20	Physical Readiness Training

TRAINING EXTENSION COURSE (TEC) LESSONS

500-121-8125-F	Introduction to Posting DA Publications
500-121-8126-F	Posting DA Publications
500-121-8080-A	Prepare a SIDPERS Change Report (DA Form 3728)
500-121-8188-A	PTRO—Identify Error Conditions
500-121-8189-A	PTRO—Determine Corrective Actions
500-121-8190-A	PTRO—Process Transactions Not Processed

OTHER PUBLICATION

Any standard typing textbook

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Glossary Of Terms

AER — Assignment Eligibility and Availability
AIT — Advanced Individual Training
AR — Army Regulation
ASD — Administrative Services Division
ATTN — Attention
AUTOVON — Automatic Voice Network
BCT — Basic Combat Training
BI — Background Investigation
BT — Basic Training
BTC — Basic Technical Course
CA — California
CAC — Casualty Area Commander
CMT — Comment
CONUS — Continental United States
DA — Department of the Army
DD/DOD — Department of Defense
DF — Disposition Form
DFC — Distinguished Flying Cross
DIC — Dependency and Indemnity Compensation
DLI — Defense Language Institute
DSC — Distinguished Service Cross
DTG — Date-Time Group
ECN — Error Control Number
EFTO — Encrypted for Transmission Only
e.g. — for example
ESC — Error Suspense Card
etc. — et cetera (and so forth)
ETS — Expiration Term of Service
FAO — Finance and Accounting Office
FAST — R — Flight Aptitude Selection Test — Revised
FAST — WOBC — Flight Aptitude Selection Test — Warrant Officer Candidate Battery
FBI — Federal Bureau of Investigation
FD — Field
FM — Field Manual
FOUO — For Official Use Only
GCM — General Courts-Martial
GCMA — General Courts-Martial Authority
GCMDL — Good Conduct Medal
GMT — Greenwich Mean Time
GT — General Technical Aptitude Area
HQDA — Headquarters, Department of the Army

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IAW — in accordance with
ID — Identification
i.e. — That is
IL — Illinois
Jun — June
LOD — Line of Duty
LOI — Letter of Instruction
LTC — Lieutenant Colonel
MAC — Military Airlift Command
MI — Military Intelligence
MILPERCEN — Military Personnel Center
MILPO — Military Personnel Office
MOH — Medal of Honor
MOS — Military Occupational Specialty
MPRJ — Military Personnel Records Jacket
MPTAO — Military Personnel and Transportation Assistance Officer
MTA — Military Airlift Command Transportation Authorization
MTF — Medical Treatment Facility
NAC — National Agency Check
NC — Navy Cross
NCO — Noncommissioned Officer
NOK — Next of Kin
OCS — Officer Candidate School
OCT — Officer Candidate Test
OER — Officer Evaluation Report
OF — Optional Form
OLB — Officer Leadership Board
OQI — Officer
PAC — Personnel and Administration Center
Pam — Pamphlet
PCN — Product Control Number
PDC — Personnel Data Card
PFR — Personal Financial Record
PHS — Public Health Service
PLC — Primary Leadership Course
PMOS — Primary Military Occupational Specialty
PSNCO — Personnel Staff Noncommissioned Officer
PT — Physical Training
PTRO — Personnel Transaction Register by Originator
QMP — Qualitative Management Program
RA — Regular Army
RFO — Request for Orders
RMO — Records Management Officer
ROTC — Reserve Officers' Training Corps
SBP — Survivor Benefits Plan
SEER — Senior Enlisted Evaluation Report
SF — Standard Form
SGLI — Servicemen's Group Life Insurance
SIB — SIDPERS Interface Branch
SIDPERS — Standard Installation/Division Personnel System

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SL — Skill Level
SM — Soldier's Medal; Service Member
SMA — Sergeants Major Academy
SOP — Standing Operating Procedure
SPCM — Special Courts-Martial
SQT — Skill Qualification Test
SSN — Social Security Number
TAFFS — The Army Functional Files System
TDA — Table of Distribution and Allowances
TDY — Temporary Duty
TEC — Training Extension Course
TOE — Table of Organization and Equipment
TSO — Training Standards Officer
US — United States
VA — Veterans Administration
WAC — Women's Army Corps

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QUESTIONNAIRE

THIS IS YOUR MANUAL AND WE WANT TO MAKE IT BETTER TO MEET YOUR NEEDS. TO DO THIS WE NEED YOUR COMMENTS AND RECOMMENDATIONS AS TO ITS ADEQUACY IN PROVIDING YOU WITH INFORMATION ON THE TASKS YOU SHOULD BE ABLE TO DO. HELP US BY COMPLETING THIS QUESTIONNAIRE AND MAILING IT BACK TO US. NO POSTAGE IS REQUIRED. IF YOUR ANSWER TO ANY QUESTION IS NO, TELL US WHAT WE NEED TO DO TO IMPROVE THE MANUAL. A COMMENTS SECTION APPEARS AFTER THE QUESTIONS. ADD ADDITIONAL SHEETS IF MORE SPACE IS NEEDED.

	YES	NO
1. Is this manual easy to read and understand?	☐	☐
2. Are all tasks listed in each skill level done by that skill level?	☐	☐
3. Are the tasks written in sufficient detail?	☐	☐
4. Do the CONDITIONS contain all items necessary to perform the tasks?	☐	☐
5. Are the PERFORMANCE STEPS written in sufficient detail so that you can perform the task using the references?	☐	☐
6. Are the REFERENCES/STUDY AIDS listed for each task available to you?	☐	☐
7. Does the manual assist you in becoming better qualified in your MOS?	☐	☐
8. Do you perform all tasks listed for your skill level?	☐	☐
9. Are all critical tasks that you do in your skill level covered in this manual?	☐	☐

COMMENTS

Reference
Question No.

RANK _____ DUTY STATION _____ DUTY POSITION/SKILL LEVEL _____

MONTHS IN PMOS _____ MONTHS IN CURRENT SKILL LEVEL _____

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GOVERNMENT PRINTING OFFICE: 1983-381-647:5925

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