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**PERSONNEL—GENERAL**

**PERSONNEL SERVICE DIVISION  
ORGANIZATION AND PROCEDURES**



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HEADQUARTERS, DEPARTMENT OF THE ARMY

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**PERSONNEL—GENERAL**  
**PERSONNEL SERVICE DIVISION**  
**ORGANIZATION AND PROCEDURES**

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f. Major blocks—smallpox  
typhoid  
tetanus

A

B

C

medical examination

courts-martial record to be forwarded, DA Form 26 (enlisted only)

annual review of DA Form 41 (Record of Emergency Data) and DA Form 20 (Enlisted Qualification Record)  
expiration of service agreement (officers only)  
expiration of enlistment or service (enlisted only)  
basic pay entry date, adjustment date (enlisted only)  
processing code

The figure shows two DA Form 2470-1 forms, one for Officers and one for Enlisted personnel. Both forms are dated June 1963. The top form is for an Officer with service number 244465 and grade 94. The bottom form is for an Enlisted person with service number 244565 and grade 94J583424. Both forms include columns for immunization status (Smallpox, Typhoid, Tetanus) and medical examination dates.

OFFICERS		ENLISTED	
SMALLPOX	TYPHOID	TETANUS	MEDICAL DATA
244465	94	876	411M
244565	94J583424		11M

Figure 8-22.

- (1) *Smallpox immunization columns 54-55.* Enter month and year (as determined from individual's Standard Form 601) in which the next immunization is due.
- (2) *Typhoid immunization columns 56-57.* Enter month and year (as determined from individual's Standard Form 601) in which the next immunization is due.
- (3) *Tetanus immunization—columns 58-59.* Enter month and year (as determined from

individual's Standard Form 601) in which the next immunization is due.

- (4) *A, B, C.—columns 60-65.* For local use.
- (5) *Medical examination columns 66-67.* Enter the month and year (as determined from Item 14, DA Form 66 or Item 17, DA Form 20) in which the individual is due to receive a medical examination; if individual is due only for a medical evaluation encircle the

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## CHAPTER 1 ORGANIZATION

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### Section I. GENERAL

**1-1. Definitions.** The following definitions apply to organizational elements described in this regulation:

*a. Functional team.* An organizational subdivision of each functional element of the Personnel Service Division except the Administrative Machine Branch.

*b. Composite team.* A group of functional teams consisting of one from each branch of the Personnel Service Division, except the Administrative Machine Branch, designed to provide complete personnel service for a specific group of divisional units.

*c. Second echelon support team.* An equitable subdivision of a composite team, predesignated for attachment to specific divisional units detached from the division for over 30 days, for the purpose of providing complete second echelon personnel support.

*d. Special purpose team.* A group of noncommissioned officers and personnel specialists, representing one or more composite teams, designed to provide specialized personnel service involving inprocessing, outprocessing, military pay, or personal affairs.

**1-2. A division of AG Section.** As indicated in FM 12-11, the Personnel Service Division is a major element of the division AG Section. Accordingly, the Personnel Service Division normally is delegated the operational authorities and responsibilities for military personnel management and administration which are vested in the division commander.

**1-3. Role in division personnel support system (AR 600-17).** *a.* The Personnel Service Division performs a central role in the division personnel support system by serving as an executive activity

for the division commander and the division staff to accomplish the following functions:

- (1) Exercise, within command policy, the division commander's authority in personnel matters.
- (2) Monitor the utilization of personnel throughout the division to insure sound personnel management procedures.
- (3) Furnish statistical data on current and projected personnel strengths.
- (4) Assign and reassign personnel to meet unit requirements in accordance with established priorities.
- (5) Prepare personnel reports for use by the various levels of command and higher headquarters.
- (6) Assume custodial responsibilities connected with each of the individual personnel records.
- (7) Provide technical advice on personnel management and administration.

*b.* The division adjutant general must insure that the division staff understands the division personnel support system to avoid the requesting of personnel information from subordinate commanders which is available in the division headquarters.

*c.* The Personnel Service Division provides service to major subordinate commanders and battalion commanders on those personnel matters which will affect the combat effectiveness of their commands. These commanders will be concerned with all functions listed above except that they will seek technical advice on only those personnel matters which are beyond the capabilities of their personnel staff NCO's.

**Section II. ORGANIZATIONAL STRUCTURE**

**1-4. Structure.** The organizational structure of the Personnel Service Division includes five functional branches and is illustrated in appendix 1-I (see also sec. IV). The important characteristics of this structure are—

a. Provisions for a functional division of personnel work. Appendix 1-II outlines functional responsibility by branch. This division of work offers the following advantages:

- (1) It limits the range of skills and knowledge required of each personnel specialist and thus helps to minimize the detrimental effects of high personnel turnover.
- (2) It facilitates training of new personnel.
- (3) It increases the skill and output of individuals through concentrated attention to a limited segment of personnel work.

b. Provisions for seven composite teams.

- (1) Each branch of the Personnel Service Division, except the Administrative Machine Branch, provides a functional team to serve in each of the seven composite teams. (For example, each of the seven functional teams from the Personnel Management Branch consists of a Senior Personnel Management Team Specialist and two Personnel Management Team Specialists.) Appendix 1-III illustrates the size of each functional team and the resulting composite teams. A composite team is shown in figure 1-1.

- (2) Each composite team should serve a group of units which represent approximately one-seventh of the division. The composite teams are staffed alike so it is important that the groupings service similar numbers of records. The personnel records of a typical infantry division could be grouped as follows:

<i>Composite team</i>	<i>Units</i>
1....	Headquarters and Headquarters Company, Division. Headquarters and Headquarters Company, Support Command, and Band. Supply and Transportation Battalion. Maintenance Battalion. Medical Battalion. Administration Company.
2....	Military Police Company. Aviation Battalion. Signal Battalion. Engineer Battalion.
3....	3 Brigade Headquarters and Headquarters Companies. 2 Infantry Battalions.
4....	3 Infantry Battalions.
5....	3 Infantry Battalions.
6....	Cavalry Squadron. 2 Tank Battalions.
7....	Division Artillery.

- (3) The composite team provides the following advantages:

- (a) Adapts to space limitations. The Personnel Service Division will operate best in one building. However, if it is not

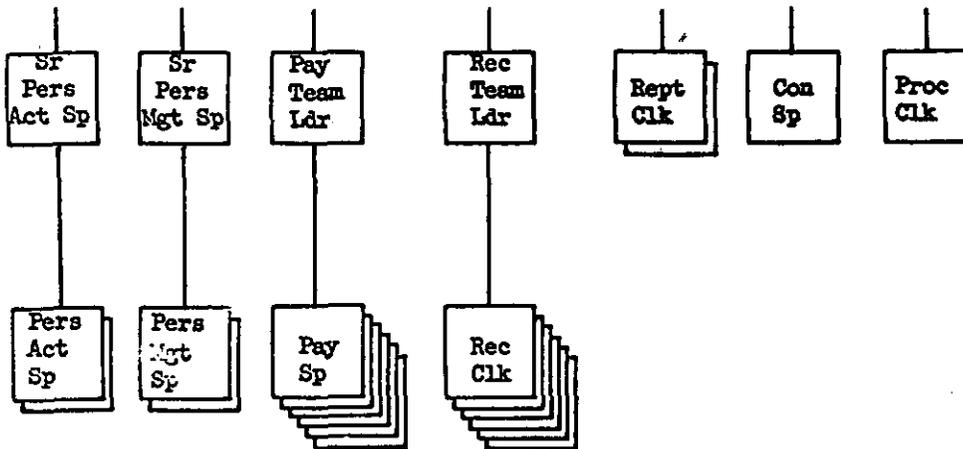


Figure 1-1.

possible to obtain a single building of adequate size, a division into smaller units will be necessary. Seven composite teams, representing 168 personnel, provide greater flexibility for the personnel officer in regard to space requirements because each composite team can be separated from the others. A composite team of 24 personnel may be housed in two medium-size general purpose tents in the field and the organizational structure remains intact. Additional discussion of the physical layout in garrison and the field is included in chapter 2.

- (b) Facilitates direction by the branch chiefs. Each functional team includes a noncommissioned officer or senior specialist and thereby provides a channel for the branch chief's technical supervision in each composite team. This functional supervision insures uniformity of procedures and a uniform application of policies. For example, the Personnel Action Branch Chief can implement a new Department of the Army directive or the division commander's policy on such matters as elimination board actions by providing instructions for seven senior specialists. Chapter 2 also contains a further discussion of supervision.
- (c) Simplifies the responsibilities of intermediate supervisors. The noncommissioned officer or senior specialist in each composite team provides a specialized personnel service to a fixed number of divisional units. This arrangement eliminates confusion over the scope of his responsibility which might otherwise prevail in an organization as large as the Personnel Service Division, and permits him to develop a close working relationship with a limited number of subordinates and personnel staff NCO's in battalions or brigades. For example, figure 1-2 illustrates that a Pay Team Leader in a composite team serving 3 infantry battalions receives technical guidance from the Military Pay Branch Chief, provides supervision for 6 pay specialists, and deals with only 3 per-

sonnel staff NCO's on military pay matters. These simplified responsibilities permit a quick reaction on the part of all concerned. For example, a personnel staff NCO seeking pay information or assistance shares the time and attention of the Pay Team Leader with only 2 other personnel staff NCO's instead of 26 others. This short reaction time provides the personal service desired by commanders.

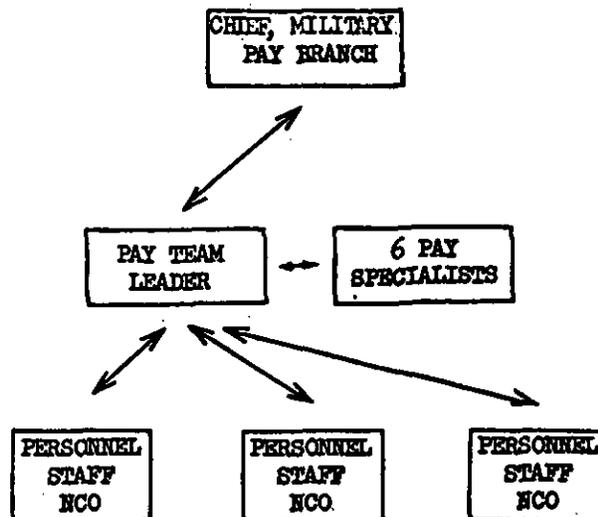


Figure 1-2.

- (d) Clarifies the point of contact for personnel staff NCO's. A personnel staff NCO in a battalion or a brigade should experience no difficulty in understanding the organization of the Personnel Service Division or his precise contact on any matter because almost all of his personnel support is represented in one composite team. There are two types of exceptions. First, the Office Services Unit is responsible for the publication and distribution of all orders, therefore, a personnel staff NCO should deal directly with that unit on such matters. Secondly, a personnel staff NCO should deal with a functional team member in the composite team on routine matters involving Reports, Processing or Control, and contact the Reports, Processing or Control Team Leader only on unusual matters. For example, a personnel

staff NCO should contact a reports clerk in the composite team on questions about an existing report; he should contact the Reports Team Leader to request new reports or changes in report formats.

- (e) Provides for organizational integrity. Nearly all of the personnel management and administration for a divisional unit is performed within a composite team. The exceptions are the services rendered by the Office Services Unit. A company or battalion commander visiting the Personnel Service Division, for example, needs only to visit one location and talk with a limited number of personnel to gain a complete understanding of the personnel service available to his unit. Likewise, the personnel specialists are able to render more efficient and prompt service when they are able to devote their undivided attention to a unit. For example, a personnel management Specialist should develop a thorough understanding of the MOS requirements within the battalion he serves due to the continuous assignments and classification actions performed; in addition, he will have a good basis for understanding the priorities established by the battalion commander.
- (f) Simplifies the routing of source documents. A number of source documents must be used by personnel specialists in more than one functional branch. The routing of such documents to large branches organized on a functional basis could result in a complex transmittal pattern, delay or loss. It is considerably less likely that a source document will be lost after arrival in a composite team and delay should be reduced to a minimum because the functional team members comprise the composite team. Routing a morning report serves as a good example because the procedural guidance, illustrated in figure 1-3, provides that each of two copies are routed through functional team members representing all four branches in the composite team.

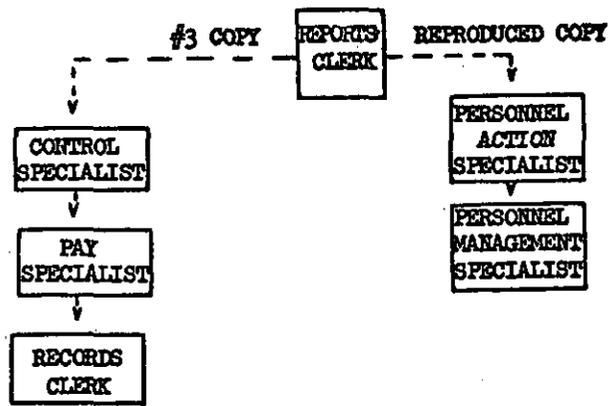


Figure 1-3.

- (g) Simplifies internal communications. Requests for information, assistance and various personnel records pose a problem similar to that of routing source documents. An organization providing for independent functional branches would present a serious obstacle to necessary coordination whereas the composite teams physically group the personnel specialists who must work together. For example, almost all of the tasks performed by a personnel action specialist require a review of the 201 file maintained by a records clerk.
- (h) Provides for detachments. The Personnel Service Division must be capable of responding to changing conditions, and one such case may be a requirement to provide direct second echelon personnel support to units detached from the division. Normally, only the combat elements are subject to detachment. In this event, a second echelon support team may be separated from the composite team without hindrance to the composite team because the detached personnel specialists will have worked continuously with the same unit records. Figure 1-4 illustrates a typical second echelon support team for an infantry battalion. A Records or Pay Team Leader should assume charge of a second echelon support team from the time it is detached from the Personnel Service Division until it is reported to the

responsible S-1. The Records or Pay Team Leader again assumes charge of the team upon detachment from the battalion and will retain control until it is returned to the physical control of the Chief of the Personnel Service Division. On the occasion of a detachment with no subsequent attachment to another division, the battalion S-1 and personnel staff NCO assume the duties of the personnel officer and personnel sergeant, respectively.

c. Provision for a Machine Processing Unit.

- (1) The provision for a Machine Processing Unit represents the most significant departure from the usual division personnel support and, of course, necessitates the centralization of personnel records. The division commander and higher commanders have had punched card machine support for some time, however, that support represented only a residual capability because the primary mission of machine activities has been service to Headquarters, Department of the Army or other special purposes. The Machine Processing Unit support is designed to provide direct personnel management and administration service to the division commander.
- (2) The Machine Processing Unit contains an authorization for equipment with proven capabilities as an initial phase in the transition to advanced equipment and

systems. Accordingly, the initial applications are limited to the machine preparation of the presently required rosters, reports and military pay vouchers which are both time consuming and subject to error when manually prepared.

- (3) In the event the Personnel Service Division is designated to function without punched card equipment, the following note reference changes to TOE 12-37E or TOE 12-157E, as applicable, should be made in the general order which activates the Administration Company:

(a) *Military Pay Branch.* Add—

Designation	Identity	MOS	Number	Grade
Unit Pers Tech.....	W.....	711AO.....	1.....	WO

(b) *Personnel Records Branch.* Add—

Designation	Identity	MOS	Number	Grade
Personnel Adm Clk.....	E.....	71610.....	14.....	E-4
Clerk-Typist.....	E.....	71110.....	2.....	E-4

(c) *Personnel Management Branch.* Add—

Designation	Identity	MOS	Number	Grade
Clerk-Typist.....	E.....	71110.....	2.....	E-4
Per Mgt Team Sp.....	E.....	716.20.....	11.....	E-4

(d) *Administrative Machine Branch.* Delete entire paragraph. Add—

Designation	Identity	MOS	Number	Grade
Chief.....	O.....	AG 2120.....	1.....	Lt
Adm Supv.....	E.....	NC 71760.....	1.....	E-6
Adm Spec.....	E.....	71710.....	3.....	E-5
Sr Clk-Typist.....	E.....	71120.....	1.....	E-5
Clerk-Typist.....	E.....	71110.....	6.....	E-4
Adm Msg Clk.....	E.....	71000.....	3.....	E-3
Mimeo Op.....	E.....	71000.....	1.....	E-3

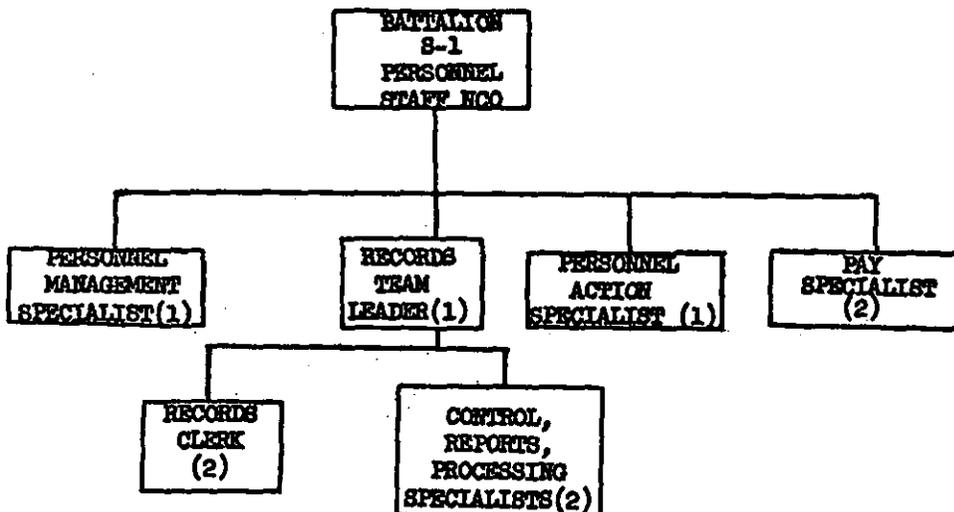


Figure 1-4.

## Section III. SPECIAL PURPOSE TEAMS

**1-5. Incoming replacement processing team. a.** The personnel processing of replacements is an important part of the total replacement processing and should be scheduled as early as possible. Inprocessing should be performed in the Replacement Detachment except when there are fewer than 50 replacements. The Incoming Replacement Processing Team should be thoroughly trained in its duties in order to perform accurately and efficiently the complete initial processing procedure. This will enable the unit commander to utilize the replacement upon arrival and in addition will eliminate a number of subsequent visits to the Personnel Service Division.

**b.** The Incoming Replacement Processing Team will be organized from representatives furnished by the Personnel Management, Personnel Records, Personnel Action and Military Pay Branches.

**c.** From information on the number of replacements to be processed the chief personnel management NCO must determine the number of personnel specialists required to accomplish the inprocessing. To simplify this determination an inprocessing team requirements formula should be devised to show the number of personnel specialists required to process different numbers of replacements and must be modified as experience proves necessary. A sample formula is shown in appendix 1-IV.

**d.** The chief personnel management NCO designates a Senior Personnel Management Team Specialist as the team supervisor. The chief personnel management NCO furnishes the date and time for the processing and his personnel requirements to the chief noncommissioned officer of each participating branch.

**e.** During the inprocessing of replacements the following functions will be accomplished:

- (1) A unit of assignment will be determined (Procedure 3-15).
- (2) All personnel records will be audited (Procedures 6-1 and 6-2).
- (3) The replacement receives all back pay and travel and related pay due (Procedure 5-1).
- (4) A Personal Affairs Envelope will be prepared (Procedure 4-26).
- (5) Personnel information for unit commanders will be prepared (Procedure 3-15).

**f.** The inprocessing team should correct only

those records which require information from the replacement.

**g.** The division finance officer and the staff judge advocate should be notified of the number of replacements to be processed in order that they may plan their workload.

**h.** An officer assigned to the Replacement Detachment should be appointed to sign documents requiring a witnessing or certifying officer.

**i.** When there are less than 50 replacements to be processed, inprocessing should be accomplished in the composite team at the Personnel Service Division.

**1-6. Outgoing personnel processing team. a.** The Personnel Service Division should plan for outprocessing on a daily basis due to the large number of troops served. Each day's workload will represent soldiers from units throughout the division and the processing of records maintained by one or all of the seven composite teams in the Personnel Service Division. In order to reduce the number of soldiers reporting to the Personnel Service Division and to minimize difficulties in routing and scheduling, an Outprocessing Team should be provided. The Outprocessing Team should be held responsible for insuring that all personnel records leaving the Personnel Service Division are complete and current. The Outprocessing Team should be provided facilities in or near the Personnel Service Division, the Transfer Point or the Replacement Detachment. There may be occasions when the workload justifies the Outprocessing Team functioning within a battalion.

**b.** The Personnel Records Branch is responsible for establishing the Outprocessing Team from among personnel assigned to the composite teams. General supervision and responsibility for the organization of the team rests with the Processing Unit Supervisor. The composition of the Outprocessing Team is dependent upon the workload, and the Processing Unit Supervisor should provide for a team which can complete the outprocessing in 1 day. A Records Team Leader normally will be designated as the Outprocessing Team Supervisor. The Processing Team should consist of pay and records clerks. The assistant chief records NCO and chief pay NCO should rotate the requirements for outprocessing assistance among the composite teams.

The Records and Pay Team Leaders should assign only well qualified personnel to the Outprocessing Team.

*c.* All outgoing personnel should be processed as rapidly as possible, and all processing of records which can be completed in the Personnel Service Division should be accomplished prior to the arrival of the individual for outprocessing. Procedures 6-5 and 6-6 provide instructions for complete outprocessing of records both prior to and after an individual reports to the Outprocessing Team. Procedure 6-4 furnishes additional instructions regarding formation and operation of the Outprocessing Team itself. The Processing Unit Supervisor by following this procedure should be able to determine the Outprocessing Team requirements at least 1 week in advance. At the same time, the designated Outprocessing Team Supervisor is notified of his duty assignment, and shortly thereafter receives a list of the personnel who will comprise his team and a list of the soldiers scheduled for processing by the team. The Pay and Records Team Leaders are charged with the responsibility for delivering the personnel records to the Processing Unit Supervisor, who in turn provides them to the Outprocessing Team Supervisor.

**1-7. Military Pay Team.** *a.* Experience indicates that pay inquiries, complaints, and problems are a major cause for visits to the Personnel Service Division. Since the basis for these inquiries, complaints, and problems often originate with the pay specialist, the Personnel Service Division must be responsible for their solution. To meet this responsibility without individual visits to the Personnel Service Division, Military Pay Teams should be organized to answer questions and resolve problems in the battalion area.

*b.* A Military Pay Team should be composed of the two pay specialists who normally serve the battalion. Each pay specialist may serve on alternate months if the inquiry workload is reduced.

*c.* The Military Pay Teams should visit each battalion on payday and be available at other times upon call from the personnel staff NCO. The team should use a form letter "Request for Information" to record the questions they cannot answer without reference to the individual's pay records. A suggested form letter is shown in appendix 1-V.

*d.* Upon return to the Personnel Service Division, the Military Pay Teams will reply promptly to the

inquiries through use of the "Request for Information" form letter. These replies should be routed through the Pay Team Leader to insure that they are promptly handled. "Request for Information" forms will also be received on occasions other than payday.

*e.* Pay Team Leaders should also visit the battalions on payday to determine the volume and nature of pay problems. Pay Team Leaders should contact the personnel staff NCO's for information on the nature of the pay inquiries to resolve problem areas.

**1-8. Personal affairs team.** *a.* All Army divisions are responsible for maintaining a readiness capability of varying degrees dependent upon the division mission and station. Accordingly, emphasis should be given to operating procedures which will minimize the time required for officer and enlisted personnel to complete their personal affairs. Commanders should be able to expect that the Personnel Service Division has provided continual assistance to their personnel so that the final processing of personal affairs will not hinder the unit if an emergency situation arises. To meet this responsibility, each Personnel Service Division should determine which parts of the Personal Affairs Envelope are appropriate to the division's mission and station, and provide for the preparation and periodic review of those inclosures.

*b.* The Personnel Action Branch is responsible for the organization and control of Personal Affairs Teams. Teams will be organized to provide simultaneous service for each battalion and separate company by assigning a team member for each company size unit. A representative of the Personnel Action Branch should be assigned to each battalion to answer inquiries of the other team members while also processing a company size unit. Alternate team members must be designated in advance to provide service during leave or other absences of the assigned team members. Personnel Management Team Specialists and reports clerks should not be designated as team members or alternates because they have other important duties which coincide with the Personal Affairs Team activities.

*c.* A Personal Affairs Envelope should be prepared during inprocessing as described in Procedure 4-26. The Personal Affairs Envelope should accompany the individual to his unit of assignment and remain at the unit level. The forms within the Personal Affairs

Envelope should be completed in detail except for the signature and effective date which would be entered in the event of an emergency.

d. In order to provide for review of the Personal

Affairs Envelope, the Chief, Personnel Action Branch should periodically direct the personnel action specialist to assemble the team and proceed to the designated battalion or separate company to accomplish the review (Procedure 4-27).

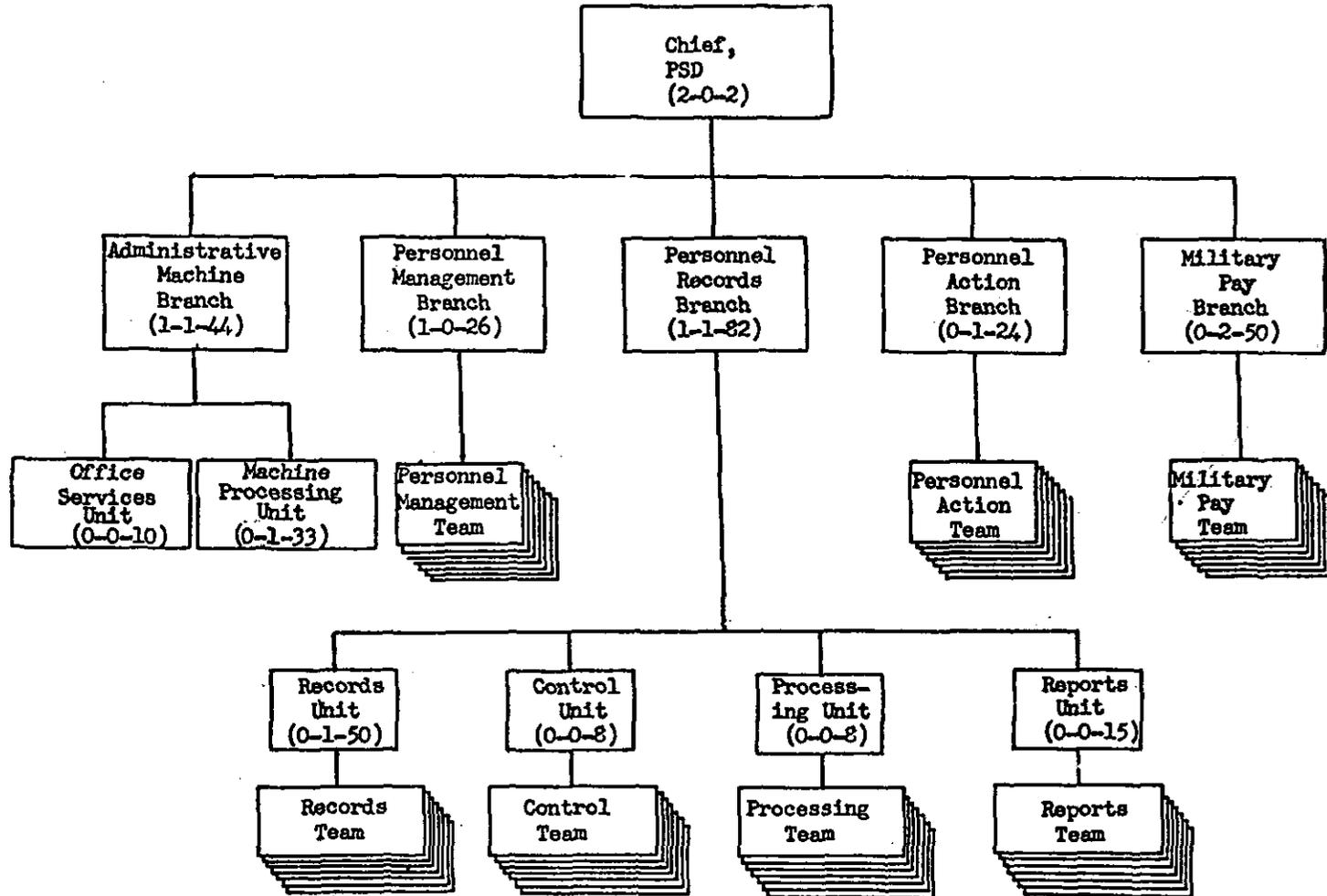
#### Section IV. APPLICATION TO SEPARATE BRIGADES

**1-9. Organization.** a. The organizational structure of the Personnel Service Division in a separate brigade having 3 composite teams is illustrated in appendix 1-VI. A Machine Processing Unit is not authorized in the brigade because it is not feasible to employ punched card machines to service the reduced strength of a separate brigade. The procedures contained in chapter 7 which are applicable to the Office Services Unit of the Administrative Machine Branch are more properly performed by the Adjutant General's Administrative Services Division with the exception of orders writing and the preparation of extract copies of morning reports. One of the administrative specialists (grade E-5) assigned to the Administrative Services Division should be assigned to the Office of the Personnel

Officer to edit orders requests and prepare orders. Preparation of extract copies of morning reports is a responsibility of the Personnel Records Branch.

b. When there are more than 3,000 troops served by the Personnel Service Division the organization should be composed of composite teams staffed to accommodate a grouping of units whose combined strength does not exceed 2,250. Each composite team would be organized along functional team lines as well. When there are less than 3,000 troops served by the Personnel Service Division the use of composite and functional teams is not efficient due to the necessary supervisory duplication involved. In this case the organization as prescribed in DA Pam 600-8 should be employed.

**APPENDIX 1-I**  
**ORGANIZATION CHART—PERSONNEL SERVICE DIVISION**  
**(5-5-228)**



S/S C3 - No TRANSM. HAL

AR 600-16

### PROCEDURE 3-1 CLASSIFICATION AND RECLASSIFICATION OF ENLISTED PERSONNEL

**References.** Procedures 10-1-3 and 11-1-3, AR 600-17; AR 611-201, AR 611-202 (Classified), AR 611-203, DA Pam 600-8, DA Pam 611-8.

#### Procedure

1. The senior personnel management specialist screens the Personnel Information Roster (PIR) monthly and the morning report daily to identify—

a. Soldiers performing on-the-job training (OJT) to qualify for award of a new PMOS.

b. Soldiers performing duties to qualify for award of an MOS in the pattern of normal progression from their present MOS as shown in DA Pam 611-8.

c. Soldiers laterally appointed as NCO's or specialists.

d. Soldiers appointed to a higher NCO or specialist pay grade.

e. Soldiers reduced to pay grades not commensurate with MOS held.

2. For soldiers under paragraph 1a and b, if the unit commander enters remarks on the PIR to indicate successful completion of training within a reasonable period of time (60-120 days), the senior PM specialist—

a. If the action is classification in an MOS in the pattern of normal progression from the current PMOS as shown in DA Pam 611 8, prepares a request for orders, signs and forwards to the Office Services Unit.

b. If the action is classification in an MOS outside the normal progression from the current PMOS as shown in DA Pam 611-8—

(1) Prepares 3 copies of an overprinted DA Form 1049 (fig. 3-1.1).

(2) Forwards the original and 1 copy to the PM officer for review, signature and dispatch.

(3) Retains 1 copy in the 31-day suspense file pending reply from the unit.

3. Upon return of the DA Form 1049 from the unit, the senior PM specialist reviews the reply and takes one of the following actions, as appropriate:

a. Prepares, signs and forwards a request for orders to the Office Services Unit when the reply indicates agreement between the unit commander and soldier for redesignation of a PMOS.

b. Prepares the case for MOS classification board action when the reply indicates agreement between the unit commander and soldier but will result in the withdrawal of a VPMOS (Procedure 3-3).

c. Prepares the case for MOS classification board action when the reply indicates disagreement between the unit commander and the soldier (Procedure 3-3).

4. If the unit commander does not enter remarks on the PIR to indicate successful completion of OJT within a reasonable period of time (120 days), the senior PM specialist—

a. Prepares 3 copies of an overprinted DA Form 1049 (fig. 3-1.2) requesting an explanation of the delay and a date by which the soldier may be expected to become qualified.

(1) Forwards the original and 1 copy to the personnel management officer for review, signature and dispatch.

(2) Retains 1 copy in the 31-day suspense file pending reply from the unit.

b. Suspends the future classification actions upon receipt of an affirmative reply or consults with the chief PM NCO upon receipt of a negative reply.

5. For soldiers under paragraph 1c and d, if the present MOS and/or skill level digit is not compatible with the new NCO or specialist status, the senior PM specialist refers to AR 611-201 or AR 611-202 (Classified), and determines the appropriate MOS and/or skill lever digit, prepares a request for orders, signs and forwards to the Office Services Unit.

6. For soldiers under paragraph 1e, the senior PM specialist prepares 3 copies of an overprinted DA Form 1049 (fig. 3-1.1) requesting that the unit commander determine if withdrawal of the 4-digit PMOS or the fourth digit only is appropriate.

a. Forwards the original and 1 copy to the PM officer for review, signature and dispatch.

b. Retains 1 copy in the 31-day suspense file pending reply from the unit.

7. Upon return of the DA Form 1049 from the unit, the senior PM specialist reviews the reply and—

a. If the unit commander determines that the 4-digit PMOS should be withdrawn and requests retraining in a new MOS, prepares the case for classification board action (Procedure 3-3), or

**AR 600-16**

b. If the unit commander determines that only the fourth digit should be changed, prepares a request for orders, signs and forwards to the Office Services Unit.

8. The personnel management officer reviews and signs all classification and reclassification correspondence prior to dispatch to the unit.

9. When a soldier is appointed to a higher grade in an MOS other than his current PMOS, the senior specialist—

a. Prepares a request for orders to designate the MOS in which appointed as his PMOS and to redesignate the old PMOS as his SMOS.

b. Signs the request for orders and forwards to the Office Services Unit.

PERSONNEL ACTION (AR 340-15)		DATE S-15 Aug 61 10 Aug 61
FILE REFERENCE	SUBJECT Reclassification of Enlisted Personnel	
TO: CO, Co B, 19th Inf Ft Miller, Utah	FROM: CG, 99th Inf Div Ft Miller, Utah	
NR	PROCESSING ACTIONS	
1	<p>(X) The Personnel Information Roster verified as of <u>31 Jul 61</u>, contains a remark indicating that <u>Sgt E-5 Jerry R. Morris, RA 13 476 581</u>, a member of your unit, is considered qualified in his DMOS <u>111.60</u>. Request this correspondence be forwarded to the individual concerned for concurrence or non-concurrence in the redesignation of his present FMOS <u>768.60</u> to FMOS <u>111.60</u>.</p> <p>( ) (Disciplinary action taken against) (Reduction of) _____, a member of your unit, could result in withdrawal of his FMOS _____ or change in the fourth digit only. Request this headquarters be notified whether withdrawal of the 4 digit FMOS is contemplated or change of the 4th digit only is contemplated. In any event the fourth digit must be adjusted to conform to his new grade.</p> <p>FOR THE COMMANDER:</p> <p style="text-align: center;"><i>John W. Smith</i> JOHN W. SMITH Capt, AGC Asst Adj Gen</p>	
2	<p>THRU: CO, 3d Bn, 19th Inf      FROM: CO, Co B, 19th Inf      14 Aug 61 TO: CG, 99th Inf Div Attn: Pers Mgt Br</p> <p>In compliance with Comment Nr 1, the following information is furnished:</p> <p>(X) EM concurs in redesignation of his FMOS <u>768.60</u> to FMOS <u>111.60</u>.  ( ) EM does not concur in redesignation of his FMOS, Classification Board Action is requested.  ( ) EM does not concur in redesignation of his FMOS. EM is being reassigned to a different duty position which will be shown on the Personnel Information Roster.  ( ) Classification board action is requested.  ( ) Withdrawal of FMOS _____ (is) (is not) contemplated, Classification Board Action (is) (is not) requested.  ( ) Request skill level digit be changed from _____ to _____.  ( ) Adjust skill level to conform to new grade.</p> <p style="text-align: center;"><i>Thomas W. Lingen</i> THOMAS W. LINGEN Capt, Inf Commanding</p> <p>"X" appropriate block.</p>	

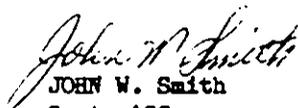
USE PLAIN PAPER FOR CONTINUATION OF COMMENTS

DA FORM 1049  
1 OCT 55

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO: 1955 O-344714

★Figure 3-1.1.

PERSONNEL ACTION (AR 340-15)		DATE: S-10 Aug 61 5 Aug 61
FILE REFERENCE	SUBJECT On-The-Job Training	
THRU: CO, 3d Bn, 19th Inf TO: CO, Co "B", 19th Inf	FROM: CG, 99th Inf Div Ft Miller, Utah	
NR	PROCESSING ACTIONS	
1	<p>1. The Personnel Information Roster verified for the period ending <u>31 Jul 61</u>, does not reflect a remark indicating <u>SP4 Walter R. Truman, RA 19463852</u>, as successfully completing On-the-Job Training in his <u>DNOS 111.10</u>.</p> <p>2. Since the soldier has been performing duty in this position for a reasonable amount of time (120 days), request this headquarters be furnished an explanation of the delay in qualifying for award of the MOS or a date by which the soldier may be expected to become qualified.</p> <p style="text-align: center;">FOR THE COMMANDER:</p> <div style="text-align: center; margin-top: 20px;">               JOHN W. Smith              Capt, AGC              Asst Adj Gen         </div>	
USE PLAIN PAPER FOR CONTINUATION OF COMMENTS		

DA FORM 1049  
1 OCT 55

REPLACES EDITION OF 1 OCT 55, WHICH IS OBSOLETE

GPO 1955 O 346714

Figure 3-1.2.

## PROCEDURE 3-2

## AWARD OF ADDITIONAL MOS TO COMMISSIONED AND WARRANT OFFICERS

**References.** AR 611-101, AR 611-102 (Classified), AR 611-103, AR 611-112, AR 611-113 (Classified).

**Procedure**

1. When Personnel Information Rosters (Procedure 3-18) have been verified and returned from units and staff sections, the senior personnel management specialist—

a. Screens the rosters to identify officers and warrant officers who have performed duties in other than their PMOS for a period of 60 or more days.

b. If there are officers who have performed duties in an MOS other than their PMOS for 60 or more days, takes the following actions:

- (1) Obtains the 201 files from the records clerk and screens the Officer Qualification Record (DA Form 66) to determine if the MOS has been awarded as an additional MOS.
- (2) Prepares 3 copies of an overprinted DA Form 1049 (fig. 3-2.1) addressed to the officer's immediate superior, if the MOS has not been awarded as an additional MOS.
- (3) Signs and dispatches the original and 1 copy of the DA Form 1049 to the officer's immediate superior.
- (4) Places a copy of the DA Form 1049 in the 31-day suspense file. Destroys the suspended DA Form 1049 upon return of the reply from the unit.

2. Upon return of the DA Form 1049 from the unit, the senior PM specialist determines if the MOS is approved for award as an additional MOS.

a. If award of the MOS is approved, and providing the approving officer is not the officer's commanding officer—

- (1) Prepares a comment addressed to the officer's commanding officer requesting that he notify the officer of the MOS award.
- (2) Signs the comment for the personnel management officer and dispatches the correspondence to the commanding officer.

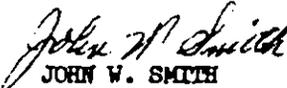
b. If award of the MOS is disapproved, suspends the action for 4 months, then repeats the steps in paragraph 1b(2) through (4).

c. If, at the end of 6 months from the date of assignment to the duty position, the officer is still not considered qualified for the award of the additional MOS, the senior PM specialist forwards the disapproved DA Forms 1049 to the chief personnel management NCO for review.

3. The chief PM NCO reviews and discusses the classification action with the PM officer.

4. The PM officer contacts the officer's immediate superior and/or commanding officer to determine which action under section II, AR 611-103 will be taken.

5. Award of additional MOS for warrant officers is subject to approval by the Department of the Army. The basis for and conditions under which additional MOS may be awarded to warrant officers are prescribed in section IV, AR 611-103 and AR 611-112.

<b>PERSONNEL ACTION</b> <small>(AR 340-15)</small>		DATE <b>8-18 Jul 61</b> <b>8 Jul 61</b>
FILE REFERENCE	SUBJECT <b>Award of Additional MOS</b>	
TO: <b>Battalion Supply Officer</b> <b>1st Bn, 19th Inf, 99th Inf Div</b> <b>Fort Miller, Utah</b>	FROM: <b>CG, 99th Inf Div</b> <b>Fort Miller, Utah</b>	
NR	PROCESSING ACTIONS	
1	<p>Personnel records indicate that <u>2d Lt Harold E. Miller, 01346789</u> has fulfilled the minimum training requirement to be awarded an additional MOS of <u>4010</u>, UP Section II, AR 611-103. As the officer's immediate superior, request your comments hereon and return of this correspondence through channels.</p> <p>FOR THE COMMANDER:</p> <div style="text-align: center; margin-top: 20px;">   <b>JOHN W. SMITH</b>            Capt, AGC            Asst Adj Gen         </div>	
USE PLAIN PAPER FOR CONTINUATION OF COMMENTS		

DA FORM 1049  
1 OCT 55

REPLACES EDITION OF 1 OCT 55, WHICH IS OBSOLETE

GPO 1951 O - 364714

Figure S-2.1.

## PROCEDURE 3-3

## MOS CLASSIFICATION BOARD PROCEEDING—ACTION REQUESTED BY UNITS

**References.** Procedures 10-1-3 and 11-1-3, AR 600-17; AR 611-201, AR 611-203.

**Procedure**

1. Upon receipt of a DA Form 1049 from a unit requesting MOS classification board proceedings, the senior personnel management specialist—

- a. Obtains the 201 file from the records clerk.
- b. Evaluates the comments by the soldier and by the unit and battalion commander.
- c. Prepares a letter in 3 copies to refer the case to the president of the appropriate MOS classification board.
- d. Attaches the DA Form 1049 requesting board proceedings to 2 copies of the letter and forwards to the chief personnel management NCO for review.
- e. Retains 1 copy of the letter for reference until the board convenes.
- f. Returns the 201 file to the records clerk.

2. The chief PM NCO reviews, signs and dispatches the letter to the president of the board.

3. On the date the board convenes, the personnel management specialist—

- a. Obtains the 201 file from the records clerk.
- b. Delivers the 201 file to the president of the board.
- c. Assists the president of the board as required.
- d. Returns the 201 file to the records clerk.

4. Upon receipt of the board proceedings, the senior PM specialist—

- a. Examines the board proceedings to determine if the board was conducted in accordance with section IX, AR 611-203.
- b. Examines the board findings and recommendations to determine if training in a new MOS was recommended.

c. If training in a new MOS was recommended—

- (1) Determines if training in the recommended MOS is authorized by current DA and local directives governing MOS classification procedures.
- (2) Determines if the soldier meets the minimum physical profile requirements for the MOS as shown in AR 611-201.
- (3) Prepares an informal note indicating the soldier can or cannot be trained in the recommended MOS. Forwards the note together with the board proceedings to the personnel management officer.

d. If retention of the soldier's PMOS is recommended, forwards the board proceedings to the PM officer.

5. The PM officer reviews and takes one of the actions required by section IX, AR 611-203.

- a. Prepares an informal note indicating the final action.
- b. Gives the board proceedings and the note to the chief, PM NCO.

6. The chief PM NCO prepares a comment to the DA Form 1049 which requested MOS classification board proceedings. Includes the final action on the case and requests that the soldier be informed.

- a. Signs and dispatches to the unit.
- b. Forwards the original copy of the board proceedings to the appropriate records clerk for inclusion in the 201 file.
- c. Forwards a duplicate copy of the board proceedings to the central files in the Office Services Unit.

7. When final action on the case results in immediate reclassification action, the chief PM NCO prepares a request for orders, signs and dispatches to the Office Services Unit.

**PROCEDURE 3-4**

**MOS CLASSIFICATION BOARD PROCEDURE—FAILURE TO VERIFY QUALIFICATION IN MOS**

**References.** AR 611-201, AR 611-203.

**Procedure**

1. Upon receipt of MOS test evaluation scores from the test control officer (TCO), the senior personnel management specialist—

a. Determines the names of soldiers having an evaluation score of less than 70.

b. Obtains the 201 files from the records clerk.

c. Determines whether the test was a 1st, 2d or 3d MOS test failure.

d. For cases involving 1st or 2d MOS test failures, prepares a letter (fig. 3-4.1) in 3 copies to the unit advising the commander that the individual must appear before an MOS classification board.

e. For cases involving 3d MOS test failures, prepares a letter (fig. 3-4.2) in 3 copies to the unit directing the commander to initiate board action under the provisions of AR 635-209.

f. Signs the letter for the personnel management officer and dispatches 2 copies to the unit.

g. Suspends 1 copy of the letter pending reply from the unit commander.

h. Returns the 201 file to the records clerk.

2. Upon receipt of a reply to the letter (par. 1d), the senior PM specialist—

a. Prepares a letter in 3 copies, referring the case to the appropriate MOS classification board.

b. Attaches the statements from the unit to 2 copies of the letter and forwards it to the chief

personnel management NCO for review and dispatch.

c. Retains 1 copy of the letter for reference until the MOS classification board convenes.

3. The chief PM NCO reviews the letter and attachments, and dispatches it to the president of the MOS classification board.

4. On the date the board convenes, the personnel management specialist follows the procedure in paragraph 3, Procedure 3-3.

5. Upon receipt of the classification board proceedings from the president of the board, the senior PM specialist follows the procedure in paragraph 4, Procedure 3-3.

6. Upon receipt of the case from the PM specialist, the PM officer follows the procedure in paragraph 5, Procedure 3-3.

7. The chief PM NCO prepares a letter to the unit commander indicating the final action and requesting that the soldier be informed—

a. Signs and dispatches to the unit.

b. Follows the procedure in paragraph 6b and c, Procedure 3-3.

8. When final action results in immediate reclassification action, the chief PM NCO follows the procedure in paragraph 7, Procedure 3-3.

HEADQUARTERS  
99TH INFANTRY DIVISION  
FORT MILLER, UTAH

8-9 August 1961

2 August 1961

SUBJECT: MOS Test Evaluation Failure

TO: Commanding Officer  
Company C, 1st Battalion  
19th Infantry  
Fort Miller, Utah

1. MOS test evaluation scores received during Jul 61 indicate that Sgt E-5 Robert L. Mason, RA 14639277, a member of your organization, failed to attain a minimum score of 70, thereby failing to verify qualification in his FMOS 111.60.
2. Personnel records indicate this to be a 2d MOS test failure. Section VII, AR 611-203, requires that soldiers with 1st or 2d MOS test evaluation failures appear before an MOS classification board.
3. Request a statement concerning the individual be furnished as an inclosure hereto. The statement should include, but is not limited to, a summary of duties performed, conduct and efficiency, and facts or circumstances possibly affecting test performance and recommendations. Statements by the enlisted man's immediate superiors may be attached.
4. Notification of the date, time and place of the board proceedings will be furnished by this headquarters.

FOR THE COMMANDER:

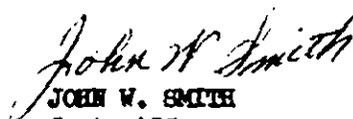
  
JOHN W. SMITH  
Capt, AGC  
Asst Adj Gen

Figure 3-4.1.

HEADQUARTERS  
99TH INFANTRY DIVISION  
FORT MILLER, UTAH

S-12 August 1961

1 August 1961

SUBJECT: Elimination UP AR 635-209

TO: Commanding Officer  
Company A, 1st Battalion  
14th Infantry  
Fort Miller, Utah

1. MOS test evaluation scores received during Jul 61 indicate that SP4 Albert M. Henderson, RA 35486239, a member of your organization, failed to attain a minimum score of 70, thereby failing to verify qualification in his FMOS 111.10.
2. Personnel records indicate this to be a 3d MOS test failure. Section VII, AR 611-203, requires that soldiers with 3 MOS test evaluation failures appear before a board convened under the provisions of AR 635-209.
3. It is directed that necessary action be initiated referring the case to the appropriate board convened under the provisions of AR 635-209, and this headquarters be advised of action taken not later than the suspense date.

FOR THE COMMANDER:

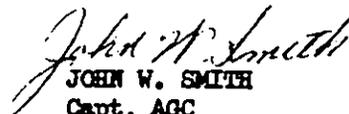
  
JOHN W. SMITH  
Capt, AGC  
Asst Adj Gen

Figure 3-4.2.

**PROCEDURE 3-5**  
**ARMY LANGUAGE PROFICIENCY TESTING**

**Reference.** AR 611-6.

**Procedure**

1. Upon receipt of Language Proficiency Test results from the test control officer (arrangements for testing may be made by the individual or through his unit), the personnel management specialist—

a. Obtains the 201 file from the records clerk.

b. Screens the DA Form 20 (Enlisted Qualification Record) or DA Form 66 (Officer Qualification Record), as appropriate, and determines if the test is an original or retake.

c. If the test is an original and ratings are "poor" on both parts—

(1) Returns the 201 file and the test results to the records clerk with instructions to post the qualification record and destroy the test results.

(2) Contacts the appropriate personnel staff NCO and requests that he notify the individual of the test results.

d. If the test is an original and ratings on either part are "good" or "fair" or the test is a retake and the ratings on both parts are "poor"—

(1) Contacts the appropriate personnel staff NCO and requests that he arrange an appointment for the individual to report to the Personnel Service Division for interview.

(2) Suspends the 201 file and test results for the date of the appointment.

2. On the date of the appointment, the PM specialist—

a. Prepares a DA Form 330 (Language Fluency Questionnaire) in an original copy only (items 6 through 13 are completed on enlisted personnel only) based on—

(1) Personal interview with the individual.

(2) Information contained in the 201 file.

(3) The test results.

b. Prepares a memo routing slip addressed to the individual's unit commander with instructions

to forward the DA Form 330 with the unit morning report.

c. If the test was an original and a linguist special qualifications digit or 2-digit language code has been previously awarded—

(1) Attaches the memo routing slip to the DA Form 330.

(2) Forwards the DA Form 330 to the chief personnel management NCO for review.

d. If the test was an original and a linguist special qualifications digit or 2-digit language code has not been previously awarded—

(1) Prepares a request for orders awarding the special qualifications digit or 2-digit language code.

(2) Attaches the memo routing slip to the DA Form 330 and forwards it together with the request for orders to the chief PM NCO for review.

e. If the test is a retake and the ratings on both parts are "poor"—

(1) Determines if a special qualifications digit or 2-digit language code has been previously awarded.

(2) Prepares a request for orders to withdraw the special qualifications digit or 2-digit language code if previously awarded.

(3) Attaches the memo routing slip to the DA Form 330 and forwards it together with the request for orders to the chief PM NCO for review.

f. Returns the 201 file and the test results to the records clerk with instructions to post the qualification record and destroy the test results.

3. Upon receipt of the above mentioned documents, the chief PM NCO—

a. Reviews, signs and dispatches the request for orders to the Office Services Unit, if applicable.

b. Reviews the DA Form 330 and gives it to the personnel management officer for review, signature and dispatch to the unit.

4. The PM officer reviews, signs and dispatches.

**PROCEDURE 3-6**  
**REQUESTS FOR RETESTING FOR APTITUDE AREAS**

**References.** Procedure 11-1-12, AR 600-17; AR 10-5, AR 10-50, AR 611-201, AR 611-203, AR 621-5.

**Procedure**

1. Upon receipt of a request from the unit, the personnel management specialist—

- a. Obtains the 201 file from the records clerk.
- b. Screens the request against the retest criteria in AR 611-203
- c. Prepares a comment to the test control officer (TCO) requesting arrangements be made to administer the test, if screening indicates the request is for a first retest and the individual meets the criteria in AR 611-203, or
- d. Prepares a comment addressed to the headquarters having authority to approve second retests if screening indicates the request is for a second retest and the individual meets the criteria in AR 611-203, or
- e. Prepares a comment returning the request to the unit if the individual does not meet the criteria in AR 611-203. Includes the reason for failure to meet the retest criteria.

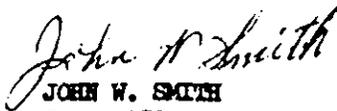
f. Returns the 201 file to the records clerk.

2. The PM specialist forwards all requests for retesting for aptitude areas to the chief personnel management NCO for review, signature and dispatch. (The means and responsibility for notifying the individual of the date, time and place to report for testing is a matter of local policy.)

3. The chief PM NCO reviews the request, signs for the personnel management officer, and dispatches it to the TCO.

4. Upon receipt of the test results from the TCO, the PM specialist—

- a. Obtains the 201 file from the records clerk.
- b. Computes the test scores to determine changes in aptitude area scores.
- c. Returns the 201 file together with the test results and the recomputation of the aptitude area scores to the records clerk for posting.
- d. Contacts the appropriate personnel staff NCO and requests that he contact the individual and inform him of the test results and any changes in aptitude area scores resulting from the retest.

<b>DISPOSITION FORM</b> (AR 340-15)																																											
OFFICE SYMBOL OR FILE REFERENCE		SUBJECT																																									
		Assignment of Replacements Report																																									
TO Pers Off, PSD Div AG	FROM Pers Mgt Br PSD	DATE 3 Jul 61	CMT 1																																								
<p>1. Following is a projected report of replacement personnel scheduled for arrival during the period 3-10 Jul 61. Projected assignments are indicated, but are not firm.</p> <table border="1"> <thead> <tr> <th><u>GRADE</u></th> <th><u>MOS</u></th> <th><u>NR</u></th> <th><u>PROJECTED ASSIGNMENT</u></th> </tr> </thead> <tbody> <tr> <td>E-7 (NC)</td> <td>717.70</td> <td>1</td> <td>(1) Division G1</td> </tr> <tr> <td>E-6 (NC)</td> <td>111.60</td> <td>12</td> <td>(3) 2d Bn, 19th Inf (5) 1st Bn, 12th Inf (4) 1st Bn, 19th Inf</td> </tr> <tr> <td>E-4 (Sp)</td> <td>111.10</td> <td>30</td> <td>(16) 2d Bn, 14th Inf (8) 1st Bn, 19th Inf (3) 2d Bn, 19th Inf (3) 1st Bn, 12th Inf</td> </tr> <tr> <td>E-4 (Sp)</td> <td>768.20</td> <td>1</td> <td>(1) 2d Bn, 14th Inf</td> </tr> </tbody> </table> <p>2. Following is a list of the actual number of replacements received and assignments effected for the period 23 Jun - 2 Jul 61.</p> <table border="1"> <thead> <tr> <th><u>GRADE</u></th> <th><u>MOS</u></th> <th><u>NR</u></th> <th><u>ACTUAL ASSIGNMENT</u></th> </tr> </thead> <tbody> <tr> <td>E-6 (NC)</td> <td>111.60</td> <td>12</td> <td>(4) 1st Bn, 19th Inf (3) 3d Bn, 14th Inf (2) 2d Bn, 12th Inf (3) 1st Bn, 12th Inf</td> </tr> <tr> <td>E-5 (NC)</td> <td>111.60</td> <td>4</td> <td>(2) 2d Bn, 19th Inf (2) 1st Bn, 12th Inf</td> </tr> <tr> <td>E-4 (Sp)</td> <td>768.10</td> <td>3</td> <td>(1) 3d Bn, 14th Inf (1) 2d Bn, 12th Inf (1) 1st Bn, 12th Inf</td> </tr> <tr> <td>E-3</td> <td>111.10</td> <td>48</td> <td>(12) 3d Bn, 12th Inf (9) 2d Bn, 19th Inf (11) 2d Bn, 14th Inf (16) 3d Bn, 19th Inf</td> </tr> </tbody> </table>				<u>GRADE</u>	<u>MOS</u>	<u>NR</u>	<u>PROJECTED ASSIGNMENT</u>	E-7 (NC)	717.70	1	(1) Division G1	E-6 (NC)	111.60	12	(3) 2d Bn, 19th Inf (5) 1st Bn, 12th Inf (4) 1st Bn, 19th Inf	E-4 (Sp)	111.10	30	(16) 2d Bn, 14th Inf (8) 1st Bn, 19th Inf (3) 2d Bn, 19th Inf (3) 1st Bn, 12th Inf	E-4 (Sp)	768.20	1	(1) 2d Bn, 14th Inf	<u>GRADE</u>	<u>MOS</u>	<u>NR</u>	<u>ACTUAL ASSIGNMENT</u>	E-6 (NC)	111.60	12	(4) 1st Bn, 19th Inf (3) 3d Bn, 14th Inf (2) 2d Bn, 12th Inf (3) 1st Bn, 12th Inf	E-5 (NC)	111.60	4	(2) 2d Bn, 19th Inf (2) 1st Bn, 12th Inf	E-4 (Sp)	768.10	3	(1) 3d Bn, 14th Inf (1) 2d Bn, 12th Inf (1) 1st Bn, 12th Inf	E-3	111.10	48	(12) 3d Bn, 12th Inf (9) 2d Bn, 19th Inf (11) 2d Bn, 14th Inf (16) 3d Bn, 19th Inf
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 JOHN W. SMITH Capt, AGC Pers Mgt Off																																											

DA FORM 2496  
1 FEB 62

REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED. \* U.S. GOVERNMENT PRINTING OFFICE: 1956 O-221163

Figure 3-14.1.

**PROCEDURE 3-15**  
**INITIAL ASSIGNMENT TO THE DIVISION—COMPANY LEVEL**

**References.** AR 611-201, AR 611-202 (Classified), AR 611-203, AR 611-208, AR 614-210, AR 614-280.

**Procedure**

1. The senior personnel management specialist receives information on incoming replacements allocated to battalions and separate companies served by his composite team from the chief personnel management NCO, and takes the following actions:

- a. Considers assignment priority information previously received from the chief PM NCO and personnel staff NCO's.
- b. Determines projected company assignments by using the Personnel Inventory Report, Part I.
- c. Contacts the appropriate personnel staff NCO.
  - (1) Informs him of the number of expected replacements by MOS and grade, projected for assignment to each company.
  - (2) Requests information concerning concurrence of the projected assignments and/or changes in priorities for assignments.
- d. Posts the Personnel Inventory Report, Part I (PIR). See Procedure 3-19 for preparation, posting and use of the PIR, Part I.

2. On the date enlisted replacements are to be processed, the senior PM specialist having replacements allocated for assignment to units of the composite team he serves—

- a. Obtains the replacement source information from the chief PM NCO.
- b. Reports to the Replacement Detachment.
- c. Obtains the 201 files of the individuals to be assigned to units served by his composite team.
- d. Determines firm company assignments by--
  - (1) Screening each individual's 201 file.
  - (2) Interviewing each individual.
  - (3) Considering existing vacancies and projected loss information reflected on the PIR, Part I.
  - (4) Considering assignment priority information received from personnel staff NCO's.
- e. Takes 201 files for replacements who cannot be assigned to their original projected assignment, e.g., individuals having a different MOS from that reflected on the source of assignment information,

and individuals having MOS changes and changes in grade for whom amendments to their orders have not been received, to the chief PM NCO for determination of a new assignment.

f. Consults with the chief PM NCO on replacements having special qualifications and/or training for possible change of the original projected assignment.

g. Completes item 29 of the Enlisted Qualification Record (DA Form 20) and Section 5 of the Enlisted Service Record (DA Form 24), when necessary.

h. Prepares 2 copies of an assignment letter (fig. 3-15.1) to the unit indicating recommended assignments, and signs for the personnel management officer.

- (1) Holds the original copy of the letter to be given to the senior enlisted replacement for delivery.
- (2) Holds the duplicate copy of the letter for later use to--
  - (a) Post the Personnel Inventory Report, Part II.
  - (b) Insure that unit commanders confirm assignments by the suspense date.

i. Prepares an information sheet (Incl 1 to fig. 3-15.1) and attaches as an inclosure to the assignment letter.

j. Prepares a request for orders assigning replacements to companies.

k. Gives the 201 file to the replacement and directs him to report to the inprocessing clerk for further processing.

l. Posts the replacement source information (Advance Oversea Returnee Lists, Advance Individual Trainee Lists, Orders) to indicate the actual arrival of replacements.

- m. Returns to the Personnel Service Division.
  - (1) Posts the Personnel Inventory Report, Part II.
  - (2) Gives the requests for orders to the chief PM NCO for review, signature and dispatch to the Office Services Unit.
  - (3) Returns the assignment source information to the chief PM NCO.

3. The senior PM specialist designated as the inprocessing team supervisor returns to the Replacement Detachment and performs the following functions:

- a. Supervises the overall processing.
- b. Attaches the information copy of the DA Form 20 prepared by the records clerk, together with the DA Form 1315 (Reenlistment Data Card) received from the personnel action specialist, to the appropriate assignment letter.
- c. Gives the following documents to the senior enlisted man assigned to each battalion or separate company for delivery:
  - (1) The original copy of the assignment letters with attachments.
  - (2) The Personal Affairs Envelope prepared by the personnel action specialist.
  - (3) Copies of orders.
- d. Notifies the replacement detachment commander when the records processing is completed.
- e. Returns to the Personnel Service Division.

f. Gives the processed 201 files to the appropriate Records Team Leader.

4. Upon return of the assignment letter from the unit commander, the senior PM specialist reviews the letter and—

a. Determines if duty assignments were made as recommended, and insures that the TOE paragraph and line number to which the individual is assigned is indicated.

b. Insures that if assignments were not made as recommended, that changes of assignment are authorized by existing assignment and utilization regulations.

c. Posts the Personnel Information Roster.

d. Forwards the letter to the appropriate records clerk.

HEADQUARTERS  
99TH INFANTRY DIVISION  
FORT MILLER, UTAH

8-11 May 1961

AGPSD-M

6 May 1961

SUBJECT: Notification of Assignments

TO: Commanding Officer  
Company B, 1st Battalion  
14th Infantry  
Fort Miller, Utah

1. Individual(s) listed below (have) (has) been assigned to your organization this date. Assignment(s) (were) (was) made based on existing vacancies, assignment priority information received and expected losses. It is recommended that the individual(s) be assigned to a duty position requiring the duty MOS indicated.

<u>GR, NAME, SN</u>	<u>FMOS</u>	<u>ASG TO DMOS</u>
SP4 Herbert L. Mays US 55 431 933	111.10	111.10
SP4 Joe R. Rogers RA 19 330 012	112.10	111.10
SGT E-5 Robert L. Mathews RA 16 295 482	111.60	111.60

2. An information sheet and a copy of each individual's qualification record and Reenlistment Data Card (DA Form 1315) is attached hereto.

3. Confirmation of the actual assignments made, to include the TOE paragraph and line number, to which each individual is assigned will be furnished this headquarters not later than the suspense date. Indicate the new duty MOS if different from the recommended duty MOS.

FOR THE COMMANDER:

3 Incl  
as

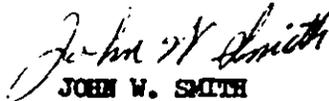
  
JOHN W. SMITH  
Capt, AGC  
Asst Adj Gen

Figure S-15.1.

**PROCEDURE 3-16**  
**PROCESSING CONUS LEVIES**

**References.** AR 614-6, AR 614-208, AR 614-254.

**Procedure**

1. Upon receipt of a CONUS levy, the chief personnel management NCO—

a. Screens the Personnel Inventory Report, Part II, and determines which battalions and/or separate companies have soldiers available and qualified to fill the levy.

b. If screening indicates there are no available soldiers, prepares a return indorsement or message, as appropriate, so stating, or

c. If screening indicates there are available soldiers, furnishes the levy criteria and the number of soldiers required to fill the levy to the appropriate senior personnel management specialist(s).

2. The senior PM specialist screens the Personnel Inventory Report, Part I—

a. Determines which units have available soldiers who can be nominated to fill the levy, insuring that the requirements are spread as equitably as possible between units.

b. Prepares 3 copies of an overprinted DA Form 1049 (fig. 3-16.1) requesting nominations. (Request for nominations may be addressed to the battalion commander, and may be consolidated to indicate each subordinate unit having available personnel.)

(1) Signs for the personnel management officer and dispatches to the unit or battalion, as appropriate.

(2) Places 1 copy in the 31-day suspense file pending reply.

c. Notifies the chief PM NCO when the requirement cannot be completely filled to include the reason therefor.

3. Upon receipt of the reply from the unit, the senior PM specialist—

a. Obtains the 201 file of nominated soldiers from the records clerk.

b. Screens the 201 files to determine if the soldiers meet the levy criteria and the criteria in AR 614-6.

c. Attaches a note to each 201 file indicating the pending action.

d. Returns the 201 file to the records clerk.

e. Destroys the suspense copy of the DA Form 1049.

f. Forwards the list of nominated soldiers to the chief, PM NCO.

4. Upon receipt of the names of nominated soldiers from the composite team(s), the chief PM NCO—

a. Consolidates and prepares a reply to the levying headquarters.

b. Gives the reply to the personnel management officer for review, signature and dispatch.

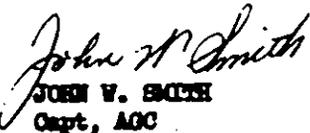
c. Retains 1 copy of the reply for reference.

5. The PM officer reviews, signs and dispatches.

6. If the levying headquarters provides assignment instructions and authorizes the division to publish the reassignment orders; the chief PM NCO—

a. Prepares a request for orders.

b. Signs and dispatches to the Office Services Unit.

<b>PERSONNEL ACTION</b> (AR 340-15)		DATE <b>8-12 July 61</b> <b>8 July 61</b>																		
FILE REFERENCE <b>AGPSD-M</b>	SUBJECT <b>Nomination of Enlisted Personnel</b>																			
TO: <b>CO, Co B, 1st Bn, 19th Inf</b> <b>99th Inf Div</b> <b>Ft Miller, Utah</b>	FROM: <b>Commanding General</b> <b>99th Inf Div</b> <b>Ft Miller, Utah</b>																			
NR <b>1</b>	PROCESSING ACTIONS																			
<p>1. Request nomination of enlisted personnel as indicated below, for assignment to <u>Ft Sill, Oklahoma (in December)</u>.</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>GRADE</u></th> <th style="text-align: center;"><u>MOS</u></th> <th style="text-align: center;"><u>NR</u></th> <th style="text-align: center;"><u>GRADE</u></th> <th style="text-align: center;"><u>MOS</u></th> <th style="text-align: center;"><u>NR</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">E-4</td> <td style="text-align: center;">112.10</td> <td style="text-align: center;">3</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">E-5</td> <td style="text-align: center;">112.60</td> <td style="text-align: center;">1</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>2. Personnel nominated must possess the following prerequisite:                  Have at least 12 months remaining on current enlistment.</p> <p>3. Each individual selected for nomination will be informed of this action prior to return of this correspondence.</p> <p>4. Report of nomination to include NAME, GRADE, SN, and leave address, will be forwarded to this headquarters not later than <u>12 July 61</u>.</p> <p>5. Enlisted personnel nominated will be retained in their current unit of assignment pending further instructions from this headquarters.</p> <p style="text-align: center;">FOR THE COMMANDER:</p> <div style="text-align: center; margin-top: 20px;">   <b>JOHN W. SMITH</b>                      Capt, AGC                      Asst Adj Gen                 </div>			<u>GRADE</u>	<u>MOS</u>	<u>NR</u>	<u>GRADE</u>	<u>MOS</u>	<u>NR</u>	E-4	112.10	3				E-5	112.60	1			
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E-4	112.10	3																		
E-5	112.60	1																		
USE PLAIN PAPER FOR CONTINUATION OF COMMENTS																				

DA FORM 1049  
1 OCT 55

REPLACES EDITION OF 1 OCT 55, WHICH IS OBSOLETE

GPO 1960 O 58114

Figure 3-16.1.

## PROCEDURE 3-25

REPORT OF ENLISTED PERSONNEL ELIGIBLE FOR TEMPORARY APPOINTMENT  
(RCS CSGPA-342 (R5))

**Reference.** AR 624-200.

**Procedure**

1. When notified by the chief personnel management NCO to furnish information to prepare the Quarterly Report of Enlisted Personnel Eligible for Temporary Appointment, the personnel management specialist—

*a.* Determines the cumulative vacancies for each grade, by unit, and records the totals on a separate worksheet (DA Form 2644-R) for each unit. Refers to the applicable TOE and the latest morning report strengths to obtain the authorized and actual strengths.

*b.* Screens the posted-to-date Personnel Information Rosters verified at the end of February, May, August or November, as applicable, to determine eligible soldiers. Individuals are considered eligible when "yes" is recorded in the remarks column opposite their names (Procedure 3-18).

★*c.* Count the number of eligibles for each grade and records the totals on each unit's worksheet. See section III, AR 624-200.

*d.* Consolidates the unit totals for each battalion and enters the new totals on a battalion worksheet.

*e.* Forwards the battalion and separate company

worksheets to the chief personnel management NCO.

*f.* Retains the Personnel Information Rosters for use in subsequent appointment allocations.

2. Upon receipt of the battalion and separate company worksheets, the chief personnel management NCO—

★*a.* Reviews the projected input for each battalion and separate company and adjusts the worksheets by adding the number of expected eligibles by grade.

*b.* Consolidates the totals on each worksheet and prepares a division report using DA Form 2644-R.

*c.* Retains the battalion and separate company worksheets for use in distributing subsequent appointment allocations.

*d.* Forwards the completed report to the personnel management officer for review, signature, and dispatch.

3. The personnel management officer reviews, signs, and dispatches to the next higher headquarters.

4. The chief personnel management NCO submits amended reports if there is a major change in authorized strength.

## PROCEDURE 3-26

PERMANENT APPOINTMENT OF ENLISTED PERSONNEL—GRADES E-3  
THROUGH E-9

**References.** AR 600-20, AR 624-200.

**Procedure**

1. Upon receipt of a suspense notification from the control specialist which lists individuals eligible for permanent appointment, the personnel management specialist—

*a.* Screens the listing to determine the names of soldiers listed as being eligible for appointment to pay grade E-3.

*b.* Obtains the 201 files of these individuals from the records clerk, and screens them against the permanent appointment eligibility criteria in AR 624-200.

*c.* Annotates all copies of the listing to indicate those ineligible for appointment, to include the reason for ineligibility, e.g., favorable personnel actions suspended under AR 600-31, erroneous eligibility date on the suspense notification.

*d.* Returns the 201 file to the records clerk.

*e.* Prepares 3 copies of a DA Form 1049 (fig. 3-26.1) listing each eligible individual, and the date on which action should be taken to appoint those recommended by the unit commander.

*f.* Signs the DA Form 1049 for the personnel management officer, and forwards the original and 1 copy to the unit.

*g.* Retains 1 copy of the DA Form 1049 in the 31-day suspense file or a date 3 workdays from the latest date an appointment action is to be taken.

2. If the unit has not completed the action by the suspense date, the PM specialist—

*a.* Requests the senior PM specialist to contact the appropriate personnel staff NCO and inquire as to the reason for the delay.

*b.* Resuspends the DA Form 1049 for 3 additional workdays and informally notifies the control specialist.

3. When notified by the unit that the action has been completed, the PM specialist—

*a.* Withdraws the suspended copy of the DA Form 1049 from the 31-day suspense file and destroys it.

*b.* Returns a copy of the suspense notification to the control specialist with an informal note indi-

cating that the completed action applies to soldiers listed for permanent appointment to grade E-3.

4. Upon completion of the action in paragraph 1, the PM specialist—

*a.* Obtains the 201 files for soldiers listed as eligible for permanent appointment to grades E-4 through E-9.

*b.* Screens the 201 files against the appointment eligibility criteria in AR 624-200.

*c.* Follows the procedure in paragraph 1*c.*

*d.* Prepares a Certificate of Appointment (DD Form 216A) for each eligible noncommissioned officer. Forwards the certificates to the personnel management officer.

*e.* Prepares an informal note to the records clerk—

(1) Listing the names of soldiers determined eligible for permanent appointment.

(2) Requesting that the Service Record (DA Form 24) for each eligible soldier be posted in accordance with section III, AR 624-200.

*f.* Returns the 201 files together with the informal note to the records clerk.

*g.* Returns the original suspense notification to the control specialist with an informal note indicating that the completed action applies only to soldiers listed for permanent appointment to grades E-4 through E-9.

5. The PM officer reviews, signs and dispatches the DD Forms 216A, or reviews and forwards them to the signing authority, as appropriate.

6. Upon receipt of a morning report which contains an entry appointing a soldier from a noncommissioned officer grade to a higher temporary noncommissioned officer grade, the PM specialist—

*a.* Obtains the 201 file from the records clerk.

*b.* Screens the 201 file and determines if the grade from which appointed was temporary or permanent.

*c.* Follows the procedure in paragraph 4*d* and *e* if the grade was temporary.

*d.* If the grade was permanent, returns the 201 file to the records clerk and takes no further action.

**PROCEDURE 6-12**  
**TRANSFER OF RECORDS WITHIN THE PERSONNEL SERVICE DIVISION**

**References.** AR 623-201, AR 640-201, AR 640-203.

**Procedure**

*Transfer of Records Between Clerks Within the Same Composite Team.*

1. Upon receipt of orders reassigning an individual to another unit served by the same composite team, the records clerk—

- a. Files the orders in the 201 file.
- b. Prepares and dispatches a DA Form 1049 (fig. 7-22.1, DA Pam 600-8) requesting a conduct and efficiency rating. Places 1 copy of the DA Form 1049 in the 201 file.
- c. Gives the 201 file to the records clerk who maintains the records of the unit to which the individual is being reassigned.

2. Upon receipt of the 201 file, the new records clerk—

- a. Places the DA Form 1049 in the 31-day suspense file.
- b. Prepares and dispatches a Notice of Transfer (DA Form 14-159) notifying the custodian of the individual's health and dental Records of the organizational change.
- c. Files the 201 file.

3. Upon receipt of the conduct and efficiency rating, the records clerk—

- a. Posts the ratings in the Service Record (DA Form 24).
- b. Obtains the initials of the Chief, Records Unit on the DA Form 24.
- c. Destroys the rating information.

*Transfer of Records Between Composite Teams.*

1. Upon receipt of orders reassigning an individual to a unit served by another composite team, the records clerk—

- a. Files the orders in the 201 file.
- b. Contacts the appropriate personnel staff NCO and requests a conduct and efficiency rating.
- c. If it is necessary to transfer the individual's health and dental records to another medical facility—
  - (1) Prepares a DA Form 14-159 requesting that the records be returned to the Personnel Service Division.
  - (2) Signs and dispatches the DA Form 14-159.
2. On the individual's EDCSA, the records clerk—
  - a. Posts the conduct and efficiency ratings to the DA Form 24.
  - b. Obtains the Financial Data Records Folder (FDRF) from the pay specialist.
  - c. Obtains the initials of the Chief, Records Unit on the DA Form 24.
  - d. Prepares 2 copies of a DA Form 200 for transmittal of the records. Includes the new unit of assignment and the composite team to which the records will be forwarded.
  - e. Attaches the original copy of the DA Form 200 to the 201 file and forwards the records to the Records Team Leader (RTL).
3. Upon receipt of the records, the RTL forwards them to the appropriate records clerk in the new composite team.
4. Upon receipt of the records, the new records clerk—
  - a. Withdraws the FDRF and gives it to the pay specialist.
  - b. Prepares a DA Form 14-159 transferring the health and dental records to the new medical facility; or, if there is no change in medical facility, prepares a DA Form 14-159 to notify the medical facility of the organizational change.

**PROCEDURE 6-13**  
**INITIATION AND TRANSFER OF TEMPORARY HEALTH RECORDS**

**Reference.** AR 40-403.

**Procedure**

1. Upon receipt of a 201 file containing a notification that the transmittal of individual's health and/or dental records has been delayed at the losing organization, the records clerk—

a. Initiates a "temporary" record by preparing a DD Form 722 (Health Record Jacket) and a DD Form 722-1 (Dental Record Jacket), as appropriate.

b. Prepares a DD Form 735 (Abstract of Service) in duplicate.

- (1) Fastens 1 copy to the lower left edge of the opened health records jacket.
- (2) Places the other copy in the dental record jacket.
- (3) Prints the word "temporary" in ink on the face of the jacket and enters the date of initiation thereunder.

c. Forwards the temporary records to the appropriate medical facility.

d. When delayed records are received, forwards them to the appropriate medical facility.

2. Upon receipt of a 201 file which does not contain the health and dental records or a notification of delay, the records clerk—

a. Follows the procedure in paragraph 1a through c.

b. Initiates a request for the records from the individual's last known organization.

- (1) Files a copy of the request in the 201 file until a reply has been received.
- (2) If the reply indicates the records are lost, prepares a letter addressed to The Adjutant General, ATTN: Personnel Records Branch, Department of the Army, Washington, D.C. 20310, requesting a search be made for the records.
- (3) If the records are later received, follows the procedure in paragraph 1d.

HEADQUARTERS  
99th INFANTRY DIVISION  
FORT MILLER, UTAH

12 September 1962

SUBJECT: Correction of Morning Report

TO: Commanding Officer  
Company D, 1st Battalion, 19th Infantry  
Fort Miller, Utah

Verification of the Personnel Roster prepared by the servicing Data Processing Unit (DFU) revealed certain errors which must be corrected by a morning report entry. The following correcting entries will be made on the morning report prepared and submitted for your organization for the period ending 2400 hrs. 18 Sep62.

8 Aug 61 Smith, Irving H., RA 33562126 MSgt E-7 SN SHOULD BE RA3345216

25 Aug 62 Doe, Fred C., US 34677985 Pfc E-3 Duty MOS 111.60 SHOULD BE 111.10.

FOR THE COMMANDER:

*Edward F. Kent*  
EDWARD F. KENT  
CWO W-3, USA  
Asst Adj Gen

★Figure 6-16.1

## PROCEDURE 6-17

## ★VERIFICATION OF THE ROSTER OF EXCEPTIONS AND THE PERSONNEL ROSTER FROM THE SERVICING DATA PROCESSING UNIT

(Applicable in lieu of Procedure 6-16 when punched card machines are available.)

**Reference.** AR 330-504.**Procedure**

1. The Machine Processing Unit (MPU) compares the data received each month from the servicing Data Processing Unit (DPU) with the data which is on file in their punched cards in order to identify the personnel for whom there is conflicting data. The MPU will prepare a Roster of Exceptions which lists each individual for whom there is a conflict in data. The reports clerk together with the records clerks must then screen the 201 file and/or morning report to determine the cause of differences in data. The Roster of Exceptions will include some names listed twice and some names listed only once; when a name appears only once and is followed by an asterisk, the data is that which is on file in the MPU and no corresponding data was received from the DPU; when a name appears only once and is not followed by an asterisk, the data is that which is on file in the DPU and no corresponding data is on file in the MPU; when a name appears twice, the second line is always followed by an asterisk, and is the data on file in the MPU. Section IV, chapter 8 contains details on making entries on machine cards, and must be referred to by the reports and records clerks when preparing processing cards to correct data which is on file in the MPU.

2. Upon receipt of the DPU roster and the Roster of Exceptions from the Reports Team Leader, the reports clerk takes the roster of Exceptions to the records clerk who maintains the 201 files of the unit being verified. The reports clerk and the records clerk jointly verify and correct the roster as follows:

- a. When the name appears on two lines—
- (1) Verifies the data on the first line against the 201 file, and follows AR 330-504 for making corrections.
  - (2) Compares the data on the second line with data on the first line. If there is an error on the second line, takes the following action(s), as appropriate and applicable:

★(a) If there is an error in the name, grade

or service number, obtains a Personnel Data Card (DA Form 2468-1) from the 201 file. Enters the correct data in the appropriate blocks on the card, and/or,

- (b) If there is an error in the expiration of term of service, obtains a Personnel Suspense Card (DA Form 2470-1) from the 201 file. Enters the correct data in the appropriate blocks on the card, and/or,
- (c) If there is an error in any other items of data on the roster, i.e., other than the items mentioned in (a) and (b) above, obtains a Personnel Qualifications Card (DA Form 2469-1) or a Personnel Data Card, as applicable, from the 201 file. Enters the correct data in the appropriate blocks on the card which contains the incorrect information. When there is other incorrect data on the Personnel Data Card, and a card was prepared to correct a name, grade or service number ((a) above), enters the correct data in the appropriate blocks on the same card.

b. When the name appears on only one line and is followed by an asterisk screens the morning reports and determines if the individual was reported as an assigned gain or loss during the period covered by the roster.

- (1) If the individual was reported as a loss, enters the individual's name, grade and service number on a blank Personnel Data Card. Enters the date the individual was reported as an assigned loss on the face of the card, for example, "Assigned Loss—Ref MR. \_\_\_\_\_(date)\_\_\_\_\_."
- (2) If the individual was not reported as a loss, or was reported as a gain, enters the missing DPU data from the 201 file on the blank line above the MPU data, and enters the date the individual appeared on the morning report in the right margin of the roster.

the appropriate entries in item 18 on the record (see Procedure 4-1).

*h.* The annual audit of the DA Form 66 is accomplished by forwarding the DA Form 66 in a sealed envelope to the officer, utilizing DA Form 1049 (fig. 6-18.1) for transmittal. A copy of the DA Form 1049 is retained in the 31-day suspense file to control the return of the record. The review of an officer's MOS is accomplished by forwarding the 201 file to the appropriate personnel management specialist when an officer is transferred, reassigned, or when an efficiency report is rendered.

**★2. Enlisted Qualification Record (DA Form 20).** *a.* The records clerk maintains and, when necessary, remakes the DA Form 20 in accordance with the details outlined in AR 640-203.

*b.* It is required that a duplicate copy of the DA Form 20 of enlisted personnel in the following categories be maintained at Headquarters, Department of the Army:

- (1) Grades E-7, E-8, and E-9.
- (2) Grades E-6 and below, as follows:
  - (a) Members of the noncommissioned officers logistics program.
  - (b) Special Forces:
    1. Personnel awarded special qualifications digit 3 to primary or duty MOS.
    2. Personnel undergoing training in TOE Special Forces Groups or units preparatory to award of special qualifications digit 3.
  - (c) Special duty assignment, MOS 002.
  - (d) Enlisted Aide, MOS 003.
  - (e) Special Bandsman, PMOS 034.
  - (f) Scientific and Engineering Assistants, PMOS 309, 409, 509, 709, 908, 909, and 939.
  - (g) Nuclear Powerman, PMOS 353.
  - (h) Attaché Specialists:
    1. Personnel awarded MOS 705 as primary or duty MOS.
    2. Personnel undergoing on-the-job training in Attaché System preparatory to award of MOS 705.
  - (i) Assistant Criminal Investigator, PMOS 953.
  - (j) Intelligence Specialist, PMOS 971 and 972.
  - (k) Military Intelligence Coordinator, PMOS 974.

*c.* Upon receipt of notification that an indi-

vidual has been newly appointed to E-7, or falls within any of the categories listed in *b* above, the records clerk--

- (1) Prepares a duplicate copy of the DA Form 20 not later than 5 working days after the date of appointment. See AR 614-210 for details.
- (2) Transmits the duplicate DA Form 20 to the Chief of Personnel Operations, ATTN: EPADS, Department of the Army, Washington, D.C. 20310.

*d.* The records clerk reports changes to items 7, 14, 15, 17, 22, 23, 25, 26, 27, 29, 33 (include permanent change of station, change of duty station, major permanent-type duty assignment changes only), and 34. DA Form 66A appropriately modified in accordance with the provisions of AR 614-210 and AR 640-203 will be used to report these changes.

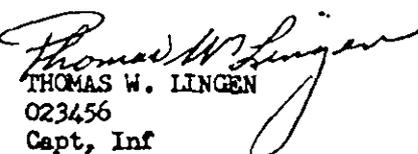
- (1) Follows the procedure in paragraph 1c (3), except that the envelope is addressed to the addressee indicated in *c* above.
- (2) Files the duplicate copy of the DA Form 66A in the 201 file for 1 year, or until a new DA Form 20 is prepared.

*e.* Whenever active service in grades E-7, E-8, and E-9 is terminated for any reason (retirement, separation without immediate reenlistment, or death), a final report of change reflecting appropriate information will be submitted immediately.

*f.* Additional copies of the DA Form 20 will be made as prescribed by Department of the Army directives or for a specific purpose. Each additional copy so prepared will be clearly marked "COPY" and will be destroyed immediately after use for the specific purpose for which prepared.

**3. Enlisted Service Record (DA Form 24).** *a.* The records clerk maintains the DA Form 24 as prescribed in AR 640-201. When a DA Form 24 becomes unserviceable, it may be remade. The statement required by paragraph 7, AR 640-201 will be entered in Section 10 of the remade DA Form 24, and will be signed and dated by the Chief, Records Unit.

*b.* When an entry on the DA Form 24 must be signed or initialed, the records clerk forwards the record to the RTL, who will obtain the signature or initials from the Chief, Records Unit, and return the record. If the Chief, Records Unit, authorizes the use of a facsimile signature stamp, the stamp should be in the possession of the RTL.

PERSONNEL ACTION (AR 340-15)		DATE
REFERENCE OR OFFICE SYMBOL	SUBJECT	S-13 Oct 61 2 Oct 61
AGPSD-A	Annual Audit of DA Form 66	
TO:	FROM:	
Capt Thomas W. Lingen, 023 456 Co B, 1st Bn, 19th Inf Fort Miller, Utah	CG, 99th Inf Div Fort Miller, Utah	
NR	PROCESSING ACTIONS	
1	<p>Section VI, AR 611-103, requires all officers to audit their Officer Qualification Record (DA Form 66) annually. The date of the last audit as recorded in Item 35 of your DA Form 66 is <u>11 Oct 60</u>.</p> <p>2. Upon completion of this audit erase present pencil entry in Item 35 and record new date IN PENCIL.</p> <p>3. DO NOT correct or change any entry on your DA Form 66 except Item 35. Remarks concerning other information on the record may be made in your return comment.</p> <p>4. This correspondence together with your DA Form 66 is to be placed in a sealed envelope and hand-carried to the personnel staff NCO who will forward it to this headquarters. Message Center service will not be used.</p> <p>5. Return completed action by Comment No. 2 not later than the suspense date.</p> <p style="text-align: center;">FOR THE COMMANDER:</p> <div style="text-align: right; margin-top: 20px;">                       EDWARD F. KENT                      CWO, W-3, USA                      Asst Adj Gen                 </div> <p>1 Incl DA Form 66</p>	
2	<p>TO: CG, 99th Inf Div ATTN: AGPSD-A</p> <p>FROM: Capt Thomas W. Lingen Co B, 1st Bn, 19th Inf</p> <p style="text-align: right;">11 Oct 61</p> <p>Comment No. 1 complied with.</p> <div style="text-align: right; margin-top: 20px;">                       THOMAS W. LINGEN                      023456                      Capt, Inf                 </div> <p>1 Incl no</p>	
CONTINUE ENTRIES ON PLAIN WHITE PAPER		

DA FORM 1 OCT 55 **1049**

REPLACES EDITION OF 1 OCT 55, WHICH IS OBSOLETE

GPO: 1965 O - 344714

★Figure 6-18.1.





complete 17½ years of creditable service. BPED should be used to assist in the identification of these personnel when 10 years of service is completed.

e. Major block—completion of 29 years active duty (enlisted only) mandatory retirement (enlisted only) eligibility for promotion/appointment

REPLACES EDITION OF 1 OCT 61 WHICH MAY BE USED

DA FORM 2470-1, 1 JUNE 1963

PERSONNEL SUSPENSE CARD

33-34 33-35 33-36 33-37 33-38 33-39 33-40 33-41 33-42 33-43 33-44 33-45 33-46 33-47 33-48 33-49 33-50 33-51 33-52 33-53 33-54 33-55 33-56 33-57 33-58 33-59 33-60 33-61 33-62 33-63 33-64 33-65 33-66 33-67 33-68 33-69 33-70 33-71 33-72 33-73 33-74 33-75 33-76 33-77 33-78 33-79 33-80 33-81 33-82 33-83 33-84 33-85 33-86 33-87 33-88 33-89 33-90 33-91 33-92 33-93 33-94 33-95 33-96 33-97 33-98 33-99 33-00

33-34 33-35 33-36 33-37 33-38 33-39 33-40 33-41 33-42 33-43 33-44 33-45 33-46 33-47 33-48 33-49 33-50 33-51 33-52 33-53 33-54 33-55 33-56 33-57 33-58 33-59 33-60 33-61 33-62 33-63 33-64 33-65 33-66 33-67 33-68 33-69 33-70 33-71 33-72 33-73 33-74 33-75 33-76 33-77 33-78 33-79 33-80 33-81 33-82 33-83 33-84 33-85 33-86 33-87 33-88 33-89 33-90 33-91 33-92 33-93 33-94 33-95 33-96 33-97 33-98 33-99 33-00

33-34 33-35 33-36 33-37 33-38 33-39 33-40 33-41 33-42 33-43 33-44 33-45 33-46 33-47 33-48 33-49 33-50 33-51 33-52 33-53 33-54 33-55 33-56 33-57 33-58 33-59 33-60 33-61 33-62 33-63 33-64 33-65 33-66 33-67 33-68 33-69 33-70 33-71 33-72 33-73 33-74 33-75 33-76 33-77 33-78 33-79 33-80 33-81 33-82 33-83 33-84 33-85 33-86 33-87 33-88 33-89 33-90 33-91 33-92 33-93 33-94 33-95 33-96 33-97 33-98 33-99 33-00

Figure 8-21.

- (1) Completion of 29 years active duty (enlisted only)—columns 48-49. This item is completed only for those individuals with more than 20 years of active Federal service and with a permanent grade of E-6 or below. These columns are blank for all other enlisted personnel. Enter month and year (as determined from the most recent DD Form 4) in which individual will complete 29 years of active Federal service. The BASD recorded on the DA Form 2469, should be used to assist in the identification of these personnel.
- (2) Mandatory retirement (enlisted only)—columns 50-51. Enter month and year (as determined from Items 10 and 23, DA Form 20 and latest DD Form 4) in which individual may be due for mandatory retirement. These columns are blank when not applicable.
- (3) Eligibility for promotion (officers) and appointment (enlisted personnel)—columns 52-53. Applicable for permanent appointment

- of enlisted personnel to grades E-3 through E-9 and temporary promotion of officers and warrant officers to 1st lieutenant and CWO, W-2. Columns 52-53 are blank when not applicable.
- (a) Officers. Eligible after completion of 18 months active duty as a commissioned officer. Enter the month and year as determined from Item 12 and Item 18, DA Form 66.
- (b) Warrant officers. Eligible after completion of 18 months in grade from the date of appointment. Enter the month and year as determined from Item 12 and Item 18, DA Form 66.
- (c) Enlisted personnel. Eligible as follows: To E-3, 8 months active duty; to E-4 and E-5, 12 months as temporary E-4 or E-5; to E-6 and E-7, 18 months as temporary E-6 or E-7; to E-8 and E-9, 2 years as temporary E-8 or E-9. Enter the month and year as determined from Section I, DA Form 24.

# PERSONNEL SERVICE DIVISION FUNCTIONS

## OFFICE OF THE PERSONNEL OFFICER

### PERSONNEL MANAGEMENT BRANCH

Responsible for classification including testing and reclassification action.

Makes assignments to units, processes voluntary applications for overseas service, processes levies and POR processing.

Processes applications for special training, schooling, special assignments, and special details.

Fixes personnel authorizations from TOE's, computes personnel shortages, and adjusts MOS overstrengths.

Responsible for utilization of personnel including utilization of minority groups, mentally and physically substandard personnel, and rehabilitated personnel.

Responsible for personnel procurement including requisitioning, procurement of personnel for CCS, Regular Army and USAR commissions, and Regular Army and USAR warrant officer appointments.

Identifies personnel to be considered for elimination prior to expiration of their terms of service.

Administers the personnel service division portion of the enlisted evaluation system.

Handles all matters pertaining to appointments, promotions, reductions, and demotions of officers, warrant officers, and enlisted personnel.

Accomplishes sample surveys of military personnel.

Develops, maintains, and furnishes MOS strength and statistical information as required.

Prepares reports on eligibles for promotion and personnel surpluses as required.

Responsible for casualty reporting.

Responsible for redeployment and rotation of officer and enlisted personnel as well as dependents.

Processes advance overseas returnee lists and overseas returnee rosters.

Prepares reports on passenger space requirements and issues Port Call instructions.

### PERSONNEL ACTION BRANCH

Processes all matters pertaining to elimination cases, release from active duty, discharges, retirements, enlistments, extension of enlistments, requests for leave (excess, emergency and non-CONUS), branch transfers and details of officers, extension and curtailment of foreign service tours, service medals, awards and decorations, issuance of military and dependents identification cards, security clearances, consummation of initial appointments of officers and warrant officers, extension or declinations of active duty for reserve officers, emergency or disciplinary return of dependents to the United States from overseas commands, dependent medical care, dependent schooling, dependent travel, and other matters pertaining to dependents.

Insures preparation and submission of efficiency reports on officers and warrant officers on extended active duty, officers on active duty for training and RPA officers, and Regular Army enlisted personnel holding a Reserve Officer appointment or Warrant Officer status, and officer photographs.

Insures control of personnel actions in security and investigative cases. Processes all cases pertaining to marriage, legitimization or adoption of children, and civil-legal proceedings.

Assists in obtaining travel clearances, passports and visas.

Administers the life insurance and soldier voting programs.

Handles all other matters of personnel administration not specifically assigned to another branch of the Personnel Service Division.

### RECORDS BRANCH

#### Records Unit

Prepares and maintains individual personnel records to include officer and enlisted qualification records, service records and personnel records jackets.

#### Reports Unit

Prepares, verifies and submits rosters and reports required in the Army personnel system except those specifically assigned to another branch of the Personnel Service Division.

Develops, maintains and furnishes strength and statistical information as required.

#### Control Unit

Maintains suspense files on actions pertaining to individuals from information contained in personnel records and not otherwise available to the other branches of the Personnel Service Division. Advises the other branches of these actions and due dates.

#### Processing Unit

Initiates and controls processing of outgoing personnel including installation clearances and transmission of personnel records. Participates in the inprocessing of replacement personnel.

### MILITARY PAY BRANCH

Maintains financial data records folders, payroll files, tax withholding records and leave records.

Prepares military pay voucher and payroll files, prepares and distributes Withholding Tax Statements (W-2), savings data reports, accrued leave reports and notices of pay change.

Processes charge sales slips, separate ration authorizations, debt liquidation schedules, statements of charges, reports of survey, courts-martial fines and forfeitures including Article 15 actions affecting pay, allotments, soldiers' deposits, applications for basic allowance for quarters, requests for special pay actions, pay discrepancies, statements of service, clothing maintenance allowances, and all other matters affecting the pay or allowances of individuals.

Documents individual entitlements to the various items of pay and allowances.

Answers queries from individuals and commanders on all matters pertaining to military pay.

### ADMINISTRATIVE MACHINE BRANCH

#### Office Services Unit

Responsible for internal administration of the Personnel Service Division, including:

Preparation of orders.

Preparation of extracts and true copies of personnel records.

Preparation of identification tags (military and civilian).

Distribution and messenger services.

Administrative files, administrative suspense files and records administration.

Classified document control.

Forms control.

Procurement and distribution of office supplies, publications and blank forms.

Maintenance of office furniture and machines.

All other functions essential to the administrative support of the Personnel Service Division.

#### Machine Processing Unit

Performs punched card machine and automatic typewriter operations to provide administrative support for the Personnel Service Division.

Conducts systems studies for punched card applications.

Coordinates with other elements of the Personnel Service Division on matters pertaining to Machine Processing Unit operations.

Maintains punched card files required for preparation of electrical accounting machine reports and statistics.

Maintains punched card machines.

**APPENDIX 1-III**  
**Composite Team Organization (Division)**

	Military Pay Branch		Branch Chief	PERSONNEL RECORDS BRANCH								Personnel Management Branch		Personnel Action Branch		
				Records Unit			Control Unit		Processing Unit		Reports Unit		Supv	Pers Sp	Supv	Pers Sp
	Supv	Pers	Sp	Supv	Pers	Sp	Supv	Pers	Sp	Supv	Pers	Sp				
Overall Supv Officers	2		1	1									1		1	
NCO	1		1	1		1		1		1		1		1		
Gen Support													1	1	2	
TEAM NR 1	1	6		1	6		1		1		2		* 3		* 3	
2	1	6		1	6		1		1		2		3		3	
3	1	6		1	6		1		1		2		3		3	
4	1	6		1	6		1		1		2		3		3	
5	1	6		1	6		1		1		2		3		3	
6	1	6		1	6		1		1		2		3		3	
7	1	6		1	6		1		1		2		3		3	
Sub-Total	10	42	2	9	42	1	7	1	7	1	14	2	25	2	23	
Total	52			84								27		25		

✓ Two (2) Personnel Management Specialists and two (2) Clerk Typists.

✗ Two Clerk Typists.

\* Senior Personnel Management/Action Specialist serves as the working supervisor of Personnel Management/Action in Team Number 1 as well as in each other composite team.

APPENDIX 1-IV

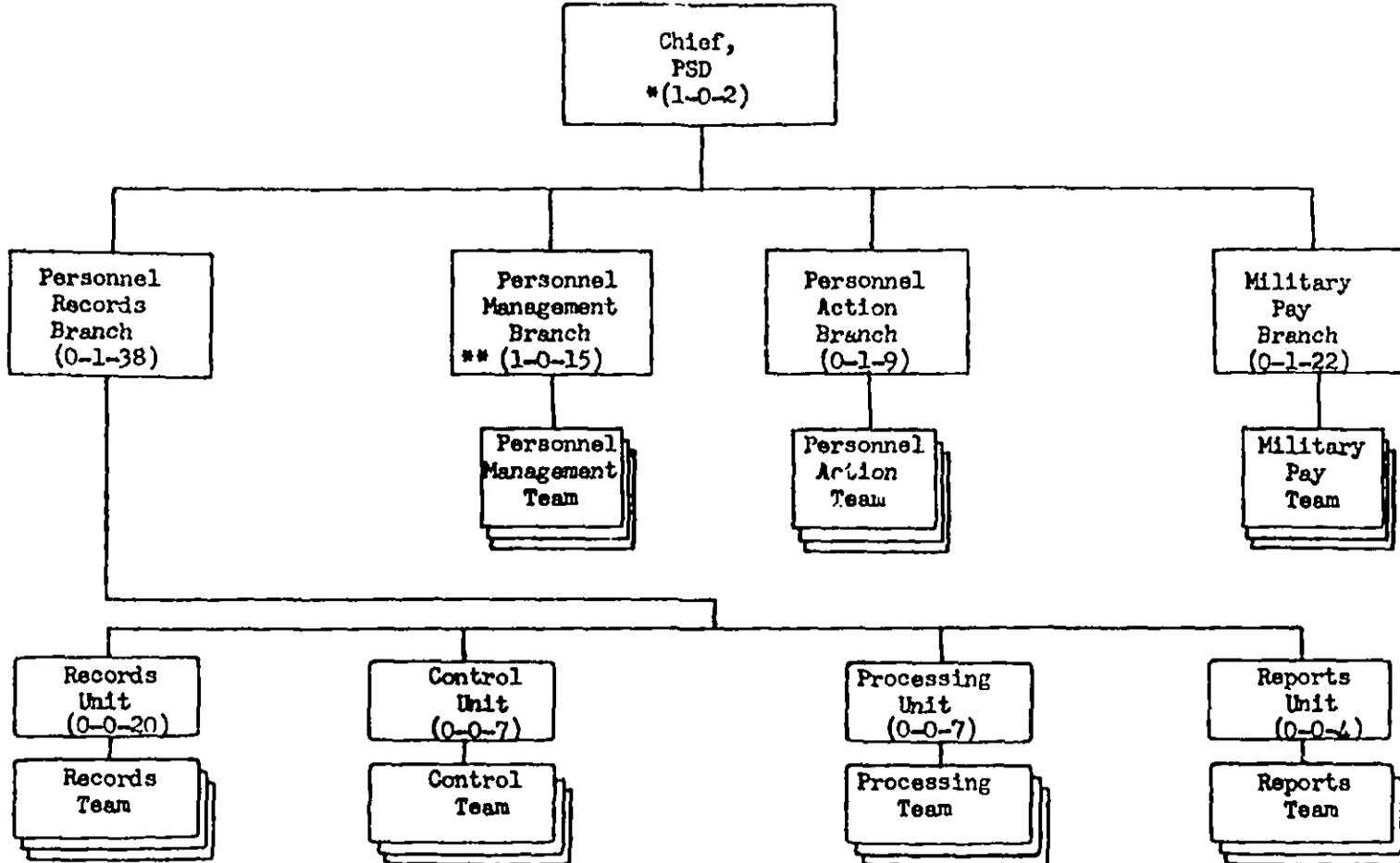
SAMPLE

INPROCESSING TEAM REQUIREMENTS FORMULA

NR OF REPL	*SR PERS MGT TM SP	PAY SP	PERS RECORDS CLERK	PROCESSING CLERKS	PERS ACTION SP	TOTAL TEAM MEMBERS
50 - 64	1-7	6	2	3	3	15-21
65 - 79	1-7	7	3	3	3	17-23
80 - 99	1-7	8	3	4	4	20-26
100 - 114	1-7	10	4	5	5	25-31
115 - 125	1-7	10	5	6	5	27-33

\* A Senior Personnel Management Specialist is required from each composite team receiving replacements, one of whom is designated as the Inprocessing Team Supervisor.

**APPENDIX 1-VI  
 ORGANIZATION CHART—PERSONNEL SERVICE DIVISION  
 (SEPARATE BRIGADE)  
 (2-3-86)**



\* Includes 1 Adm Sp (Grade E-5) assigned to the AG, Adm Svc Div  
 \*\* Includes 1 Repl Sgt MOS 113.70

## CHAPTER 2 MANAGEMENT

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### Section I. PLANS, POLICIES, AND PROCEDURES

**2-1. Function of the personnel officer.** The personnel officer, as chief of the Personnel Service Division, must be a manager who thoroughly understands the principles and concepts of the Army personnel system and the broad procedures for their implementation. He must also supervise and develop his subordinates in the technical application of those principles. The personnel officer should frequently visit divisional units to enable him to measure more accurately the effectiveness of the personnel service being rendered and to evaluate future requirements in this area. He formulates policies for the operation of the Personnel Service Division and advises and assists the division adjutant general in the development of personnel policies and recommendations affecting the entire command. The personnel officer should establish those checks and controls over his division operation which he considers essential and which will enable him to be well informed and responsive to inquiries.

★**2-2. Model SOP.** Subsequent chapters contain model SOP which may be employed in the Personnel Service Division only after they have been adapted to meet local circumstances. These

procedures should be used in conjunction with those contained in DA Pam 600-8. Recommendations for additional procedures or modifications which would apply Army-wide are invited, and should be forwarded to The Adjutant General, ATTN: AGCA, Department of the Army, Washington, D.C., 20310. Certain features of the procedures contained in this regulation are—

a. References to a personnel staff NCO do not include a headquarters designation because the document routing channels contained in AR 600-17 may be altered by local command requirements.

b. Command policy matters are purposely excluded. For example, the method of allocating promotions is a command policy.

c. Appendixes 2-I and 2-II supplement many procedures in the succeeding chapters and are included in this chapter as general references. Each of the seven composite teams should be provided sufficient copies of these appendixes to insure compliance.

d. The Procedural Interaction Charts included as appendixes to chapters 3 through 8 serve as control devices by clarifying the pattern of work relationships between branches.

### Section II. DIRECTION

**2-3. Personnel.** The organizational structure facilitates the personnel officer's direction of the Personnel Service Division. Each branch has a clearly defined group of functions with the result that there should be no duplication or jurisdictional disputes. Five branch chiefs report directly to the personnel officer. This number provides a manageable span of control.

**2-4. Branch chiefs.** The branch chiefs of the Personnel Management, Personnel Action, and

Military Pay Branches must direct their personnel specialists throughout seven composite teams; however, a noncommissioned officer or senior specialist in each composite team represents their channel of direction. Figure 2-1 illustrates this supervisory channel. Four unit supervisors report directly to the Personnel Records Branch chief as shown in figure 2-2.

**2-5. Records Branch.** The Records Unit chief exercises direction through a noncommissioned

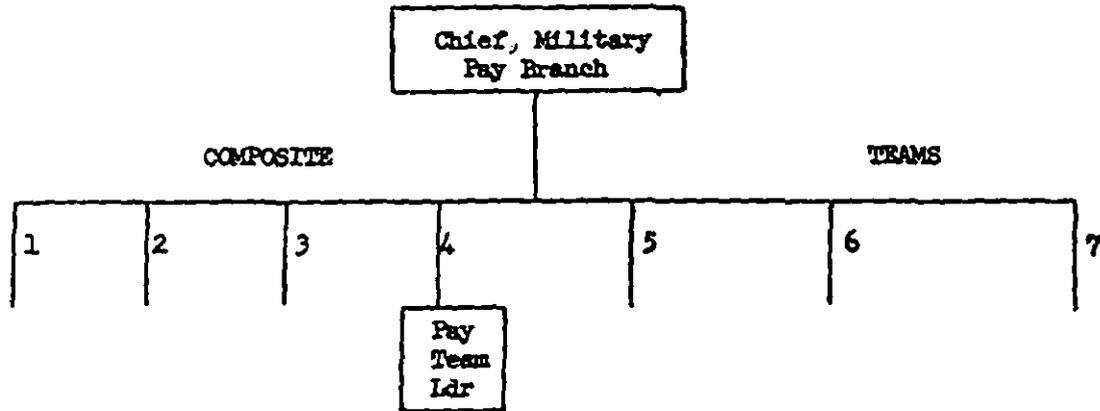


Figure 2-1.

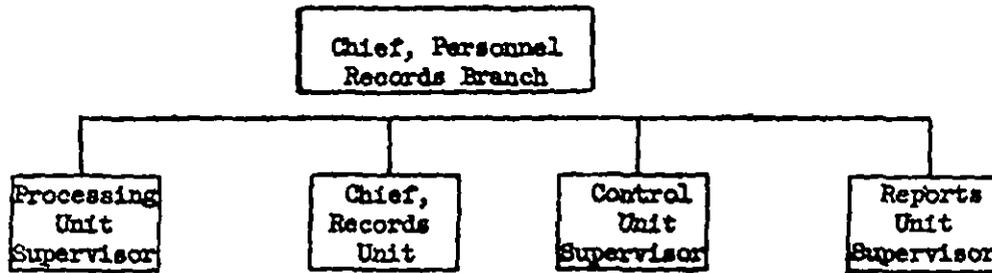


Figure 2-2.

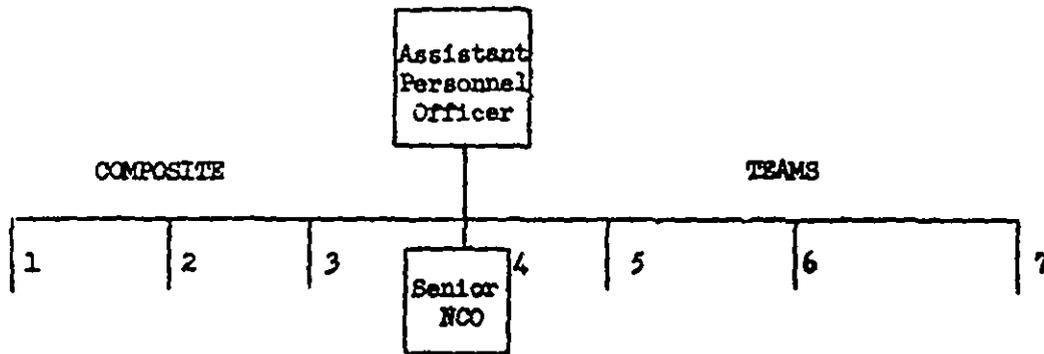


Figure 2-3.

officer in each of the seven composite teams in a manner paralleling figure 2-1. Each of the other unit supervisors in the Personnel Records Branch provides direct supervision over his subordinates in the composite teams. The Administrative Machine Branch chief supervises the Office Services Unit and directs the Machine Processing Unit through its chief.

**2-6. Composite team.** The senior noncommissioned officer in each of the seven composite teams, regardless of branch assignment, supervises the

activities of that composite team in all matters other than technical personnel operations. The TOE has been so organized that the senior individual will be grade E-7. This arrangement for direction is more important in field operations but should also prevail in garrison. During field operations, these seven senior noncommissioned officers report directly to the assistant personnel officer on such matters as tent location, sanitation, transportation, movement, etc. Figure 2-3 shows this channel of direction.

### Section III. TRAINING

**2-7. Personnel Service Division.** *a.* The various sources of assistance to training are described in DA Pam 600-8. That reference also cites the continuing need for field or on-the-job training in personnel management and administration. There is a wide range of skill and knowledge requirements within a Personnel Service Division, and there is a correspondingly wide range of experience provided in the authorized noncommissioned officer and senior specialist positions as well as the commissioned and warrant officer positions. The personnel officer must develop a plan to utilize the experienced personnel to conduct both on-the-job training and formal courses of instruction.

*b.* In addition to the technical training requirements, all newly assigned personnel should receive training in the organization and operations of the Personnel Service Division and the Division Personnel Support System. The procedures contained in the succeeding chapters and in AR 600-17 should be used.

**2-8. Personnel staff NCO's.** Upon assignment, the personnel staff NCO's should receive the same nontechnical training as is provided newly assigned personnel in the Personnel Service Division. Their familiarity with the Personnel Service Division

organization and its incumbents is no less important than an understanding of their role in the Division Personnel Support System. Initial training should emphasize that personnel staff NCO's represent a technical extension of the Personnel Service Division, and should include summaries of experiences and techniques found successful by other personnel staff NCO's. It will be necessary also to provide Personnel staff NCO's with periodic instructions on new or changing personnel procedures and policies.

**2-9. Company clerk.** The personnel staff NCO has primary staff responsibility for assisting with the personnel portion of company clerk training. The procedures contained in AR 600-17 should greatly assist the personnel staff NCO in his training mission, and the Personnel Service Division should be responsive to requests for assistance. The Personnel Service Division will become aware of subjects in which the company clerks require training by virtue of the receipt of personnel actions forwarded directly from units which contain administrative discrepancies. In these cases, as well as in departures from the document routing channels, the personnel action should be returned through the appropriate personnel staff NCO so that he will be aware of the training requirement.

### Section IV. CONTROL

**2-10. Internal controls.** *a.* Internal controls are one of the most important factors in management. They are the means whereby an organization can measure success or identify the causes of failure. For example, the Chief of a Military Pay Branch beset by pay errors or complaints begins to exert controls when he systematically identifies the pay specialists at fault and the types of errors; he improves controls by looking behind the errors to determine the causative factors, such as a failure to receive and post the source documents, and he takes corrective action. The most commonly accepted controls employ audit techniques which are also applicable to the management of personnel service; however, no independent devices can substitute for the quality of control exercised by a competent and alert supervisor.

*b.* The organizational structure of the Personnel Service Division provides for supervisory positions in sufficient numbers and locations so that no duty position should be beyond close control. The standing operating procedures will permit supervisors to devote their attention to unusual problems while insuring an easy detection of departures from approved methods. The suggested physical layout also assists the supervisors by placing in close proximity those personnel specialists who must work together, and thereby facilitates coordination. Appendixes to chapters 3 through 8 illustrate the necessary points of coordination between branches and provide supervisors with advance warnings of potential problem areas. Effective audit techniques are provided in the model procedures for the Military Pay Branch. Likewise, the central suspense system

accounts for actions to be performed on fixed occasions.

c. A number of internal controls are provided the Personnel Service Division but additional procedures will be required to account for new problem areas as they arise. Personnel officers can employ the outprocessing procedures to measure the quality of records maintenance, but recurring audits should be conducted to completely screen each record at least semiannually.

**2-11. Responsibilities in the Division Personnel Support System.** The personnel officer has a number of responsibilities beyond the management of the Personnel Service Division, as discussed above. One of these requires him to exercise staff supervision over the Division Personnel Support System. He must insure an understanding of such matters as the document routing channels among all personnel assigned to perform personnel service because these channels represent more than an administra-

tive artifice—they represent the interest of commanders at each echelon. Visits among the personnel staff NCO's will reveal the nature of requirements placed upon them by each echelon and are essential to insure that they are permitted to perform their primary mission.

**2-12. Control of visits to the Personnel Service Division.** The procedures contained in this regulation as well as those contained in AR 600-17 provide for actions to substitute for personal visits to the Personnel Service Division wherever possible. These substitute actions are necessary because of the distance between the Personnel Service Division and the units, and the duty time consumed in such visits. All supervisors must insure that their subordinates do not request that officers or enlisted men visit the Personnel Service Division for other than essential reasons. Personnel staff NCO's will contact the appropriate supervisors in the Personnel Service Division to schedule necessary appointments for enlisted personnel.

## Section V. COMMUNICATIONS

**2-13. Internal routing.** a. The size of the Personnel Service Division and the volume of correspondence it processes require that the personnel officer carefully plan an internal routing scheme. Two important considerations in a routing plan are the physical layout and the relative experience of key personnel. Because these differ widely between divisions, the advantages of two alternative routing plans are as follows:

- (1) One routing scheme provides for the distribution of all incoming communications through the branch chiefs and is appropriate—
  - (a) When the composite teams and branch chiefs are widely dispersed, because it reduces backtracking of important matters for the attention of the branch chief.
  - (b) If inexperienced personnel are assigned to the composite teams, due to their inability to identify important matters and the difficulties in prescribing them with precision.
- (2) Another scheme envisions direct distribution to the composite teams and has the advantages of—

- (a) Reducing the handling of all routine matters.
- (b) Applying the "exception" principle and thereby releasing the branch chief for active supervision.

b. A compromise involves the assignment of experienced personnel to the message center in the Office Services Unit and the initial distribution of only important matters to the branch chiefs. Each Personnel Service Division must evaluate its resources and determine the most appropriate routing plan. An obvious and related matter involves the necessity for direct messenger service between the Personnel Service Division and the divisional units. Direct messenger service is prescribed in chapter 7.

**2-14. Response to units and applicants.** It is reasonable to expect that unit commanders and individual applicants submitting personnel actions may be concerned about the possibility of a relatively impersonal attitude prevailing in a large Personnel Service Division which is separated from their organization. Their initial concern will become aggravated in direct proportion to the time interval between an inquiry or application and a response.

All personnel assigned to the Personnel Service Division should be aware of these consequences and should be imbued with the fundamental nature of a service organization. For this reason, supervisors should insist that all personnel specialists follow the supplemental procedure contained in appendix 2-1.

**2-15. Review of document routing channels.** (See ch. 8, AR 600-17.) The document routing channels were cited earlier as one important matter

for control by the personnel officer. The division AG has primary responsibility for the operation of the Division Personnel Support System, therefore, the personnel officer should program sufficient review of the routing channels to assure that commanders are not unnecessarily burdened with unimportant documents but receive information which is essential to performance of their command responsibilities.

## Section VI. PHYSICAL LAYOUT, EQUIPMENT AND FACILITIES

**2-16. Garrison.** *a.* The efficient operation of an office depends to a large extent on its physical layout. Considerable time and thought should go into assessing the available resources and planning the physical layout of the Personnel Service Division because a poor layout reduces efficiency through wasted time and motion. DA Pam 600-8 contains the basic principles of office layout and techniques for analysis of workflow, and should be used when determining the physical layout.

*b.* Physical layout is so important that it may either facilitate or hinder the organizational structure. An important advantage of subdividing the Personnel Service Division into seven composite teams lies in the flexibility afforded by the smaller space requirement of each composite team. When the spatial standards include in DA Pam 600-8 are applied to the entire organization, the Personnel Service Division requires approximately 31,000 square feet of floor space—a room size which is prohibitive at many locations. Each composite team requires approximately 1,700 square feet of floor space and thereby offers a greater selectivity of building sites without an attendant reorganization to adjust to physical limitations.

*c.* Appendix 2-III portrays a physical layout for a typical composite team in garrison. This layout offers the following advantages:

- (1) Pay and Records Team Leaders are situated to—
  - (a) Exercise control over their subordinates.
  - (b) Facilitate their discussion of common problems.
  - (c) Control visitors to the composite team.
- (2) A pay specialist is located adjacent to a records clerk who serves the corresponding units. This arrangement facilitates—

- (a) Routing of source documents.
  - (b) Exchange of information and records.
  - (c) Proofreading of military pay vouchers and the audit or cross-check of individual personnel records.
  - (d) Transfer of skills and knowledges.
  - (e) Joint use of telephone and tables.
- (3) Personnel action specialists are near the control specialist. This arrangement is advantageous because many of the personnel action tasks are initiated by the suspense system.
  - (4) The control specialist is near the reports clerks. This arrangement is necessary because their procedures require frequent contact, and crosstraining between these duty positions is essential.
  - (5) Source documents may be routed in a straight line. For example, the route of the two action copies of the morning report are—
    - (a) Reports clerk—control specialist—pay specialist—records clerk.
    - (b) Reports clerk—personnel action specialist—personnel management specialist.
  - (6) Processing and personnel management specialists are located near the entrance because of the visitor traffic.

*d.* This layout should be possible in nearly every kind of building which normally will be available to Personnel Service Divisions. Accordingly, personnel officers should seek to gain as many of the advantages as is possible if the available building(s) are not completely amenable to this layout.

*e.* Appendix 2-IV portrays a physical layout for the Personnel Service Division in garrison. The diagram illustrates the relative location of the

composite teams to the supervisory and service element of the Personnel Service Division. Available resources vary widely between installations and few, if any, Personnel Service Divisions will be able to obtain a building which will house the entire Personnel Service Division. This layout has the following advantages:

- (1) The office Services Unit is located near the entrance to facilitate messenger and visitor control
- (2) The personnel officer is near all of his primary assistants except for the chief of the Administrative Machine Branch.
- (3) Branch chiefs are centrally located with respect to the composite teams.

f. If space is not available to employ the layout depicted in appendix 2-IV, personnel officers should consider carefully the advantages listed above because they are essential to control and direction of the Personnel Service Division. When using several buildings, messenger and visitor control deserve special attention because the absence of direction will lead to an unfavorable effect throughout the division.

g. Other considerations in the physical layout for the Personnel Service Division include—

- (1) Physical facilities such as lighting, heat, ventilation, plumbing, electrical outlets, etc. The working conditions are important because of their direct effect on the morale of assigned personnel. Illumination, for example, is worthy of attention by the personnel officer because of the close relationship between visual conditions and productive efficiency. Noise control will be important to personnel specialists working in proximity to the punched card machines.
- (2) Ease of access. This includes both entrance to an area occupied by an organizational element and freedom of movement within the area.
- (3) A convenient parking area. A large service organization such as the Personnel Service Division must expect a large number of visitors and the consequent need for adequate and convenient parking space.

h. Providing the equipment necessary for garrison operations is closely related to planning the physical

layout because the quantity, size, and shape of equipment to be used limits the layout. Initially, the personnel officer should develop an exhaustive list of equipment necessary to perform the assigned duties. Next, he should determine the availability of such equipment. Finally, he must plan a layout which will accommodate the equipment and personnel in a pattern which satisfies the organizational requirements as well as the basic principles of office layout.

**2-17. Field.** a. The same basic principles of physical layout apply to field operations. Only the applications change due to tentage, terrain, and tactical conditions. The equipment and facilities are fixed by tables of equipment, and the personnel officer determines their allocation.

b. Appendix 2-V portrays a physical layout for a typical composite team in the field. This layout offers the following advantages:

- (1) A supervisor is placed in each tent to avoid rearrangement of personnel when the terrain requires separation of the tents.
- (2) The personnel specialists are grouped to correspond to the units they serve. This arrangement facilitates—
  - (a) The same advantages as afforded by the proximate location of the pay specialist and records clerk in garrison.
  - (b) Forming a second echelon support team. This is advantageous because the second echelon support team requirements will be generated by field operations.
  - (c) Reduced traffic through the tents by having tents marked with unit designations.
- (3) The control specialist is near the reports clerks for the same reasons as in garrison.

c. FM 12-11 describes the arrangement of elements located in the division rear echelon, and also contains guidance on other factors to be considered when operating under field conditions. Appendix 2-VI portrays a typical layout for the Personnel Service Division in the field. The tent locations will vary with the terrain, but the relative positions should follow the depicted pattern. This layout has the following advantages:

- (1) The Office Services Unit is located near the dismount point for the convenience of messengers and visitors.
- (2) The composite teams are placed in satisfactory tactical positions.
- (3) The personnel officer is near all of his primary assistants.
- (4) Branch chiefs are centrally located with respect to the composite teams.

## Section VII. FIELD OPERATIONS

**2-18. Planning.** *a.* The size of the Personnel Service Division and the volume of equipment necessitate careful advance planning of all matters related to field operations. Initially, the personnel officer must delegate planning responsibility to his primary assistants and reserve to himself a final responsibility to merge the various plans into an effective program. Planning must consider personnel and equipment requirements in the successive phases of preparation; loading and unloading; and occupation and establishment of the bivouac area.

*b.* Planning for the preparation phase should include a consideration of all factors which will remain constant over a period of time. These factors include—

- (1) Volume, location, inventory, and inspection of TOE equipment.
- (2) Volume, location, and inventory of publications and blank forms.
- (3) Type, stock level, and inspection of expendable supplies.
- (4) Volume and location of records and files.
- (5) SOP for prepacking and packing. These SOP should contain specific instructions on what, where, when, how, and who.
- (6) Transportation requirements.
- (7) March planning when required.
- (8) Advance or quartering party requirements.
- (9) Control over personnel work being processed at the expected time of movement.
- (10) Obtaining the health and dental records.
- (11) Termination of garrison activities which would not apply in the field.

*c.* The scheduling of inventory and inspection of materials and equipment should provide for time to replace obsolete forms and unserviceable equipment which may be discovered.

*d.* Planning for the loading phase of field operations must consider the following factors:

- (1) Notifications or warning orders.
- (2) Personnel responsibilities, to include supervision.
- (3) Time allowances.
- (4) Final packing of records, supplies, and equipment.
- (5) Designation of transportation and loading plans for personnel and records, supplies, and equipment.
- (6) Reports of completion or problems.
- (7) Practice loading.

*e.* Planning for occupation and establishment of the bivouac area should include—

- (1) Development of plans for relative locations of tents, equipment and vehicles.
- (2) A definition of the specific duties of the advance or quartering party.
- (3) A standing operating procedure for establishment of the bivouac outlining the specific duties and responsibilities of each person.
- (4) Planning for required participation by the Personnel Service Division in the tactical and damage control operations of the rear echelon. See FM 12-11.
- (5) Provisions to insure that all personnel are familiar with the plan and their specific duties and responsibilities.

**Section VIII. APPLICATION TO SEPARATE BRIGADES**

**2-19. Applicability.** The model SOP contained in subsequent chapters and in AR 600-17 are applicable to separate brigades functioning with composite teams, as well as to divisions. However, minor modifications may be required to meet local circumstances. The responsibilities of the personnel officer of a division, which are discussed in section I above, are equally applicable to the personnel officer of a separate brigade. Those procedures in chapters 3 through 7 which are concerned with operating under the punched card machine system are not applicable to separate brigades. However, for each procedure which deals with a punched card machine application, there is a procedure provided which describes the function and the procedure for han-

dling the function manually. As an exception to the above, there is no procedure provided for preparation of the Personnel Qualifications Roster. In this connection information included on the roster normally is furnished only by the brigade PSD to commanders and personnel staff NCO's upon request. When the brigade is operating under DA Pam 600-8, i.e., when there are less than 3,000 troops served and the Personnel Service Division is not organized using composite and functional teams, the functional branches must continue to use AR 600-16 and AR 600-17 as they pertain to personnel staff NCO's and document routing channels between units and the Personnel Service Division.

## APPENDIX 2-I

### PROCEDURE FOR RESPONSE TO UNITS AND APPLICANTS

**Reference.** AR 340-15.

#### Procedure

1. This procedure supplements all other procedures in which a written inquiry, an application, or a request for any personnel action is received in the Personnel Service Division. Examples include a pay inquiry submitted on the form letter (app. 1-V), an application for hardship discharge, or a request for redesignation of primary MOS.

2. Upon receipt of an application or request for a personnel action, or an inquiry on a previously submitted application or request, the personnel specialist—

a. Reviews inquiries and takes action to determine the status of the case. Prepares a reply to the inquiry and forwards it to the supervisor for review.

b. Reviews applications and requests, and estimates whether positive action can be taken within 3 workdays. Positive actions include a reply to the application or request, or furnishing the initiator a copy of the forwarding indorsement or comment, if the division cannot take final action on the case.

c. Prepares a Delay, Referral, or Follow-up Notice (DA Form 209) (fig. A2-I.1) for cases estimated to

require more than 3 workdays. Forwards the DA Form 209 and the case to the supervisor for review.

3. Upon receipt of an inquiry, application, or request from the personnel specialist, the supervisor—

a. Reviews the case to determine the time required for positive action.

b. Takes alternative action, such as assignment to another personnel specialist, if appropriate.

c. Signs and dispatches the DA Form 209 if—

(1) No alternative is appropriate or the complex nature of the case requires more than 3 workdays.

(2) Final action on the case cannot be taken by the division and it is estimated that the action headquarters will not return the case within 3 workdays.

d. Signs and dispatches inquiries if the reply is suitable.

e. Returns the application or request to the personnel specialist if c above applies and insures that processing begins as soon as possible.

4. If final action on a case previously estimated to take less than 3 workdays is unforeseeably delayed, the personnel specialist and supervisor follow the procedure in paragraph 2c and paragraph 3, respectively.

FROM <i>AG-PERSONNEL SERVICE DIVISION</i>	DATE <i>6 MAY 62</i>
<input checked="" type="checkbox"/> WE HAVE RECEIVED YOUR <i>DA FORM 209</i> DATED <i>4 MAY 62</i> FILE REFERENCE _____ REGARDING <i>APPLICATION FOR HARDSHIP DISCHARGE</i>	
<input type="checkbox"/> YOU MAY EXPECT A REPLY FROM THIS OFFICE ABOUT <i>22 MAY 62</i>	
<input checked="" type="checkbox"/> WE HAVE SENT YOUR <i>APPLICATION</i> TO <i>STATE DIRECTOR OF SELECTIVE SERVICE, STATE OF MAINE</i>	
<input type="checkbox"/> WHO WILL REPLY TO YOU DIRECTLY _____ <input checked="" type="checkbox"/> TO OBTAIN INFORMATION	
<input type="checkbox"/> REPLY TO OUR _____ DATED _____	
SUBJECT _____	
FILE REFERENCE _____ HAS NOT BEEN RECEIVED. PLEASE REPLY OR ACKNOWLEDGE.	
TYPED NAME, GRADE AND TITLE <i>JOHN DOE</i> <i>Sr PA Sp</i>	SIGNATURE <i>John Doe</i>

DA FORM 209  
1 JUN 60

PREVIOUS EDITIONS OF THIS FORM AND  
DA FORM 209-1 ARE OBSOLETE.

DELAY, REFERRAL, OR FOLLOW-UP NOTICE  
(AR 340-15) GPO 1960 O-166000

Figure A2-I.1.

## APPENDIX 2-II

### PROCESSING REQUESTS FOR ORDERS FROM DIVISIONAL UNITS

**Reference.** AR 310-10.

**Procedure**

1. This procedure supplements all other procedures when requests for orders (DA Form 2446-R) are received in the Office Services Unit from a divisional unit. The request for orders will be routed to the branch having functional responsibility for the type of action to be accomplished by the order. For example, a request for orders establishing a board of officers will be routed to the Personnel Action Branch; a request for orders involving a reassignment within a battalion will be routed to the Personnel Management Branch, etc.

2. Upon receipt of a DA Form 2446-R requesting an action which is determined to be consistent with the division policy, the personnel specialist—

a. Verifies the personnel data in the request with the personnel records.

b. Adds any additional data and/or special instructions to the request as required by the pertinent regulations.

c. Makes a pencil note that the request for orders has been forwarded to the Office Services Unit, e.g., the pay specialist notes on the number 5 worksheet copy of an MPV "Req for sep rats 16 May 62," the personnel action specialist posts an order appointing a board of officers to reflect "Req to delete Col Jones, add Col Smith, 17 Jun 62."

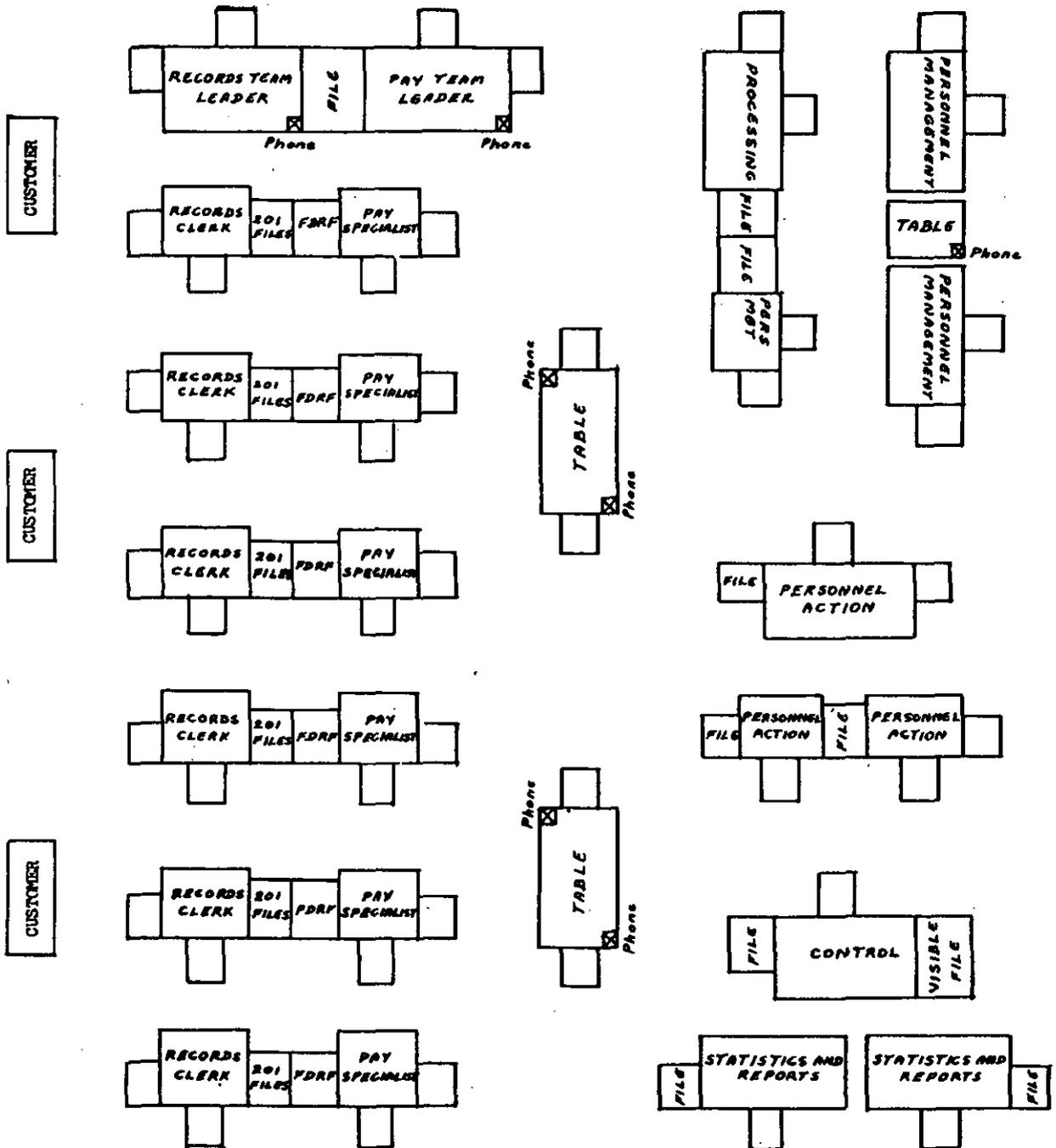
d. Annotates the DA Form 2446-R to indicate verification and forwards to the Office Services Unit.

3. Upon receipt of a DA Form 2446-R requesting an action which is determined to be inconsistent with the division policy, the personnel specialist forwards the request for orders to the branch chief for determination of the action to be taken. When a determination has been made by the branch chief, the personnel specialist follows the procedure in paragraph 2, or takes other action as directed.

APPENDIX 2-III

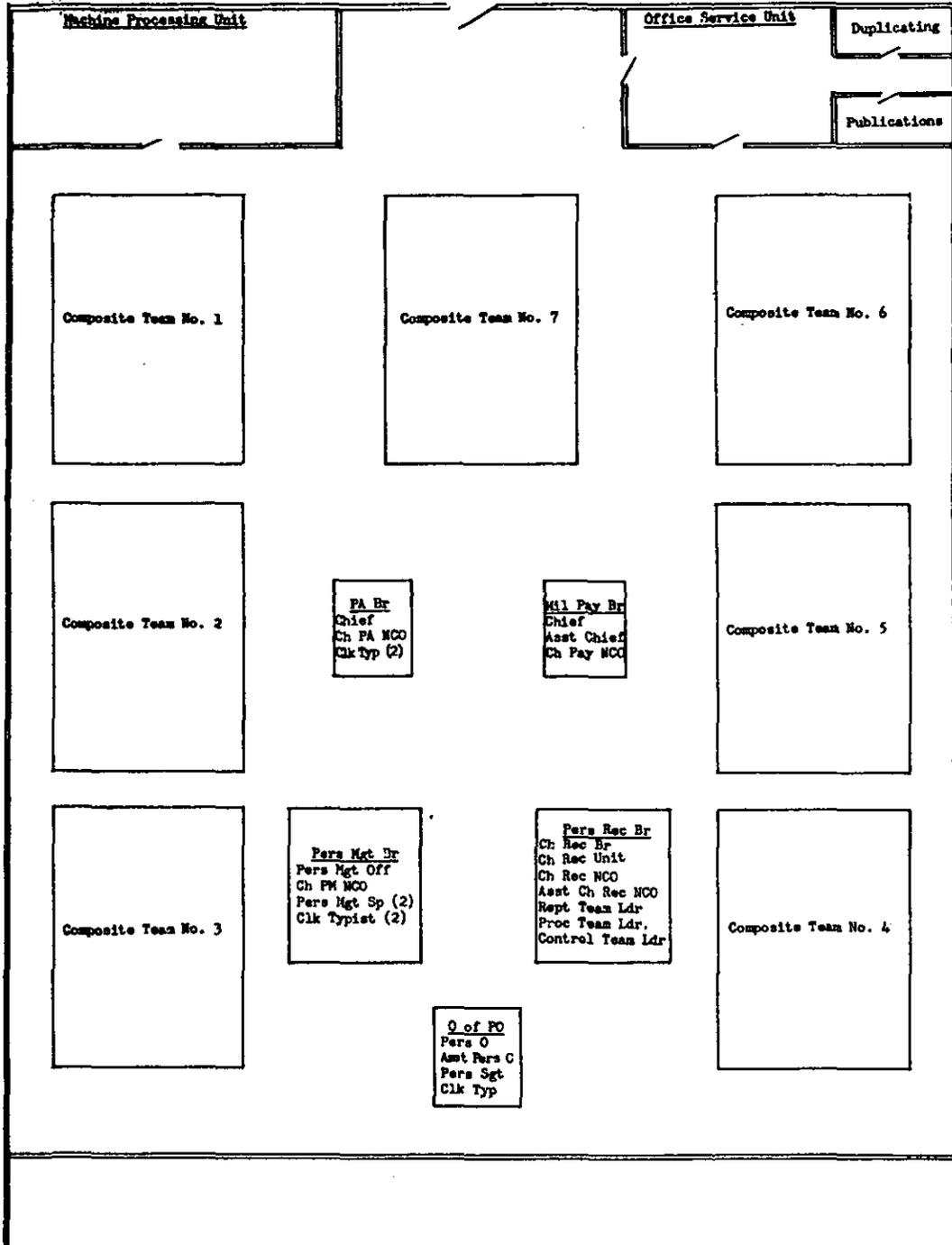
PHYSICAL LAYOUT FOR COMPOSITE TEAM  
(GARRISON)

VISITORS CHAIRS



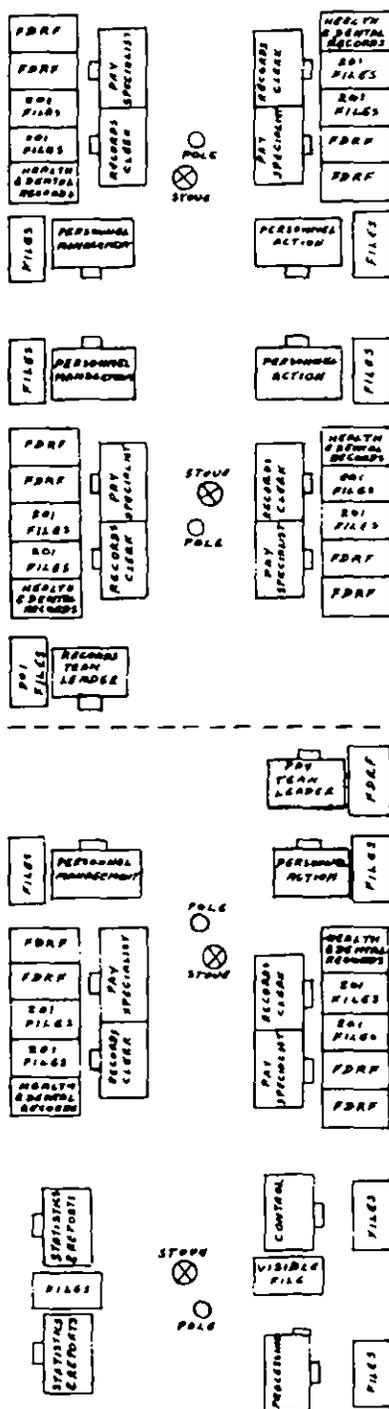
### APPENDIX 2-IV

## PHYSICAL LAYOUT FOR PERSONNEL SERVICE DIVISION (Garrison)



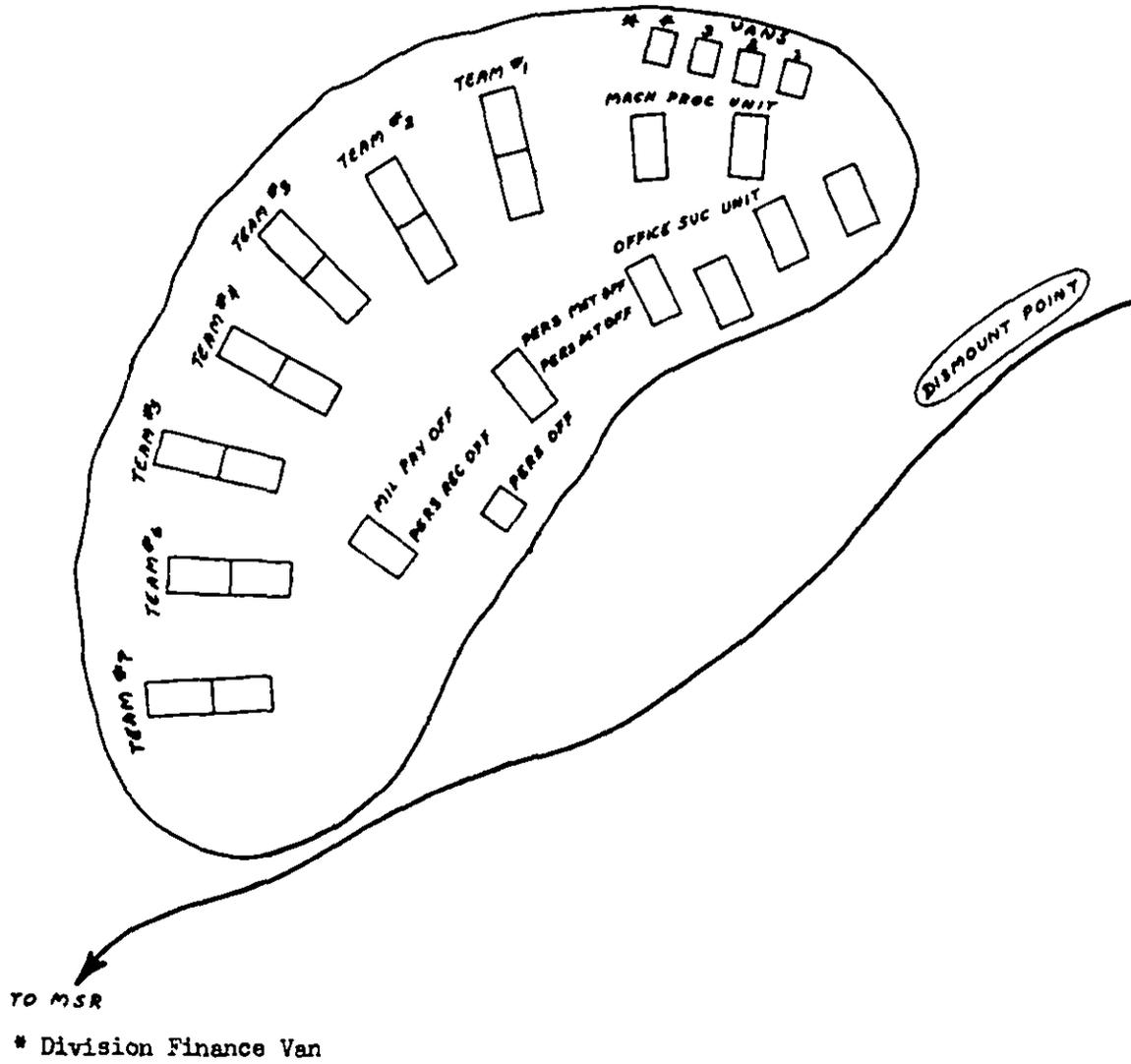
### APPENDIX 2-V

#### PHYSICAL LAYOUT FOR COMPOSITE TEAM (Field)



APPENDIX 2-VI

TYPICAL FIELD LAYOUT  
Personnel Service Division-AG Section



## CHAPTER 3 PERSONNEL MANAGEMENT

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### Section I. GENERAL

**3-1. Discussion.** Chapter 3, DA Pam 600-8 contains a full discussion of personnel management concepts. AR 600-17 contains company and battalion level procedures and indicates their effect on personnel management actions in the division. Some personnel management actions originate in the office of the branch chief while others begin in the seven composite teams. For example, the branch chief takes action to assign incoming replacements to battalions and separate companies while such matters as requests for on-the-job training are included on the Personnel Information Rosters and are initially considered by the personnel management specialists in the composite teams. These differences in operating procedures require the Personnel Management Branch Chief to devise controls to insure that the work is carried out promptly and correctly. The personnel management officer provides technical guidance through the senior personnel management specialists in each composite team. These senior specialists serve as working supervisors because they are the channel for the branch chief's technical control while also providing personnel management service to a specific unit or units.

**3-2. Inprocessing.** The Personnel Management Branch is responsible for the operation of the inprocessing teams. Accordingly, it will be necessary to coordinate the details of inprocessing with other branches of the Personnel Service Division and such other activities as the Staff Judge Advocate, Division Finance Office, Division Surgeon and the Replacement Detachment.

**3-3. Test control.** The Personnel Management Branch would also assume additional responsibilities if the personnel management officer is designated as a test control officer. Procedures for requisitioning and safeguarding test materials as well as a number of other administrative details would be necessary.

**3-4. Procedural Interaction Chart.** The Procedural Interaction Chart (App. 3-1) lists the procedures contained in the other chapters of this regulation which affect the Personnel Management Branch. This chart lists only those procedures originating in another branch of the Personnel Service Division which require action by the Personnel Management Branch.

### Section II. CLASSIFICATION AND UTILIZATION

**3-5. Responsibility.** a. The division commander is the classification authority since he is responsible for custody of personnel records within the division; however, proper classification is an implied responsibility of commanders at all echelons. The Personnel Management Branch should assist commanders to fulfill personnel management responsibilities by—

- (1) Furnishing unit commanders a copy of a replacement's Enlisted Qualification Record (DA Form 20) as well as other information from the personnel records at the time of assignment.

- (2) Using Personnel Information Rosters as a communications device between the Personnel Management Branch and unit commanders. The Personnel Information Rosters serve to advise the personnel management officer of unit requirements and problems in utilization of assigned personnel as well as classification actions desired by unit commanders.
- (3) Appointing MOS classification boards to meet unit classification requirements as well as the mandatory classification boards required in the Enlisted Evaluation System.

- (4) Furnishing strength information to battalion and separate unit commanders. These reports reflect the present MOS strength status and projected gains and losses.
- (5) Encouraging battalion and separate unit commanders to provide assignment priority information.

b. The Personnel Management Branch also has a fundamental obligation to the division commander for monitoring proper utilization of personnel throughout the division. This responsibility should be fulfilled by—

- (1) Interviewing soldiers and screening qualification records to effect the most appropriate assignments.
- (2) Periodic visits to units to interview soldiers on their assigned duties.

- (3) Submission of surplus reports to advise higher headquarters of the division requirements for qualified personnel.

c. Another Personnel Management Branch responsibility is that of insuring a qualitative distribution of personnel throughout the division. Some of the qualities that may be considered are physical category, aptitude area GT, and educational level. When desired other areas may be considered. A screening of personnel should be made periodically to determine if there is an equitable distribution of personnel between battalions and separate companies, and appropriate adjustments made by establishing assignment priorities for new replacements. When punched card machines are employed, much of this type of data will be available, and may be requested from the Administrative Machine Branch.

### Section III. PROMOTIONS AND APPOINTMENTS

**3-6. Scope.** Officer promotion procedures in this regulation are limited to promotions to first lieutenant and warrant officer W-2 because Headquarters, Department of the Army controls temporary and permanent promotions to all other grades. The division commander may establish

promotion boards to consider nominees for promotion to any enlisted grade even though a board is required by regulations only for appointment to grades E-8 and E-9. The system for allocating enlisted appointment quotas is also a matter of local policy.

### Section IV. PUNCHED CARD MACHINES

**3-7. Service.** a. The Personnel Management Branch is a prime beneficiary of the services of the Machine Processing Unit because much of their time-consuming work is accomplished mechanically with a greater degree of accuracy. In addition to the machine applications included as Personnel Management Procedures, a number of other applications may be requested of the Machine Processing Unit. Information in the punched cards will yield reports on such matters as—

- (1) Enlisted men eligible for permanent appointment.
- (2) Enlisted men eligible for MOS testing.
- (3) Personnel with special qualifications and/or training.
- (4) Personnel to be administered sample survey questionnaires.
- (5) Enlisted strength data by physical profile and aptitude area GT.

- (6) Projected loss data.
- (7) Enlisted men awarded proficiency pay.

b. When punched card machines are available, the Personnel Management Branch receives a notification to accomplish suspense actions from the control specialist by means of a Personnel Suspense Card (DA Form 2470-1) and a Personnel Suspense Roster (DA Form 2474). Otherwise, the procedures for accomplishing the suspense actions remain unchanged.

**3-8. Augmentation when punched card machines not available.** Until punched card machines are available, the Personnel Management Branch should be augmented by 11 personnel management specialists and 2 clerk-typists to perform the functions which normally would be accomplished by the Machine Processing Unit. The office of the branch chief should be augmented by 4 personnel

management specialists and 2 clerk-typists, while an additional personnel management specialist should be added to each of the composite teams.

**3-9. Obtaining gains and losses information.** The Personnel Management Branch furnishes projected gains and loss information to the Machine Processing Unit. This information is transmitted

by means of a Personnel Data Processing Card (DA Form 2468-1). The branch furnishes gains information by completing the basic data on a blank card and furnishes loss information by using one of the cards stored in each individual's 201 file. Complete information on the preparation and use of the Personnel Data Card is included in chapter 8.

## PROCEDURE 3-1

## CLASSIFICATION AND RECLASSIFICATION OF ENLISTED PERSONNEL

★**References.** Procedures 10-1-3 and 11-1-3, AR 600-17; AR 611-201, AR 611-202 (Classified), AR 600-200 DA Pam 600-8, DA Pam 611-8.

**Procedure**

1. The senior personnel management specialist screens the Personnel Information Roster (PIR) monthly and the morning report daily to identify—

a. Soldiers performing on-the-job training (OJT) to qualify for award of a new PMOS.

b. Soldiers performing duties to qualify for award of an MOS in the pattern or normal progression from their present MOS as shown in DA Pam 611-8.

c. Soldiers laterally appointed as NCO's or specialists.

d. Soldiers appointed to a higher NCO or specialist pay grade.

e. Soldiers reduced to pay grades not commensurate with MOS held.

★*Note.* Enlisted personnel who possess skills and knowledges required for any five-character MOS, as specified in AR 611-201, or AR 611-202 may be awarded that MOS provided individual meets physical, mental, and special requirements contained in specification for MOS.

2. For soldiers under paragraph 1a and b, if the unit commander enters remarks on the PIR to indicate successful completion of training within a reasonable period of time (60-120 days), the senior PM specialist—

a. If the action is classification in an MOS in the pattern of normal progression from the current PMOS as shown in DA Pam 611-8, prepares a request for orders, signs and forwards to the Office Services Unit.

b. If the action is classification in an MOS outside the normal progression from the current PMOS as shown in DA Pam 611-8—

(1) Prepares 3 copies of an overprinted DA Form 1049 (fig. 3-1.1).

(2) Forwards the original and 1 copy to the PM officer for review, signature and dispatch.

(3) Retains 1 copy in the 31-day suspense file pending reply from the unit.

3. Upon return of the DA Form 1049 from the unit, the senior PM specialist reviews the reply and takes one of the following actions, as appropriate:

a. Prepares, signs and forwards a request for orders to the Office Services Unit when the reply indicates agreement between the unit commander and soldier for redesignation of a PMOS.

b. Prepares the case for MOS classification board action when the reply indicates agreement between the unit commander and soldier but will result in the withdrawal of a VPMOS (Procedure 3-3).

c. Prepares the case for MOS classification board action when the reply indicates disagreement between the unit commander and the soldier (Procedure 3-3).

4. If the unit commander does not enter remarks on the PIR to indicate successful completion of OJT within a reasonable period of time (120 days), the senior PM specialist—

a. Prepares 3 copies of an overprinted DA Form 1049 (fig. 3-1.2) requesting an explanation of the delay and a date by which the soldier may be expected to become qualified.

(1) Forwards the original and 1 copy to the personnel management officer for review, signature and dispatch.

(2) Retains 1 copy in the 31-day suspense file pending reply from the unit.

b. Suspends the future classification actions upon receipt of an affirmative reply or consults with the chief PM NCO upon receipt of a negative reply.

5. For soldiers under paragraph 1c and d, if the present MOS and/or skill level digit is not compatible with the new NCO or specialist

**C 3, AR 600-16**

status, the senior PM specialist refers to AR 611-201 or AR 611-202 (Classified), and determines the appropriate MOS and/or skill lever digit, prepares a request for orders, signs and forwards to the Office Services Unit.

6. For soldiers under paragraph 1c, the senior PM specialist prepares 3 copies of an overprinted DA Form 1049 (fig. 3-1.1) requesting that the unit commander determine if withdrawal of the 4-digit PMOS or the fourth digit only is appropriate.

a. Forwards the original and 1 copy to the PM officer for review, signature and dispatch.

b. Retains 1 copy in the 31-day suspense file pending reply from the unit.

7. Upon return of the DA Form 1049 from the unit, the senior PM specialist reviews the reply and—

a. If the unit commander determines that the 4-digit PMOS should be withdrawn and re-

quests retraining in a new MOS, prepares the case for classification board action (Procedure 3-3), or

b. If the unit commander determines that only the fourth digit should be changed, prepares a request for orders, signs and forwards to the Office Services Unit.

8. The personnel management officer reviews and signs all classification and reclassification correspondence prior to dispatch to the unit.

9. When a soldier is appointed to a higher grade in an MOS other than his current PMOS, the senior specialist—

a. Prepares a request for orders to designate the MOS in which appointed as his PMOS and to redesignate the old PMOS as his SMOS.

b. Signs the request for orders and forwards to the Office Services Unit.

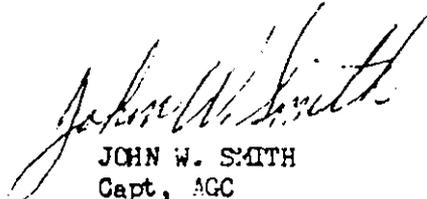
PERSONNEL ACTION		DATE
REFERENCE OR OFFICE SYMBOL		15 Aug 65 10 Aug 65
SUBJECT		
Reclassification of Enlisted Personnel		
TO:	CO, Co B, 19th Inf Ft Miller, Utah	FROM: CG, 99th Inf Div Ft Miller, Utah
NO	PROCESSING ACTIONS	
1	<p>(X) The Personnel Information Roster verified as of <u>31 Jul 65</u> contains a remark indicating that <u>Sgt E5 Jerry R. Morris, RA 13 476 581</u>, a member of your unit, is considered qualified in his PMOS <u>11B40</u>. Request this correspondence be forwarded to the individual concerned for concurrence or non-concurrence in the redesignation of his present PMOS <u>76K40</u> to PMOS <u>11B40</u>.</p> <p>( ) (Disciplinary action taken against) (Reduction of) _____, a member of your unit, could result in withdrawal of his PMOS _____ or change in the fourth digit only. Request this headquarters be notified whether withdrawal of the 4 digit PMOS is contemplated or change of the 4th digit only is contemplated. In any event the fourth digit must be adjusted to conform to his new grade.</p> <p>FOR THE COMMANDER:</p> <p style="text-align: center;"><i>John W. Smith</i> JOHN W. SMITH Capt, AGC Asst Adj Gen</p>	
2	THRU: CO, 3d Bn, 19th Inf TO: CG, 99th Inf Div Attn: Pers Mgt Br	FROM: CO, Co B, 19th Inf 14 Aug 65
	<p>In compliance with Comment Nr 1, the following information is furnished:</p> <p>(X) EM concurs in redesignation of his PMOS <u>76K40</u> to PMOS <u>11B40</u></p> <p>( ) EM does not concur in redesignation of his PMOS, Classification Board Action is requested.</p> <p>( ) EM does not concur in redesignation of his PMOS. EM is being reassigned to a different duty position which will be shown on the Personnel Information Roster.</p> <p>( ) Classification board action is requested.</p> <p>( ) Withdrawal of PMOS _____ (is) (is not) requested.</p> <p>( ) Request skill level digit be changed from _____ to _____.</p> <p>( ) Adjust skill level to conform to new grade.</p> <p style="text-align: center;"><i>Thomas W. Lingen</i> THOMAS W. LINGEN Capt, Inf Commanding</p> <p>"X" appropriate block.</p>	
CONTINUE ENTRIES ON PLAIN WHITE PAPER.		

DA FORM 1049  
1 OCT 55

REPLACES EDITION OF 1 OCT 53 WHICH IS OBSOLETE

GPO 1964 O 715 118

★Figure 3-1.1.

<b>PERSONNEL ACTION</b> <small>(AR 340-15)</small>		DATE-10 Aug 65 5 Aug 65
REFERENCE OR OFFICE SYMBOL	SUBJECT <b>On-The-Job Training</b>	
THRU: CO, 3d Bn, 19th Inf TO: CO, Co B, 19th Inf	FROM: CG, 99th Inf Div Ft Miller, Utah	
NO	PROCESSING ACTIONS	
1	<p>1. The Personnel Information Roster verified for the period ending <u>31 Jul 65</u>, does not reflect a remark indicating <u>SP4 Walter R. Truman, RA 10463852</u>, as successfully completing On-the- Job Training in his DMOS <u>11B40</u>.</p> <p>2. Since the soldier has been performing duty in this position for a reasonable amount of time (120 days), request this headquarters be furnished an explanation of the delay in qualifying for award of the MDS or a date by which the soldier may be expected to become qualified.</p> <p>FOR THE COMMANDER:</p> <div style="text-align: center;">               JOHN W. SMITH              Capt, AGC              Asst Adj Gen         </div>	
CONTINUE ENTRIES ON PLAIN WHITE PAPER		

DA FORM 1049  
1 OCT 55

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO 1964 O-715 938

★Figure 3-1.2.

## PROCEDURE 3-2

## AWARD OF ADDITIONAL MOS TO COMMISSIONED AND WARRANT OFFICERS

**References.** AR 611-101, AR 611-102 (Classified), AR 611-103, AR 611-112, AR 611-113 (Classified).

**Procedure**

1. When Personnel Information Rosters (Procedure 3-18) have been verified and returned from units and staff sections the senior personnel management specialist—

a. Screens the rosters to identify officers and warrant officers who have performed duties in other than their PMOS for a period of 60 or more days.

b. If there are officers who have performed duties in an MOS other than their PMOS for 60 or more days, takes the following actions:

- (1) Obtains the 201 files from the records clerk and screens the Officer Qualification Record (DA Form 66) to determine if the MOS has been awarded as an additional MOS.
- (2) Prepares 3 copies of an overprinted DA Form 1049 (fig. 3-2.1) addressed to the officer's immediate superior, if the MOS has not been awarded as an additional MOS.
- (3) Signs and dispatches the original and 1 copy of the DA Form 1049 to the officer's immediate superior.
- (4) Places a copy of the DA Form 1049 in the 31-day suspense file. Destroys the suspended DA Form 1049 upon return of the reply from the unit.

2. Upon return of the DA Form 1049 from the unit, the senior PM specialist determines if the MOS is approved for award as an additional MOS.

a. If award of the MOS is approved, and providing the approving officer is not the officer's commanding officer—

- (1) Prepares a comment addressed to the officer's commanding officer requesting that he notify the officer of the MOS award.
- (2) Signs the comment for the personnel management officer and dispatches the correspondence to the commanding officer.

b. If award of the MOS is disapproved, suspends the action for 4 months, then repeats the steps in paragraph 1b(2) through (4).

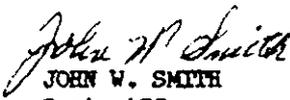
c. If, at the end of 6 months from the date of assignment to the duty position, the officer is still not considered qualified for the award of the additional MOS, the senior PM specialist forwards the disapproved DA Forms 1049 to the chief personnel management NCO for review.

3. The chief PM NCO reviews and discusses the classification action with the PM officer.

4. The PM officer contacts the officer's immediate superior and/or commanding officer to determine which action under section II, AR 611-103 will be taken.

★*Note.* Awards and changes of primary and additional MOS for AMEDS officers must be approved by The Surgeon General.

5. Award of additional MOS for warrant officers is subject to approval by the Department of the Army. The basis for and conditions under which additional MOS may be awarded to warrant officers are prescribed in section IV, AR 611-103 and AR 611-112.

PERSONNEL ACTION (AR 340-15)		DATE: 8-18 Jul 61 8 Jul 61
FILE REFERENCE	SUBJECT Award of Additional MOS	
TO: Battalion Supply Officer 1st Bn, 19th Inf, 99th Inf Div Fort Miller, Utah		FROM: CG, 99th Inf Div Fort Miller, Utah
NR	PROCESSING ACTION	
1	<p>Personnel records indicate that <u>2d Lt Harold E. Miller, 01346789</u> has fulfilled the minimum training requirement to be awarded an additional MOS of <u>4010</u>, UP Section II, AR 611-103. As the officer's immediate superior, request your comments hereon and return of this correspondence through channels.</p> <p>FOR THE COMMANDER:</p> <div style="text-align: center;">               JOHN W. SMITH              Capt, AGC              Asst Adj Gen         </div>	
USE PLAIN PAPER FOR CONTINUATION OF COMMENTS		

DA FORM 1049  
1 OCT 55

REPLACES EDITION OF 1 OCT 55, WHICH IS OBSOLETE

GPO 1955 O 342711

Figure 3-2.1.

## PROCEDURE 3-3

## MOS CLASSIFICATION BOARD PROCEEDING—ACTION REQUESTED BY UNITS

★References. Procedures 10-1-3 and 11-1-3, AR 600-17; AR 611-201, AR 600-200.

## Procedure

1. Upon receipt of a DA Form 1049 from a unit requesting MOS classification board proceedings, the personnel senior management specialist—

- a. Obtains the 201 file from the records clerk.
- b. Evaluates the comments by the soldier and by the unit and battalion commander.
- c. Prepares a letter in 3 copies to refer the case to the president of the appropriate MOS classification board.
- d. Attaches the DA Form 1049 requesting board proceedings to 2 copies of the letter and forwards to the chief personnel management NCO for review.
- e. Retains 1 copy of the letter for reference until the board convenes.
- f. Returns the 201 file to the records clerk.

2. The chief PM NCO reviews, signs and dispatches the letter to the president of the board.

3. On the date the board convenes, the personnel management specialist —

- a. Obtains the 201 file from the records clerk.
- b. Delivers the 201 file to the president of the board.
- c. Assists the president of the board as required.
- d. Returns the 201 file to the records clerk.

4. Upon receipt of the board proceedings, the senior PM specialist—

- ★a. Examines the board proceedings to determine if the board was conducted in accordance with AR 600-200.
- b. Examines the board findings and recommendations to determine if training in a new MOS was recommended.
- c. If training in a new MOS was recommended—

- (1) Determines if training in the recom-

mended MOS is authorized by current DA and local directives governing MOS classification procedures.

- (2) Determines if the soldier meets the minimum physical profile requirements for the MOS as shown in AR 611-201.

- (3) Prepares an informal note indicating the soldier can or cannot be trained in the recommended MOS. Forwards the note together with the board proceedings to the personnel management officer.

d. If the retention of the soldier's PMOS is recommended, forwards the board proceedings to the PM officer.

★5. The PM officer reviews and takes one of the actions required by AR 600-200.

- a. Prepares an informal note indicating the final action.
- b. Gives the board proceedings and the note to the chief, PM NCO.

6. The chief PM NCO prepares a comment to the DA Form 1049 which requested MOS classification board proceedings. Includes the final action on the case and requests that the soldier be informed.

- a. Signs and dispatches to the unit.
- b. Forwards the original copy of the board proceedings to the appropriate records clerk for inclusion in the 201 file.

★c. If the individual is in pay grade E-7 or higher, or possesses an MOS listed under the special categories in chapter 9, AR 600-200, forwards notification of action to the Chief, Records Branch so that a Report of Change (DA Form 2876) can be submitted.

d. Forwards a duplicate copy of the board proceedings to the central files in the Office Services Unit.

7. When final action on the case results in immediate reclassification action, the chief PM NCO prepares a request for orders, signs and dispatches to the Office Services Unit.

PROCEDURE 3-4

MOS CLASSIFICATION BOARD PROCEDURE—FAILURE TO VERIFY  
QUALIFICATION IN MOS

★References. AR 611-201, AR 600-200.

Procedure

1. Upon receipt of MOS test evaluation scores from the test control officer (TCO), the senior personnel management specialist—

a. Determines the names of soldiers having an evaluation score of less than 70.

b. Obtains the 201 files from the records clerk.

c. Determines whether the test was a 1st, 2d or 3d MOS test failure.

★d. For cases involving 1st test failure, individuals performing duties of PMOS to satisfaction of unit commanders will be interviewed to determine cause of failure; if cause is correctable PMOS may be retained until results are received from his next evaluation. If the individual is not performing duty to satisfaction of unit commander or cause of failure is not correctable, individual will be required to appear before a classification board.

e. For cases involving 2d MOS test failure, prepares a letter (fig. 3-4.1) in 3 copies to the unit advising the commander that the individual must appear before an MOS classification board.

f. For cases involving 3d MOS test failure, prepares a letter (fig. 3-4.2) in 3 copies to the unit directing the commander to initiate board action under the provisions of AR 635-209.

g. Signs the letter for the personnel management officer and dispatches 2 copies to the unit.

h. Suspends 1 copy of the letter pending reply from the unit commander.

i. Returns the 201 file to the records clerk.

★2. Upon receipt of a reply to the letter (para 1e) the senior PM specialist—

a. Prepares a letter in 3 copies, referring the case to the appropriate MOS classification board.

b. Attaches the statements from the unit to 2 copies of the letter and forwards it to the chief personnel management NCO for review and dispatch.

c. Retains 1 copy of the letter for reference until the MOS classification board convenes.

3. The chief PM NCO reviews the letter and attachments, and dispatches it to the president of the MOS classification board.

4. On the date the board convenes, the personnel management specialist follows the procedure in paragraph 3, Procedure 3-3.

5. Upon receipt of the classification board proceedings from the president of the board, the senior PM specialist follows the procedure in paragraph 4, Procedure 3-3.

6. Upon receipt of the case from the PM specialist the PM officer follows the procedure in paragraph 5, Procedure 3-3.

7. The chief PM NCO prepares a letter to the unit commander indicating the final action and requesting that the soldier be informed—

a. Signs and dispatches to the unit.

b. Follows the procedure in paragraph 6b and c, Procedure 3-3.

8. When final action results in immediate reclassification action, the chief PM NCO follows the procedure in paragraph 7, Procedure 3-3.

HEADQUARTERS  
99TH INFANTRY DIVISION  
FORT MILLER, UTAH

S-9 August 1965

2 August 1965

SUBJECT: MOS Test Evaluation Failure

TO: Commanding Officer  
Company C, 1st Battalion  
19th Infantry  
Fort Miller, Utah

1. MOS test evaluation scores received during Jul 65 indicate that Sgt E5 Robert L. Mason, RA 14639277, a member of your organization, failed to attain a minimum score of 70, thereby failing to verify qualification in his PMOS 11B40.

2. Personnel records indicate this to be a 2nd MOS test failure. AR 600-200 requires that soldiers with a 2nd MOS test evaluation failure appear before an MOS classification board.

3. Request a statement concerning the individual be furnished as an inclosure hereto. The statement should include, but is not limited to, a summary of duties performed, conduct and efficiency, and facts or circumstances possibly affecting test performance and recommendations. Statements by the enlisted man's immediate superiors may be attached.

4. Notification of the date, time and place of the board proceedings will be furnished by this headquarters.

FOR THE COMMANDER:

  
JOHN W. SMITH  
Capt, AGC  
Asst Adj Gen

★Figure 3-4.1.

HEADQUARTERS  
99TH INFANTRY DIVISION  
FORT MILLER, UTAH

S-12 August 1965

1 August 1965

SUBJECT: Elimination UP AR 635-209

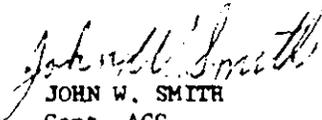
TO: Commanding Officer  
Company A, 1st Battalion  
14th Infantry  
Fort Miller, Utah

1. MOS test evaluation scores received during Jul 65 indicate that SP4 Albert M. Henderson, RA 35486239, a member of your organization, failed to attain a minimum score of 70, thereby failing to verify qualification in his PMOS 11B40.

2. Personnel records indicate this to be a 3d MOS test failure. AR 600-200 requires that soldiers with 3 MOS test evaluation failures appear before a board convened under the provisions of AR 635-209.

3. It is directed that necessary action be initiated referring the case to the appropriate board convened under the provisions of AR 635-209, and this headquarters be advised of action taken not later than the suspense date.

FOR THE COMMANDER:

  
JOHN W. SMITH  
Capt, AGC  
Asst Adj Gen

★Figure 3-4.2.

## PROCEDURE 3-5

## ARMY LANGUAGE PROFICIENCY TESTING

**Reference.** AR 611-6.

**Procedure**

1. Upon receipt of Language Proficiency Test results from the test control officer (arrangements for testing may be made by the individual or through his unit), the personnel management specialist—

*a.* Obtains the 201 file from the records clerk.

*b.* Screens the DA Form 20 (Enlisted Qualification Record) or DA Form 66 (Officer Qualification Record), as appropriate, and determines if the test is an original or retake.

★*c.* If the test is an original and ratings are R-O and S-O—

(1) Returns the 201 file and the test results to the records clerk with instructions to post the qualification record and destroy the test results.

(2) Contacts the appropriate personnel staff NCO and requests that he notify the individual of the test results.

★*d.* If the test is an original and ratings are S-1 and R-1 or the test is a retake and the ratings are R-O or S-O.

(1) Contacts the appropriate personnel staff NCO and requests that he arrange an appointment for the individual to report to the Personnel Service Division for interview.

(2) Suspends the 201 file and test results for the date of the appointment.

2. On the date of the appointment, the PM specialist—

★*a.* Prepares a DA Form 330 (Language Fluency Questionnaire) in an original and 1 copy (items 6 through 13 are completed on enlisted personnel only) based on—

(1) Personal interview with the individual.

(2) Information contained in the 201 file.

(3) The test result.

★*b.* Prepares a memo routing slip addressed to the individual's unit commander with instructions to forward the DA Form 330 with

the unit morning report, and files the copy in the individual's 201 file.

*c.* If the test was an original and a linguist special qualifications digit or 2-digit language code has been previously awarded—

(1) Attaches the memo routing slip to the DA Form 330.

(2) Forwards the DA Form 330 to the chief personnel management NCO for review.

*d.* If the test was an original and a linguist special qualifications digit or 2-digit language code has not been previously awarded—

(1) Prepares a request for orders awarding the special qualifications digit or 2-digit language code.

(2) Attaches the memo routing slip to the DA Form 330 and forwards it together with the request for orders to the chief PM NCO for review.

★*e.* If the test is a retake and the ratings are S-O and R-O—

(1) Determines if a special qualifications digit or 2-digit language code has been previously awarded.

(2) Prepares a request for orders to withdraw the special qualifications digit or 2-digit language code if previously awarded.

(3) Attaches the memo routing slip to the DA Form 330 and forwards it together with the request for orders to the chief PM NCO for review.

*f.* Returns the 201 file and the test results to the records clerk with instructions to post the qualification record and destroy the test results.

3. Upon receipt of the above mentioned documents, the chief PM NCO—

*a.* Reviews, signs and dispatches the request for orders to the Office Services Unit, if applicable.

*b.* Reviews the DA Form 330 and gives it to the personnel management officer for review, signature and dispatch to the unit.

4. The PM officer reviews, signs and dispatches.

**PROCEDURE 3-6**

**REQUESTS FOR RETESTING FOR APTITUDE AREAS**

★**References.** Procedure 11-1-12, AR 600-17; AR 10-5, AR 10-50, AR 611-201, AR 600-200, AR 621-5.

**Procedure**

★1. Upon receipt of a request from the unit, the personnel management specialist—

- a. Obtains the 201 file from the records clerk.
- b. Screens the request against the retest criteria in AR 600-200.
- c. Prepares a comment to the test control officer (TCO) requesting arrangements be made to administer the test, if screening indicates the request is for a first retest and the individual meets the criteria in AR 600-200, or
- d. Prepares a comment addressed to the headquarters having authority to approve second retests if screening indicates the request is for a second retest and the individual meets the criteria in AR 600-200, or
- e. Prepares a comment returning the request to the unit if the individual does not meet the criteria in AR 600-200. Includes the reason for failure to meet the retest criteria.
- f. Returns the 201 file to the records clerk.

2. The PM specialist forwards all requests for retesting for aptitude areas to the chief personnel management NCO for review, signature and dispatch. (The means and responsibility for notifying the individual of the date, time and place to report for testing is a matter of local policy.)

3. The chief PM NCO reviews the request, signs for the personnel management officer, and dispatches it to the TCO.

4. Upon receipt of the test results from the TCO, the PM specialist—

- a. Obtains the 201 file from the records clerk.
- b. Computes the test scores to determine changes in aptitude area scores.
- c. Returns the 201 file together with the test results and the recomputation of the aptitude area scores to the records clerk for posting.
- d. Contacts the appropriate personnel staff NCO and requests that he contact the individual and inform him of the test results and any changes in aptitude area scores resulting from the retest.

**PROCEDURE 3-7**  
**ARMY LANGUAGE APTITUDE TESTING**

**References.** AR 611-82, AR 611-103. AR 621-5, AR 600-200.

**Procedure**

1. Upon receipt of either an application for language training, reassignment instructions involving language training or a suspense notification from the control specialist, the personnel management specialist—

a. Obtains the 201 file from the records clerk.

b. Screens the DA Form 20 (Enlisted Qualification Record) or DA Form 66 (Officer Qualification Record), as appropriate, to determine—

(1) If the individual meets the criteria contained in AR 611-82.

(2) If the test will be an original or a retake.

c. Prepares a request for testing to the test control officer (TCO) indicating that the individual meets the criteria in AR 611-82 and specifying which test is to be administered (ALAT-1 or ALAT-2).

d. Returns the 201 file to the records clerk and retains the initiating correspondence pending receipt of the results of the test. (The means and responsibility for notifying the individual of the date, time

and place to report for testing is a matter of local policy.)

e. Forwards the request for testing to the chief personnel management NCO for review.

2. The chief PM NCO reviews, signs for the PM officer and dispatches to the test control officer (TCO).

3. Upon receipt of the test results from the TCO, the PM specialist—

a. Forwards the information to the records clerk for posting to the qualification record.

b. Prepares a forwarding indorsement to the initiating correspondence, if applicable, and forwards to the chief PM NCO for review, or

c. If testing was initiated by suspense notification, notes the date tested on the notification and returns it to the control specialist.

4. The chief PM NCO reviews the forwarding indorsement, if applicable, and forwards to the PM officer for review, signature and dispatch.

5. The PM officer reviews, signs and dispatches to the next higher headquarters.

**PROCEDURE 3-8**  
**PREPARATION AND PROCESSING OF MOS PROFICIENCY TEST ROSTERS—**  
**AND COMMANDER'S EVALUATION REPORTS**

**References.** Procedures 11-1-4, 11-1-8, AR 600-17; AR 601-210, AR 600-200.

**Procedure**

1. Upon receipt of an MOS test announcement circular, the personnel management specialist—

a. Screens Personnel Inventory Reports, Part I, and determines the number of soldiers to be tested in each 4-digit MOS.

b. Furnishes the information to the chief personnel management NCO who consolidates the information for the division and notifies the test control officer (TCO) of the total number to be tested in each 4-digit MOS.

c. Annotates the posted up-to-date copy of the personnel rosters (DPU) to identify the names of soldiers to be tested.

d. Obtains from the records clerk the 201 files of soldiers to be tested.

e. Screens the 201 files to determine eligibility for testing using the criteria in AR 600-200 and the test announcement circular.

f. Prepares Section I of DA Form 2166 (Commander's Evaluation Report (CER)) in an original copy only for each eligible individual.

g. Returns the 201 files to the records clerk.

h. Prepares 3 copies of a form letter (fig. 3-3.1, DA Pam 600-8) addressed to units having soldiers to be tested.

i. Prepares a separate roster (5 copies) of personnel for each 4-digit MOS by unit.

j. Attaches the CER's and 2 copies of the 4-digit MOS rosters to 2 copies of the appropriate form letter—

(1) Gives the letters and attachments to the senior personnel management specialist for review.

(2) Retains 3 copies of the 4-digit MOS rosters pending return of the CER's from the unit, and receipt of MOS Evaluation Test Aid Pamphlets from the TCO.

(3) Retains 1 copy of each form letter for reference.

2. The senior PM specialist reviews the letters and attachments, signs for the personnel management officer and dispatches to the unit.

3. The PM specialist screens the retained 4-digit MOS rosters daily against the morning reports and orders. Posts gains, losses and other changes in status in order to maintain an accurate, up-to-date listing of all individuals scheduled for testing.

4. Upon receipt of MOS Evaluation Test Aid Pamphlets from the TCO, the PM specialist—

a. Prepares 3 copies of a DA Form 2496 (see fig. 3-3.2, DA Pam 600-8) to transmit the pamphlets to the units.

b. Attaches 2 copies of the retained 4-digit MOS rosters to the appropriate DA Form 2496.

c. Attaches 1 copy of the appropriate MOS test aid pamphlet for each name on the rosters.

d. Signs the DA Forms 2496 for the PM officer and dispatches together with the attachments to the unit.

e. Retains 1 copy of the DA Form 2496 for reference.

5. Upon return of the completed CER's from the unit, the PM specialist—

a. Reviews each CER against the criteria in AR 600-200.

b. Annotates the 5th copy of the retained 4-digit MOS roster to indicate that CER's have been received.

c. Arranges the CER's alphabetically by grade for each 4-digit MOS.

d. Prepares an MOS Evaluation Test Roster (DA Form 2165) in 4 copies for each 4-digit MOS by unit.

e. Attaches the CER's to the original and 1 copy of the appropriate DA Form 2165—

(1) Gives the DA Forms 2165 and attachments to the senior PM specialist for review.

(2) Retains 2 copies of each DA Form 2165 pending notification of the test schedule from the TCO.

6. The senior PM specialist reviews the DA Forms 2165 and attachments, signs and dispatches to the TCO.

7. When individuals will be absent during the test period or will be reassigned after receipt of the test announcement circular but prior to the test period, the PM specialist—

a. Contacts the TCO to obtain CER's if they have been prepared and transmitted to that office, or

b. Contacts the appropriate personnel staff NCO to obtain CER's from units if they have been initiated but not returned, or

c. Partially prepares (Section I) CER's and forwards them to the appropriate personnel staff NCO with a request to have them completed and returned prior to the departure of the soldier.

8. Upon receipt of the test schedule from the TCO, the PM specialist—

a. Annotates the 2 retained copies of the DA Form 2165 with the date, time and place of the test.

b. Prepares 3 copies of a DA Form 2496 (see fig. 3-3.4, DA Pam 600-8).

c. Attaches 1 copy of the DA Form 2165 to the original and 1 copy of the DA Form 2496—

(1) Signs the DA Form 2496 for the PM officer and dispatches to the unit.

(2) Retains 1 copy of the DA Form 2165 and the DA Form 2496 for reference.

9. When notified by the TCO that the testing has been accomplished, the PM specialist furnishes the information to the Personnel Records Branch for posting DA Forms 20.

10. Upon receipt of the Evaluation Data Cards and the machine prepared roster from the TCO, the PM specialist—

a. Forwards the Evaluation Data Cards to the Personnel Records Branch for posting DA Forms 20 and filing.

b. Retains the machine prepared roster pending notification of the MOS test cutoff scores.

11. Upon notification of the MOS test cutoff scores, the PM specialist—

a. Prepares 3 copies of DA Form 1049 (fig. 3-3.5, DA Pam 600-8) addressed to units having soldiers who were tested.

b. Attaches the roster of individuals tested and the test scores achieved to the original and 1 copy of the DA Form 1049—

(1) Gives the DA Forms 1049 and attachments to the senior PM specialist for review.

(2) Retains 1 copy of the DA Form 1049 and the roster for reference.

c. Prepares requests for orders to remove soldiers from proficiency pay status who were previously authorized proficiency pay but failed to achieve the

the new cutoff score. Gives the requests to the senior PM specialist for review.

12. The senior PM specialist—

a. Reviews the DA Forms 1049, signs for the PM officer and dispatches to the unit.

b. Reviews the requests for orders, signs and dispatches to the Office Services Unit.

13. Upon receipt of the names of enlisted men approved and not approved for proficiency pay from the unit, the PM specialist requests appropriate orders.

★14. Upon receipt of an Enlistment Qualifying Application (Specially Recruited Personnel) (DA Form 1696-R) from the Personnel Action Branch (Procedure 4-5) with a request for MOS evaluation prior to enlistment or reenlistment, the senior PM specialist takes the following actions:

a. Verifies that the grade and 4-digit MOS in which evaluation is requested as appropriate, and verifies that the requirements of AR 600-200 are met.

b. Obtains the 201 file from the records clerk.

c. Contacts the appropriate personnel staff NCO and requests that he arrange for an appointment to have the individual report to the Personnel Service Division for interview.

d. When the individual reports for interview—

(1) Renders all possible assistance to the officer in selection of an appropriate MOS and grade.

(2) Instructs the individual that arrangements will be made for evaluation testing and that he will be notified of the date, time and place for testing.

(3) Dismisses the individual.

(4) Returns the 201 file to the records clerk.

e. Arranges with the TCO for evaluation of the applicant.

f. Notifies the appropriate personnel staff NCO when and where the individual is to be tested.

g. Upon receipt of the results of the MOS evaluation testing—

(1) Records the test results on the DA Form 1696-R in accordance with AR 601-210.

(2) Forwards the DA Form 1696-R to the appropriate personnel action specialist for action under AR 601-210.

## PROCEDURE 3-9

PROCESSING AND ADMINISTRATION OF SAMPLE SURVEY OF  
MILITARY PERSONNEL QUESTIONNAIRES

**References.** Procedure 10-1-2, AR 600-17; AR 600-45, DA Pam 600-8.

**Procedure**

1. Periodically the Data Processing Unit (DPU) serving the division will forward Sample Survey of Military Personnel Questionnaires (DA Form 1558-series) and rosters of soldiers to be included in the survey. Upon receipt of the questionnaires and rosters, the personnel management specialist takes the following actions:

a. Compares the posted up-to-date monthly personnel rosters (DPU) with the survey questionnaire rosters. Updates the questionnaire roster to indicate gains and losses that occurred prior to the "as of" date of the survey.

b. Forwards a copy of the updated questionnaire roster to the appropriate records clerk with an informal request for the 201 file of each soldier on the roster.

2. Upon receipt of the 201 files, the PM specialist—

a. Completes the questions on DA Form 1558-series followed by the letters "a" and "b" that are under the heading "THE FOLLOWING QUESTIONS WILL BE COMPLETED BY THE PERSONNEL CLERK." Makes no entries on DA Form 1558-series followed by the letter "c."

b. Contacts the appropriate personnel staff NCO—

- (1) Furnishes names, by unit, of soldiers included in the survey. If the number to be surveyed is large, notification may be made in writing.
- (2) Advises that one officer from the battalion will be required to act as supervisor.
- (3) Requests that one NCO be furnished for each group of 10-15 respondents to act as assistant supervisors.
- (4) Advises of the time and date to assemble the soldiers to be surveyed and requests notification of the location of the survey site.
- (5) Requests the names of soldiers who will not be available for the survey, to include reason for their absence, be furnished on the survey date.

c. If there are soldiers who are attached on TDY from another station, and should be included in the survey—

- (1) Contacts the appropriate personnel staff

NCO and requests that he arrange to have the soldier(s) report to the Personnel Service Division on (specify date).

- (2) Obtains the 201 files from the records clerk, if the files are available.

- (3) Follows the procedure in a above.

3. On the date the TDY soldiers report, the PM specialist administers the respondent's portion of the questionnaire.

a. Forwards partially completed questionnaires on soldiers for whom there is no 201 file available to their unit of assignment for completion and forwarding to the DPU.

b. Forwards completed questionnaires on soldiers for whom the 201 file is available to the DPU which serves their unit of assignment.

4. On the date of the survey, the PM specialist takes the DA Forms 1558-series and the 201 files to the designated place.

a. Obtains the names of soldiers not available, to include the reason for nonavailability, from the personnel staff NCO.

b. Makes the 201 files available to the monitors.

c. Assists in administering the survey.

5. When each respondent has completed a questionnaire and it has been reviewed by a supervisor, the PM specialist returns to the Personnel Service Division—

a. Returns the 201 files to the Personnel Records Branch.

b. Enters the service number and grade of each nonavailable soldier on the first page and the words "not available" in the top margin of the questionnaire. Checks the reason for nonavailability on the last page of the questionnaire.

c. Annotates the questionnaire roster to indicate soldiers who were not available, to include the reason therefor.

d. Consolidates the completed, nonavailable and returned questionnaires for soldiers on TDY. Forwards the forms with 1 copy of the questionnaire roster, properly annotated, to the chief personnel management NCO for review.

6. The chief PM NCO reviews, spot checks for completeness and accuracy and gives to the personnel management officer for verification and dispatch.

7. The PM Officer reviews, verifies the questionnaire roster and dispatches to the DPU.

**PROCEDURE 3-10**  
**APPLICATIONS FOR SERVICE SCHOOL ATTENDANCE**

★**References.** AR 310-10; AR 350-22; Procedure 11-1-3, AR 600-17;  
 AR 604-15; AR 611-201;  
 AR 611-202 (Classified); AR 600-200.  
 DA Pam 20-21.

**Procedure**

1. Upon receipt of an application for service school attendance from a unit, the senior personnel management specialist—

- a. Obtains the 201 file from the records clerk.
- b. Screens the application for completeness and waiver of proficiency rating if necessary.
- c. Screens the application against the data in the 201 file and the criteria in DA Pam 20-21 and AR 600-200.

2. If the soldier meets the criteria in DA Pam 20-21 and AR 600-200, the senior PM specialist sends the application with required personnel data to the division G3 for approval.

3. If the application is based on a quota allocation and the division G3 approves the request, the senior PM specialist—

- a. Prepares a comment approving the application and forwards it to the chief personnel management NCO for review.
- b. Prepares a request for orders and forwards it to the chief PM NCO for review.
- c. Returns the 201 file to the records clerk.

4. If there is no school quota allocation, and the division G3 approves the request, the senior PM specialist—

- a. Prepares a comment recommending approval and includes the data required by AR 350-22 and/or personnel data required by the major commander. Addresses the comment through channels to the approving authority, and forwards to the chief PM NCO for review.

- b. Forwards 1 copy of the forwarding comment to the unit for the applicant's information.

- c. Returns the 201 file together with a copy of the application and forwarding indorsement to the records clerk.

5. If the individual is ineligible or fails to meet the criteria for service school attendance, the senior PM specialist—

- a. Prepares a comment disapproving the application. Includes the reason for ineligibility or failure to meet criteria, as appropriate.

- b. Forwards the application to the chief PM NCO for review.

- c. Returns the 201 file to the records clerk.

6. The chief PM NCO reviews applications for service school attendance and requests for such orders. Forwards to the personnel management officer for review, signature and dispatch.

7. The PM officer reviews, signs and dispatches to the appropriate addressee.

**PROCEDURE 3-11**  
**APPLICATIONS FOR AIRBORNE/SPECIAL FORCES TRAINING**

★**References.** Procedure 11-1-1 and 11-1-2, AR 600-17; AR 611-7, AR 614-6, AR 614-30, AR 614-62.

**Procedure**

1. Upon receipt of an application for Airborne or Special Forces Training (DA Form 2478) from a unit, the senior personnel management specialist—

- a. Obtains the 201 file from the records clerk.
  - b. Screens the application against the eligibility and selection criteria in AR 611-7 or AR 614-62, as appropriate.
  - c. Reviews the application to insure its correctness and that all pertinent data is included, to include requests for waiver of eligibility and/or selection criteria, as applicable. (Providing the individual is eligible, the division commander may request waiver of eligibility or selection criteria on behalf of the applicant, if such a request is not included as a part of the application.)
  - d. Contacts the appropriate personnel staff NCO to obtain missing information, or returns the application to the unit, as appropriate.
  - e. Returns the 201 file to the records clerk.
2. If the applicant meets the applicable criteria,

or is eligible for waiver the senior personnel management specialist prepares a forwarding indorsement with an appropriate recommendation, through channels, to the approving authority.

3. If the applicant is ineligible to volunteer or fails to meet the criteria, and is ineligible for waiver the senior personnel management specialist—

- a. Prepares an indorsement returning the application to the applicant, with a statement of ineligibility or failure to meet criteria, as applicable.
- b. Forwards the application to the chief PM NCO for review.

4. The chief PM NCO reviews the application and forwards to the personnel management officer for review, signature and dispatch.

5. The PM officer reviews, signs and dispatches it to the next higher headquarters or returns the application to the unit, as appropriate.

6. Upon return of an approved application for airborne training, the senior PM specialist requires the applicant to sign the statement on the reverse of the application reaffirming his voluntary application prior to requesting orders.

**PROCEDURE 3-12**  
**REQUESTS FOR SPECIAL ASSIGNMENTS AND ASSIGNMENT TO DUTY WITH**  
**ROTC, RESERVE COMPONENT AND NATIONAL GUARD**

**References.** Procedure 11-1-14, AR 600-17; AR 611-50, AR 611-60,  
 AR 614-5, AR 614-6, AR 614-29, AR 614-30, AR 600-200.

**Procedure**

1. Soldiers will report to the Personnel Service Division (PSD) after clearing through their unit and the appropriate personnel staff NCO to make application for any one of the following type of assignments:

- a. Assignment to Army Attaché System.
- b. Assignment as instructor at Army Service School.
- c. Assignment to Field Operations Intelligence Duties.
- d. Assignment to Military Advisory Group, International or Joint Headquarters.
- e. Duty with ROTC, Reserve Component and National Guard.

2. When an individual reports to the Personnel Management Branch to make application for one of the above assignments, the personnel management specialist—

- a. Interviews the individual to determine which assignment is requested.
- b. Obtains the 201 file from the records clerk.
- c. Screens the 201 file against the criteria in the applicable regulation(s).
- d. If the individual meets the criteria, or is eligible for waiver—

- (1) Prepares an application for the individual's signature. Includes requests for waiver, when applicable.

- (2) Prepares a form letter (fig. 3-12.1) to the unit indicating any additional requirements to be met prior to submission of the application.

e. Instructs the individual to hand-carry the application to his unit for indorsement by the commanding officer.

f. Returns the 201 file to the records clerk.

3. Upon receipt of the application from the unit, the PM specialist—

- a. Obtains the 201 file from the records clerk.
- b. Rescreens the 201 file to determine if the individual still meets the criteria in the applicable regulations(s).
- c. Examines the application to insure correctness and that the required attachments are included.
- d. If the application is in order, prepares a forwarding indorsement to the next higher headquarters and forwards to the chief personnel management NCO for review.

e. Returns 1 copy of the forwarding indorsement to the unit for the individual's information.

f. Returns the 201 file together with a copy of the application and the forwarding indorsement to the records clerk.

4. The chief PM NCO reviews and gives to the personnel management officer for review, signature and dispatch.

5. The PM officer reviews, signs and dispatches to the next higher headquarters.

HEADQUARTERS  
99TH INFANTRY DIVISION  
FORT MILLER, UTAH

19 May 1961

SUBJECT: Personnel Interview

TO: Commanding Officer  
Company A, 1st Battalion  
19th Infantry  
Fort Miller, Utah

1. Sgt E-5 George R. Williams, RA 34892633, a member of your organization, has made application for assignment to duty as an instructor at an Army Service School.

2. Attached is enlisted man's basic application for your comment. Prior to submission, the following requirements must be met and/or documents must be obtained for submission with the application:

a. Requires minimum security clearance of secret (Interim Secret is acceptable).

b. Statement required by commanding officer: That requirements of AR 600-200 are met.

FOR THE COMMANDER:

1 Incl  
as

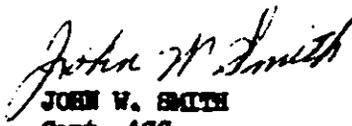
  
JOHN W. SMITH  
Capt, AGC  
Asst Adj Gen

Figure S-12.1.

**PROCEDURE 3-13**  
**REQUEST FOR INTRADIVISION REASSIGNMENT**

**References.** Procedure 11-1-10, AR 600-17; AR 611-201, AR 611-202 (Classified), AR 614-6, AR 600-200.

**Procedure**

1. Upon receipt of a request from a unit, the senior personnel management specialist—

a. Screens the Personnel Inventory Report, Part I, to determine the status of the MOS in the current unit.

b. Evaluates the soldier's reasons for the request, and the comments by the unit and battalion commander.

c. Determines if a vacancy exists in the requested unit, or in any unit, if no specific unit is requested.

d. Obtains the 201 file from the records clerk and prepares a personnel data sheet.

e. Prepares a comment forwarding the request to the unit commander of the requested unit of assignment, requesting his comment.

f. Attaches the personnel data sheet to the request and forwards it to the chief personnel management NCO for review.

2. Upon return of the request, the senior PM specialist consults with the personnel management officer to obtain a final decision.

a. If the decision is to approve the request—

(1) Prepares a comment approving the request and stating that appropriate orders will be published. Includes the EDCSA.

(2) Prepares a request for orders.

(3) Forwards the approved request, and the request for orders to the chief PM NCO for review.

b. If the decision is to disapprove the request—

(1) Prepares a comment disapproving the request to include the reason for disapproval.

(2) Forwards a copy of the request to the records clerk for inclusion in the 201 file.

(3) Forwards the disapproved request to the chief PM NCO for review.

3. The chief PM NCO reviews all requests for intradivision reassignment and requests for such orders, and forwards to the PM officer for review, signature and dispatch.

4. The PM officer reviews, signs and dispatches.

★5. When the date for review of temporary misassignments occurs (par. 7, procedure 3-18), the senior PM specialist—

a. Contacts the unit or staff section to determine if the critical shortage or emergency situation continues to exist.

b. Establishes the next review date if the critical shortage or emergency situation does continue to exist.

c. Reports the soldier's availability for reassignment within the division to the chief PM NCO if the critical shortage or emergency situation no longer exists.

6. When notified by the PM specialist that a soldier is available for reassignment within the division (par. 5c), the chief PM NCO—

a. Screens the Personnel Inventory Report, Part II, to determine where the soldier's MOS is most needed.

b. Advises the senior PM specialist where the soldier is to be assigned and instructs him to request reassignment orders.

**PROCEDURE 3-14**  
**INITIAL ASSIGNMENT TO THE DIVISION—BATTALION LEVEL**

**References.** AR 600-200.

**Procedure**

1. Upon receipt of information on incoming enlisted replacements through Advance Lists of Oversea Returnees, Rosters of Advance Individual Trainees, special orders, and 201 files received direct by mail, the chief personnel management NCO—

a. Projects assignments to battalions and separate companies by using the Personnel Inventory Report, Part II, posted to date (see Procedures 3-15 and 3-19 for information concerning posting of Part II of the Personnel Inventory Report).

b. Furnishes information concerning the number of projected assignments and priorities for assignment, by MOS and grade, to the senior personnel management specialists having replacements projected for assignment to units served by their composite teams.

c. Forwards 201 files received by mail to the senior PM specialist of the composite team serving the unit to which the individual is projected for assignment.

2. If information concerning the number and projected assignments of expected replacements is required by the Chief, Personnel Service Division and/or the division adjutant general, the chief PM NCO will prepare a report showing the number of

replacements scheduled and their projected assignment. The report should include the actual number of replacements received since the last report and should include the actual assignments effected. A sample report is shown in figure 3-14.1. Frequency of the report is as required.

3. The chief PM NCO receives information from the division G1 on units with priority for assignment and deadlines to bring units up to authorized strength or an authorized overstrength. Priorities, for example, could result from Preparation for Oversea Movement, an oncoming field exercise or a determination that any unit is at such a strength that it impairs the unit's capability to perform its assigned mission.

4. The chief PM NCO actively and continuously seeks information from battalion commanders on their priorities and problems regarding assignments. Some of the methods he may employ include—

a. Contacts with personnel staff NCO's to encourage their assistance in seeking such information.

b. Requesting the personnel management officer to contact commanders when no information is forthcoming from a command.

c. Publishing a division directive requiring battalion and separate unit commanders to furnish such information or submit negative reports, if the above methods fail.

**DISPOSITION FORM**

(AR 340-15)

OFFICE SYMBOL OR FILE REFERENCE	SUBJECT																														
	Assignment of Replacements Report																														
TO Pers Off, PSD Div AG	FROM Pers Mgt Br PSD	DATE 3 Jul 65	CMT 1																												
<p>1. Following is a projected report of replacement personnel scheduled for arrival during the period 3-10 Jul 65. Projected assignments are indicated, but are not firm.</p> <table border="1"> <thead> <tr> <th><u>GRADE</u></th> <th><u>MOS</u></th> <th><u>NR</u></th> <th><u>PROJECTED ASSIGNMENT</u></th> </tr> </thead> <tbody> <tr> <td>E-7 (NC)</td> <td>71L40</td> <td>1</td> <td>(1) Division G1</td> </tr> <tr> <td>E6 (NC)</td> <td>11E40</td> <td>12</td> <td>(3) 2d Bn, 19th Inf (5) 1st Bn, 12th Inf (4) 1st Bn, 19th Inf</td> </tr> <tr> <td>E-4 (Sp)</td> <td>76K30</td> <td>1</td> <td>(1) 2d Bn, 14th Inf</td> </tr> </tbody> </table> <p>2. Following is a list of the actual number of replacements received and assignments effected for the period 23 Jun - 2 Jul 65.</p> <table border="1"> <thead> <tr> <th><u>GRADE</u></th> <th><u>MOS</u></th> <th><u>NR</u></th> <th><u>ACTUAL ASSIGNMENT</u></th> </tr> </thead> <tbody> <tr> <td>E-6 (NC)</td> <td>11E40</td> <td>12</td> <td>(4) 1st Bn, 19th Inf (3) 3d Bn, 14th Inf (2) 2d Bn, 12th Inf (3) 1st Bn, 12th Inf</td> </tr> <tr> <td>E-3</td> <td>11E20</td> <td>48</td> <td>(12) 3d Bn, 12th Inf (9) 2d Bn, 19th Inf (11) 2d Bn, 14th Inf (16) 3d Bn, 19th Inf</td> </tr> </tbody> </table>				<u>GRADE</u>	<u>MOS</u>	<u>NR</u>	<u>PROJECTED ASSIGNMENT</u>	E-7 (NC)	71L40	1	(1) Division G1	E6 (NC)	11E40	12	(3) 2d Bn, 19th Inf (5) 1st Bn, 12th Inf (4) 1st Bn, 19th Inf	E-4 (Sp)	76K30	1	(1) 2d Bn, 14th Inf	<u>GRADE</u>	<u>MOS</u>	<u>NR</u>	<u>ACTUAL ASSIGNMENT</u>	E-6 (NC)	11E40	12	(4) 1st Bn, 19th Inf (3) 3d Bn, 14th Inf (2) 2d Bn, 12th Inf (3) 1st Bn, 12th Inf	E-3	11E20	48	(12) 3d Bn, 12th Inf (9) 2d Bn, 19th Inf (11) 2d Bn, 14th Inf (16) 3d Bn, 19th Inf
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 JOHN W. SMITH Capt, AGC Pers Mgt Off																															

DA FORM 2496  
1 FEB 62REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE  
ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED.

U.S. GOVERNMENT PRINTING OFFICE: 1962 O 679156

★Figure 3-14.1.

## PROCEDURE 3-15

## INITIAL ASSIGNMENT TO THE DIVISION—COMPANY LEVEL

★References. AR 611-201, AR 611-202 (Classified), AR 600-200.

## Procedure

1. The senior personnel management specialist receives information on incoming replacements allocated to battalions and separate companies served by his composite team from the chief personnel management NCO, and takes the following actions:

a. Considers assignment priority information previously received from the chief PM NCO and personnel staff NCO's.

b. Determines projected company assignments by using the Personnel Inventory Report, Part I.

c. Contacts the appropriate personnel staff NCO.

(1) Informs him of the number of expected replacements by MOS and grade, projected for assignment to each company.

(2) Requests information concerning concurrence of the projected assignments and/or changes in priorities for assignments.

d. Posts the Personnel Inventory Report, Part I (PIR). See Procedure 3-19 for preparation, posting and use of the PIR, Part I.

2. On the date enlisted replacements are to be processed, the senior PM specialist having replacements allocated for assignment to units of the composite team he serves—

a. Obtains the replacement source information from the chief PM NCO.

b. Reports to the Replacement Detachment.

c. Obtains the 201 files of the individuals to be assigned to units served by his composite team.

d. Determines firm company assignments by—

(1) Screening each individual's 201 file.

(2) Interviewing each individual.

(3) Considering existing vacancies and projected loss information reflected on the PIR, Part I.

(4) Considering assignment priority information received from personnel staff NCO's.

e. Takes 201 files for replacements who cannot be assigned to their original projected assignment, e.g., individuals having a different MOS from that reflected on the source of assignment information, and individuals having MOS changes and changes in grade for whom amendments to their orders have not been received, to the chief PM NCO for determination of a new assignment.

f. Consults with the chief PM NCO on replacements having special qualifications and/or training for possible change of the original projected assignment.

★g. Completes item 31 of the Enlisted Qualification Record (DA Form 20) when necessary.

h. Prepares 2 copies of an assignment letter (fig. 3-15.1) to the unit indicating recommended assignments, and signs for the personnel management officer.

(1) Holds the original copy of the letter to be given to the senior enlisted replacement for delivery.

(2) Holds the duplicate copy of the letter for later use to—

(a) Post the Personnel Inventory Report, Part II.

(b) Insure that unit commanders confirm assignments by the suspense date.

i. Prepares an information sheet (Incl I to fig. 3-15.1) and attaches as an inclosure to the assignment letter.

j. Prepares a request for orders assigning replacements to companies.

k. Gives the 201 file to the replacement and directs him to report to the inprocessing clerk for further processing.

*l.* Posts the replacement source information (Advance Oversea Returnee Lists, Advance Individual Trainee Lists, Orders) to indicate the actual arrival of replacements.

*m.* Returns to the Personnel Service Division.

- (1) Posts the Personnel Inventory Report, Part II.
- (2) Gives the requests for orders to the chief PM NCO for review, signature and dispatch to the Office Services Unit.
- (3) Returns the assignment source information to the chief PM NCO.

3. The senior PM specialist designated as the inprocessing team supervisor returns to the Replacement Detachment and performs the following functions:

*a.* Supervises the overall processing.

*b.* Attaches the information copy of the DA Form 20 prepared by the records clerk, together with the DA Form 1315 (Reenlistment Data Card) received from the personnel action specialist, to the appropriate assignment letter.

*c.* Gives the following documents to the senior enlisted man assigned to each battalion or separate company for delivery:

- (1) The original copy of the assignment letters with attachments.
- (2) The Personal Affairs Envelope prepared by the personnel action specialist.
- (3) Copies of orders.

*d.* Notifies the replacement detachment commander when the records processing is completed.

*e.* Returns to the Personnel Service Division.

*f.* Gives the processed 201 files to the appropriate Records Team Leader.

4. Upon return of the assignment letter from the unit commander, the senior PM specialist reviews the letter and—

*a.* Determines if duty assignments were made as recommended, and insures that the TOE paragraph and line number to which the individual is assigned is indicated.

*b.* Insures that if assignments were not made as recommended, that changes of assignment are authorized by existing assignment and utilization regulations.

*c.* Posts the Personnel Information Roster.

*d.* Forwards the letter to the appropriate records clerk.

HEADQUARTERS  
99TH INFANTRY DIVISION  
FORT MILLER, UTAH

S-11 May 1965

AGFSD-M

6 May 1965

SUBJECT: Notification of Assignments

TO: Commanding Officer  
Company B, 1st Battalion  
14th Infantry  
Fort Miller, Utah

1. Individual (s) listed below (have) (has) been assigned to your organization this date. Assignment (s) (were) (was) made based on existing vacancies, assignment priority information received and expected losses. It is recommended that the individual(s) be assigned to a duty position requiring the duty MOS indicated.

<u>GR. NAME, SN</u>	<u>PMOS</u>	<u>ASG TO DMOS</u>
SP4 Herbert L. Mays US 55 431 933	11B20	11B20
SP4 Joe R. Rogers AR 19 330 012	11C20	11B20
SGT E5 Robert L. Mathews AR 56 295 482	11B40	11B40

2. An information sheet and a copy of each individual's qualification record and Reenlistment Data Card (DA Form 1316) are attached hereto.

3. Confirmation of the actual assignments, to include the TOE paragraph and line number, to which each individual is assigned will be furnished this headquarters not later than the suspense date. Indicate the new duty MOS if different from the recommended duty MOS.

FOR THE COMMANDER:

3 Incl  
as

*John W. Smith*  
JOHN W. SMITH  
Capt, AGC  
Asst Adj Gen

★Figure 3-15.1.

PERSONNEL RECORDS INFORMATION SHEET

The following information has been extracted from the personnel records of SP4 Herbert L. Mays, US 55 431 193.

\*a. Conduct and efficiency ratings are recorded as Excellent/Excellent \*except (\*Delete if not applicable).

Period \_\_\_\_\_ to \_\_\_\_\_ Conduct: \_\_\_\_\_ Efficiency: \_\_\_\_\_

\*b. Record of Courts-Martial: (Yes) (No) (Delete one)

Type:  
HQ:  
Article:  
Sentence:  
Approved: \_\_\_\_\_  
(Date)

c. Letter of commendation or appreciation or other award from last assignment: (Yes) (No) (Delete one)

d. Number of days accrued leave: 36

e. Emergency addressee: Mrs. Martha C. Mays (Mother)  
1314 Broad St., Nashville, Tenn.

f. Additional Pay Authorized: None

\*Applicable to Enlisted Personnel only.

Incl 1

Figure 3-15.1—Continued.

(6 May 65) 1st Ind  
SUBJECT: Notification of Assignments

Hq, Co B, 14th Inf, 99th Inf Div, Ft Miller, Utah , 10 May 65

TO: Commanding General, 99th Inf Div, Ft Miller, Utah

Duty assignments were made as recommended except as indicated.

<u>NAME</u>	<u>DUTY MOS CHANGED TO</u>	<u>PARA</u>	<u>LINE NR</u>
Mays, H. L.	No Change	04	06
Rogers, J.R.	No Change	04	07
Mathews, R.L.	11E40	02	01

  
THOMAS W. LINGEN  
Capt, Inf  
Commanding

★Figure 3-15.1—Continued.

## PROCEDURE 3-16

## PROCESSING CONUS LEVIES

★References. AR 614-6, AR 600-200.

## Procedure

1. Upon receipt of a CONUS levy, the chief personnel management NCO—

*a.* Screens the Personnel Inventory Report, Part II, and determines which battalions and/or separate companies have soldiers available and qualified to fill the levy.

*b.* If screening indicates there are no available soldiers, prepares a return indorsement or message, as appropriate, so stating, or

*c.* If screening indicates there are available soldiers, furnishes the levy criteria and the number of soldiers required to fill the levy to the appropriate senior personnel management specialist(s).

2. The senior PM specialist screens the Personnel Inventory Report, Part I--

*a.* Determines which units have available soldiers who can be nominated to fill the levy, insuring that the requirements are spread as equitably as possible between units.

*b.* Prepares 3 copies of an overprinted DA Form 1049 (fig. 3-16.1) requesting nominations. (Request for nominations may be addressed to the battalion commander, and may be consolidated to indicate each subordinate unit having available personnel.)

(1) Signs for the personnel management officer and dispatches to the unit or battalion, as appropriate.

(2) Places 1 copy in the 31-day suspense file pending reply.

*c.* Notifies the chief PM NCO when the requirement cannot be completely filled to include the reason therefor.

3. Upon receipt of the reply from the unit, the senior PM specialist—

*a.* Obtains the 201 file of nominated soldiers from the records clerk.

*b.* Screens the 201 files to determine if the soldiers meet the levy criteria and the criteria in AR 614-6.

*c.* Attaches a note to each 201 file indicating the pending action.

*d.* Returns the 201 file to the records clerk.

*e.* Destroys the suspense copy of the DA Form 1049.

*f.* Forwards the list of nominated soldiers to the chief PM NCO.

4. Upon receipt of the names of nominated soldiers from the composite team(s), the chief PM NCO—

*a.* Consolidates and prepares a reply to the levying headquarters.

*b.* Gives the reply to the personnel management officer for review, signature and dispatch.

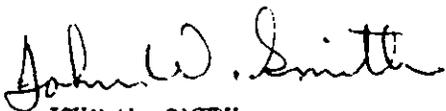
*c.* Retains 1 copy of the reply for reference.

5. The PM officer reviews, signs and dispatches.

6. If the levying headquarters provides assignment instructions and authorizes the division to publish the reassignment orders; the chief PM NCO--

*a.* Prepares a request for orders.

*b.* Signs and dispatches to the Office Services Unit.

<b>PERSONNEL ACTION</b> <small>(AR 340-15)</small>		DATE <b>S-12 Jul 65</b> <b>8 Jul 65</b>																		
<b>REFERENCE OR OFFICE SYMBOL</b>  AGPSD-M	<b>SUBJECT</b>  Nomination of Enlisted Personnel																			
<b>TO:</b> CO, Co B, 1st Bn, 19th Inf 99th Inf Div. Ft Miller, Utah	<b>FROM:</b> Commanding General 99th Inf Div Ft Miller, Utah																			
<b>NO.</b>	<b>PROCESSING ACTIONS</b>																			
1	<p>1. Request nomination of enlisted personnel as indicated below, for assignment to <u>Ft Sill, Oklahoma (in December)</u>.</p> <table style="margin-left: 40px; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>GRADE</u></th> <th style="text-align: left;"><u>MOS</u></th> <th style="text-align: left;"><u>NR</u></th> <th style="text-align: left;"><u>GRADE</u></th> <th style="text-align: left;"><u>MOS</u></th> <th style="text-align: left;"><u>NR</u></th> </tr> </thead> <tbody> <tr> <td>E-4</td> <td>11C20</td> <td>3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>E-5</td> <td>11C40</td> <td>1</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>2. Personnel nominated must possess the following prerequisite: Have at least 12 months remaining on current enlistment.</p> <p>3. Each individual selected for nomination will be informed of this action prior to return of this correspondence.</p> <p>4. Report of nomination to include NAME, GRADE, SM, and leave address, will be forwarded to this headquarters not later than <u>12 July 65</u>.</p> <p>5. Enlisted personnel nominated will be retained in their current unit of assignment pending further instructions from this headquarters.</p> <p style="text-align: center;">FOR THE COMMANDER:</p> <div style="text-align: center; margin-top: 20px;">               JOHN W. SMITH              Capt, AGC              Asst Adj Gen           </div>		<u>GRADE</u>	<u>MOS</u>	<u>NR</u>	<u>GRADE</u>	<u>MOS</u>	<u>NR</u>	E-4	11C20	3				E-5	11C40	1			
<u>GRADE</u>	<u>MOS</u>	<u>NR</u>	<u>GRADE</u>	<u>MOS</u>	<u>NR</u>															
E-4	11C20	3																		
E-5	11C40	1																		
<small>CONTINUE ENTRIES ON PLAIN WHITE PAPER.</small>																				

DA FORM 1 OCT 55 **1049**

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO: 1954 O-713-938

★Figure 3-16.1.

**PROCEDURE 3-17**  
**PROCESSING OF REQUESTS FOR ON-THE-JOB TRAINING**

**References.** AR 611-201, AR 611-202 (Classified),  
 AR 600-200, DA Pam  
 600-8, DA Pam 611-8.

**Procedure**

1. Upon receipt of a Personnel Information Roster (PIR) remark or other request for on-the-job training, the senior personnel management specialist—

a. Obtains the 201 file from the records clerk.

b. Determines the appropriateness of the MOS training by considering the individual's qualifications and the criteria in AR 600-200.

c. Screens the 201 file against the criteria in AR 611-201 to insure that the soldier meets the MOS physical profile requirements and the specifications and standards of grade authorization for MOS training, and verifies that the soldier is not in a proficiency pay status.

d. Determines the necessity for MOS training by considering—

- (1) DA directives which list current and projected MOS shortages and overages.
- (2) Present and requested MOS authorization and assigned strength on the Personnel Inventory Report, Part I.

(3) Present and requested MOS authorization and assigned strength on the Personnel Inventory Report, Part II.

(4) Projected input and known loss data.

2. If the MOS training is determined to be appropriate and necessary, the senior PM specialist—

a. Prepares, signs and forwards a request for orders to the Office Services Unit.

b. Posts the date in the remarks column of the Personnel Information Roster if the unit commander has not already entered a date the training commenced.

3. If the MOS training is determined to be inappropriate or unnecessary, the senior PM specialist—

a. Prepares a return comment or initiates correspondence to the unit commander indicating the reasons for disapproval.

b. Forwards the correspondence to the chief PM NCO for review.

4. The chief PM NCO reviews and gives to the personnel management officer for review, signature and dispatch.

5. The PM officer reviews, signs and dispatches to the unit.

**PROCEDURE 3-18**  
**PREPARATION, VERIFICATION AND USE OF PERSONNEL INFORMATION**  
**ROSTERS (MANUAL)**

**References.** AR 600-200, DA Pam 600-8.

**Procedure**

1. This procedure is to be used in lieu of Procedure 3-36 when punched card machines are not available. When punched card machines are available this procedure is used together with Procedure 3-36.

2. The personnel management specialist prepares a Personnel Information Roster (PIR) in 5 copies for each unit and staff section he serves not later than the 3d workday of each month. The roster is prepared in the format shown in figure 3-11.1, Procedure 3-11, DA Pam 600-8, except that the date of rank is added directly below the pay grade and the proficiency pay status is shown opposite rather than below the pay grade. Instructions printed on the reverse of the roster are not required when they are furnished by cover letter.

3. The PM specialist prepares a letter (fig. 3-18.1) in 3 copies listing instructions for verification, completion and transmittal of the PIR.

a. Retains 1 copy of the letter and 1 copy of the PIR for reference and as a working copy.

b. Forwards 2 copies of the letter with 4 copies of the PIR to the senior personnel management specialist for review, signature and dispatch.

4. The senior PM specialist reviews, signs the cover letter, and dispatches the rosters to the units and staff sections for verification.

5. When the PIR has been verified and returned, the PM specialist--

a. Reviews each roster.

b. Takes the action indicated in the remarks column.

c. Notes the reason in the remarks column, if the action indicated cannot be taken.

d. Forwards 1 copy of the PIR to the personnel action specialist for screening to identify officers having changes in status which may cause the rendition of an officer efficiency report. Upon completion of the screening the PA specialist forwards the PIR to the records clerk for posting changes in DMOS and entering efficiency ratings and changes in DMOS.

Changes in DMOS must be further

substantiated by an appropriate morning report entry.

e. Returns 1 copy of the PIR to the units and staff sections indicating action taken and the reason for any action not taken.

★6. The PM specialist posts the working copy of the PIR daily using the morning report to record changes of grade, award and withdrawal of proficiency pay rating and classification and reclassification action (see note). Changes affecting date of loss column are as follows:

a. Notification from the personnel action specialist of approved--

(1) Elimination cases.

(2) Applications for early release.

(3) Request for hardship or dependency discharge.

b. Direction by the Department of the Army to effect extensions of active duty periods or early release of certain categories of personnel.

c. Oversea levy.

d. CONUS levy.

e. DA special orders.

7. For individuals assigned to duty positions in other than their PMOS, the PM specialist takes one of the following actions:

a. Posts the date of assignment to the duty position in the remarks column to determine when soldiers should complete on-the-job training, or

b. Posts a date and enters a comment in the remarks column to indicate that the soldier has been temporarily assigned to the duty position because of a critical shortage or emergency situation which exists, e.g., "Temporary assignment--review on (date)."

8. The PM specialist furnishes information from the PIR to interested branches and staff sections when requested. The PIR is used by the Personnel Management Branch to--

a. Assist in the classification and reclassification of enlisted personnel (Procedure 3-1).

b. Determine discrepancies between the PIR and the Personnel Inventory Report, Part I (Procedure 3-19).

c. Identify individuals assigned to duty positions for on-the-job training (Procedure 3-17).

d. Identify soldiers temporarily misassigned due to critical shortages or emergency situations.

e. Determine individuals eligible to fill CONUS levies (Procedure 3-16).

f. Identify individuals recommended for temporary appointment (Procedures 3-25 and 3-27).

g. Assist in the processing and administration of periodic Sample Survey of Military Personnel Questionnaires (Procedure 3-9).

9. The PM specialist prepares a new PIR monthly using the posted up-to-date work copy.

---

★*Note.* Procedure 11-5-1, AR 600-17 includes instructions for use of the unit morning report for reporting occupancy of and changes to TOE paragraph and line number positions. When this means of reporting duty position information is employed, references contained in this and other chapters will be disregarded. See also Procedures 3-36 and 6-3.

HEADQUARTERS  
99TH INFANTRY DIVISION  
FORT MILLER, UTAH

6 May 1961

SUBJECT: Verification of Personnel Information Roster

TO: Commanding Officer  
Company C, 2d Battalion  
19th Infantry  
Fort Miller, Utah

1. Four copies of a Personnel Information Roster for your organization/staff section are attached for verification and comment.

2. It is requested that the information on the roster be verified and changes and/or discrepancies noted in the remarks column. An asterisk appearing in the remarks column opposite a line entry indicates a possible misassignment or other discrepancy in the data shown. An appropriate entry will be made on the unit morning report to substantiate changes in data required to be reported in accordance with AR 335-60.

3. Remarks to be entered are:

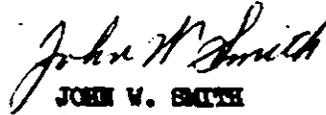
- a. Changes of duty assignments.
- b. Enlisted efficiency ratings in the event of supervisory changes.
- c. Classification or reclassification actions desired.
- d. Satisfactory completion of on-the-job training.
- e. Discrepancies in duty titles or duty MOS.
- f. Other pertinent information.

*Figure S-18.1.*

4. The Personnel Information Roster verified in Feb, May, Aug and Nov will be annotated with a "yes" opposite the names of soldiers recommended for appointment to the next higher temporary grade. Recommended individuals must meet the appointment eligibility criteria in AR600-200, or meet the criteria by (specify date), to be recommended for appointment.

5. Three copies of the verified Personnel Information Roster are to be returned to this headquarters, ATTN: AGPSD-N, not later than 5 work days after receipt.

FOR THE COMMANDER:



JOHN W. SMITH  
Capt, AGC  
Asst Adj Gen

1 Incl  
as

Figure 3-18.1—Continued.

**PROCEDURE 3-19**  
**PREPARATION, POSTING AND USE OF THE PERSONNEL INVENTORY**  
**REPORT PART I (MANUAL)**

**References.** AR600-200; DA Pam 600-8.

**Procedure**

1. This Procedure is to be used in lieu of Procedure 3-35 when punched card machines are not available. When punched card machines are available this Procedure is used together with Procedure 3-35.

2. The senior personnel management specialist prepares and maintains a Personnel Inventory Report, Part I (fig. 3-19.1) for each 4-digit MOS authorized to the units he serves.

3. The senior PM specialist posts the Personnel Inventory Report, Part I, daily using the morning report, orders, the letter (Procedure 3-17) verifying duty assignments, projected gain information furnished by the chief personnel management NCO, and date of loss information from the Personnel Information Roster.

4. The Personnel Inventory Report, Part I, is used as a source of authorized, actual and projected MOS strength information to keep commanders informed of the work force available to accomplish the mission of the units and staff sections served. The report is also used to determine unit requirements for assignment of replacement personnel (Procedure 3-15) and to determine units having

enlisted personnel available to fill CONUS levies (Procedure 3-16).

5. At the end of each quarter the senior PM specialist compares the Personnel Inventory Report, Part I, against the Personnel Information Roster to determine any discrepancies, and if discrepancies are found—

a. Searches out the source of error.

b. Corrects the discrepancy on either the Personnel Inventory Report or the Personnel Information Roster.

c. Posts the Personnel Inventory Report, Part II, maintained by the chief PM NCO if the record is in error.

6. The PM specialist posts the Personnel Inventory Report, Part II (Procedure 3-20), daily to reflect changes posted to the Personnel Inventory Report, Part I.

7. At the end of each month the senior PM specialist prepares a new Personnel Inventory Report, Part I, in 2 copies for each 4-digit MOS, using the posted up-to-date report as a worksheet.

a. Dispatches the duplicate copy to the battalion or separate company headquarters concerned not later than the 2d workday of each month.

b. Retains the original copy of the new inventory report as a working copy.

MOS: 31E40

BN: HQ 10th Maint Bn

Prepared as of \_\_\_\_\_  
Page \_\_\_ of \_\_\_ Pages

PERSONNEL INVENTORY REPORT - PART I (MANUAL)

Company "A" (Maint Spt.)	Gen E-9	Col E-8	Lt Col E-7	Maj E-6	Capt E-5	1/2 Lt E-4	WO E-3	E-2/E-1	REMARKS
Auth					8	8	2		
Asg					9	9	3		
O/S					+1	+1	+1		
Projected Losses									
30 Days					2	3	1		
60 Days					3	2	0		
90 Days					3	1	1		
* * * * *									
<b>BN TOTALS</b>									
Auth					11	11	2		
Asg					12	12	3		
O/S					+1	+1	+1		
Projected 30 Days									
Gains					2	4	0		
Losses					3	3	1		
O/S						+2			
Projected 60 Days									
Gains					4	3	1		
Losses					3	3	0		
O/S					+1	+2	+1		
Projected 90 Days									
Gains					5	0	2		
Losses					3	1	1		
O/S					+3	+1	+2		

Figure 3-19.1.

**PROCEDURE 3-20**  
**PREPARATION, POSTING AND USE OF THE PERSONNEL INVENTORY**  
**REPORT PART II (MANUAL)**

**References.** AR600-200; DA Pam 600-8.

**Procedure**

1. This procedure is to be used in lieu of Procedure 3-35 when punched card machines are not available. When punched card machines are available, this Procedure is used together with Procedure 3-35.

2. The chief personnel management NCO maintains a Personnel Inventory Report, Part II, for each 4-digit MOS which reflects the authorized and assigned strength by battalion and separate company and projects 30-, 60- and 90-day gains and losses. The format (fig. 3-20.1) is similar to the Personnel Inventory Report, Part I, maintained by each

composite team except that Part II portrays the division strength.

3. The chief PM NCO makes the following uses of the Personnel Inventory Report, Part II:

a. Advises the division commander and staff sections on the strength status of any authorized MOS for a particular battalion or separate company.

b. Projects assignments of incoming personnel to battalions and separate companies.

4. The senior personnel management specialist of each composite team posts the Personnel Inventory Report, Part II, daily to show new assignments, losses, promotions, reductions, and changes of MOS.

MOS 12B20

DIV 99th Inf

10th Engr Bn	Gen E-9	Col E-8	Lt Col E-7	Maj E-6	Capt E-5	1/2 Lt E-4	WO E-3	E-2/E-1	REMARKS
Auth					20	21			
Asg					18	24			
O/S					-2	+3			
Projected 30 Days									
Gains					3	2			
Losses					1	3			
O/S						+2			
Projected 60 Days									
Gains					4	3			
Losses					3	4			
O/S					+1	+1			
Projected 90 Days									
Gains					3	4			
Losses					2	8			
O/S					+2	-3			
* * * * *									
DIV TOTALS									
Auth					20	21			
Asg					18	24			
O/S					-2	+3			
Projected 30 Days									
Auth					3	2			
Asg					1	3			
O/S						+2			
Projected 60 Days									
Auth					4	3			
Asg					3	4			
O/S					+1	+1			
Projected 90 Days									
Auth					3	4			
Asg					2	8			
O/S					+2	-3			

Figure S-20.1.

**PROCEDURE 3-21**  
**PREPARATION, POSTING AND USE OF THE PERSONNEL INVENTORY**  
**REPORT PART III (MANUAL)**

**Reference.** None.

**Procedure**

1. This procedure is to be used in lieu of Procedure 3-35 only when punched card machines are not available.

2. The chief personnel management NCO prepares and maintains a Personnel Inventory Report, Part III (fig. 3-21.1), for each 4-digit MOS authorized within the division.

3. The Chief PM NCO posts the Personnel Inventory Report, Part III, daily using the posted to date Personnel Inventory Report, Part II (Procedure 3-20).

4. As of the last day of each month, the chief PM NCO prepares a new Personnel Inventory Report,

Part III, in 3 copies. Retains the original copy for use as a worksheet and forwards 1 copy each to the Assistant Chief of Staff, G1, and Adjutant General.

5. The Personnel Inventory Report, Part III, is used to furnish accurate, up-to-date strength information, by job speciality, thereby presenting an overall picture of the division's work force available to accomplish its assigned mission. This report does not reflect the MOS strength of an individual unit and the chief PM NCO must refer to Procedure 3-20 to answer inquiries about units.

6. When the Personnel Inventory Report, Part III, is consolidated to portray the division strength, the chief PM NCO refers to AR 380-5 for security classification.

Prepared as of \_\_\_\_\_

Page \_\_\_ of \_\_\_ Pages

PERSONNEL INVENTORY REPORT, PART III (MANUAL)

MOS		Gen	Col	Lt Col	Maj	Capt	1/2 Lt	WO	REMARKS
		E-9	E-8	E-7	E-6	E-5	E-4	E-3 E-2/E-1	
	Arth								
	ASG								
	o/s								
	Projected 30 Days								
	GAINS								
	LOSSES								
	o/s								
	Projected 60 Days								
	GAINS								
	LOSSES								
	o/s								
	Projected 90 Days								
	GAINS								
	LOSSES								
	o/s								

Figure 3-21.1.

★PROCEDURE 3-22

OFFICER REQUISITIONS

**References.** AR 614-102, AR 614-132, AR 614-140, AR 614-185, AR 621-108; DA Pam 600-8.

**Procedure**

1. *Requisitions for Officers Excluding Colonels and General Officers.* a. When notified by the chief personnel management NCO to furnish information on officer and warrant officer requirements, the senior personnel management specialist—

- (1) Screens the posted-to-date copy of the latest Personnel Information Roster prepared for each unit and staff section served.
- (2) Annotates each roster to identify authorized officer and warrant officer requirements as follows:
  - (a) Requirements for the 5th subsequent month for CONUS divisions, excluding those in Alaska and Hawaii.
  - (b) Requirements for the 7th subsequent month for oversea divisions, including those in Alaska and Hawaii.
- (3) Using the annotated Personnel Information Rosters, prepares separate worksheet requisitions for—
  - (a) Each commissioned officer branch.
  - (b) Each branch monitoring the particular MOS for warrant officer requirements.
  - (c) Branch Immaterial Army Aviator requirements.
  - (d) Key Information Position requirements.
- (4) Refers to AR 614-185 and insures that all pertinent information to be included in the requisitions is shown on the worksheets.
- (5) Forwards the worksheets to the chief personnel management NCO for consolidation and preparation of the division officer requisition.

b. Upon receipt of the worksheets from the senior personnel management specialists, the chief personnel management NCO—

- (1) Reviews each worksheet to insure all

information required by AR 614-185 is included.

- (2) Assembles the worksheets by category (a(3) above) into separate requisitions and prepares a draft division officer requisition by consolidating the requirements for each category. Groups branch requirements by grade and by priority of assignment within grade.
- (3) Instructs the clerk-typist to type the requisition using DA Form 872 (Requisition for Officer Personnel).

c. The clerk-typist types the requisition and returns it to the chief personnel management NCO.

d. The chief personnel management NCO—

- (1) Reviews the completed requisition against the draft for completeness and accuracy, and arranges it into the sequence required by AR 614-185.
- (2) Forwards the requisition to the personnel management officer for review, signature, and dispatch.
- (3) Retains the worksheets and one copy of the completed requisition for later use in determining assignments and for furnishing information to interested commanders.

e. The personnel management officer reviews, signs and dispatches to the next higher headquarters.

2. *Current and Projected Colonel Requirements.* A report of current and projected colonel requirements will be prepared quarterly in accordance with AR 614-102 and local command policy. Details on preparation of the report are contained in AR 614-102. The chief personnel management NCO maintains current data on which to base the report, and should be responsible for its preparation and forwarding to the major commander not later than the established due date. Preparation of the report should be coordinated with division Assistant Chief of Staff, G-1 and Adjutant General.

## PROCEDURE 3-23

## REQUISITION OF ENLISTED PERSONNEL—GRADES E-7 THROUGH E-9

**Reference.** AR 614-202.

**Procedure**

1. Upon receipt of a notice from the chief personnel management NCO to prepare a requisition for enlisted personnel, grades E-7 through E-9, the senior personnel management specialist—

a. Screens the Personnel Information Roster to identify E-7 through E-9 positions which will require replacements during the fifth subsequent month if the division is located in CONUS, or during the seventh subsequent month if the division is located in an oversea command.

b. Prepares a draft requisition (DA Form 872).

c. Forwards the draft requisition to the chief PM NCO for consolidation.

2. Upon receipt of draft requisitions from the senior PM specialists, the chief PM NCO—

a. Reviews and consolidates into one requisition for the division.

b. Gives the consolidated drafts to a clerk-typist.

3. The clerk-typist types the consolidated requisition and returns to the chief PM NCO for review.

4. The chief PM NCO reviews and gives to the personnel management officer for review, signature and dispatch.

5. The PM officer reviews, signs and dispatches to the next higher headquarters.

*Note.* The senior PM specialist must refer to AR 614-202 to obtain the details and instructions on the preparation of DA Form 872.

PROCEDURE 3-24

RECOMMENDATIONS FOR AUS PROMOTION TO FIRST LIEUTENANT AND CHIEF WARRANT OFFICER, W-2

**References.** Procedure 9-1-1, AR 600-17; AR 624-115; AR 624-155; DA Pam 600-8.

**Procedure**

1. Upon receipt of a suspense notification from the control specialist, the personnel management specialist—

*a.* Obtains the 201 file from the records clerk and verifies the officer's promotion eligibility against the criteria in AR 624-115 or AR 624-155, as appropriate.

*b.* Determines if a favorable National Agency Check or Background Investigation has been conducted.

*c.* Determines if the officer is subject to any action under the provisions of AR 600-31.

*d.* Prepares a request for screening of the files of the division provost marshal and intelligence officer, signs and forwards in turn.

2. If the results of screening are favorable, the PM specialist—

*a.* Prepares a DA Form 78 (Recommendation for Promotion of Officer) in 3 copies (fig. 3-24.1).

*b.* Prepares 3 copies of form letter (fig. 3-24.2) for transmittal of the recommendation.

*c.* Attaches the original and duplicate copy of the DA Form 78 to 2 copies of the letter and forwards to the chief personnel management NCO for review.

*d.* Returns the 201 file to the records clerk.

*e.* Places the triplicate copy of the letter and DA Form 78 in the 31-day suspense file.

3. The chief PM NCO reviews and gives to the personnel management officer for review, signature and dispatch.

4. The PM officer reviews, signs, and dispatches to the officer's immediate commander.

5. If the division commander does not withhold promotion authority, the PM specialist—

*a.* Receives the approved DA Form 78 and a request for orders.

*b.* Forwards the DA Form 78 to the records clerk for filing.

*c.* Forwards the request for orders to the Office Services Unit.

*d.* Destroys the suspended copy of the DA Form 78 and letter of transmittal.

6. If the division commander does withhold promotion authority, the PM specialist receives the DA Form 78 with commander's recommendations, prepares a memo routing slip and forwards the DA Form 78 to the division AG and G-1 for approval.

7. Upon return of the DA Form 78 from the division AG, the PM specialist—

*a.* In the case of approved recommendations, prepares a request for orders and forwards to the personnel management officer for review, signature and dispatch. (If the PM officer desires, the approved DA Form 78 will be attached to the request for orders.)

*b.* In the case of disapproved recommendations, confers with the PM officer regarding disposition of the recommendation. (See para. 11 and 12 for action on cases involving officers not promoted within 1 month from promotion eligibility date.)

8. The PM officer reviews, signs and dispatches to the Office Services Unit.

9. When the screening in 1*b* above does not reflect the results of a security investigation, the PM specialist prepares a request for a check of the files of the Counter Intelligence Records Facility, US Army Intelligence Center, Fort Holabird, Baltimore, Maryland 21219, at least 90 days prior to the date the officer becomes eligible for consideration for promotion.

10. When results of the check are received the PM specialist conducts a second screening of the 201 file prior to taking the actions in paragraph 1*c* and *d* and paragraph 2.

★11. *a.* When a second lieutenant has completed 19 months active duty as a commissioned officer or 37 months in an active status as a reserve commissioned officer, recommendations for or against promotion to first lieutenant will be made to The Adjutant General, ATTN: AGPB-P, Department of the Army, Washington, D.C. 20315. In the case of a recommendation for promotion, an explanation of why the promotion was not accomplished within the 30-day period following officer's attainment of eligibility will be included. In

the case of a recommendation against promotion, reasons for such action will be included.

b. When a second lieutenant who has completed 16 months' active duty as a commissioned officer or 34 months in an active status as a Reserve commissioned officer is undergoing reassignment involving a change of promotion authority, a recommendation for or against his promotion will be forwarded to The Adjutant General, ATTN: AGPB-P, Department of the Army, Washington, D.C. 20315.

★12. a. When a warrant officer, W-1 has not

been promoted to warrant officer, W-2 within 30 days following the date of eligibility, the recommendation for or against promotion will be handled in the manner described in paragraph 11a.

b. When a warrant officer, W-1, who has completed 16 months' active duty as an officer or 34 months in an active status as a Reserve warrant officer is undergoing reassignment involving a change of promotion authority, a recommendation for or against his promotion will be forwarded to The Adjutant General, ATTN: AGPB-P, Department of the Army, Washington, D.C. 20315.



HEADQUARTERS  
99TH INFANTRY DIVISION  
FORT MILLER, UTAH

8-15 November 1961

25 October 1961

SUBJECT: Recommendation for Promotion

TO: Commanding Officer  
Company A, 1st Battalion  
19th Infantry  
Fort Miller, Utah

1. Request the attached recommendation for promotion (DA Form 78), pertaining to 2d Lt James A. Ogels, 05431278, be completed and returned through channels to this headquarters not later than 15 Nov 61. Subject officer meets the criteria UP of Section V, AR 624-115/Section III, AR 624-155.

2. Results of a survey of the following records/offices regarding the presence of derogatory information are indicated below:

	<u>Yes</u>	<u>No</u>
a. 201 file	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Action under AR 600-31	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. G2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Provost Marshal	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. Derogatory information attached	<input type="checkbox"/>	<input checked="" type="checkbox"/>

FOR THE COMMANDER:

1 Incl  
DA Form 78 (dupe)

*John W. Smith*  
JOHN W. SMITH  
Capt, AGC  
Asst Adj Gen

Figure 3-24.2.

## PROCEDURE 3-25

**REPORT OF ENLISTED PERSONNEL ELIGIBLE FOR TEMPORARY APPOINTMENT  
(RCS CSGPA-342 (R5))**

★Reference. AR 600-200.

**Procedure**

1. When notified by the chief personnel management NCO to furnish information to prepare the Quarterly Report of Enlisted Personnel Eligible for Temporary Appointment, the personnel management specialist—

*a.* Determines the cumulative vacancies for each grade, by unit, and records the totals on a separate worksheet (DA Form 2644-R) for each unit. Refers to the applicable TOE and the latest morning report strengths to obtain the authorized and actual strengths.

*b.* Screens the posted-to-date Personnel Information Rosters verified at the end of February, May, August or November, as applicable, to determine eligible soldiers. Individuals are considered eligible when "yes" is recorded in the remarks column opposite their names (Procedure 3-18).

★*c.* Counts the number of eligibles for each grade and records the totals on each unit's worksheet. See chapter 7, AR 600-200.

*d.* Consolidates the unit totals for each battalion and enters the new totals on a battalion worksheet.

*e.* Forwards the battalion and separate company worksheets to the chief personnel management NCO.

*f.* Retains the Personnel Information Rosters for use in subsequent appointment allocations.

2. Upon receipt of the battalion and separate company worksheets, the chief personnel management NCO—

*a.* Reviews the projected input for each battalion and separate company and adjusts the worksheets by adding the number of expected eligibles by grade.

*b.* Consolidates the totals on each worksheet and prepares a division report using DA Form 2644-R.

*c.* Retains the battalion and separate company worksheets for use in distributing subsequent appointment allocations.

*d.* Forwards the completed report to the personnel management officer for review, signature, and dispatch.

3. The personnel management officer reviews, signs, and dispatches to the next higher headquarters.

4. The chief personnel management NCO submits amended reports if there is a major change in authorized strength.

## PROCEDURE 3-26

## PERMANENT APPOINTMENT OF ENLISTED PERSONNEL—GRADES E-3 THROUGH E-9

★References. AR 600-20, AR 600-200.

## Procedure

1. Upon receipt of a suspense notification from the control specialist which lists individuals eligible for permanent appointment, the personnel management specialist—

*a.* Screens the listing to determine the names of soldiers listed as being eligible for appointment to pay grade E-3.

★*b.* Obtains the 201 files of these individuals from the records clerk, and screens them against the permanent appointment eligibility criteria in AR 600-200.

*c.* Annotates all copies of the listing to indicate those ineligible for appointment, to include the reason for ineligibility, e.g., favorable personnel actions suspended under AR 600 31, erroneous eligibility date on the suspense notification.

*d.* Returns the 201 file to the records clerk.

*e.* Prepares 3 copies of a DA Form 1049 (fig. 3-26.1) listing each eligible individual, and the date on which action should be taken to appoint those recommended by the unit commander.

*f.* Signs the DA Form 1049 for the personnel management officer, and forwards the original and 1 copy to the unit.

*g.* Retains 1 copy of the DA Form 1049 in the 31-day suspense file for a date 3 workdays from the latest date an appointment action is to be taken.

2. If the unit has not completed the action by the suspense date, the PM specialist—

*a.* Requests the senior PM specialist to contact the appropriate personnel staff NCO and inquire as to the reason for the delay.

*b.* Resuspends the DA Form 1049 for 3 additional workdays and informally notifies the control specialist.

3. When notified by the unit that the action has been completed, the PM specialist—

*a.* Withdraws the suspended copy of the DA Form 1049 from the 31-day suspense file and destroys it.

*b.* Returns a copy of the suspense notification to the control specialist with an informal note indicating that the completed action applies

to soldiers listed for permanent appointment to grade E-3.

4. Upon completion of the action in paragraph 1, the PM specialist—

*a.* Obtains the 201 files for soldiers listed as eligible for permanent appointment to grades E-4 through E-9.

*b.* Screens the 201 files against the appointment eligibility criteria in AR 600-200.

*c.* Follows the procedure in paragraph 1*c.*

*d.* Prepares a Certificate of Appointment (DD Form 216A) for each eligible noncommissioned officer. Forwards the certificates to the personnel management officer.

★*e.* Prepares an informal note to the records clerk —

(1) Listing the names of soldiers determined eligible for permanent appointment.

(2) Requesting that the Qualification Record (DA Form 20) for each eligible soldier be posted in accordance with AR 600-200.

*f.* Returns the 201 files together with the informal note to the records clerk.

*g.* Returns the original suspense notification to the control specialist with an informal note indicating that the completed action applies only to soldiers listed for permanent appointment to grades E-4 through E-9.

5. The PM officer reviews, signs and dispatches the DD Forms 216A, or reviews and forwards them to the signing authority, as appropriate.

6. Upon receipt of a morning report which contains an entry appointing a soldier from a noncommissioned officer grade to a higher temporary noncommissioned officer grade, the PM specialist—

*a.* Obtains the 201 file from the records clerk.

*b.* Screens the 201 file and determines if the grade from which appointed was temporary or permanent.

*c.* Follows the procedure in paragraph 4*d* and *e* if the grade was temporary.

*d.* If the grade was permanent, returns the 201 file to the records clerk and takes no further action.

PERSONNEL ACTION (AR 340-15)		DATE: 8-28 May 65 20 Apr 65																	
FILE REFERENCE	SUBJECT																		
AGPSD-H	Appointment of Enlisted Men																		
TO: Commanding Officer Co A, 12th Inf Fort Miller, Utah		FROM: Commanding General 99th Inf Div Fort Miller, Utah																	
NR	PROCESSING ACTIONS																		
<p>1. Personnel records pertaining to the soldiers listed below indicate that on the date shown opposite their names they will be eligible for appointment from PVT E2 to PFC E3, providing they are recommended for such appointment.</p> <p>2. Request action be taken to publish appointment orders on the eligibility date, and the date the action was completed be noted in the column headed "Date Action Compl". Further request that this correspondence be returned not later than the suspense date by return comment hereon, and the reason for any individual not appointed on the eligibility date be indicated.</p> <table border="1"> <thead> <tr> <th><u>NAME</u></th> <th><u>SN</u></th> <th><u>ELIGIBILITY DATE</u></th> <th><u>DATE ACTION COMPL</u></th> </tr> </thead> <tbody> <tr> <td>Bubbins, J. L.</td> <td>RA13579864</td> <td>25 May 65</td> <td></td> </tr> <tr> <td>Harold, C. B.</td> <td>US57986420</td> <td>14 May 65</td> <td></td> </tr> <tr> <td>Jerry, O. J.</td> <td>US53124689</td> <td>8 May 65</td> <td></td> </tr> </tbody> </table> <p>FOR THE COMMANDER:</p> <p style="text-align: center;"><i>John W. Smith</i> JOHN W. SMITH Capt, AOC Asst Adj Gen</p>				<u>NAME</u>	<u>SN</u>	<u>ELIGIBILITY DATE</u>	<u>DATE ACTION COMPL</u>	Bubbins, J. L.	RA13579864	25 May 65		Harold, C. B.	US57986420	14 May 65		Jerry, O. J.	US53124689	8 May 65	
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Harold, C. B.	US57986420	14 May 65																	
Jerry, O. J.	US53124689	8 May 65																	
USE PLAIN PAPER FOR CONTINUATION OF COMMENTS																			

DA FORM 1049  
1 OCT 55

REPLACES EDITION OF 1 OCT 55, WHICH IS OBSOLETE

GPO 1955 O 344714

Figure 8-28.1.

**PROCEDURE 3-27**

**★QUOTA ALLOCATIONS FOR TEMPORARY APPOINTMENT OF ENLISTED PERSONNEL TO PAY GRADES E-4 THROUGH E-6**

**References.** AR 600-20, AR600-200; DA Pam 600-8.

**Procedure**

1. Upon receipt of an appointment allocation letter from the next higher headquarters, the chief personnel management NCO—

a. Furnishes instructions to the senior personnel management specialist of each composite team to furnish lists, by unit, of individuals recommended for appointment at the end of the last quarter.

b. Uses the retained copy of the battalion worksheets for the Quarterly Report of Personnel Eligible for Temporary Appointment (Procedure 3-25) in determining the number of allocations for each battalion.

c. Prepares an allocation letter in 3 copies to each battalion headquarters and separate company requesting recommendations and a report of those allocations which cannot be used.

d. Holds the allocation letters pending receipt of the lists from each composite team (a above).

2. Upon receipt of instructions from the chief PM NCO to furnish lists of individuals recommended for temporary appointment, the senior specialist—

a. Screens the Personnel Information Roster verified as of the end of the last quarter to determine the names of soldiers recommended for appointment.

b. Prepares a list in 3 copies, by unit, of recommended individuals, less those reassigned and reduced in grade. Adds names of soldiers assigned since the "as of" date of the roster.

c. Forwards 2 copies of the lists to the chief PM NCO.

d. Retains the 3d copy of the lists pending receipt of recommendations from units.

3. Upon receipt of the lists from each composite team, the chief PM NCO—

a. Attaches both copies of the lists to 2 copies of the appropriate allocation letter and gives to the personnel management officer for review, signature and dispatch.

b. Retains a copy of the allocation letter for reference.

4. The PM officer reviews, signs and dispatches to battalion and separate company headquarters.

5. Upon receipt of recommendations from the unit, the senior PM specialist—

a. Obtains the 201 files from the records clerk.

b. Screens the 201 file against the eligibility criteria in AR 624-200 and the allocation letter and returns the 201 file to the records clerk.

c. Prepares an indorsement to the units authorizing publication of unit orders for E-4 appointments. Includes the names of soldiers ineligible for appointment and the reasons for ineligibility.

d. Forwards the indorsements to the chief PM NCO for review, signature and dispatch.

★e. Prepares a request for orders for individuals to be appointed to grades E-5 and E-6 and forwards to the chief PM NCO for review.

★6. The chief PM NCO reviews the indorsement authorizing unit orders for E-4 appointments and the request for orders for appointment to grades E-5 through E-6 and gives to the PM officer for review, signature and dispatch.

7. The PM officer reviews, signs, dispatches the indorsement to the unit and the request for orders to the office Services Unit.

8. The chief PM NCO reallocates any unused allocations.

9. The chief PM NCO returns any unused allocations for the division to the allocating headquarters.

## ★PROCEDURE 3-28

**QUOTA ALLOCATIONS FOR TEMPORARY APPOINTMENT OF ENLISTED PERSONNEL  
TO PAY GRADES E-7 THROUGH E-9**

**References.** AR 600-20, AR600-200; DA Pam 600-8.

**Procedure**

1. Upon receipt of an appointment quota allocation letter from the next higher headquarters, the chief personnel management NCO directs the senior personnel management specialist of each composite team to determine the names of eligible personnel.

2. The senior personnel management specialist screens the Personnel Information Rosters to obtain the names of E-6 through E-8 personnel who hold the specified MOS.

a. Screens the E-7, E-8, E-9 requisition file to determine if a requisition for the vacancy has been submitted and notification received that a replacement cannot be furnished.

b. Obtains the 201 files from the records clerk and screens against the appointment eligibility criteria in AR600-200 and the appointment allocation letter.

c. Forwards a list of eligible individuals, by unit, to the chief personnel management NCO to include name, grade, service number, date of rank MOS, and any other pertinent data which may be required.

3. The chief personnel management NCO prepares and dispatches a letter to units having eligible individuals. Includes name, grade, date of rank, and instructions to the unit commander to—

a. Submit recommendations for individuals recommended for appointment to grades E-8 and E-9.

b. Submit names of individuals selected for appointment to grade E-7 (Procedure 10-1-1, AR 600-17).

c. Advise eligible individuals prior to their selection or recommendation of the provisions of AR600-200 which require soldiers to serve an additional 2 years active duty on appointment to

pay grades E-7, E-8, or E-9 unless at the time of appointment they are eligible to retire in the same or higher pay grade. See AR 635-230.

d. Furnish names of soldiers who declined appointment because of the service obligation they will incur.

4. Upon receipt of the recommendations and names of soldiers selected for appointment to E-7, the chief personnel management NCO—

a. Obtains the 201 files from the records clerk and rescreens to assure that recommended individuals remain in an appointable status.

b. Prepares a request for orders for individuals selected for appointment to E-7. Signs and dispatches to the Office Services Unit or forwards to the Chief, Personnel Management Branch for review, signature, and dispatch.

c. Notifies the President of the E-8 and E-9 Promotion Board of the number of individuals to appear before the board and obtains the date, time and place of the board meeting.

d. Notifies the appropriate personnel staff NCO's of the date, time and place of the board meeting and informs them of the names and units of individuals to appear before the board.

5. On the date of the board meeting, the chief personnel management NCO—

a. Delivers the 201 files and the letters of recommendation to the president of the board.

b. Assists the board as required.

c. Receives the list of board selections.

d. Returns to the Personnel Service Division.

e. Prepares a request for appointment orders, signs and dispatches to the Office Services Unit.

f. Returns the 201 files to the records clerk.

*Note.* If the soldier declines appointment to avoid the 2-year service obligation, the chief personnel management NCO reallocates the quota to another unit if other vacancies exist or includes the vacancy in the next quarterly report of personnel eligible for appointment.

**PROCEDURE 3-29**  
**VOLUNTEER REQUESTS FOR FOREIGN SERVICE**

**References.** Procedure 11-1-17, AR 600-17; AR 614-30.

**Procedure**

1. Upon receipt of a request from an enlisted man, below grade E-7, the personnel management specialist—

a. Obtains the 201 file from the records clerk and screens it against the criteria in AR 614-30.

b. Prepares a return comment disapproving the request and enumerating the reasons if the applicant does not meet the criteria. Forwards to the personnel management officer for review, signature and dispatch, or

c. Prepares a forwarding comment to the major commander recommending approval, if the applicant meets the criteria in AR 614-30.

d. Sends 1 copy of the forwarding comment to the unit for the applicant's information.

e. Forwards the request to the PM officer for review, signature, and dispatch.

f. Returns the 201 file to the records clerk.

2. The PM officer reviews, signs, and returns disapproved requests to the unit or dispatches requests recommending approval to the next higher headquarters.

3. Upon receipt of an approved request, the PM specialist—

a. Prepares a forwarding comment to the unit commander with instructions to—

(1) Make an entry on the morning report changing the individual's Foreign Service Availability Code.

(2) Inform the enlisted man of the action.

b. Forwards the duplicate copy of the request to the records clerk for posting of the DA Form 20 and filing.

c. Signs the original copy of the request and dispatches it to the unit.

4. Upon receipt of an officer's request or a request from enlisted personnel, grade E-7 through E-9, the PM specialist—

a. Obtains the 201 file from the records clerk and screens the request against the criteria in AR 614-30.

b. Consults with the PM officer and obtains a forwarding comment.

(1) Prepares the comment through channels to Chief of Personnel Operations, ATTN: (Career Branch of Officer), Department of the Army, Washington, D.C. 20310, for officer personnel or

(2) Prepares the comment through channels to Chief of Personnel Operations, ATTN: EPECD, Department of the Army, Washington, D.C. 20310, for enlisted personnel.

5. The PM officer reviews, signs and dispatches to the appropriate addressee.

**PROCEDURE 3-30**  
**REQUESTS FOR DEFERMENT FROM OVERSEA SHIPMENT**

**References.** Procedure 11-1-15, AR 600-17; AR 614-30, AR 614-215.

**Procedure**

1. Upon receipt of a request from a unit, the senior personnel management specialist—

a. Reviews the request and the required supporting documents against the criteria in section III, AR 614-30.

b. If the request meets the criteria and can be approved by the division commander, prepares an approving comment for return to the unit, or

c. If the request meets the criteria, but cannot be approved by the division commander, prepares a forwarding comment to the approving authority, or

d. If the request does not meet the criteria, prepares a disapproving comment for return to the individual. Includes the reason for failure to meet the criteria.

e. Forwards the request to the chief personnel management NCO for review.

f. Forwards a copy of the request to the appropriate records clerk for inclusion in the 201 file.

2. The chief PM NCO reviews and gives to the personnel management officer for review, signature and dispatch.

3. The PM officer reviews, signs and dispatches to the approving headquarters or returns the request to the unit, as appropriate.

**PROCEDURE 3-31**  
**REPORTS OF CASUALTIES ORIGINATING IN COMBAT AREAS**

**References.** AR 600-65, AR 600-66.

**Procedure**

1. The personnel management specialist suspends morning reports which contain entries on casualties pending receipt of complete casualty reports.

2. Upon receipt of information of a battle or nonbattle casualty from unit commanders, completed casualty feeder reports (DA Form 1156), admission and disposition (A&D) reports, straggler reports or any other reliable source, personnel management specialist—

a. Withdraws the suspended morning report and compares the data thereon against the casualty information. Discrepancies will be resolved with the reports clerk. The reports clerk will be notified when casualty information is received and there is no corresponding morning report data in suspense. If casualty reports supporting casualty remarks on morning reports are not received within a period of time to be determined by the Chief, Personnel Service Division based on the current situation, the personnel management specialist contacts the unit and requests submission of a casualty report.

b. Checks the report against the master casualty file and any other available information to determine the correct status of the individual.

c. Checks feeder casualty reports for wounded personnel which do not show the degree of severity; i.e., serious or light, against the A&D reports to obtain the degree of severity.

(1) If the degree of severity cannot be determined, identifies the casualty as "wounded in action" (WIA) without a degree of severity.

(2) Suspends the source information pending verification of the degree of severity in order subsequently to amend the casualty report.

d. Suspends preparation of official casualty reports when the correct status of individuals cannot be determined.

3. Based on the information received from the sources listed in paragraph 2, the PM specialist prepares separate casualty reports (DA Form 1154) in 4 copies, for battle and nonbattle casualties. Obtains the 201 file from the records clerk.

4. The PM specialist takes subsequent action as required.

a. Submits corrected reports when the degree of severity is obtained for casualties (par. 2c(2)).

b. Submits casualty reports (DA Form 1154) when the correct status of individuals has been determined (par. 2d).

c. Submits changes to casualty reports as required by AR 600-66.

5. Upon receipt of 2 copies of completed casualty reports (DA Form 1154) and separate listings, the chief PM NCO—

a. Reviews the reports and separate listings for completeness.

b. Prepares 3 copies of a transmittal letter addressed to Army Headquarters.

(1) Assigns a control number to the transmittal letter.

(2) Assembles the casualty reports by separate unit, battalion and brigade.

(3) Attaches the casualty reports to 2 copies of the transmittal letter.

(4) Gives the casualty reports and the transmittal letter to the personnel management officer.

(5) Retains 1 copy of the transmittal letter for reference.

6. The PM officer reviews, signs and dispatches to Army Headquarters.

7. When an individual is reported as "nonbattle missing," as distinguished from "missing in action," and the individual has not returned to military control or has not been determined to be dead within 9 days, the PM specialist—

a. Withdraws the suspended casualty report from the 31-day suspense file.

b. Forwards the report to the chief PM NCO.

8. When reports of missing persons (par. 7) are received from the PM specialist, the chief PM NCO follows the procedure in paragraphs 8 through 12, Procedure 3-33.

a. The board proceedings are forwarded through casualty reporting channels.

b. Verifies the data included on the DA Form 1156 or other source information against the 201 file to determine discrepancies in personnel data.

- (1) If discrepancies are noted, corrects the DA Form 1156 or other source information.
  - (2) Holds the DA Form 1156 or other source information for preparation of the Casualty Report (DA Form 1154).
- c. Screens the monthly personnel roster prepared by the Data Processing Unit (DPU) against the 201 file.
- (1) Notes discrepancies on a separate listing indicating the date corrective entries will appear on the morning report or the previous date that the correct entry appeared on the morning report.
  - (2) Insures that corrective remarks are entered on the appropriate morning report if necessary.
- d. Identifies the report by checking either the battle or nonbattle block in the heading of the DA Form 1154.
- e. Obtains a control number from the senior personnel management specialist and enters the number on the report. One series of control numbers is used for both battle and nonbattle casualty reports.
- f. Completes the Casualty Report (DA Form 1154) and returns the 201 file to the records clerk.
- g. Attaches the separate listing in c(1) above to 2 copies of the appropriate casualty report and forwards to the chief personnel management NCO.
- h. Forwards 1 copy of the report to the records clerk for attachment to the appropriate morning report.
- i. Retains 1 copy of the report for reference or suspends the reports of individuals as "nonbattle missing" for 9 days.
- j. Notifies the unit commander of changes in the status of casualties made by the PSD, e.g., screening of the master casualty file indicated the individual has been reported as captured whereas the feeder report indicates the individual as missing in action.
- k. Files the Casualty Feeder Reports (DA Form 1156) or other sources of information in the master casualty file to provide a source of information on casualties and to prevent the submission of duplicate or erroneous reports.

PROCEDURE 3-32

NOTIFICATION PERTAINING TO CASUALTIES IN NONCOMBAT AREAS  
(CROWN REPORT)

**References.** AR 600-65, AR 600-67.

**Procedure**

1. The following procedure is applicable if the division commander is also the installation commander.

2. When notified of the death (CROWN) of a soldier assigned to a unit served by his composite team, and after notifying the personnel management officer, the senior personnel management specialist—

a. Obtains the 201 file from the records clerk.

b. Obtains the Financial Data Records Folder (FDRF) from the pay specialist.

★c. Prepares a Joint Message Form (DD Form 173) in 4 copies. Includes the information required by appendix I, AR 600-67, for electrical transmission of notification to The Adjutant General, ATTN: AGPB-C, Department of the Army, Washington, D.C., and the Commanding General of the Army area in which the next of kin resides. See section II, AR 600-67 for information addressees. Letter notifications will be prepared if considered more appropriate and expedient.

(1) Obtains the date, place, cause and circumstances of the death.

(2) Obtains a CROWN report control number from the chief personnel management NCO.

(3) Enters the control number on the report and forwards 3 copies and the 201 file to the chief PM NCO.

(4) Retains 1 copy of the report for reference.

(5) Returns the FDRF to the pay specialist.

d. Prepares supplemental CROWN reports as required by AR 600-67. Separate control numbers

are obtained from the chief PM NCO and assigned to each supplemental CROWN report.

3. Upon receipt of a CROWN report and supplemental CROWN report (s), when prepared, and the 201 file, the chief PM NCO—

a. Reviews the report for completeness and accuracy.

b. Gives the CROWN report and supplemental CROWN report(s) to the personnel management officer for review.

c. Returns the 201 file to the records clerk.

4. The PM officer reviews, signs and dispatches.

5. When the division commander is responsible for notifying the adult next of kin, the chief PM NCO—

a. Prepares the initial death notification telegram to include the information contained in appendix IV, AR 600-67, unless considered inappropriate, i.e., when the person to be notified is obviously aware of the death and has been counseled concerning the care of the remains.

b. Prepares a supplemental death notification telegram when the death occurred away from home and military or civil authorities have custody of remains. See appendix V, AR 600-67.

c. Prepares a confirmation letter to include the information included in appendix V, AR 600-67 if the adult next of kin was present at the place of death and has been counseled concerning the care of remains.

d. When the person to be notified is nearby, arranges for notification to be made by an officer.

e. Gives initial and supplemental death notification messages or the confirmation letter (c above) to the PM officer.

6. The PM officer reviews, signs and dispatches to the adult next of kin.

## PROCEDURE 3-33

NOTIFICATION PERTAINING TO CASUALTIES IN NONCOMBAT AREAS  
(PUNCH REPORT).

**References.** AR 600-65, AR 600-67.

**Procedure**

1. The following procedure is applicable if the division commander is also the installation commander.

2. When notified that an individual is in a missing status, and after notifying the personnel management officer, the senior personnel management specialist—

*a.* Obtains the 201 file from the records clerk.

★*b.* Prepares a Joint Message Form (DD Form 173) in 4 copies. Includes the information required by appendix II, AR 600-67, for electrical transmission to The Adjutant General, ATTN: AGPB-C, Department of the Army, Washington, D.C., and the Commanding General of the Army area in which the next of kin resides. See AR 600-67 for information addressees. Letter notifications will be made if considered more appropriate and expedient.

(1) Obtains date the individual was reported missing, area where missing, nature of duty at time reported missing and contributory circumstances from such sources as—

(*a*) The individual's unit commander and immediate superiors.

(*b*) Persons assigned to work with or near the individual.

(*c*) Military and civil police reports.

(2) Obtains a PUNCH report control number from the chief personnel management NCO.

(3) Assigns the control number to the report and forwards 3 copies with the 201 file to the chief PM NCO.

(4) Suspends 1 copy of the report for a date 9 days from the date the individual entered a missing status.

*c.* Take action to obtain information which was not available when preparing the initial report.

*d.* Prepares a supplemental PUNCH report to furnish missing information or corrections, as necessary. Separate control numbers are obtained

from the chief PM NCO and assigned to each supplement PUNCH report along with a cross-reference to the initial report.

3. Upon receipt of a PUNCH report and supplemental PUNCH report(s), when prepared, the chief PM NCO—

*a.* Reviews the report for accuracy and completeness.

*b.* Gives the report to the personnel management officer for review, signature and dispatch.

4. The personnel management officer reviews, signs and dispatches.

5. If the missing individual returns to military control prior to 10 days from the date he entered a missing status, the senior PM specialist prepares a supplemental PUNCH report, to include items A, B, C, and H of appendix II, AR 600-67.

6. If an individual is determined to be dead prior to 10 days from the date he entered a missing status, the senior PM specialist prepares a CROWN report in accordance with Procedure 3-32.

7. If the individual has not returned to military control or been determined to be dead within 9 days, the senior PM specialist—

*a.* Withdraws the suspended PUNCH report from the 31-day suspense file.

*b.* Forwards the report to the chief PM NCO.

8. When a PUNCH report on an individual who has not returned to military control or been determined dead within 9 days from the date he entered a missing status is received from the PM specialist, the chief PM NCO—

*a.* Contacts the appropriate personnel staff NCO and obtains the names of 3 officers to be appointed to determine the facts concerning the status of the missing individual. A warrant officer may serve as recorder.

*b.* Prepares a request for orders appointing the board under the provisions of AR 15-6 and AR 600-67.

*c.* Signs the request for orders and dispatches to the Office Services Unit for publication.

9. The chief PM NCO furnishes the board of officers with a copy of the initial PUNCH report and any supplemental reports.

**C 2, AR 600-16**

10. Upon receipt of the board recommendation and proceedings, the chief PM NCO—

a. Prepares a memo routing slip addressed to the division AG and attaches it to the proceedings.

b. Forwards the proceedings for final determination.

11. When the board proceedings are returned from the division AG, the chief PM NCO—

a. If the recommendation involves a change in status and is approved—

(1) Initiates action to require correction or amendment of individual personnel records and submission of the appropriate notification.

★(2) Prepares an indorsement forwarding the proceedings to Chief, Casualty Branch,

TAGO, DA, ATTN: AGPB-C Washington, D.C. 20315 indicating the action taken to change the status and to correct the prior reports.

(3) Gives the completed notification, indorsement and board proceedings to the PM officer for review, signature and dispatch.

b. If the recommendation is to continue the missing status, and is approved—

★(1) Prepares an indorsement forwarding the proceedings to The Adjutant General, ATTN: AGPB-C, Department of the Army, Washington, D.C. 20315.

(2) Gives to the PM officer for review, signature and dispatch.

12. The PM officer reviews, signs and dispatches.

**PROCEDURE 3-34**  
**REPORT OF SURPLUS ENLISTED PERSONNEL**

**References.** AR 600-200,  
245.

AR 614-

to obtain the details concerning preparation of the report.

**Procedure**

1. Upon receipt of a notice from the chief personnel management NCO to prepare a surplus report, the personnel management specialist—

a. Screens the Personnel Information Rosters to identify personnel designated surplus by unit commanders.

b. Obtains the 201 file from the records clerk.

(1) Verifies that personnel designated surplus who hold a special qualifications digit of "S" or "P" have submitted a statement that they do or do not desire assignment to an airborne unit.

(2) If such a statement has not been submitted, requests the senior personnel management specialist to obtain the statement by contacting the appropriate personnel staff NCO.

(3) Returns the 201 file to the records clerk.

c. Prepares a draft surplus report using DA Form 2090-R (Request for Disposition Instructions for Surplus Enlisted Personnel). Refers to AR 614-215 for personnel in grades E-1 through E-6 and AR 600-200 for personnel in grades E-7 through E-9

d. Retains 1 copy of the draft report for reference and forwards 1 copy to the chief PM NCO for consolidation.

2. Upon receipt of draft surplus reports, the chief PM NCO—

★a. Compares the grade and MOS data for E-1 through E-6 surplus designated personnel with the Personnel Inventory Report, Part II, to identify appropriate reassignments within the division. See AR 600-200 for action on personnel in grades E-7 through E-9 when serving in an oversea command.

b. Forwards reassignment instructions to the PM specialist when reassignments are identified (a above).

c. Consolidates the draft reports for the division and gives to a clerk-typist for typing.

d. Reviews the typed report and forwards it to the personnel management officer for review, signature and dispatch.

3. The PM officer reviews, signs and dispatches to the next higher headquarters.

**PROCEDURE 3-35**  
**PERSONNEL INVENTORY REPORTS (MACHINE)**

(Applicable together with Procedures 3-19 through 3-21 when punched card machines are available.)

**Reference.** AR 600-200.

**Procedure**

1. When punched card machines are available, preparation of the Personnel Inventory Report will be accomplished by the Machine Processing Unit (MPU) of the Administrative Machine Branch. Machine prepared Personnel Inventory Reports contain more detailed strength and personnel utilization information due to the speed and accuracy with which the reports can be prepared. Procedures 3-19 through 3-21 provide the details on the uses of Personnel Inventory Reports. Sample machine prepared Personnel Inventory Reports are shown in appendix 6-III, AR 600-17.

2. The Personnel Inventory Report will be forwarded by the MPU to the chief personnel management NCO on the 3d workday of each month. A separate report will be furnished for both officer and enlisted personnel and will consist of 4 parts. Paragraphs 3 through 6 describe the format of and information contained in each of the 4 parts. See appendix 7-II for distribution of each part of the Personnel Inventory Report.

3. The Personnel Inventory Report, Part I is a recapitulation of each separate MOS authorized to all divisional units and reflects—

a. For both officer and enlisted personnel; the number, by grade, performing duty in the authorized MOS to include—

- (1) The number having the authorized MOS as their PMOS.

- (2) The number having a PMOS that is different from the authorized MOS.

- (3) The number of projected gains and losses for the 1st, 2d and 3d subsequent month from the effective date of the report.

b. For enlisted personnel only; the number who have been awarded a proficiency pay rating.

4. The Personnel Inventory Report, Part II reflects the same information for both officer and enlisted personnel as Part I, except Part II is prepared for each battalion and separate company assigned to the division, and is a recapitulation of each separate MOS authorized within the battalion or separate company.

5. The Personnel Inventory Report, Part III reflects only the number of officer and enlisted personnel having a different PMOS from the authorized MOS in which they are performing duty. The report for enlisted personnel also indicates the number who have been awarded a proficiency pay rating. Part III is prepared for each unit assigned to the division and is a recapitulation of each separate MOS authorized within the unit.

6. The Personnel Inventory Report, Part IV reflects the same information for both officer and enlisted personnel as Part I, except Part IV is prepared for each unit assigned to the division and is a recapitulation of each separate MOS authorized within the unit. Part IV does not reflect projected gains, however, projected losses for the 1st, 2d and 3d subsequent months from the effective date of the report are shown.

**PROCEDURE 3-36****RECEIPT AND USE OF PERSONNEL INFORMATION ROSTERS (MACHINE)**

(Applicable in lieu of Procedure 3-18 when machines are available.)

**Reference.** AR 600-200.**Procedure**

1. Upon receipt of 5 copies of machine prepared Personnel Information Roster (DA Form 2472) from the Machine Processing Unit (MPU), the personnel management specialist—

a. Verifies the roster against the posted up-to-date copy of the previous month's roster to determine any discrepancies.

- (1) If discrepancies are noted, searches out the source of error.
- (2) Corrects the roster in error.
- (3) Reports the error to the MPU when the machine prepared roster was in error.

b. Prepares 3 copies of a form letter (fig. 3-18.1) transmitting the rosters to unit commanders and staff sections for verification (see Procedure 3-18). Forwards to the senior personnel management specialist for review, signature and dispatch.

2. The senior PM specialist reviews, signs and dispatches to units and staff sections.

★3. When verified Personnel Information Rosters are returned from units and staff sections, the PM specialists repeats the steps in paragraph 6, Procedure 3-18. Changes in an individual's secondary MOS and/or duty assignment (TOE para. and line number only) and date of rank are reported to the MPU through the use of a Personnel Data Card (DA Form 2468-1). (See sec. IV, ch. 8 on preparation of machine processing cards.) As an exception to paragraph 3, Procedure 6-3, changes to the above data should be reported by the PM specialists rather than the records clerk. (See also note in Procedure 3-18).

4. Machine prepared Personnel Information Rosters are posted and used as outlined in paragraphs 7 through 9, Procedure 3-18.

**PROCEDURE 3-37**

**FURNISHING GAINS AND LOSS INFORMATION TO THE MACHINE PROCESSING UNIT**

**Reference.** Chapter 8 of this regulation.

**Procedure**

★1. The Personnel Management Branch furnishes projected gain and loss information (other than loss by normal ETS) to the Machine Processing Unit (MPU) to be used in the machine preparation of Personnel Inventory Reports and Personnel Information Rosters. Projected information that indicates an EDCSA will occur during the current month is not reported.

2. Projected gain and loss information will be furnished to the MPU through the use of a Personnel Data Card (DA Form 2468-1). A sample projected gain card is shown in figure 3-37.1. Projected loss information will be furnished by completing a DA Form 2468-1 obtained from the individual's 201 file. Projected information will be furnished for both intra- and inter-division gains and losses. However, projected information pertaining to intra-division gains and losses will require that separate DA Forms 2468-1 be prepared to reflect the loss from the old unit and the gain to the new unit. Intra-division projected gain and loss information will be furnished only if the soldier's EDCSA will occur during the month following the month in which the information becomes known. A supply of blank DA Forms 2468-1 for use in furnishing projected gains information may be obtained from the MPU. Information to be included for each type transaction is listed in paragraph 4.

3. Information on projected gains and losses is received by the personnel management specialist from such sources as—

- a. Advance Oversea Returnee Lists (AOR).
- b. Advance Individual Trainee Lists (AIT).
- c. Special orders.
- d. Oversea levies.
- e. CONUS levies.
- f. Notification from the personnel action specialist as approved—
  - (1) Elimination cases.
  - (2) Applications for early release.
  - (3) Requests for hardship or dependency discharge.

g. Direction by the Department of the Army to effect early release or extension of periods of active duty for certain categories of personnel.

★4. Upon receipt of projected gain or loss information from one of the sources listed in paragraph 3, the PM specialist prepares a DA Form 2468-1 for each individual concerned. Projected loss information should not be reported on levied personnel until after insuring that individuals on a levy roster are eligible and available for reassignment. See section IV, chapter 8 for a description of the method of recording data on machine cards. The following information will be included on the DA Form 2468-1:

a. *Projected gain.*

- (1) Name, items 11-28.
- (2) Grade, items 29-32.
- (3) SN, items 1-10.
- (4) PMOS, items 34-38 (circle VP if PMOS is verified).
- (5) Projected month of assignment. Use the date of loss block, items 53 and 54, for this purpose.
- (6) Projected unit of assignment, items 76-79.
- (7) Projected DMOS, items 43-47.
- (8) Enter "PRG" in items 64-66 to denote the type of transaction.

b. *Projected loss.* Only the projected date of loss is posted in items 53 and 54 on the DA Form 2468-1 which is obtained from the individual's 201 file.

i. At the end of each workday, the PM specialist separates the DA Forms 2468-1 by projected gains and losses, assembles the cards by unit, and forwards them to the reports clerk for forwarding to the MPU.

6. The PM specialist reports any change to previously furnished loss notification by obtaining another DA Form 2468-1 from the individual's 201 file and entering the new projected date of loss in items 53 and 54 on the card, and forwarding the card as prescribed in paragraph 5. Changes to previously reported projected gains are not reported to the MPU, but must be posted to the work copy of the previous month's Personnel Inventory Reports and Personnel Information Roster.

Sample Projected Gain Card

REFUGEE SECTION OF U.S. ARMY MAY BE USED

DA FORM 2488-1, 1 JUNE 63

NAME										SERVICE NUMBER										GRADE										MOS-PRIMARY										MOS-SECONDARY										MOS-DUTY										DATE OF BIRTH																																																																					
MOS-PRIMARY										MOS-SECONDARY										MOS-DUTY										PERSONNEL DATA CARD										SERVICE NUMBER										DATE OF BIRTH																																																																															
11840										11840										RA19247893										81										ROBERTS HAROLD P										PRG										9999										5566																																																											
DATE OF BIRTH										NAME										PROCESSING CODE										GRADE																																																																																																			
DAY MO YEAR										DAY MO YEAR										PU SU										TYPE																																																																																																			
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11840										11840										RA19247893										81										ROBERTS HAROLD P										PRG										9999										5566																																																											

PERSONNEL DATA PROCESSING CARD

DA Form 2468-1

(Manila with Yellow Stripe)

Figure 3-57.1.

## ★APPENDIX 3-I

## PROCEDURAL INTERACTION CHART

Personnel Records Branch	Personnel Action Branch	Military Pay Branch	Office Services Branch	General
6-1	4-1	5-1	7-2	Appendix 2-I
6-2	4-5		7-4	Appendix 2-II
6-3	4-22		7-7	
6-9	4-26		7-8	
6-10			7-9	
6-14			7-11	
6-15			7-14	
6-16				

## CHAPTER 4

### PERSONNEL ACTION

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#### Section I. GENERAL

**4-1. Discussion.** A "personnel action" may be defined as an action involving the military service of a member of the Army, exclusive of personnel management and financial matters. The functional chart in appendix 1-II indicates that the Personnel Action Branch is responsible

for a wide variety of tasks. These tasks differ enough from the usual responsibilities of the other branches to justify their consolidation under the Personnel Action Branch. Accordingly, the Personnel Action Branch must coordinate much of its work with other branches.

#### Section II. SUSPENSE SYSTEM

**4-2. General.** The Personnel Action Branch is responsible for controlling the accomplishment of the majority of personnel suspense actions which are initiated by the control specialist in the Personnel Records Branch. All personnel action specialists must be thoroughly familiar with the suspense system and the followup actions required.

**4-3. Mechanized suspense system.** When punched card machines are employed, the control specialists will use a Personnel Suspense Card (DA Form 2470-1) and a Personnel Sus-

pense Roster (DA Form 2474) to notify the personnel action specialists of suspense actions due. At the same time, personnel action specialists will also receive instructions for reporting the completion of personnel suspense actions. Except for suspense notices on military identification cards and immunizations, which will be forwarded direct to unit commanders for action, the personnel action function under the mechanized suspense system remains the same as for the manual suspense system. Chapters 6 and 8 of this regulation contain details regarding the machine application of the suspense system.

#### Section III. OFFICER EFFICIENCY REPORTS

**4-4. Control.** The system of processing U.S. Army Officer Efficiency Reports (DA Form 67-5) should be closely controlled by all supervisors to insure that officers have sufficient time for preparation, and that the reports are forwarded on time to Headquarters, Department of the Army. A reasonable suspense date should be established to control the transmittal of efficiency reports from rating officers to indorsing and reviewing officers. Physical limitations preclude the Personnel Action Branch from contacting officers throughout the division, therefore, personnel staff NCO's should maintain control over Officer Efficiency Reports to

be rendered by officers assigned to their organizations (ch. 9 and ch. 10, AR 600-17).

**4-5. Preparation and handling.** Procedure 4-1 provides a means of preparing and handling the more common types of Officer Efficiency Reports. For those kinds of efficiency reports which are not covered in the Procedure, the personnel action specialist must consult with the chief personnel action NCO or Chief, Personnel Action Branch, and the appropriate regulation for guidance. Appendix 4-I describes the preparation and use of a chart to portray the Officer Efficiency Report reporting channels.

#### Section IV. REPORTS OF MEDICAL EXAMINATIONS/EVALUATIONS

**4-6. Responsibility and control.** The Personnel Action Branch is responsible for preparing the report forms and controlling periodic Reports of Medical Examinations/Evaluations. The control specialist in the Personnel Records Branch will notify the personnel action specialist when periodic reports are due. Special reports may be considered by a request from a commander, applications for retirement, applications for discharge, applications for special

assignment, etc. A 31-day suspense file should be used to control these and similar actions. When reports have not been returned by the established suspense date, the personnel action specialist should contact the appropriate personnel staff NCO and/or Medical Examining Facility to determine the cause for delay. Daily contacts may be required to insure return of these reports in sufficient time to accomplish the action intended.

#### Section V. SEPARATION AND REENLISTMENT OF ENLISTED PERSONNEL

**4-7. Discussion.** Careful attention must be given to the administrative actions required with the separation and reenlistment of enlisted personnel. The variety and number of separation authorities, and their importance, dictates a requirement for special training on these matters for personnel action specialists. All docu-

ments prepared for separation actions and separation/reenlistment actions should be rechecked against the source documents and individual personnel records by another personnel action specialist. Personnel action specialists must be aware of the impact errors in these documents have on an individual's career.

#### ★Section VI. BOARDS

**★4-8. Establishment.** The Personnel Action Branch has the responsibility for the establishment of boards of officers to be convened under the provisions of AR 635-89, AR 635-206, AR 635-208 and AR 635-209; and boards of officers and noncommissioned officers convened under the provisions of AR 600-200; in accordance with the command policy. Members of a board convened under the provisions of AR 635-209 should be designated by the officer authorized

by regulations to establish such a board. Members of boards convened under the provisions of AR 635-89, AR 635-206, and AR 635-208 will be designated in accordance with command policy. These boards should be monitored by the Personnel Action Branch to insure that new members are added when necessary, and to recommend discontinuance of boards or appointment of additional boards as requirements dictate.

#### Section VII. PERSONAL AFFAIRS

**4-9. General.** In order for the Personnel Action Branch to render the proper service to the personnel of the command, the specialists assigned to this branch need a general working

knowledge in the field of personnel affairs. Chapter 5, DA Pam 600-8, outlines the personnel specialist responsibilities and problems encountered in this area.

#### Section VIII. AWARDS, DECORATIONS AND BADGES

**4-10. General.** The Personnel Action Branch is responsible for the administrative processing of awards, decorations and badges in accordance with command policy. General orders will announce awards and decorations in which the division commander is the approving authority.

For approved recommendations, the Personnel Action Branch forwards a request for general orders direct to AG—Administrative Services Division for publication. The award of badges will be announced on special orders.

**Section IX. PROCEDURAL INTERACTION CHARTS**

**4-11. Relationship to other branches.** Personnel action procedures which affect other branches are referenced in the appropriate chapters. Likewise,

the procedures included in appendix 4-II represent those initiated in other branches which affect the Personnel Action Branch.

## ★PROCEDURE 4-1

## PREPARATION AND PROCESSING OF OFFICER EFFICIENCY REPORTS

**References.** AR 140-143; Procedures 9-2-1 and 10-2-2, AR 600-17; AR 611-103; AR 623-105; AR 600-200.

**Procedure**

1. The personnel action specialist may receive notification to initiate an Officer Efficiency Report (DA Form 67-5), to include efficiency reports for USAR officers not on active duty as officers, from various sources. A list of the more common sources of notification is shown in figure 4-1.1.

2. When information is received which affects an officer's efficiency report status, the PA specialist takes the following actions:

- a. Obtains the 201 file from the records clerk.
- b. Determines if an efficiency report is required to include the type of report if one is required.
- c. If an efficiency report is not required, prepares 2 copies of a DA Form 2496 (Disposition Form) (fig. 4-1.2).

(1) Forwards the original copy to the appropriate records clerk for posting of item 18 on the DA Form 66 (Officer Qualification Record).

(2) Files the duplicate copy for reference.

d. If an efficiency report is required, determines the rating, indorsing and reviewing officer by referring to the Officer Efficiency Report Manning and Control Rating Scale Chart (fig. A4-I.1) which indicates efficiency report reporting channels. (See paragraph 5 for action if the efficiency report must be forwarded to an officer assigned to a division staff agency, or the Personnel Service Division, for rating, indorsing and reviewing.)

3. When an efficiency report is required and it will be a "Complete" efficiency report, annual or other than annual, the PA specialist—

a. Initiates a DA Form 67-5 in an original copy only by referring to the appropriate section of the regulation which refers to the type of report being rendered, and the component of the officer concerned:

(1) Completes items 1 through 9 and 11 through 14, and the information required to be typed in items 17, 18 and 19 of the form (fig. 4-1.3).

(2) Enters "ATTN: AGPF-RE" in the upper right corner of the form if the re-

port pertains to a USAR officer serving as an active Army enlisted man.

(3) Enters the rated officers name and service number above Part IV on the reverse of the form.

b. Prepares 3 copies of a Personnel Action Form (DA Form 1049) (fig. 4-1.4) and lists the suspense dates by which the rating, indorsing and reviewing officers, as applicable, must complete their items of the form, and return it to the Personnel Service Division. Signs for the Chief, Personnel Action Branch.

c. Prepares an envelope (Government messenger or sealed) by addressing it to the appropriate personnel staff NCO.

(1) Places a copy of AR 623-105 and/or AR 140-143, as applicable, in the envelope.

(2) Attaches the partially prepared DA Form 67-5 to the original and 1 copy of the DA Form 1049, and places both in the envelope.

d. Posts the efficiency report routing log (fig. 4-1.5) to indicate the disposition of the report. (See reverse of the log for instructions.)

e. Dispatches the envelope to the appropriate personnel staff NCO and returns the 201 file to the records clerk.

f. Retains 1 copy of the DA Form 1049 in the 31-day suspense file to control the return of the report.

(1) If the report has not been returned by the suspense date, requests the senior PA specialist to contact the appropriate personnel staff NCO to determine the status of the report.

(2) Resuspends the DA Form 1049, as appropriate.

4. Upon return of the efficiency report, the PA specialist—

a. Posts the efficiency report routing log.

b. Reviews the report for completeness and accuracy, and insures that—

(1) The raters signed the report in the proper sections.

(2) The rater and indorsing officers properly completed item 10.

- (3) The indorsing officer entered the reason if he marked the block in item 16 "I AM UNABLE TO EVALUATE THIS OFFICER."
- (4) The reviewing officer has checked a box pertaining to his review of the report.
  - c. If discrepancies are noted, prepares 2 copies of a DA Form 1049 (fig. 4-1.6) returning the report through the personnel staff NCO, to the appropriate officer(s) for correction.
    - (1) Signs the DA Form 1049 for the Chief, Personnel Action Branch, and dispatches the report for correction and return.
    - (2) Posts the efficiency report routing log.
  - d. Upon return of the corrected report, if c above applies, or if the report was administratively correct when it was initially returned—
    - (1) Posts the efficiency report routing log, if applicable.
    - (2) Verifies the computation of the scores in parts IV, VI, and VII of the report. If the indorsing officer checked item 16 and did not complete parts IV through VII, enters duplicate entries made by the rating officer in part VII and computes the composite score.
    - (3) Makes the appropriate entry in item 20 of the DA Form 67-5 if inclosures were added by any of the rating officers.
    - (4) Enters the date the entry will be made on the DA Form 66 or DA Form 24, as applicable, in item 21 of the DA Form 67-5.
    - (5) Prepares 2 copies of DA Form 2496 (fig. 4-1.7), and forwards the original copy to the records clerk for necessary entry in item 18 of the DA Form 66 or in section 10 of the DA Form 24, as applicable.
      - (a) Posts the efficiency report routing log.
      - (b) Files the duplicate copy of the DA Form 2496 for reference.
    - (6) Notifies the control specialist of the completed action if the efficiency report was initiated as a result of suspense notification.
    - (7) Prepares an envelope addressed to The Adjutant General, ATTN: AGPB-FP or AGPF-RE, as applicable, Department of the Army, Washington, D.C., 20310.
    - (8) Forwards the efficiency report, efficiency report routing log and the envelope to

the chief personnel action NCO for review.

5. After determining the rating, indorsing and reviewing officer (para. 2d), the PA specialist takes the following actions if the rating, indorsing or reviewing officer is assigned to the division Headquarters and Headquarters Company or Administration Company, and performs duty with a division staff agency, or the Personnel Service Division:

a. Follows the procedure in paragraph 3 a and b, but does not sign the DA Form 1049.

b. Attaches all copies of the DA Form 1049, together with the efficiency report routing log, to the efficiency report, and forwards it to the office of the branch chief to—

- (1) Have the efficiency report completed by the appropriate officer(s).

- (2) Notify the records clerk, and if appropriate the control specialist, of the completed action.

c. Returns the 201 file to the records clerk.

6. Upon receipt of a completed efficiency report or an efficiency report to be handled by the office of the branch chief (para. 5), the chief PA NCO takes the following action, as appropriate:

a. If the report is completed and ready for initialing by the Chief, Personnel Action Branch—

- (1) Reviews the report for completeness and accuracy.

- (2) Forwards the completed efficiency report and the efficiency report routing log, to the Chief, Personnel Action Branch for review, initials, and dispatches to The Adjutant General.

b. If the report is for completion by a rating, indorsing or reviewing officer assigned for duty to a division staff agency, or the Personnel Service Division—

- (1) Follows the procedure in paragraph 3c through f, as applicable, except that he addresses and dispatches the envelope to the appropriate rating officer.

- (2) Follows the procedure in paragraph 4 and a above, as applicable, upon return of the completed efficiency report.

- (3) Returns the duplicate copy of the DA Form 2496 addressed to the records clerk, to the PA specialist for filing and reference.

7. The Chief, Personnel Action Branch reviews all completed efficiency reports for completeness and administrative correctness, initials item 22 of the form, and dispatches it to the appropriate address. Posts the efficiency report routing log and returns it to the chief PA NCO for return to the PA specialist, together with the DA Form 2496 (para. 6b(3)).

8. When an efficiency report is required, and it will be an "Administrative" efficiency report, whether annual or other than annual, the PA specialist—

a. Prepares a DA Form 67-5 in an original copy only by referring to the section of the appropriate regulation which refers to the component of the officer concerned, and completing the items required for this type of efficiency report.

b. If the report is an annual efficiency report, enters the name, grade, service number, organization and duty assignment of the Chief, Personnel Action Branch in the section of item 17, that is required to be typed and follows the procedure in paragraph 4d(4) through (8).

c. If the report is other than an annual efficiency

report, determines the rating officer only (para. 2d) and completes the section of item 17 that is required to be typed.

- (1) Follows the procedure in paragraphs 3b through 4b, except that he modifies the DA Form 1049 to forward the efficiency report to the rating officer only to inform him that his signature and the date in item 17 are required to complete the report.
- (2) Follows the procedure in paragraph 4d(4) through (8) upon return of the efficiency report.

*Note.* Prior to taking action to initiate an "Administrative" efficiency report, the PA specialist requests the Chief, Personnel Action Branch to contact the appropriate commander to determine if a "Complete" efficiency report will be rendered under the conditions in paragraph 10, AR 623-105/paragraph 12, AR 140-143, which gives the rating officer authority to render "Complete" efficiency reports for periods of less than 60 duty days. When notified by the Chief, Personnel Action Branch of the determination, takes appropriate action as prescribed in this procedure.

**SOURCES OF NOTIFICATION WHICH MAY CAUSE RENDITION OF  
AN OFFICER EFFICIENCY REPORT AND/OR ENTRIES IN ITEM  
18 OF THE OFFICER QUALIFICATION RECORD (DA FORM 66)  
OR SECTION 15, ENLISTED QUALIFICATION  
RECORD (DA FORM 20)**

**Notification from the control specialist:**

1. When annual efficiency reports are due.
2. When an officer is scheduled for release from active duty.

**Receipt of orders:**

1. Orders indicating assignment of or a change in an officer's principal duty assignment (affects the officer changing duty and the officer(s) for which he is responsible to rate, to include USAR officers serving on active duty in an enlisted status).
2. Orders indicating the reassignment of officers (affects the officers in 1 above).
3. Orders indicating the reassignment of USAR officers serving on active duty in an enlisted status (affects only the officer being reassigned).

**Notification by a commander or rating officer to initiate an efficiency report:**

1. When an officer is to be rated upon completion of a duty assignment in a probationary test period.
2. When a rated officer's manner of performance of duty is considered so outstanding or deficient as to justify the submission of a special report.

**Screening of the Personnel Information Roster:**

Changes of status reflected on the Personnel Information Roster received from the personnel management specialist, e.g., changes in primary duty, adjustments to expected loss date, and intra-division reassignments.

**Review of the Officer Qualification Record:**

1. Upon clearing the individual for reassignment or temporary duty, if previous notification has not been received.
2. Initial review of the qualification record for officers newly assigned to the division.

**Receipt of Application for Regular Army Commission:**

When an application for Regular Army commission is received and a "Complete" officer efficiency report has not been rendered in the applicants current active duty tour. (The completed report is disposed of in accordance with section V, AR 600-100.)

★ Figure 4-1.1.

<b>DISPOSITION FORM</b>			
<small>(AR 340-15)</small>			
OFFICE SYMBOL OR FILE REFERENCE	SUBJECT		
AGPSD-A	Review of DA Form 66 (Officer Qualification Record)		
TO Records Team Leader Composite Team Nr. <u>3</u>	FROM Chief, Personnel Action Branch	DATE 2 Sep 61	CMT 1
<p>1. A review of item 18, DA Form 66, pertaining to <u>1st Lt</u>, (Grade) <u>Harry L. Runnels</u>, <u>038412</u>, <u>INF</u>, <u>Co A, 16 Inf</u>, (Name) (SN) (Branch) (Unit of Assignment)</p> <p>reveals that an efficiency report is not required for the period <u>1 Aug 61</u> to <u>2 Sep 61</u>.</p> <p>2. Based on this review it is requested that the entries indicated below be recorded in this item and that an appropriate Report of Change for DA Form 66 (DA Form 66A) be prepared, as required by AR 611-103.</p> <p>Close line entry eff <u>1 Aug 61</u>: <u>0</u> / <u>None</u>.</p> <p>Open line entry eff <u>3 Sep 61</u> / 1542 / Duties: FltLdr Org: CoA16thInfFtMillerUtah</p> <p style="text-align: center;"><i>Ken White</i> KEN WHITE CWO, W-3, USA Chief, Pers Action Branch</p>			

DA FORM 2496  
1 FEB 62REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE  
ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED.

U.S. GOVERNMENT PRINTING OFFICE: 1962 O-523160

Figure 4-1.2.

READ CAREFULLY REFERENCED SECTION IN AR 623-105 BEFORE ATTEMPTING TO FILL OUT ANY ITEM

PART I - PERSONAL DATA (Read Section IV, AR 623-105)						5. BRANCH		6. INIT RA ARMY				
1. LAST NAME - FIRST NAME - MIDDLE INITIAL			2. SERVICE NUMBER		3. GRADE	4. DATE OF RANK		BASIC	DETAIL	YES	NO	
Martin, Harry L.			0 89 089		1st Lt	13 Jul 57		Inf			X	
7. UNIT, ORGANIZATION, STATION AND MAJOR COMMAND												
Co D, 1st Inf Bn, 99th Inf Div, Fort Miller, Utah, Sixth Army												
PART II - REPORTING PERIOD AND DUTY DATA (Read Sections IV and V, AR 623-105)												
8. PERIOD COVERED						9. REASON FOR RENDERING REPORT (Check)			10. REPORT BASED ON (Check)		RATER	INDORSER
FROM			TO			ANNUAL			DAILY CONTACT			
DAY	MONTH	YEAR	DAY	MONTH	YEAR	CHANGE OF RATER			FREQUENT OBSERVATION			
15	Jul	62	30	Nov	62	PCS RATED OFFICER			INFREQUENT OBSERVATION			
DUTY DAYS			OTHER DAYS			CHANGE OF DUTY FOR RATED OFFICER			RECORDS AND REPORTS			
134			5			OTHER (Specify)			OTHER (Specify)			
DUTY ASSIGNMENT FOR RATED PERIOD												
11. PRINCIPAL DUTY			12. DUTY MOS			13. AUTH GRADE						
Platoon Leader			1542			1st Lt						
14. MAJOR ADDITIONAL DUTIES												
PART III - MANNER OF PERFORMANCE (Read paragraph 21c, AR 623-105)												
15. RATER												
16. INDORSER <input type="checkbox"/> I AM UNABLE TO EVALUATE THIS OFFICER FOR THE FOLLOWING REASON:												

DA FORM 67-5  
1 AUG 62

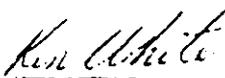
REPLACES DA FORM 67-5, 1 FEB 62, WHICH IS OBSOLETE EFFECTIVE 30 SEP 62

US ARMY OFFICER EFFICIENCY REPORT  
(AR 623-105)

Figure 4-1.3.

RATED OFFICER'S NAME AND SERVICE NUMBER <b>Martin, Harry L. 0 89 029</b>										
<b>PART IV - PERSONAL QUALITIES</b> (Read paragraph 21d, AR 623-105)					<b>PART V - APPRAISAL OF QUALIFICATIONS</b> (Read paragraph 21e, AR 623-105)					
LEGEND	DEGREE NUMBER	INADEQUATE	MARGINAL	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXEMPLARY			
		.0	.1	.2	.3	.4	.5			
RATER	INDORSER						DUTIES	RATER	INDORSER	
		a. ADAPTABILITY (Adjusts to new or changing situations & stresses; bears up under pressure)					a. COMMAND A TACTICAL UNIT			
		b. AMBITION (Seeks and welcomes additional and more important responsibilities)					b. COMD NON-TACTICAL UNIT			
		c. APPEARANCE (Possesses military bearing and is neat, smart, and well-groomed)					c. STAFF			
		d. COOPERATION (Works in harmony with others as a team member)					PERSONNEL	( )	( )	
		e. DEPENDABILITY (Consistently accomplishes desired actions with minimum supervision)					UNIT (U)	( )	( )	
		f. ENTHUSIASM (Motivates others by his zeal)					INTEL.	( )	( )	
		g. EXPRESSION (Expresses himself clearly and concisely both orally and in writing)					GENERAL (G)	( )	( )	
		h. FORCE (Executes actions vigorously)					OR	( )	( )	
		i. INGENUITY (Finds solutions to problems regardless of obstacles)					JOINT (J)	( )	( )	
		j. INITIATIVE (Takes necessary and appropriate action on his own)					R & D	( )	( )	
		k. INTELLIGENCE (Acquires knowledge and grasps concepts readily)					COMPT	( )	( )	
		l. JUDGEMENT (Thinks logically and makes practical decisions)					d. SPECIAL STAFF			
		m. LOYALTY (Renders faithful and willing support to superiors and subordinates)					RATER (Specify)			
		n. MORAL COURAGE (Intellectual honesty, willingness to stand up and be counted)					INDORSER (Specify)			
		o. SELF-DISCIPLINE (Conducts himself in accordance with accepted standards)					e. SPECIALIST			
		p. SELF-IMPROVEMENT (Takes action to improve himself)					RATER (Specify)			
		q. SOCIABILITY (Participates freely and easily in social and community activities)					INDORSER (Specify)			
		r. STAMINA (Performs successfully under protracted physical and mental stress)					f. WITH OTHER US FORCES OR AGENCIES			
		s. TACT (Says or does what is appropriate without giving unnecessary offense)					g. WITH FOREIGN FORCES OR GOVERNMENTS			
		t. UNDERSTANDING (Appreciation of another person's viewpoint)					h. INSTRUCTOR			
		← SCORE					i. WITH RESERVE COMPONENTS			
<b>PART VI - OVERALL DEMONSTRATED PERFORMANCE AND ESTIMATED POTENTIAL</b> (Read paragraphs 21f and 21g, AR 623-105)										
RATING	EXPECTED DISTRIBUTION OF 100 OFFICERS RATED				OVERALL DEMONSTRATED PERFORMANCE (1)		ESTIMATED POTENTIAL (2)			
					RATER	VALUE	INDORSER	RATER	VALUE	INDORSER
a. OUTSTANDING	1				*	96 - 100	*		10	
b. EXCEPTIONAL	2				*	90 - 95	*		9	
c. SUPERIOR	3					80 - 89			8	
d. EXCELLENT	4					70 - 79			7	
e. EFFECTIVE	5					60 - 69			6	
f. MARGINAL	6					50 - 59			5	
g. INADEQUATE	7					40 - 49			4	
	8					30 - 39			3	
	9					20 - 29			2	
	10					10 - 19			1	
SCORE										
<b>PART VII - NUMERICAL VALUE</b> (Read paragraph 21h, AR 623-105) (Scores to be entered by rater and indorser, and verified by a personnel officer)			<b>PART VIII - AUTHENTICATION</b> (Read paragraph 21i, AR 623-105)							
SCORES			17. SIGNATURE OF RATER			DATE				
PART IV			TYPED NAME, GRADE, BRANCH, SERVICE NUMBER, ORGANIZATION, AND DUTY ASSIGNMENT							
RATER	INDORSER	<b>Jack M. Stone, Capt, Inf, 0 31 567</b> <b>Co D, 1st Inf Bn, Commanding Officer</b>								
PART VI (1)			18. SIGNATURE OF INDORSER			DATE				
PART VI (2)			TYPED NAME, GRADE, BRANCH, SERVICE NUMBER, ORGANIZATION, AND DUTY ASSIGNMENT							
TOTAL			<b>Frank A. Dudley, Major, 6 29 463</b> <b>1st Inf Bn, Executive Officer</b>							
COMPOSITE SCORE										
19. REVIEWER (Read Section VI, AR 623-105) MY REVIEW <input type="checkbox"/> INDICATES NO FURTHER ACTION <input type="checkbox"/> RESULTS IN ACTION STATED ON CONTINUATION SHEET										
SIGNATURE OF REVIEWER				TYPED NAME, GRADE, BRANCH, SERVICE NUMBER, ORGANIZATION, AND DUTY ASSIGNMENT					DATE	
				<b>John P. Smith, Lt Col, Inf, 0 23 465</b> <b>1st Inf Bn, Commanding Officer</b>						
20. THIS REPORT HAS _____ INCLOSURES. (Insert "0" if appropriate)				21. DATE ENTERED ON DA FORM 88			22. PERSONNEL OFFICER'S INITIALS			

Figure 4-1.3—Continued

PERSONNEL ACTION (AR 340-15)		DATE 1 Dec 62
FILE REFERENCE AGPSD-A	SUBJECT Officer Efficiency Report	
TO: (Rating Officer and Organization) (Indorsing Officer and Organization) (Reviewing Officer and Organization) IN TURN	FROM: Commanding General 99th Infantry Division Fort Miller, Utah	
NR	PROCESSING ACTIONS	
1	<p>1. Attached is Officer Efficiency Report (DA Form 67-5) pertaining to 1st Lt Harry L. Martin.</p> <p>2. In completing appropriate sections of DA Form 67-5, special emphasis is placed on paragraphs 21 and 23, AR 623-105.</p> <p>3. Attached DA Form 67-5 for officer stated above must be mailed to Headquarters, Department of the Army by 11 Jan 1963. Please complete your action and forward by the following suspense dates:</p> <p style="padding-left: 40px;">Rater to Indorser 18 Dec 62.</p> <p style="padding-left: 40px;">Indorser to Reviewer 6 Jan 63.</p> <p style="padding-left: 40px;">Reviewer to Personnel Service Division 9 Jan 63.</p> <p>4. An Officer's Efficiency Report is to be treated as a confidential matter (although not marked as such) and in transmitting the report between rater, indorser and reviewer and this office, a sealed or messenger envelope will be used so as to preclude the review of the report by unauthorized persons. Efficiency Reports to be indorsed or reviewed by officers assigned to Division Headquarters will be transmitted to the Personnel Service Division for forwarding to the indorsing or reviewing officer.</p> <p>5. The attached regulation will be forwarded with the Efficiency Report as outlined in paragraph 3, above.</p> <p style="text-align: center;">FOR THE COMMANDER:</p> <div style="text-align: right; margin-right: 100px;">               KEN WHITE              Capt, AGC              Asst AG         </div> <p>2 Incls:              1. DA Form 67-5              2. AR 623-105</p>	

DA FORM 1049  
OCT 55

USE PLAIN PAPER FOR CONTINUATION OF COMMENTS  
REPLACES EDITION OF 1 OCT 55, WHICH IS OBSOLETE

GPO 1955 O 347114

Figure 4-1.4.



Instructions:

1. Place the DA Form 67-5 being initiated over this form and insert carbon.
2. Complete items 1 through 13.
3. Turn the DA Form 67-5 over, reinsert carbon, and complete the section of item 17, 18 and 19 that is required to be typed.
4. Disposition of Report—self-explanatory.
5. Dates between forwarding the report to the rating officer and receiving it from the reviewing officer will be entered only if the report is required to be returned to the Personnel Service Division after each officer has completed his items of the report.

*Figure 4-1.6—Continued.*

PERSONNEL ACTION (AR 340-15)		DATE																								
FILE REFERENCE <b>AGPSD-A</b>	SUBJECT <b>Correction of Officer Efficiency Report (DA Form 67-5)</b>																									
TO:		FROM: <b>Commanding General 99th Infantry Division Fort Miller, Utah</b>																								
NR	PROCESSING ACTIONS																									
1	<p>1. A review of the inclosed efficiency report pertaining to _____                      _____                      (Grade, Name, SN, Branch, Unit of Assignment)                      for the period _____ to _____ (Duty days _____; Other days _____)                      reveals deficiencies indicated below:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Part II, Item</td> <td style="width: 33%;"><input type="checkbox"/> Rater</td> <td style="width: 33%;"><input type="checkbox"/> Indorser</td> </tr> <tr> <td><input type="checkbox"/> Part III, Item</td> <td><input type="checkbox"/> Rater</td> <td><input type="checkbox"/> Indorser</td> </tr> <tr> <td><input type="checkbox"/> Part IV, Item</td> <td><input type="checkbox"/> Rater</td> <td><input type="checkbox"/> Indorser</td> </tr> <tr> <td><input type="checkbox"/> Part V, Item</td> <td><input type="checkbox"/> Rater</td> <td><input type="checkbox"/> Indorser</td> </tr> <tr> <td><input type="checkbox"/> Part VI, Item</td> <td><input type="checkbox"/> Rater</td> <td><input type="checkbox"/> Indorser</td> </tr> <tr> <td><input type="checkbox"/> Part VII, Item</td> <td><input type="checkbox"/> Rater</td> <td><input type="checkbox"/> Indorser</td> </tr> <tr> <td><input type="checkbox"/> Part VII, Item</td> <td><input type="checkbox"/> Reviewer</td> <td><input type="checkbox"/> Rater</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> Indorser</td> </tr> </table> <p>Remarks:</p> <p>2. It is requested that this report be corrected and/or completed in accordance with the provisions of the applicable regulations, and returned to this headquarters, ATTN: AGPSD-A, as an inclosure hereto NLT _____.</p> <p style="text-align: center;">FOR THE COMMANDER:</p> <div style="text-align: center; margin-top: 20px;">   <b>KEN WHITE</b>                      CWO, W-3, USA                      Asst Adj Gen                 </div>		<input type="checkbox"/> Part II, Item	<input type="checkbox"/> Rater	<input type="checkbox"/> Indorser	<input type="checkbox"/> Part III, Item	<input type="checkbox"/> Rater	<input type="checkbox"/> Indorser	<input type="checkbox"/> Part IV, Item	<input type="checkbox"/> Rater	<input type="checkbox"/> Indorser	<input type="checkbox"/> Part V, Item	<input type="checkbox"/> Rater	<input type="checkbox"/> Indorser	<input type="checkbox"/> Part VI, Item	<input type="checkbox"/> Rater	<input type="checkbox"/> Indorser	<input type="checkbox"/> Part VII, Item	<input type="checkbox"/> Rater	<input type="checkbox"/> Indorser	<input type="checkbox"/> Part VII, Item	<input type="checkbox"/> Reviewer	<input type="checkbox"/> Rater			<input type="checkbox"/> Indorser
<input type="checkbox"/> Part II, Item	<input type="checkbox"/> Rater	<input type="checkbox"/> Indorser																								
<input type="checkbox"/> Part III, Item	<input type="checkbox"/> Rater	<input type="checkbox"/> Indorser																								
<input type="checkbox"/> Part IV, Item	<input type="checkbox"/> Rater	<input type="checkbox"/> Indorser																								
<input type="checkbox"/> Part V, Item	<input type="checkbox"/> Rater	<input type="checkbox"/> Indorser																								
<input type="checkbox"/> Part VI, Item	<input type="checkbox"/> Rater	<input type="checkbox"/> Indorser																								
<input type="checkbox"/> Part VII, Item	<input type="checkbox"/> Rater	<input type="checkbox"/> Indorser																								
<input type="checkbox"/> Part VII, Item	<input type="checkbox"/> Reviewer	<input type="checkbox"/> Rater																								
		<input type="checkbox"/> Indorser																								
USE PLAIN PAPER FOR CONTINUATION OF COMMENTS																										

DA FORM 1049  
1 OCT 55

REPLACES EDITION OF 1 OCT 55, WHICH IS OBSOLETE

GPO: 1961 O - 341114

Figure 4-1.6.

# DISPOSITION FORM

(AR 340-15)

OFFICE SYMBOL OR FILE REFERENCE	SUBJECT
AGFSD-A	Rendition of Officer Efficiency Report (DA Form 67-5)

TO	FROM	DATE	CMT 1
Records Team Leader Composite Team <u>2</u>	Chief, Personnel Actions Branch	31 May 65	

1. An Officer Efficiency Report, DA Form 67-5, has been rendered on Capt  
(Grade)

Richard E. Boope → 098709, CE, Co B, 326th Eng Bn.  
(Name) (SN) (Branch) (Unit of Assignment)

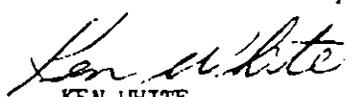
for the period 22 Mar 65 to 31 May 65 (By days 49 ; Other days 22 ) .

2. Completion of items 21 and 22, DA Form 67-5, has been effected by this branch. Date entered in item 21 was 31 May 65 .

3. It is requested that entries as indicated below be recorded in item 18, DA Form 66 or Section 15, DA Form 20, as applicable, and a Report of Change for DA Form 66 be prepared, as required.

Close line entry eff 22 Mar 65; ) / \_\_\_\_\_

Open line entry eff: 1 Jun 65/71331/Utah; EngrCoPltLdr/  
Org: CoB326EngBnFtMillerUtah



KEN WHITE  
WO, USA  
Chief, Pers Action Branch

★Figure 4-1.7.

## PROCEDURE 4-2

## PROCESSING APPLICATIONS FOR APPOINTMENT AS COMMISSIONED OFFICERS IN THE REGULAR ARMY

**References.** AR 601-100, AR 601-105, AR 601-107, AR 601-124, AR 601-125, AR 601-126.

**Procedure**

★1. Upon receipt of an Application for Appointment (DA Form 61) or letter if the application is from an officer who has served 10 years Army active duty in a commissioned status, the personnel action specialist—

*a.* Obtains the 201 file from the records clerk.

*b.* Reviews the application against the eligibility criteria in AR 601-100 and other pertinent regulations.

*c.* Refers to table I and the section of AR 601-100 under which application is being made concerning the supporting documents required to accompany the application.

*d.* Obtains missing data by contacting the appropriate personnel staff NCO or returning the application to the unit, as appropriate.

2. If the applicant does not meet the criteria for appointment, the PA specialist—

*a.* Prepares an indorsement returning the application to the appropriate commander. Includes the reason for failure to meet the criteria.

*b.* Forwards the application and the 201 file to the chief personnel action NCO for review.

3. If the applicant meets the criteria for appointment, the PA specialist—

*a.* Initiates action for a medical examination in accordance with Procedures 4-4 if such action has not already been accomplished.

*b.* Upon return of the medical report, consults with the Chief, Personnel Action Branch to obtain a recommendation for the forwarding indorsement.

*c.* Prepares the indorsement forwarding the application through command channels to the major Army commander.

*d.* Attaches the medical report as an additional inclosure.

*e.* Forwards the application and the 201 file to the chief PA NCO for review.

4. If the applicant does not have the required formal education but is otherwise qualified, the PA specialist arranges with the chief personnel management NCO to have the Educational Requirements Test administered.

*a.* If the applicant attains a passing score, follows the procedure in paragraph 3. Includes a statement as to the test results in the application.

*b.* If the applicant does not attain a passing score, prepares an indorsement returning the application to the appropriate commander. Informs the commander that the officer may retake the test 6 months from the date of the first test, and that if at that time a passing score is attained, the application may be resubmitted. See AR 601-100 for 2d and 3d retests.

*c.* Forwards the application with the 201 file to the chief PA NCO for review.

5. Upon receipt of an application for appointment and the 201 file from the PA specialist, the chief PA NCO—

*a.* Reviews and gives to the Chief, Personnel Action Branch for review, signature and dispatch.

*b.* Returns the 201 file to the records clerk.

6. The Chief, Personnel Action Branch reviews, signs, and dispatches the application to the next higher headquarters, or returns it to the appropriate commander, as applicable.

**PROCEDURE 4-3**  
**PROCESSING APPLICATIONS FOR RETIREMENT OF OFFICERS**

**Reference.** AR 635-130.

**Procedure**

1. When notified that an officer intends to retire, the personnel action specialist--

a. Obtains the 201 file from the records clerk and reviews it against the eligibility criteria in AR 635-130.

b. Initiates action for a medical examination in accordance with Procedure 4-4.

c. Returns the 201 file to the records clerk.

2. Upon receipt of the report of medical examination, the PA specialist contacts the appropriate personnel staff NCO and requests that he arrange for the officer to visit the Personnel Service Division.

★3. On the date the officer reports for interview, the PA specialist--

a. Obtains the 201 file from the records clerk.

b. Prepares an application for voluntary retirement in accordance with section V, AR 635-130 by interviewing the officer and reviewing the 201 file

c. Requests the officer to review and sign the application.

d. Attaches the report of medical examination to the application and gives it to the officer for delivery to his commanding officer for comment and forwarding through channels.

e. Forwards a copy of the report of medical examination (SF 88 and SF 89) to the medical facility for inclusion in the individual's health records.

f. Places a copy of the application in the 201 file.

g. Returns the 201 file to the records clerk through the personnel management specialist as expected loss notification.

4. Upon return of the application, the PA specialist--

a. Consults with the Chief, Personnel Action Branch and obtains a recommendation for the forwarding indorsement.

b. Prepares the forwarding indorsement addressed through command channels to The Adjutant General, ATTN: AGPO-SR, Department of the Army, Washington, D.C. 20315. Includes the information required by paragraph 24, AR 635-105 in the indorsement.

c. Forwards the application to the chief personnel action NCO for review.

5. The chief PA NCO reviews the application and gives it to the Chief, Personnel Action Branch for review signature and dispatch.

6. The Chief, Personnel Action Branch reviews, signs and dispatches to the next higher headquarters.

**PROCEDURE 4-4**  
**NOTIFICATION, FOLLOWUP, AND RECORDING OF MEDICAL EXAMINATIONS**

**References.** AR 40-500; Procedure 11-2-5, AR 600-17.

**Procedure**

1. Upon receipt of a DA Form 1049 (fig. 4-4.1) from the control specialist containing notification that certain individuals require medical examinations/evaluations (separation, retirement (mandatory only), annuals, etc.), the personnel action specialist—

- a. Obtains the 201 file from the records clerk.
- b. Initiates a Report of Medical Examination (SF 88) by typing the information required in items 1 through 5; 7 through 14; and 17 on the form. Enters (in pencil) the individual's latest recorded physical profile in item 76.
- c. Initiates a Report of Medical History (SF 89) by typing the information for item 1 on 1 copy of the form. (This form is not required for periodic medicals.)
- d. Attaches the completed SF 88 and SF 89 to 2 copies of the DA Form 1049, signs and dispatches to the unit.
- e. Places 1 copy of the DA Form 1049 in the 31-day suspense file.
- f. Returns the 201 file to records clerk.

2. Upon receipt of a request for a special medical examination, i.e., medical examinations required for soldiers processing applications for reenlistment, airborne training, OCS, appointment as commissioned or warrant officers, etc., the PA specialist—

- a. Obtains the 201 file from the records clerk.
- b. Initiates SF 88 and SF 89 as prescribed in paragraph 1b and c. Determines the number of copies of each form required by referring to AR 40-500.
- c. Prepares 3 copies of a DA Form 1049 (fig. 4-4.1).
- d. Follows the procedure in paragraph 1d through f.

3. When the DA Form 1049 is returned from the unit, the PA specialist—

- a. Verifies that all required medical examinations have been completed.

- b. Removes the duplicate copy of the DA Form 1049 from the 31-day suspense file and destroys it.

- c. If all medical examinations were not completed, contacts the appropriate personnel staff NCO and requires that he obtain the approximate date the medical examinations will be completed. Resuspends the DA Form 1049, as appropriate.

4. If the DA Form 1049 is not returned by the suspense date, the PA specialist—

- a. Contacts the appropriate personnel staff NCO to ascertain the reason for the delay.
- b. Resuspends the duplicate DA Form 1049, as appropriate.
- c. Notifies the chief personnel action NCO when the reason for noncompliance with the suspense date is considered unusual.

5. Upon receipt of the SF 88 and SF 89 from the Medical Examining Facility, the PA specialist forwards the forms to the control specialist and records clerk (in turn) for posting.

6. Upon return of the forms from the records clerk, the PA specialist—

- a. In all cases of normal periodic medical examinations, forwards the SF 88 to the custodian of the individual's health records. For officers in the grade of colonel or higher, forwards a copy of the SF 88 to The Adjutant General, ATTN: AGPF-O, Department of the Army, Washington, D.C. 20310.

- b. In all cases of separation or reenlistment medical examinations, forwards the original copy of the SF 88 and SF 89 to the records clerk for inclusion in the 201 file pending the individual's ETS. Forwards the duplicate copy of the SF 88 and SF 89 to the custodian of the individual's health records.

- c. In all cases of special medical examinations, withdraws 1 copy of both SF 88 and SF 89 and forwards to the custodian of the individual's health records. Forwards the remainder of the forms to the activity requesting the examination.

PERSONNEL ACTION (AR 340-15)		DATE S-3 Mar 61 20 Jan 61																					
FILE REFERENCE AGPSD-A	SUBJECT Medical Examination/Evaluation																						
TO: Commanding Officer Co B, 12th Bn, 19th Inf Fort Miller, Utah	FROM: Commanding General 99th Infantry Division Fort Miller, Utah																						
NR	PROCESSING ACTIONS																						
<p>1. The Personnel listed below are required to take a medical examination/evaluation during the period indicated. SF 88 and 89 are attached for each individual and will be completed as indicated in para 2.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;">GRADE</th> <th style="text-align: left;">NAME</th> <th style="text-align: left;">SN</th> <th style="text-align: left;">TYPE</th> <th style="text-align: left;">NET DATE</th> <th style="text-align: left;">NLT DATE</th> <th style="text-align: left;">DATE COMPL</th> </tr> </thead> <tbody> <tr> <td>SP 4</td> <td>Statzer, Luther O</td> <td>RA13965823</td> <td>Sep</td> <td>10 Feb 61</td> <td>24 Feb 61</td> <td></td> </tr> <tr> <td>PFC</td> <td>Taylor, Thomas A</td> <td>US55127890</td> <td>Sep</td> <td>16 Feb 61</td> <td>2 Mar 61</td> <td></td> </tr> </tbody> </table> <p>2. Personnel requiring medical examinations/evaluation will:</p> <ol style="list-style-type: none"> <li>a. Complete SF 89 (Report of Medical History) in their own handwriting in ink. This form is not required for periodic medicals.</li> <li>b. In their own handwriting, enter in ink in item 73 of SF 88 (Report of Medical Examination) statements concerning their health since their last medical and sign the form.</li> <li>c. Be informed of the day and time to report for medical examination/evaluation.</li> <li>d. Obtain Health Records (DD Form 722) from the servicing dispensary on the day scheduled for the examination/evaluation.</li> <li>e. Report to building Nr T4361, with health records and partially completed SF 88, and if required SF 89, for examination.</li> </ol> <p>3. This correspondence will be returned not later than the suspense date, Unit commanders will enter the date the medical examination/evaluation is completed in the "Date Compl" column opposite the individual's name.</p> <p style="text-align: center;">FOR THE COMMANDER:</p> <div style="text-align: center; margin-top: 20px;">               KEN WHITE              CWO, W-2, USA              Asst Adj Gen         </div> <p>4 Incl a/s</p>			GRADE	NAME	SN	TYPE	NET DATE	NLT DATE	DATE COMPL	SP 4	Statzer, Luther O	RA13965823	Sep	10 Feb 61	24 Feb 61		PFC	Taylor, Thomas A	US55127890	Sep	16 Feb 61	2 Mar 61	
GRADE	NAME	SN	TYPE	NET DATE	NLT DATE	DATE COMPL																	
SP 4	Statzer, Luther O	RA13965823	Sep	10 Feb 61	24 Feb 61																		
PFC	Taylor, Thomas A	US55127890	Sep	16 Feb 61	2 Mar 61																		
USE PLAIN PAPER FOR CONTINUATION OF COMMENTS																							

DA FORM 1049

REPLACES EDITION OF 1 OCT 58, WHICH IS OBSOLETE

GPO 1966 O - 304114

Figure 4-4.1.

**PROCEDURE 4-5**  
**PROCESSING DISCHARGES (ETS) AND IMMEDIATE REENLISTMENTS**

**References.** AR 601-49, AR 601-210, AR 604-10,  
 AR 612-22, AR 604-200,  
 AR 640-10, AR 635-5, AR 635-200,  
 AR 635-205.

informal note requesting that appropriate military pay vouchers be prepared, and that the military leave records be closed for cash settlement, if applicable.

**Procedure**

1. Upon receipt of information from the career counselor that an individual intends to enlist or reenlist, the personnel action specialist contacts the appropriate personnel staff NCO and requests that arrangements be made to have the individual report to the Personnel Service Division 7 days, if possible, prior to his expiration term of service (ETS) for interview.

2. On the date the individual reports for interview, the PA specialist takes the following actions:

a. Obtains the 201 file from the records clerk, and the Financial Data Records Folder (FDRF) from the pay specialist.

b. Reviews the 201 file and the Report of Medical Examination filed therein, against the criteria in AR 601-210, and insures that the individual is eligible for enlistment or reenlistment, as applicable.

c. Prepares 2 copies of a DA Form 2377 (Consolidated Work Sheet for Preparation of Separation Forms). Interviews the individual and reviews all available records to complete the form.

- (1) If cash settlement for accrued leave is authorized and desired, refers to the Military Leave Record (DA Form 481), and determines the number of days accrued leave for which payment can be made. Enters in item 43 of the worksheet: "Lump-sum payment made for . . . days leave."
- (2) If travel allowance by reason of the separation is authorized, inquires of the individual whether travel allowance to his home of record (HOR) or place of enlistment (POE) is desired. Enters in item 43 on the duplicate copy of the worksheet: "Tvl Alw to . . . . . (enter HOR or POE as appropriate) requested."

d. Dismisses the individual with instructions to return to the Personnel Service Division 2 days prior to his ETS for final processing.

e. Returns the FDRF and the duplicate copy of the DA Form 2377 to the pay specialist with an

3. Prior to the individual's return to the Personnel Service Division, the PA specialist—

a. Using the DA Form 2377 and all available records, prepares the following documents in the number of copies required by the applicable regulation:

- (1) Enlistment Record (DD Form 4) (AR 601-210).
- (2) Armed Forces of the United States Report of Transfer or Discharge (DD Form 214) (AR 635-5) (destroys copies not required).
- (3) Appropriate discharge certificate (AR 635-200).
- (4) Pertinent statements required by AR 601-210.
- (5) Reenlistment Data Card (DA Form 1315) (AR 601-280).

b. Places all of the documents in the 31-day suspense file for a date 2 days prior to the individual's ETS.

c. Prepares a request for orders to effect the discharge and reenlistment. Signs for the Chief, Personnel Action Branch and forwards it to the Office Services Unit for publication. (If required by the Chief, Personnel Action Branch, the request for orders will be forwarded to the office of the branch chief, for review, signature and dispatch.)

d. Returns the 201 file to the records clerk.

4. On the date the individual returns to the Personnel Service Division for final processing, the PA specialist—

a. Obtains the 201 file from the records clerk.

b. Withdraws the documents from the 31-day suspense file.

c. Requests the individual to review each document to insure its correctness. If discrepancies are noted, resolves the difference immediately, and prepares new documents as required.

d. Requests the individual to accomplish a new Armed Forces Security Questionnaire (DD Form 98). Refers to AR 604-10 and AR 601-210 pertaining to completion of the questionnaire.

e. Attaches the following documents to the original copy of the DD Form 4:

- (1) Statements required by AR 601-210. (Also attaches a copy of these statements to the duplicate copy of the DD Form 4.)
- (2) Report of Medical Examination (SF 88) and Report of Medical History (SF 89) (originals).
- (3) Copy number 2 and 3 of DD Form 214.

f. Places all of the documents in an envelope addressed to the appropriate career counselor.

g. If the individual is reenlisting in a permanent noncommissioned officer grade, informs him to present his latest warrant (DD Form 216a) still in effect to the enlisting officer to place an indorsement on the reverse of the form continuing the warrant in force. If the warrant is not available instructs the individual to report to the personnel staff NCO and request that a new warrant be issued. See AR 600-200.

h. Gives the envelope containing the documents to the individual and instructs him to—

- (1) Report to the pay specialist to review his military pay vouchers and complete any further processing that may be required.
- (2) Hand-carry the envelope to the career counselor who will further instruct him when and where to report on his enlistment/reenlistment date.

i. Obtains the signature and initials of the Chief, Personnel Action Branch on the DD Form 98, and places it in the 201 file.

j. If the 201 file contains a Record of Court-Martial Conviction (DA Form 208), attaches an informal note requesting it be withdrawn on (specify date) in accordance with AR 640-10, and forwarded to The Adjutant General, ATTN: AGPF-I, Department of the Army, Washington, D.C. 20310. Returns the 201 file to the records clerk.

5. Prior to the date the individual is to enlist or reenlist, the PA specialist contacts the appropriate career counselor and requests that he insure that—

a. All documents requiring signature are signed by the signing authority.

b. The unit is furnished the appropriate copies of the documents required to be forwarded with the morning report.

c. The individual is furnished the discharge certificate and copy number 1 of the DD Form 214.

d. The duplicate copy of the DD Form 4 with attached statements is forwarded to the appropriate records clerk for inclusion in the 201 file.

e. The triplicate copy of the DD Form 4 is dispatched to the ZI army commander or major oversea commander having jurisdiction over the division.

f. The new Reenlistment Data Card is given to the unit commander.

6. Upon receipt of information that an officer or warrant officer intends to enlist/reenlist, by receipt of an Enlistment Qualifying Application (Specially Recruited Personnel) (DA Form 1696-R), the PA specialist forwards the DA Form 1696-R to the Personnel Management Branch with a request to have the officer evaluated in accordance with AR 600-200.

7. Upon return of the DA Form 1696-R from the Personnel Management Branch, the PA specialist obtains the information for the forwarding indorsement from the Chief, Personnel Action Branch—

a. Prepares the forwarding indorsement addressed through the major commander to the Commanding Officer, U.S. Army Records Center, ATTN: AGSE, 9700 Page Boulevard St. Louis, Missouri 63132.

b. Attaches any supporting documents to the application and forwards it to the chief PA NCO for review.

c. Forwards 1 copy of the DA Form 1696-R and the indorsement to the records clerk for inclusion in the 201 file.

8. The chief PA NCO reviews the indorsement and forwards it to the Chief, Personnel Action Branch for review, signature and dispatch.

9. The Chief, Personnel Action Branch reviews the application, signs and dispatches.

10. When the application with a grade and MOS determination is received from the Department of the Army, the PA specialist takes action to effect separation and enlistment/reenlistment.

**PROCEDURE 4-6**  
**PREPARATION OF SEPARATION DOCUMENTS PRIOR TO TRANSFER**  
**ACTIVITY PROCESSING**

**References.** AR 606-5, AR 612-22, AR 635-5.

**Procedure**

1. Upon receipt of information that an individual is to be separated from the service and does not intend to enlist or reenlist, the personnel action specialist—

a. Obtains the 201 file from the records clerk and the Financial Data Records Folder (FDRF) from the pay specialist.

b. Initiates action for a medical examination in accordance with Procedure 4-4 if the individual is being separated for a reason other than normal ETS.

c. Refers to AR 612-22 and initiates and completes the appropriate separation forms required to

be completed prior to transfer activity processing. (If necessary, contacts the appropriate personnel staff NCO and arranges for the individual to visit the Personnel Service Division for completion of the forms.)

d. Obtains the necessary signature on the forms.

e. Places all the forms in the 201 file and returns it to the records clerk. Returns the FDRF to the pay specialist.

2. If the Personnel Service Division is responsible for transfer processing, the PA specialist will accomplish additional separation documents as required by the appropriate discharge regulation and AR 635-5

## PROCEDURE 4-7

## PROCESSING REQUESTS FOR HARDSHIP OR DEPENDENCY SEPARATION

**References.** Procedure 11-2-10, AR 600-17, AR 635-207.

**Procedure**

1. Upon receipt of an Application for Separation-Hardship or Dependency (DA Form 2476), the personnel action specialist—

*a.* Obtains the 201 file from the records clerk and the Financial Data Records Folder (FDRF) from the pay specialist.

*b.* Reviews the 201 file and the FDRF against the criteria in AR 635 207 and insures that the required supporting evidence is furnished with the request.

*c.* Contacts the appropriate personnel staff NCO if additional information and/or evidence is required, or returns the request to the unit, as appropriate.

2. If the request is administratively correct for processing, the PA specialist considers carefully the facts upon which the request is based and—

*a.* Procures any additional information that may be necessary to determine the validity of the request. Services of the American National Red Cross may be used for this purpose.

*b.* If the individual was inducted under the Universal Military Training and Service Act or is serving on an initial enlistment, and the request does not contain conclusive evidence upon which to base a clear-cut decision, prepares a letter in accordance with AR 635-207, forwarding the request and supporting evidence to the Director of Selective Service of the State in which the individual's local board of jurisdiction is located. Attaches the request to the letter and forwards both to the chief PA NCO for review.

*c.* Places the request, or a copy of the request, together with a copy of the letter (*b* above), as appropriate, in the 31-day suspense file pending receipt of information, if required.

3. When requested information (par. 2) is received, or if no additional information is required to process the request, the PA specialist consults with the Chief, Personnel Action Branch and obtains a

decision as to whether the request is to be approved or disapproved.

4. If the decision is to disapprove the application, the PA specialist—

*a.* Prepares an indorsement to include the reason for disapproval.

*b.* Obtains the signature of the Chief, Personnel Action Branch.

*c.* Files the application in the 201 file and returns it to the records clerk. Returns the FDRF to the pay specialist.

*d.* Prepares a letter addressed to the unit commander informing him of the action and requesting that the individual be informed. Forwards the letter to the chief PA NCO for review.

5. If the decision is to approve the request, the PA specialist—

*a.* Prepares an indorsement approving the application.

*b.* Obtains the signature of the Chief, Personnel Action Branch.

*c.* Prepares a request for orders to effect the separation and forwards it to the chief PA NCO for review.

*d.* Files the request in the 201 file and returns it to the records clerk through the Personnel Management Branch as expected loss notification.

*e.* Repeats the procedure in paragraph 4*d*, and includes the date established for separation.

*f.* Initiates action for a medical examination in accordance with Procedure 4-4.

*g.* Prepares the appropriate separation documents as prescribed in Procedure 4-6.

6. Upon receipt of the above mentioned documents from the PA specialist, the chief PA NCO—

*a.* Reviews all of the documents for completeness.

*b.* Signs the request for orders and dispatches it to the Office Services Unit for publication.

*c.* Gives the letter(s) to the Chief, Personnel Action Branch for review, signature and dispatch to the appropriate addressee(s).

7. The Chief, Personnel Action Branch reviews, signs and dispatches.

**PROCEDURE 4-8**  
**PROCESSING RECOMMENDATIONS AND BOARD PROCEEDINGS INITIATED**  
**UNDER AR 635-209 (UNSUITABILITY)**

**References.** Procedure 10-2-5 and 11-2-9, AR 600-17; AR 635-209.

**Procedure**

1. Upon receipt of approved board proceedings, or the recommendation for board proceedings (the latter will be received only if the convening authority directs transfer to a new unit in lieu of board action) from the convening authority, the personnel action specialist takes the following actions:

a. Obtains the 201 file from the records clerk.

b. Reviews the case against the criteria in AR 635-209.

c. Processes the case in accordance with paragraph 1c(1), Procedure 4-10 if the convening authority directed transfer to a new unit in lieu of board action.

d. If the final action is to retain the individual in the service—

(1) Returns the 201 file together with the original copy of the case and a copy of each inclosure to the records clerk.

(2) Forwards a copy of the medical reports to the medical facility for inclusion in the individual's health records.

(3) Forwards a copy of the case and a copy of each inclosure to the central files in the Office Services Unit.

e. If the final action is to refer the case to a board of officers convened under AR 635-208, processes the case in accordance with Procedure 4-10.

f. If the final action is to discharge the individual because of unfitness and the case involves an exception in paragraph 4, AR 635-209—

(1) Prepares an indorsement addressed to The Adjutant General, ATTN: AGPO-XD, Department of the Army, Washing-

ton, D.C. 20315, forwarding the proceedings for final determination.

(2) Forwards the case and the 201 file to the chief PA NCO for review.

(3) If the individual has completed 19½ years of active Federal service, prepares a letter addressed to the individual affording him an opportunity for retirement on completion of 20 years active Federal service.

★g. If the final action is to discharge the individual, and if f above does not apply—

(1) Initiates action for a medical examination in accordance with Procedure 4-4.

(2) Consults with the Chief, Personnel Action Branch and obtains the date the individual will be discharged.

(3) Prepares a request for orders effecting discharge and forwards it to the chief PA NCO for review.

(4) Prepares appropriate separation documents in accordance with Procedure 4-6, except that the type of discharge certificate to be furnished will be that which is directed by the convening authority.

(5) Returns the 201 file to the records clerk.

h. Upon return of cases mentioned in f(1) above, takes appropriate action in accordance with these procedures.

2. Upon receipt of the documents and 201 file mentioned above, the chief PA NCO—

a. Reviews and forwards to the Chief, Personnel Action Branch for review, signature and dispatch.

b. Returns the 201 file to the records clerk.

3. The Chief, Personnel Action Branch reviews the documents, signs and dispatches to the appropriate addressee.

**PROCEDURE 4-9**

**PROCESSING RECOMMENDATIONS FOR DISCHARGE BECAUSE OF MISCONDUCT**

**Reference.** AR 635-206.

**Procedure**

1. Upon receipt of a recommendation from a unit to discharge an individual because of misconduct, the personnel action specialist—

a. Obtains the 201 file and reviews the recommendation against the criteria in AR 635-206.

b. Obtains missing data by contacting the appropriate personnel staff NCO, or returning the recommendation to the unit, as appropriate.

2. If the recommendation does not meet the criteria in AR 635-206, the PA specialist consults with the Chief, Personnel Action Branch—

a. Prepares an indorsement disapproving the recommendation, or directing other action, as appropriate.

b. Forwards the 201 file and the case to the chief personnel action NCO for review.

3. If the recommendation meets the criteria in AR 635-206, the PA specialist proceeds in accordance with the appropriate section of the regulation.

a. If referral to a board of officers of The Adjutant General is not necessary, the PA specialist ascertains from the Chief, Personnel Action Branch the type of discharge certificate to be furnished, and prepares the appropriate separation documents in accordance with Procedure 4-6.

b. If referral to a board of officers or The Adjutant General is required, prepares an indorsement forwarding the recommendation. (If referred to The Adjutant General, see AR 635-206, and include a recommendation as to the type of discharge certificate to be furnished.) Forwards the 201 file and the case to the chief PA NCO for review.

4. Upon return of the case from a board of officers and referral to The Adjutant General is not neces-

sary, the PA specialist takes the action prescribed in paragraph 2 or 3a, as appropriate.

5. If referral to The Adjutant General is required, the PA specialist prepares an indorsement transmitting the case, and includes a recommendation obtained from the Chief, Personnel Action Branch as to the type of discharge certificate to be furnished. Forwards the case to the chief PA NCO for review.

6. Upon receipt of the case from the PA specialist, the chief PA NCO reviews and takes the following actions:

a. If the case is referred to a board of officers, and the individual does not waive the right to appear —

(1) Notifies the president of the board of the case, and obtains the date, time, and place the board will convene.

(2) Notifies the appropriate personnel staff NCO when and where the individual is to report.

(3) Places a note in the 31-day suspense file that the individual's 201 file is to be forwarded to the president of the board on the specified date.

(4) Posts the worksheet report (Procedure 4-13) if board action is waived by the commander exercising discharge authority, and forwards the case to the Chief, Personnel Action Branch for review, signature and dispatch.

b. If the recommendation is disapproved, or is to be referred to The Adjutant General, reviews and forwards to the Chief, Personnel Action Branch for review, signature and dispatch.

7. The Chief, Personnel Action Branch reviews, signs and dispatches to the appropriate addressee.

## PROCEDURE 4-10

## PROCESSING RECOMMENDATION FOR DISCHARGE BECAUSE OF UNFITNESS

**References.** Procedures 10-2-4 and 11-2-8, AR 600-17; AR 635-208.

**Procedure**

1. Upon receipt of a recommendation, or approved board proceedings (AR 635-209) referring the case to a board convened under AR 635-208 the personnel action specialist—

a. Obtains the 201 file from the records clerk and determines if the—

- (1) Proposed action meets the criteria in AR 635-208.
- (2) Commanding officer's report and applicable statements by the individual are included.
- (3) Medical evidence required is included.

b. Obtains missing data, when required, by contacting the appropriate personnel staff NCO, or returning the case to the unit, as appropriate.

c. Reviews the recommendation and determines if an intermediate commander disapproved the recommendation and directed that the individual be transferred to a new unit. If the recommendation was disapproved and transfer directed, takes the following actions:

- (1) Forwards a copy of the recommendation to the appropriate personnel management specialist together with an informal request to transfer the individual and notify the Personnel Action Branch of the new unit of assignment.
- (2) Returns the 201 file together with the original copy of the recommendation to records clerk.
- (3) Forwards a copy of the medical reports to the medical facility for inclusion in the individual's health records.
- (4) Forwards a copy of the recommendation to include a copy of each inclosure to the central files in the Office Services Unit.
- (5) Forwards a copy of the commanding officer's report to the new unit commander when notified by the Personnel Management Branch that the transfer has been effected.

d. If the recommendation was approved by intermediate commanders and forwarded for action under AR 635-208, delivers the 201 file and the recommendation to the Chief, Personnel Action Branch and

consults with him to obtain a determination concerning the disposition of the case.

2. Upon receipt of the recommendation, the Chief, Personnel Action Branch—

a. Reviews the case and determines disposition if he has been delegated this authority.

b. Recommends a disposition of the case to the convening authority, or a delegated authority, if he has not been delegated this authority.

c. Informs the PA specialist of the determination reached in either a or b above, and directs appropriate action.

3. If the determination is to direct action under AR 635-209, the PA specialist—

a. Prepares an indorsement returning the case to the appropriate commander directing such action.

b. Forwards the case to the chief personnel action NCO for review.

c. Returns the 201 file to the records clerk.

4. If the determination is to transfer the individual to another unit, the PA specialist follows the procedure in paragraph 1c and prepares a letter to the individual's unit commander indicating the action and requesting that the individual be informed. Forwards the letter to the Chief, Personnel Action Branch for review.

5. If the determination is to convene a board of officers to determine whether the individual should be discharged, the PA specialist—

a. Prepares an indorsement to the recommendation referring the case to a board of officers to be convened under AR 635-208.

b. Forwards the case and the 201 file to the chief PA NCO for review.

6. If the individual has waived his right to a hearing by a board of officers and the determination is to direct discharge because of unfitness or unsuitability, the PA specialist—

a. Consults the Chief, Personnel Action Branch concerning the type of discharge certificate to be issued and the date the individual will be discharged.

★b. Prepares the appropriate separation documents in accordance with Procedure 4-6. See paragraph 4, AR 635-208 and AR 635-209 for individuals listed as exceptions to this action at this time.

c. If the individual is not an exception (b above)—

- (1) Prepares a request for orders to effect discharge, and forwards it to the chief PA NCO for review.
- (2) Returns the 201 file and the case to the records clerk through the appropriate PM specialist as expected loss notification.

d. If the individual is an exception (b above), prepares an indorsement forwarding the case to The Adjutant General (TAG), ATTN: AGPO-XD, Department of the Army, Washington, D.C. 20315 for final determination. Includes the determination to discharge the individual and the type of discharge recommended, as a recommendation to the case, and forwards it to the chief PA NCO for review.

e. If the individual has completed 19½ years active Federal service, prepares a letter addressed to the individual affording him the opportunity to apply for retirement on completion of 20 years active Federal service.

f. Prepares a request for orders to reduce the individual to the lowest enlisted grade, if not serving in that grade, when being discharged because of unfitness. Forwards the request to the chief PA NCO for review.

7. Upon receipt of the above mentioned documents, the chief, PA NCO—

a. Reviews the letter to the unit commander or the individual, when applicable, and forwards it to the Chief, Personnel Action Branch for review, signature and dispatch.

b. Reviews the request for orders (ordering discharge and reduction, when applicable) and forwards it to the Chief, Personnel Action Branch for review, signature and dispatch.

c. If paragraph 5 applies—

- (1) Notifies the president of the board of the case and obtains the date, time, and place the board will convene.
- (2) Notifies the appropriate personnel staff NCO of the date, time, and place the individual is to report.
- (3) Places a note in the 31-day suspense file that the individual's 201 file is to be forwarded to the president of the board on the specified date.
- (4) Forwards the case to the Chief, Personnel Action Branch for review, signature and dispatch.

d. If paragraph 3 or 6d applies, reviews the case and forwards it to the Chief, Personnel Action Branch for review, signature and dispatch.

8. Upon receipt of the above mentioned documents, the Chief, Personnel Action Branch reviews, signs and dispatches to the appropriate addressee.

9. Upon receipt of the case from the president of the board (if processed under AR 635-208), the PA specialist delivers the case to the Chief, Personnel Action Branch to obtain a determination concerning the final disposition. If the case was referred to and processed by a board convened under AR 635-209, processes the case in accordance with Procedure 4-8.

10. Upon receipt of the processed case, the Chief, Personnel Action Branch follows the procedure in paragraph 2.

11. If the determination is to retain the individual in the service, the PA specialist—

a. Prepares a letter to the individual's unit commander indicating the final action and requesting that the individual be informed. Forwards the letter to the chief PA NCO for review.

b. Disposes of the case and the 210 file in the same manner as prescribed in paragraph 1c(2), (3), and (4)

12. If the determination is to discharge the individual either for unfitness or unsuitability, the PA specialist follows the procedure in paragraph 6.

13. Upon receipt of the documents mentioned in paragraph 11 or 12, or the case when it is to be referred to TAG, the chief PA NCO reviews for completeness and forwards to the Chief, Personnel Action Branch for review, signature and dispatch.

14. Upon receipt of the above documents, the Chief, Personnel Action Branch reviews, signs and dispatches to the appropriate addressee.

15. When any of the above actions direct an undesirable discharge, or if the case involves an individual who is an exception (par. 6b), regardless of the character of discharge, the Chief, Personnel Action Branch will obtain the signature of the convening authority to the document prior to processing.

**PROCEDURE 4-11**  
**PROCESSING REQUESTS FOR DISCHARGE AND RELEASE FROM ACTIVE DUTY—**  
**CONVENIENCE OF THE GOVERNMENT**

**References.** Procedures 11-2-1 and 11-2-2, AR 600-17; AR 635-205.

**Procedure**

1. Upon receipt of an application for discharge or release from active duty for convenience of the Government, the personnel action specialist—

- a. Obtains the 201 file from the records clerk.
- b. Reviews the application and determines the specific reason on which the request is based.
- c. Screens the application against the appropriate paragraphs in AR 635-205 and insures that—
  - (1) The individual meets the criteria required for the reason separation is being requested.
  - (2) The application is administratively correct and contains all required information to include supporting documents and/or evidence required to accompany the application.
- d. Contacts the appropriate personnel staff NCO if additional information, documents or evidence is needed, or returns the application to the unit, as appropriate.
- e. If the individual does not meet the criteria in AR 635-205, and it is not necessary to refer the application to The Adjutant General—
  - (1) Prepares a comment addressed to the individual's unit commander disapproving the application and giving the reason therefor.
  - (2) Forwards the application together with the 201 file to the chief personnel action NCO for review.
- f. If the individual meets the criteria in AR 635-205, takes one of the following actions:
  - (1) If the application must be acted on by The Adjutant General—
    - (a) Consults with the Chief, Personnel Action Branch to obtain a recommendation.
    - (b) Prepares a forwarding comment addressed to The Adjutant General, ATTN: AGPO-XD, Department of the Army, Washington, D.C. 20315. Includes the required assignment information.

- (c) Forwards the application together with the 201 file to the chief PA NCO for review.
- (2) Prepares a forwarding comment addressed to the Director, Selective Service System, Washington, D.C. 20435, requesting his recommendation, if the request is from an individual who claims that prior to induction he was denied a procedural right, as provided by the Universal Military Training and Selective Service Act, and as a result he was erroneously inducted. Forwards the application together with the 201 file to the chief PA NCO for review.
- (3) If paragraph 1f(1) or (2) does not apply—
  - (a) Consults with the Chief, Personnel Action Branch and obtains the date the individual will be separated.
  - (b) Prepares a comment approving the application.
  - (c) Obtains the signature of the Chief, Personnel Action Branch.
  - (d) Prepares a request for orders effecting separation or release from active duty, and forwards it to the chief PA NCO for review.
  - (e) Files the application in the 201 file and returns it to the records clerk through the appropriate personnel management specialist as expected loss notification.
  - (f) Prepares a letter addressed to the individual's unit commander informing him of the action to include the date established for separation or release from active duty, and requesting that the applicant be notified.
  - (g) Prepares the appropriate separation documents in accordance with Procedure 4-6, except that the discharge certificate to be issued will be based on the individual's character of service rendered.

2. When paragraph 1f(1) or (2) applies, the PA specialist takes the following actions upon return of the application:

- a. Follows the procedure in paragraph 1f(3) if separation is directed.

b. If an action other than separation or release from active duty is directed—

- (1) Prepares a letter addressed to the individual's unit commander informing him of the action and requesting that he notify the individual.
- (2) Forwards the letter to the chief PA NCO for review.
- (3) Forwards the application to the records clerk for inclusion in the 201 file.

3. Upon receipt of the above mentioned documents from the PA specialist, the chief PA NCO reviews each, as applicable.

a. Signs the request for orders and dispatches it to the Office Services Unit.

b. Gives the letter(s) and/or application to the Chief, Personnel Action Branch for review, signature and dispatch.

c. Returns the 201 file to the records clerk.

4. The Chief, Personnel Action Branch reviews the documents, signs and dispatches to the appropriate addressee(s).

## PROCEDURE 4-12

## PROCESSING APPLICATIONS FOR RETIREMENT OF ENLISTED PERSONNEL

**References.** AR 601-210, AR 614-30, AR 635-130, AR 635-200, AR 635-230.

**Procedure**

1. The personnel action specialist will receive notification from the following sources that an enlisted man intends to retire:

*a.* Information received from the individual's unit.

*b.* Direct notification by the individual concerned.

*c.* Notification from the Personnel Management Branch that an individual intends to retire under the provisions of paragraph 10c, AR 635-230.

*d.* Suspense notification from the control specialist indicating mandatory retirements.

2. When notified by one of the above means that an enlisted man intends to retire, or must be retired, the PA specialist—

*a.* Obtains the 201 file from the records clerk.

*b.* Screens the 201 file and determines if—

(1) The individual meets the eligibility criteria in AR 635-230.

(2) The individual's ETS is prior to his date of retirement.

(3) The individual is eligible to retire under the provisions of AR 635-130.

*c.* If *b*(2) above applies, contacts the appropriate personnel staff NCO and requests that he inform the individual that prior to submitting an application for retirement, he must—

(1) Request extension of his enlistment or reenlistment under the provisions of AR 601-210, or

(2) Request retention under the provisions of paragraph 14h, AR 635-200 in cases where he is not eligible for extension of his enlistment.

*d.* If *b*(3) above applies, processes the individual in accordance with Procedure 4-3.

*e.* If the individual meets the criteria in AR 635-230 and *b*(2) or *b*(3) above does not apply, contacts the appropriate personnel staff NCO and arranges for the individual to report to the Personnel Action Branch with his personal copies of enlistment/separation documents and other documentary evidence of service, if appropriate.

*f.* Tabs the 201 file to indicate that the individual

intends to retire and returns it to the records clerk.

3. On the date the individual reports to the Personnel Action Branch the PA specialist—

*a.* Obtains the 201 file from the records clerk.

*b.* Prepares 3 copies of an Application for Retirement (DA Form 2339), and prepares a request for transfer to the Retired Reserve if the individual is retiring with 20 but less than 30 years service. Obtains the information to prepare the application as follows:

(1) Interviews the individual.

(2) Reviews the 201 file.

(3) Reviews the records and/or documents in the individual's possession.

(4) Obtains information from the individual's memory if it is not available in the 201 file and if the individual has no records or documents to supply certain needed information.

(5) Refers to AR 635-230 to obtain information on—

(*a.*) Details for completing the form.

(*b.*) Statements required to be included on the application.

(*c.*) Documents required to verify service in addition to Army service, and the sources to obtain this verification if the documents are not available.

(*d.*) The wording of the request for transfer to the Retired Reserve.

*c.* Requests the individual to review and sign the application and the request for transfer to the Retired Reserve, if applicable.

*d.* Prepares a memo routing slip addressed to the individual's unit commander requesting he sign the application and return it to the Personnel Service Division.

*e.* Attaches the memo routing slip to the application and gives it to the individual with instructions to hand-carry the application to his unit commander for signature and forwarding.

4. Upon completion of the actions in paragraph 3, the PA specialist—

*a.* If the documents in paragraph 3b(5)(*c.*) are required but not available, prepares a request for verification of service and forwards it to the chief PA NCO for review.

**C 2, AR 600-16**

*b.* Initiates action for a medical examination in accordance with Procedure 4-4.

*c.* Suspends the 201 file pending return of the application for retirement, medical examination and documents verifying service, if requested.

5. Upon return of the documents (para. 4*c*) the PA specialist--

*a.* Withdraws the 201 file from the 31-day suspense file.

*b.* Prepares the application for the signature of the Chief, Personnel Action Branch.

*c.* Attaches the medical examination and the documents verifying service, if applicable, to the application and forwards it to the chief PA NCO for review.

*d.* Places 1 copy of the application, less the inclosures, in the 201 file and returns it to the records clerk through the appropriate personnel management specialist as expected loss notification.

*e.* Forwards a copy of the Report of Medical Examination (SF 88) and a copy of the report of Medical History (SF 89) to the appropriate medical facility for inclusion with the individual's health records.

*f.* Notifies the control specialist of the completed

action if notification to initiate retirement procedures was received by suspense notification.

6. When the chief PA NCO receives an application for retirement from the PA specialist he reviews it for completeness and forwards it to the Chief, Personnel Action Branch for review, signature and dispatch.

★7. The Chief, Personnel Action Branch reviews, signs and dispatches to The Adjutant General, ATTN: AGPO-XS, Department of the Army, Washington, D.C. 20315, direct or through channels, as required by the major commander, except that all applications submitted as an exception to paragraph 10, AR 635-230 will be forwarded through the major commanders concerned.

8. The PA specialist processes applications for retirement submitted under the provisions of paragraph 10*c*, AR 635-230 as above, providing the application can be processed in time to arrive in Headquarters, Department of the Army, within 30 days after receipt of alert or assignment orders, whichever is earlier.

9. Upon receipt of orders directing retirement, the PA specialist takes action in accordance with Procedure 4-6 to prepare the appropriate separation documents.



## ★PROCEDURE 4-13

## RECORDING AND REPORTING OF WAIVERS OF BOARD ACTION

**Reference.** AR 635-200

**Procedure**

1. The chief personnel action NCO prepares a waiver of board action report (RCS AG-422) once each fiscal year on a date established by the major commander. In order to maintain current and complete data to prepare the report a worksheet is maintained to record the number of cases in which board action was waived and undesirable discharge was directed. The worksheet will indicate—

a. Totals, by authority for discharge, of cases directing undesirable discharge under provisions of AR 635-89, AR 635-206, AR 635-208, and AR 635-220 resulting from acceptance of resignations from individuals who waived consideration by a board, and

b. The number of cases directing undesirable

discharge under provisions of AR 635-206 in which board action was waived by the division commander.

2. Upon receipt of a case directing undesirable discharge, the chief personnel action NCO determines if the action should be included in the report, and, if appropriate, posts the worksheet to indicate the category of the case (para. 1 a and b).

3. Using the worksheet posted as above, the chief personnel action NCO prepares the report by totaling the number of cases in each category for the period of the report.

a. Forwards the completed report to the chief, personnel action branch for review, signature, and dispatch.

b. Retains a copy of the report for reference.

4. The Chief, Personnel Action Branch reviews, signs, and dispatches the report through channels to the major commander.

PROCEDURE 4-14

EXTENSIONS OF ENLISTMENT—REGULAR ARMY ENLISTED PERSONNEL

**References.** Procedure 11-2-3, AR 600-17; AR 601-210.

**Procedure**

1. Upon receipt of a request from a unit, the personnel action specialist—

a. Obtains the 201 file from the records clerk.

b. Reviews the request with the 201 file and the criteria in AR 601-210.

c. If the individual is ineligible for extension of his enlistment, or is eligible, but is required to sign a statement of intent to reenlist in addition to extending his enlistment—

- (1) Prepares a comment returning the request to the unit and giving the reason for ineligibility. In cases where a statement of intent to reenlist is required in addition to the extension of enlistment, requires the individual to acknowledge, by return comment to the original request, that he is aware of this requirement.

- (2) Forwards the request and the 201 file to the chief personnel action NCO for review.

d. If the individual is eligible for extension of his enlistment and, when appropriate, has indicated that he is aware that he must sign a statement of intent to reenlist in addition to extending his enlistment—

- (1) Prepares an Oath of Extension of Enlistment (DA Form 1695) in duplicate. Leaves the date of execution blank. Refers to AR 601-210 for prior action required on individuals under 18 years of age.

- (2) Prepares a statement of intent to reenlist in duplicate, if applicable. Leaves the date of execution blank.

- (3) Prepares a comment returning the request to the unit commander with instructions to—

- (a) Have the oath of extension executed in duplicate by the individual and sworn to before a commissioned officer authorized to administer oaths.

- (b) Have the statement of intent to reenlist, if applicable, executed in duplicate by the individual and witnessed by a commissioned officer.

- (c) Attach both copies of the oath of extension and statement of intent to reenlist to the morning report on the specified date.

- (4) Attaches both copies of the oath of extension and the statement of intent to reenlist to the request, and forwards it together with the 201 file to the chief PA NCO for review.

- (5) Forwards a copy of the request to the reports clerk to insure that the proper morning report entry is made on the specified date. Attaches an informal note requesting that the duplicate copy of the oath of extension and the statement of intent to reenlist be withdrawn from the morning report and forwarded to the records clerk for inclusion in the 201 file.

2. Upon receipt of the request and the 201 file from the PA specialist, the chief PA NCO—

a. Reviews the request for correctness and forwards it to the Chief, Personnel Action Branch for review, signature and dispatch.

b. Returns the 201 file to the records clerk.

3. The Chief, Personnel Action Branch reviews, signs and dispatches to the unit.

## PROCEDURE 4-15

## EXTENSIONS OF CURRENT PERIODS OF ACTIVE DUTY—ENLISTED PERSONNEL OF THE ARMY OF THE UNITED STATES

★**References.** Procedure 11-2-3, AR 600-17; AR 601-49; AR 601-210; AR 635-5.

**Procedure**

1. Upon receipt of a request for extension of active duty from a unit, the personnel action specialist—

*a.* Obtains the 201 file from the records clerk.

★*b.* Reviews the request with the 201 file and against the criteria in AR 601-210.

2. If the individual is not eligible or does not meet the criteria, the PA specialist—

*a.* Prepares a comment returning the request to the unit and stating the reason for ineligibility or failure to meet the criteria.

*b.* Forwards the request and the 201 file to the chief personnel action NCO for review.

3. If the individual is eligible and meets the criteria, the PA specialist—

*a.* Prepares a comment to the individual's unit commander approving the request and specifying that the individual will be released from active duty, transferred to the Army Reserve on (specify date) and ordered to active duty as a reservist and remain assigned to his present unit.

*b.* Forwards the request and 201 file to the chief PA NCO for review. Requests the chief PA NCO to return the 201 file immediately after review.

4. Upon receipt of the request and 201 file from the PA specialist, the chief PA NCO—

*a.* Reviews the request and forwards it to the Chief, Personnel Action Branch for review, signature, and dispatch to the unit.

*b.* Returns the 201 file to the PA specialist for preparation of the required separation documents, or returns it to the records clerk in the case of disapproved requests.

5. The Chief, Personnel Action Branch reviews the request, signs, and dispatches.

6. Upon return of the 201 file from the chief PA NCO, the PA specialist—

*a.* Prepares a request for orders effecting the separation and transfer to the Army Reserve and forwards it to the chief PA NCO for review.

*b.* Prepares an Armed Forces of the United

States Report of Transfer or Discharge (DD Form 214). (See sec. III, AR 635-5 for details on completing the form.)

*c.* Places the DD Form 214 in the 31-day suspense file pending the separation date.

*d.* Prepares an informal note indicating the intended action and forwards it to the pay specialist.

*e.* Places a copy of the approved request in the 201 file—

★(1) Attaches an informal note indicating that the remarks required by paragraph 38, AR 601-210 must be entered in the soldier's DA Form 20

(2) Forwards the file to the records clerk.

*f.* Contacts the appropriate personnel staff NCO and requests that he arrange for the individual to report to the Personnel Action Branch on the separation date.

7. Upon receipt of the request for orders, the chief PA NCO reviews, signs, and dispatches to the Office Services Unit for publication.

8. On the date of separation and when the individual reports, the PA specialist—

*a.* Removes the DD Form 214 from the 31-day suspense file.

*b.* Requests the individual to review the form and corrects discrepancies noted during the review, or remakes the form, as appropriate.

*c.* Escorts the individual to the Chief, Personnel Action Branch.

*d.* Requests the individual to sign the DD Form 214 and obtains the signature of the Chief, Personnel Action Branch.

*e.* Gives the original (No. 1) copy of the DD Form 214 to the individual and dismisses him.

*f.* Attaches a copy of the separation orders to the No. 2 and No. 3 copies of the DD Form 214 and forwards them to the reports clerk for attachment to the morning report which records the separation and reentry remark.

*g.* Refers to AR 601-49 and prepares a Notification of Entry into Active Military Service (DD Form 53)—

(Qualification Record).

C 2, AR 600-16

- (1) Obtains the signature of the Chief, Personnel Action Branch in item 12 of the form.
- ★(2) Mails the completed form to the State Director of Selective Service for the State having jurisdiction over the individual's local board as shown in item 3 of the form. If the information is not available,

mails the form to the State Director of Selective Service for the State of home address as shown in item 4.

*Note.* A form containing a home address outside of the United States, Puerto Rico, the Virgin Islands, Guam, or the Canal Zone which cannot be identified with a local board of jurisdiction will be forwarded to the Director of Selective Services, Washington, D.C., 20435.

**PROCEDURE 4-16**  
**REQUESTS FOR EXTENSION OF PERIODS OF ACTIVE DUTY—**  
**US ARMY RESERVE ENLISTED PERSONNEL**

**References.** AR 140-111; Procedure 11-2-3, AR 600-17; AR 601-210.

**Procedure**

1. Upon receipt of a request from a unit, the personnel action specialist—

- a. Obtains the 201 file from the records clerk.
- b. Reviews the request with the 201 file and against the criteria in AR 601-210.

2. If the individual is ineligible or fails to meet the criteria, the PA specialist—

- a. Prepares a comment returning the request and giving the reason for ineligibility or failure to meet the criteria.
- b. Forwards the request and the 201 file to the chief personnel action NCO for review.

3. If the individual is eligible, meets the criteria and has sufficient time remaining in his current enlistment to cover the additional duty tour, the PA specialist—

- a. Prepares a comment to the individual's unit commander approving the request and stating that appropriate orders will be issued.
- b. Prepares a request for orders (see par. 8, AR 601-210).
- c. Places a copy of the approved request in the 201 file.

d. Forwards the request for extension, request for orders, and 201 file to the chief PA NCO for review.

4. If the individual is eligible and meets the criteria but does not have sufficient time remaining in his current enlistment to cover the additional active duty tour, the PA specialist—

- a. Insures that the request contains a request for concurrent extension of the soldier's enlistment.
- b. Prepares a request for orders (see par. 8, AR 601-210).

c. Prepares an Oath of Extension of Enlistment (DA Form 1695) appropriately modified, in duplicate. Leaves the date of execution blank.

d. Prepares a comment to the individual's unit commander approving the request and containing instructions to—

- (1) Have the Oath of Extension of Enlistment executed in duplicate by the individual and sworn to before a commissioned officer authorized to administer oaths.
- (2) Inform the individual that orders will be issued extending his active duty tour concurrent with the extension of his enlistment.
- (3) Make the appropriate entry on the morning report reflecting the extension on the date the action is accomplished and attach both copies of the DA Form 1695 to the morning report.

e. Forwards a copy of the request to the reports clerk to insure that the proper morning report entry is made on the specified date. Attaches an informal note requesting the duplicate copy of the DA Form 1695 be withdrawn and forwarded to the records clerk for inclusion in the 201 file.

f. Attaches both copies of the DA Form 1695 to the request for extension and forwards it, together with the 201 file and request for orders, to the chief PA NCO for review.

5. Upon receipt of the above documents from the PA specialist, the chief PA NCO—

- a. Reviews the request for extension and request for orders and gives to the Chief, Personnel Action Branch for review, signature and dispatch.
- b. Returns the 201 file to the records clerk.

6. The Chief, Personnel Action Branch reviews, signs and dispatches the request for extension to the unit and the request for orders to the Office Services Unit.

## PROCEDURE 4-17

## REQUESTS FOR EXTENSION OF PERIODS OF ACTIVE DUTY—ARMY NATIONAL GUARD OF THE UNITED STATES (ARNGUS) PERSONNEL

★References. Procedure 11-2-3, AR 600-17;  
AR 601-210.

## Procedure

1. Upon receipt of a request from a unit, the personnel action specialist—

a. Obtains the 201 file from the records clerk.

★b. Reviews the request with the 201 file and against the criteria in AR 601-210.

2. If the individual is ineligible or fails to meet the criteria, the PA specialist processes the request in accordance with paragraph 2, Procedure 4-16.

3. If the individual is eligible, meets the criteria and has sufficient time remaining in his current enlistment to cover the additional active duty tour, the PA specialist processes the request in accordance with paragraph 3, Procedure 4-16.

4. If the individual is eligible and meets the criteria, but does not have sufficient time remaining in his current enlistment to cover the additional active duty tour, the PA specialist—

a. Insures that the request contains a request for concurrent discharge and immediate reenlistment in the ARNGUS and reorder to active duty, to cover additional active duty tour.

b. Prepares a comment to the individual's unit commander informing him that action will be taken to discharge the soldier (specify date), immediately reenlist him in the ARNGUS, reorder him to active duty (specify date), and concurrently extend his active duty tour. Forwards the request and 201 file to the chief personnel action NCO for review.

c. Initiates action for a medical examination in accordance with Procedure 4-4.

d. Initiates action to discharge and immediately reenlist the individual in accordance with Procedure 4-5, modified as appropriate.

★e. Prepares a request for orders and forwards it to the chief PA NCO for review.

5. Upon receipt of the request for extension and request for orders from the PA specialist, the chief PA NCO reviews and gives to the Chief, Personnel Action Branch for review, signature and dispatch. Returns the 201 file to the records clerk.

6. The Chief, Personnel Action Branch reviews, signs, and dispatches the request for extension to the unit and the request for orders to the Office Services Unit.

**PROCEDURE 4-18**

**ISSUANCE OF UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD**

**References.** Procedure 11-2-12, AR 600-17; AR 606-5.

**Procedure**

1. Upon receipt of 2 copies of DD Form 1172 (Application for Uniformed Services Identification and Privilege Card) from a unit, the personnel action specialist—

a. Obtains the 201 file from the records clerk and Financial Data Records Folder (FDRF) from the pay specialist.

b. If the application pertains to the individual's primary dependents (wife and unmarried legitimate children, stepchildren and adopted children (for whom there are properly certified court adoption papers) under 21 years of age), takes the following actions:

- (1) Verifies dependency with the individual's DD Form 137 (Application for Basic Allowance for Quarters for Member with Dependents) and/or DA Form 41 (Record of Emergency Data.)
- (2) Completes items 10e, 10k, and 10l, Section II and items 22 and 23, Section IV of the application.
- (3) Obtains the signature of the Chief, Personnel Action Branch in item 24 of the application.
- (4) Returns the 201 file to the records clerk and the FDRF to the pay specialist.
- (5) Forwards the application to the unit with instructions to the individual to have his dependents report to the agency responsi-

ble for issuing uniformed services identification and privilege cards.

c. If the application pertains to other than the individual's primary dependents, the PA specialist—

★(1) Prepares a letter forwarding the application for a determination of dependency to the Commanding General, Finance Center, U.S. Army, ATTN: Allotment and Deposits Operations, Indianapolis, Indiana 46249. Includes the documentation required by section VI, AR 606-5. (Contacts the appropriate personnel staff NCO and arranges for the individual to report to the Personnel Service Division in this case.)

(2) Attaches the application to the letter and forwards it to the chief personnel action NCO for review.

2. Upon receipt of the letter, the chief PA NCO reviews for completeness and forwards to the Chief, Personnel Action Branch for review, signature, and dispatch.

3. The Chief, Personnel Action Branch reviews, signs, and dispatches.

4. Upon return of an application with a dependency determination from the Finance Center, the PA specialist follows the procedure in paragraph 1b(5).

5. Upon receipt of the original copy of the DD Form 1172 from the issuing authority, the PA specialist forwards it to the records clerk for inclusion in the 201 file.

**PROCEDURE 4-19**  
**MORTGAGE INSURANCE—**  
**ISSUANCE OF CERTIFICATES OF ELIGIBILITY AND TERMINATION OF CERTIFICATES**

**References.** Procedure 10-2-7, AR 600-17; AR 608-8; DA Pam 600-8.

**Procedure**

**A. Processing requests for issuance of "Certificate of Eligibility" for mortgage insurance.**

1. Upon receipt of a request from a unit, the personnel action specialist—

- a. Obtains the 201 file from the records clerk.
- b. Insures that the request contains a statement that the individual requires housing, and whether a previous certificate of eligibility has been issued, to include the disposition of the certificate if previously issued.
- c. Verifies the individual's eligibility by reviewing the 201 file against the criteria in AR 608-8.

2. If the individual is ineligible, the PA specialist—

- a. Prepares a comment to the request indicating the reason for ineligibility.
- b. Signs the comment for the Chief, Personnel Action Branch and dispatches the request to the unit.
- c. Returns the 201 file to the records clerk.

3. If the individual is eligible, the PA specialist—

- a. Prepares a DD Form 802 (Request for and Certificate of Eligibility) in an original and 5 copies by completing Parts I and II of the form.
- b. Obtains the signature of the Chief, Personnel Action Branch in item 11 of the form.
- c. Prepares a comment to the request with instructions for the personnel staff NCO to contact the individual and—

- (1) Require completion of the form by obtaining the individual's signature in item 7 on all copies of the form.
- (2) Inform him of his responsibilities as outlined in paragraph 10c, AR 608-8.
- (3) Instruct him to—
  - (a) Give the original and 3 copies of the certificate to the lender at the time he makes application for his FHA loan.
  - (b) Return a signed copy of the form not later than (specify date), to the Personnel Service Division for inclusion in the 201 file.

d. Files 1 copy of the DD Form 802 in the 31-day suspense file pending the specified date.

e. Attaches the original and 4 copies of the DD Form 802 to the request, signs for the Chief, Personnel Action Branch and dispatches it to the appropriate personnel staff NCO.

f. Upon return of the signed copy of the DD Form 802, withdraws and destroys the suspended copy of the DD Form 802 and forwards the returned copy through the control specialist to the records clerk for filing.

**B. Preparation of "Certificates of Termination" of eligibility for mortgage insurance.**

1. Upon receipt of notification from the control specialist that an individual's eligibility status for continued payment of mortgage insurance requires verification, the PA specialist—

- a. Forwards the original suspense notification to the appropriate personnel staff NCO to accomplish the verification.
- b. Files 1 copy of the suspense notification in the 31-day suspense file pending the verification.

2. Upon return of the suspense notification from the personnel staff NCO, the PA specialist determines the individual's eligibility status and—

- a. If the individual retains his eligibility status, returns the suspense notification to the control specialist indicating such status.
- b. If the individual is not eligible to retain his eligibility status—

- (1) Obtains the 201 file from the records clerk.
- (2) Prepares a DD Form 803 (Certificate of Termination) in an original and 6 copies by completing Part I of the form.
- (3) Obtains the signature of the Chief, Personnel Action Branch in item 6 of the form.
- (4) Completes the certificate on the reverse of the form and obtains the individual's signature if the reason for termination of eligibility is "sale of property." (The personnel staff NCO requires the individual to report to the Personnel Service Division in this case.)
- (5) Distributes the copies of the form in accordance with AR 608-8.

**AR 600-16**

(6) Returns the suspense notification to the control specialist indicating that a certificate of termination has been prepared.

3. Upon receipt of a suspense notification from the control specialist that an individual with mortgage insurance is scheduled for separation or is to be dropped from the rolls as a deserter, the PA specialist—

a. Obtains the 201 file from the records clerk.

b. Prepares a DD Form 803 in an original and 6 copies by completing Part I, less the date causing the termination.

c. Obtains the signature of the Chief, Personnel Action Branch in item 6 on the form.

d. Inserts all copies of the DD Form 803 in the 201 file and returns it to the records clerk.

e. Returns the suspense notification to the control specialist indicating the completed action.

**PROCEDURE 4-20**  
**ELECTION OF OPTIONS UNDER THE RETIRED SERVICEMAN'S**  
**FAMILY PROTECTION PLAN**

**References.** AR 37-104-1, AR 608-30; DA Pam 335-1, DA Pam 600-6, DA Pam 600-8.

personnel action specialist will conduct an interview concerning their election of options under the plan.

**Procedure**

1. Upon receipt of a notification from the control specialist that an individual has completed 17½ years of service creditable for pay purposes, the personnel action specialist—

a. Obtains the 201 file from the records clerk and verifies the individual's basic pay entry date.

b. Prepares 2 copies of a DA Form 1049 (fig. 5-2.1, DA Pam 600-8).

c. Attaches a copy of the following reference material to the original copy of the DA Form 1049 to assist the individual in determining which option(s) he desires to elect:

(1) DA Pam 355-121.

(2) Copy number 5 of a DA Form 1041 (Election of Options Under the Retired Serviceman's Family Protection Plan).

d. Signs the DA Form 1049 for the Chief, Personnel Action Branch and dispatches it to the individual.

e. Files the duplicate copy of the DA Form 1049 in the 31-day suspense file for a date 2 weeks later.

f. Returns the 201 file to the records clerk.

2. If the individual fails to report on the suspense date, the PA specialist contacts the appropriate personnel staff NCO and arranges for a new reporting date.

3. On the date the individual reports to the Personnel Service Division, the PA specialist—

a. Withdraws the suspended copy of the DA Form 1049 from the 31-day suspense file and destroys it.

b. Obtains the 201 file from the records clerk.

- (1) Advises commissioned and warrant officer personnel that the chief personnel action NCO will conduct an interview concerning their election of options under the plan.
- (2) Advises enlisted personnel that the senior

4. The senior PA specialist and the chief PA NCO conduct an interview to include—

a. Information on each option available as outlined in AR 608-30.

b. The costs and benefits as outlined in DA Pam 355-131.

c. Examples applicable to the individual projected to his situation at the time of his expected retirement.

d. Answering any questions the individual may have concerning the options available.

5. When the individual has determined the option(s) desired, the interviewer instructs him to return the 201 file to the PA specialist who will prepare a DA Form 1041.

6. Upon return of the individual with his 201 file, the PA specialist—

a. Obtains information from the individual and his 201 file and prepares a DA Form 1041 (set of 5 numbered copies) (fig. 5-2.2, DA Pam 600-8).

b. Requires the individual to sign item 15 of the form.

c. Signs item 14 of the form as a witness.

d. Gives the individual copy number 5 of the form:

- (1) Informs him that he will receive an official copy of the form after it has been duly receipted.
- (2) Dismisses the individual.

e. Obtains the signature of the Chief, Personnel Action Branch in item 22 of the form.

f. Makes distribution of the remaining copies of the form as indicated in the lower margin of each numbered copy.

g. Returns the 201 file to the records clerk.

h. Notifies the control specialist of the completed action.

**PROCEDURE 4-21**  
**PROCESSING REQUESTS FOR MILITARY IDENTIFICATION CARDS**

**References.** Procedure 11-2-6, AR 600-17; AR 606-5.

**Procedure**

1. Upon receipt of a suspense notification from the control specialist identifying personnel having Military Identification Cards (DD Form 2A) which will expire in the near future, the personnel action specialist—

a. Signs and dispatches the original copy of the notification to the appropriate unit commander.

b. Places a copy of the notification in the 31-day suspense file.

2. Upon receipt of processed DA Forms 428 (Application for Identification Card) from the issuing agency, the PA specialist—

a. Withdraws the suspense notification from the 31-day suspense file.

b. Reviews the DA Forms 428 with the suspense notification to determine if all personnel listed thereon have been issued a new DD Form 2A.

3. If appropriate, and after a reasonable period of time, the PA specialist contacts the appropriate personnel staff NCO to determine the status of applications for individuals for whom no DA Form 428 was received.

a. Prepares a DA Form 2496 forwarding the processed DA Forms 428 together with the attached photographs to the control specialist.

(1) Includes information as to the approximate date the balance of the forms are to be received.

(2) Requests that the DA Forms 428 be forwarded to the appropriate records clerk for inclusion in the 201 files.

b. Resuspends the suspense notification pending receipt of the balance of the DA Forms 428. Follows the above procedure upon receipt of the balance of the forms.

## ★PROCEDURE 4-22

## PROCESSING APPLICATIONS FOR ARMY OFFICER CANDIDATE SCHOOL

**References.** AR 350-50; Procedure 11-2-7, AR 600-17.

**Procedure**

1. Upon receipt of an application for attendance at an Army Officer Candidate School (DA Form 61), from a unit, the personnel action specialist—

- a. Obtains the 201 file from the records clerk.
- b. Screens the application against the 201 file and the criteria in AR 350-50 and insures that—
  - (1) The required papers (sec. III AR 350-50) are attached to the application.
  - (2) The application and accompanying papers have been properly prepared.
  - (3) Approved requests for waivers, if appropriate, are included with the application.
  - (4) The unit commander's 1st indorsement includes the information required by paragraph 29, AR 350-50.
- c. Obtains missing data by contacting the appropriate personnel staff NCO, or by returning the application to the unit, as appropriate.
- d. Makes the following arrangements:
  - (1) Arranges with the personnel management specialist to have the Officer Candidate Test (OCT) administered, if necessary.
  - (2) Arranges for the applicant to appear before a medical officer for a special medical examination (Procedure 4-4).
  - (3) Within 3 months prior to appearance before the OCS examining board, contacts the personnel staff NCO and requests that he arrange for the applicant to undergo the Physical Combat Proficiency Test as prescribed by TM 21-200, and forward a statement of the date tested and score attained.

2. Upon receipt of the test scores and medical examination (SF 88 and SF 89) results (para. 1d), the PA specialist—

- a. Prepares an indorsement forwarding the application (in triplicate) and accompanying papers to the OCS examining board.
- b. Prepares a request for orders directing the applicant to the OCS examining board.
- c. Prepares a letter to the unit commander requesting that he advise the Personnel Service Division of all changes in status of the individual

which would materially affect his eligibility or availability for Officer Candidate School.

d. Prepares a notice outlining the reassignment restrictions imposed by AR 350-50, and attaches it to the applicant's 201 file.

e. Forwards the application and attachments together with the letter to the unit commander, 201 file and request for orders to the chief personnel action NCO for review. (The applicant's qualification record (DA Form 20, or DA Form 66 for warrant officers) must accompany the application to the examining board.)

3. The chief PA NCO reviews the application, the letter to the unit commander and the request for orders and forwards them to the Chief, Personnel Action Branch for review, signature, and dispatch. Returns the 201 file to the records clerk.

4. The Chief, Personnel Action Branch reviews, signs, and dispatches—

- a. The application to the designated examining board.
- b. The letter to the unit commander.
- c. The request for orders to the Office Services Unit.

5. If the individual is transferred to another major command prior to the final action on the application, the PA specialist—

- a. Prepares a letter transmitting the application and allied papers to the receiving commander.
- b. Forwards the letter to the chief PA NCO for review.

6. If information affecting the individual's status (para. 2c) is received from the unit commander, the PA specialist prepares a letter of notification to the major commander, and forwards it to the chief PA NCO for review.

7. Upon receipt of the notification of selection or nonselection from the major commander, the PA specialist—

- a. If the applicant is selected to attend—
  - (1) Prepares an indorsement forwarding the notification to the applicant with instructions that he acknowledge receipt of the notification in accordance with paragraph 44, AR 350-50.
  - (2) Forwards the notification to the chief PA NCO for review.

**C 1, AR 600-16**

**b. If the applicant is not selected to attend—**

- (1) Forwards the original copy of the notification to the applicant.**
- (2) Forwards a copy of the notification to the records clerk with instructions to withdraw and destroy the notice of assignment restrictions that is attached to the 201 file.**

**8. The chief PA NCO reviews the indorsement forwarding the notification of selected applicants, and forwards it to the Chief Personnel Action Branch for review, signature, and dispatch.**

**9. Upon receipt of a disapproved application from the major commander, the PA specialist forwards it to the records clerk for inclusion in the 201 file and appropriate service record entry.**

## PROCEDURE 4-23

## PROCESSING REQUESTS FOR EMERGENCY, EXCESS OR NON-CONUS LEAVE

**References.** Procedures 10-2-1 and 11-2-4, AR 600-17; AR 612-50, AR 614-30, AR 614-32 (Classified), AR 630-5.

**Procedure**

1. Upon receipt of a request from an individual for an emergency, excess or Non-CONUS leave, the personnel action specialist—

*a.* Obtains the 201 file from the records clerk and the Financial Data Records Folder (FDRF) from the pay specialist.

*b.* Reviews the leave request, DA Form 481 (Military Leave Record) and the 201 file against the criteria in AR 630-5.

★2. If the request is for an emergency leave and the individual meets the criteria in AR 630-5, the PA specialist—

*a.* If the emergency has not been verified by the American Red Cross, initiates action to request such verification by contacting the local American Red Cross Chapter and requesting their assistance.

*b.* If overseas, requests the Field Director, American Red Cross, to initiate action to have the local chapter in the area of emergency verify the facts. (See para. 10e, AR 630-5 for exception.)

*c.* Takes the following actions when the emergency has been verified:

- (1) Determines the urgency with which the individual must be processed to begin leave.
- (2) Prepares a comment approving the request.
- (3) Prepares a request for orders authorizing leave and travel. As a minimum orders will include the information indicated in appendix III, AR 630-5. (See para. 3 if PCS will result.)
- (4) Forwards the leave request, request for orders and the 201 file together with the FDRF to the chief personnel action NCO for review.
- (5) Contacts the appropriate personnel staff NCO:
  - (a)* Requests that the unit commander be notified of the action and advised to inform the individual of the approval.
  - (b)* Furnishes instructions and information

necessary to advise the individual when orders will be published, when and where he will depart, and what is required of him to facilitate rapid processing.

3. If a permanent change of station will result in connection with the leave (see AR 614-30 and AR 612-50), the PA specialist requests appropriate reassignment orders and furnishes additional instructions to the personnel staff NCO to advise the unit commander to initiate a unit clearance on the individual.

4. If the request is for excess leave (DA Form 31 (Request and Authority for Absence) will be attached), and the individual meets the criteria in AR 630-5, the PA specialist—

*a.* Prepares an approving comment to the request if the period of excess leave will be 30 days or less, or

*b.* Obtains a recommendation from the Chief, Personnel Action Branch and prepares a comment addressed to the major commander, forwarding the request for approval, if the period will be from 31 to 60 days, or

*c.* Obtains a recommendation from the Chief, Personnel Action Branch and prepares a comment addressed through channels to the Chief of Personnel Operations, Department of the Army, ATTN: EPAS, for personnel in grades E-6 and below; or ATTN: EPADS, for personnel in grades E-7 through E-9, as appropriate, for approval if the period will be over 60 days.

*d.* Places a copy of the request in the FDRF.

*e.* Forwards the request, 201 file and FDRF to the chief PA NCO for review.

5. If the request is for leave to visit areas outside the continental United States (other than the areas cited in para. 6a(1), AR 630-5), and the individual's leave balance is sufficient to cover the period for which leave is requested, the PA specialist—

*a.* Determines if the individual has sufficient time remaining on his current period of service to complete the leave and accomplish necessary separation processing.

*b.* Determines if the individual desires leave in an area listed in AR 614-32, and whether he has an assignment or travel restriction in effect.

**C 1, AR 600-16**

c. Prepares a comment approving the request if the leave can be approved. Includes instructions which must be entered in the remarks on the DA Form 31, or be attached to the form. See paragraph 6, AR 630-5.

d. Forwards the request, 201 file and FDRF to the chief PA NCO for review.

6. If the request is for leave to visit areas outside the continental United States and pertains to a general officer, the PA specialist prepares a comment forwarding the request to The Adjutant General, ATTN: AGAO-L or to the major oversea commander, as applicable, for approval. Forwards the request to the chief PA NCO for review.

7. Upon receipt of the documents and records mentioned above from the PA specialist, the chief PA NCO reviews and forwards the documents to the Chief, Personnel Action Branch for review, signature and dispatch. Returns the 201 file to the records clerk and the FDRF to the pay specialist.

8. The Chief, Personnel Branch reviews the documents, signs and dispatches to the appropriate addressee.

9. If a request for emergency leave is disapproved for any reason, the PA specialist—

a. Prepares a disapproving comment citing the reason for disapproval.

b. Prepares a report addressed to the Chief of Personnel Operations, Department of the Army, ATTN: EPAS, for personnel in grades E-6 and below; or ATTN: EPADS, for personnel in grades E-7 through E-9, as appropriate, to include a summary of circumstances, if the request for emergency leave is denied for military reasons.

c. Forwards disapproved requests, the report (b above), if applicable, together with the 201 file and FDRF, to the chief PA NCO for review.

10. The chief PA NCO and the Chief, Personnel Action Branch take the actions in paragraph 7 and 8 respectively.

## PROCEDURE 4-24

## ADMINISTRATIVE ACTION TO SUSPEND FAVORABLE PERSONNEL ACTIONS

**References.** Procedures 9-2-2, 10-2-6, 11-2-11, AR 600-17; AR 600-31; DA Pam 600-8.

**Procedure**

1. Upon receipt of a Report for Suspension of Favorable Personnel Action (DA Form 268) for a case from a unit, other than a case involving national security, the personnel action specialist—

*a.* If the DA Form 268 pertains to a commissioned or warrant officer, to include those serving on active duty in an enlisted status—

★(1) Prepares 4 copies of a Joint Message Form (DD Form 173) addressed to The Adjutant General, ATTN: AGPO-SEF, Department of the Army, Washington, D.C. 20315. Includes a reference to the appropriate section of AR 600-31 and to items 1 through 12 and 16 of the DA Form 268.

(a) Forwards the original and 2 copies of the message to the chief personnel action NCO for review.

(b) Attaches 1 copy of the message to a copy of the DA Form 268 and places both in the 31-day suspense file.

(2) Forwards a copy of the DA Form 268 to the records clerk for inclusion in the 201 file.

(3) Prepares necessary envelopes and makes appropriate distribution of the remaining copies of the report in accordance with AR 600-31.

*b.* Insures by suspense followup that—

★(1) The first interim report is submitted not later than 60 days after the date of the initial report.

(2) The second interim report is submitted 120 days after the date of the first interim report.

(3) Subsequent interim reports are submitted each 30 days thereafter, as required.

*c.* Distributes the interim reports to the same individuals and addressees as the initial report, unless distribution was changed by transfer of the flag control.

*d.* Upon receipt of the final report removing the

flagging action, makes the same distribution as that for the initial report, or as changed by transfer of the flag control.

★*e.* In cases closed unfavorably, copies of final actions taken will be forwarded to the Adjutant General, ATTN: AGPO-SEF, with the final DA Form 268 as follows:

(1) One copy of separation orders, except those included in orders issued by Headquarters, Department of the Army.

(2) Two copies of court-martial orders.

(3) Original and 1st copy of the record of punishment imposed under Article 15, UCMJ.

★*f.* In commissioned officer and warrant officer cases, reports and copies of corrective action within the meaning of paragraph 128, MCM 1951, will not be included with final reports.

2. Upon receipt of the message for transmission to The Adjutant General from the PA specialist, the chief PA NCO reviews and forwards it to the Chief, Personnel Action Branch for review, signature, and dispatch.

3. The Chief, Personnel Action Branch reviews, signs, and dispatches.

4. If the DA Form 268 pertains to an enlisted person not holding an appointment as a Reserve commissioned or warrant officer, the PA specialist—

*a.* Forwards a copy of the report to the records clerk for inclusion in the 201 file.

*b.* Places a copy of the report in the 31-day suspense file.

*c.* Follows the procedure in paragraph 1b.

*d.* Removes and destroys the suspended report on receipt of the final report.

*e.* Disposes of the final report in accordance with Section III of the form.

*f.* Forwards a copy of the report to the records clerk for removal of the flagging action.

5. For cases involving national security, initiated under AR 604-10, or other security regulations or directives, the PA specialist processes the case in accordance with this procedure and section II, AR 600-31.

## PROCEDURE 4-25

## NOTIFICATION AND FOLLOWUP OF IMMUNIZATIONS

**References.** AR 40-403, AR 40-562.

**Procedure**

1. Upon receipt from the control specialist of a DA Form 1049 identifying individuals who require immunizations, the personnel action specialist—

★*a.* Signs and dispatches the original and duplicate copy to the appropriate unit commander.

*b.* Places a copy in the 31-day suspense file.

2. Upon return of the DA Form 1049 from the unit, the PA specialist—

*a.* Reviews and determines if all persons listed thereon received the required immunizations.

*b.* If all immunizations have been completed—

- (1) Withdraws the copy of the DA Form 1049 from the 31-day suspense file and destroys it.

- (2) Returns the original copy of the DA Form 1049 to the control specialist.

*c.* If all immunizations have not been completed—

- (1) Contacts the appropriate personnel staff NCO to determine the appropriate date the remainder of the immunizations will be completed.

- (2) Annotates the original copy of the DA Form 1049 to indicate the expected date the immunizations will be completed, and returns it to the control specialist.

- (3) Resuspends the duplicate copy of the DA Form 1049 for the new suspense date.

3. When notification is received indicating the remainder of the immunizations have been completed, the personnel action specialist follows the procedure in paragraph 2*a* and *b*.

## PROCEDURE 4-26

## PREPARATION OF THE PERSONAL AFFAIRS ENVELOPE AND REENLISTMENT DATA CARD

**References.** Procedure 11-5-2, AR 600-17; AR 601-280; and applicable Army regulations which prescribe the preparation of the forms listed below.

**Procedure**

1. When performing duty as a member of the Inprocessing Team, and during the interview of a replacement, the personnel action specialist—

*a.* Advises the replacement that the forms to be prepared and inclosed in the Personal Affairs Envelope are for use in the event of a military emergency, and that the entries on the forms pertain to a future date rather than the present.

*b.* Prepares a Personal Affairs Envelope by recording the replacement's name, grade and service number in the upper left corner of a 9- by 11-inch envelope.

*c.* Prepares the following forms as required and applicable, in the number of copies indicated. Interviews the individual and reviews the Financial Data Records Folder (FDRF) and the 201 file to complete the forms.

- (1) DA Form 613 (Checklist for Oversea Movement) (Duplicate) (AR 612-35).
- (2) DD Form 1099 (Application for Non-Temporary Storage of Household Goods) (Original) (AR 55-42).
- (3) DD Form 1175 (Change of Address and Directory Record) (Triplicate) (AR 65-75).
- (4) DD Form 528 (Geneva Conventions Identification Card) (Original) (AR 606-5).
- (5) DD Form 884 (Application for Transportation for Dependents) (Original) (AR 55-46).
- (6) DD Form 1101 (Household Goods Storage Information) (Duplicate) (AR 55-42).
- (7) DD Form 1299 (Application for Shipment of Household Goods) (Original) (AR 55-42).

**★d. Rescinded.**

*e.* Withdraws the DA Form 1341 (Allotment Authorization) (Quintuplicate), DA Form 2142 (Request for Pay Action) (Duplicate), and DD Form 137 (Application for Basic Allowance for Quarters for Member with Dependents) (Quadruplicate) prepared by the pay specialist Inprocessing Team member, from the FDRF, if applicable.

*f.* Insures that all forms are completed in detail except for the signature of the individual and the effective dates.

*g.* Places the forms in the Personal Affairs Envelope.

2. After the Personal Affairs Envelope has been prepared, the PA specialist—

*a.* Advises the individual—

- (1) On the benefits, privileges and rights which a service member may obtain while on active duty or after separation, and in some cases, his survivors may obtain after his death.
- (2) To consult a representative of the staff judge advocate to execute a will and/or power of attorney, if desired.
- (3) To keep a "Personal Affairs Record" posted up-to-date, and available in the event of emergency.

*b.* Forwards the Personal Affairs Envelope, 201 file and FDRF to the Inprocessing Team Leader.

3. The PA specialist screens the 201 file prior to forwarding the Personal Affairs Envelope to the Inprocessing Team Leader to determine if it contains a Reenlistment Data Card (DA Form 1315).

*a.* If a card is on file, forwards it together with the Personal Affairs Envelope to the Inprocessing Team Leader.

*b.* If a card is not on file prepares one by transcribing the pertinent data from the 201 file. Forwards the card together with the Personal Affairs Envelope to the Inprocessing Team Leader.

## PROCEDURE 4-27

## MAINTENANCE OF THE PERSONAL AFFAIRS ENVELOPE

**References.** AR 600-17 and applicable Army regulations which prescribe the preparation of the forms listed in Procedure 4-26.

**Procedure**

1. When directed by the Chief, Personnel Action Branch, the Personal Affairs Team will make periodic reviews of the Personal Affairs Envelope. These reviews normally will be conducted in the unit area.

2. As a member of the Personal Affairs Team, the personnel action specialist—

*a.* Reviews the forms contained in the Personal Affairs Envelope with the individual to insure that all data remains accurate.

*b.* Prepares new forms as required.

3. When an individual reports to the pay specialist in the Personnel Service Division to initiate or change a Class Q allotment, he will bring his Personal Affairs Envelope (see ch. 11, AR 600-17). The pay specialist—

*a.* Prepares the required forms.

*b.* Withdraws the old forms from the envelope and destroys them.

*c.* Places a copy of each new form in the envelope.

*d.* Gives the individual his Financial Data Records Folder (FDRF) and his Personal Affairs Envelope, and instructs him to report to the records clerk for review of his Record of Emergency Data (DA Form 41).

★4. When the individual reports, the records clerk—

*a.* Prepares a new Record of Emergency Data (DA Form 41), if required.

*b.* Gives the FDRF, 201 file and Personal Affairs Envelope to the individual, and instructs him to report to the PA specialist.

5. When the individual reports, the PA specialist—

*a.* Reviews the contents of the Personal Affairs Envelope with the individual, his FDRF and 201 file.

*b.* Prepares any new forms required.

*c.* Places all of the forms in the Personal Affairs Envelope and instructs the individual to return the envelope to his unit commander.

*d.* Returns the FDRF to the pay specialist and the 201 file to the records clerk.

## APPENDIX 4-I

### MAINTAINING AN OFFICER EFFICIENCY REPORT MANNING AND CONTROL RATING SCALE CHART

When it becomes necessary to initiate an Army Officer Efficiency Report (DA Form 67-5), the personnel action specialist must identify the proper rating, indorsing and reviewing officers. In order to determine this information with a minimum of delay, the PA specialist should prepare and maintain a chart which reflects the efficiency report channels by duty position. A division directive will announce the command policy on efficiency reports and should be used as the guide in preparation of this chart. A sample chart is shown in figure A4-I.1.

A chart outlining the flow of Officer Efficiency Reports in a battalion or brigade should be forwarded periodically to the appropriate personnel

staff NCO requesting the commander's verification of the correctness of the channels.

A chart outlining the flow of Officer Efficiency Reports in the Division Headquarters Company and the Administration Company should be prepared and maintained in the office of the branch chief. This chart should be verified periodically by forwarding it to the various division staff agencies with a request for verification of the correctness of the channels.

The PA specialist should review morning reports, orders, etc., and post the chart to reflect changes in the names of officers occupying the positions of rating, indorsing or reviewing officers. Sufficient space should be provided by each duty position to enter the name of the incumbent officer.

OFFICER EFFICIENCY REPORT  
MANNING AND CONTROL RATING SCALE CHART

Mortar Btry, 16th Inf												
TOE GRADE AUTH	ESTI- MATED GR LEVEL	DUTY POSITION TITLE	DUTY MOS CODE	DATE ASG BY POSITION	PRE- SENT GRADE	NAME OF INCUMBENT	SN	BASIC BR (DETAIL BR)	LAST DAY OF PD OF LAST E/R	RAT- ING OFF	INDOR- SING OFF	REVIEW ING OFF
Capt		Mortar Btry Condr	1193	11May61	Capt	Jacobs, Hal B.	03019822	ARTY	13May61	Lt Col Martin	Col Bernard	Gen Lewis
Lt		Mortar Btry XO	1193	29May61	1stLt	Stapelton, Larry R.	081322	ARTY	13May61	Capt Jacobs	Lt Col Martin	Col Bernard
Lt		Mortar Btry Recon Survey Off	1183	29May61	2dLt	Weinbert, R. A.	095387	ARTY	13May61	Capt Jacobs	Lt Col Martin	Col Bernard
Lt		Btry FO	1189	16Jun61	2dLt	Eagle, C. T.	096721	ARTY	AD Date 29May61	Capt Jacobs	Lt Col Martin	Col Bernard

Figure A4-1.1.

**APPENDIX 4-II**  
**PROCEDURAL INTERACTION CHART**

Personnel Management Branch	Military Pay Branch	Personnel Records Branch	Office Services Unit	General
3-8 3-18	5-1	6-1 6-2 6-3 6-4 6-5 6-6 6-9 6-10 6-14 6-15 6-17 6-22	7-2 7-4 7-7 7-9 7-11 7-14	Appendix 2-I Appendix 2-II

## CHAPTER 5 MILITARY PAY

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### Section I. GENERAL

**5-1. Discussion.** *a.* The introductory sections and appendixes in chapter 6, DA Pam 600-8 are applicable to the military pay system in the Personnel Service Division. The information and guidance in DA Pam 600-8 should be used in conjunction with this chapter.

*b.* As indicated in foregoing chapters of this regulation, the number of visitors to the Personnel Service Division could become a major problem if not controlled. Military pay inquiries and problems can be responsible for a large number of these visits. To minimize the number of time-consuming visits and inquiries, it is necessary to take preventive action in areas in which problems arise. It may be desirable to establish special purpose teams other than those described in chapter 1 to accomplish special pay actions such as allotments, advance payments, and travel vouchers in connection with temporary duty travel, and other matters which require expeditious action and involve a considerable number of individuals.

*c.* In order to control the operations of the Military Pay Branch it is necessary to establish well defined lines of communication with the subordi-

nate units. All Military Pay Branch personnel should be aware of, and abide by these established lines of communication. Communications from the military pay specialists in the composite teams should be channeled through their respective Pay Team Leaders. Pay Team Leaders should communicate directly with personnel staff NCO's. Telephone requests for information from Financial Data Records Folders may come directly from the unit to the pay specialist.

*d.* Special attention should be given to pay matters that require immediate action, such as reenlistment bonuses, and other payments in connection with reenlistments, emergency partial payments, and advance travel payments. These matters should be handled expeditiously.

**5-2. Relationship to other branches.** Personnel in the Military Pay Branch should be aware of actions in the other branches of the Personnel Service Division that affect their work. This knowledge expedites coordination and facilitates the exchange of information. The Procedural Interaction chart (app. 5-I) lists the procedures in other branches that affect military pay operations.

### Section II.

#### CONVERSION FROM DA PAM 600-8 TO MANUAL AND PUNCHED CARD MILITARY PAY VOUCHER SYSTEM

**5-3. Discussion.** *a.* All personnel assigned to the Military Pay Branch should be familiar with the manual and punched card machine operation of the military pay system. As indicated in chapter 31, AR 37-104 and the procedures included in this chapter, there are certain conditions under which pay vouchers will be prepared manually even though the punched card method is in operation.

*b.* The Procedures in chapter 6, DA Pam 600-8, were developed primarily for use in the manual military pay voucher system in unit personnel sections; however, an application of the changes indicated in appendix 5-II will permit the use of these procedures in the Military Pay Branch for both the manual and punched card military pay voucher system. Procedures 5-1 through 5-6 are new procedures and do not appear in DA Pam 600-8.

**AR 600-16**

c. Procedure 5-6, Initiation and Maintenance of Leave Records, is applicable to both the manual and punched card systems except that the accrued leave report will not be prepared in the Military Pay Branch when punched card machines are available. The Military Pay Branch should furnish information to the Personnel Records Branch when an individual's status prohibits the accrual of leave.

The Report of Savings Program described in Procedure 5-5, should not be prepared by the Military Pay Branch when punched card machines are available because this report should be furnished commanders by the division finance officer. When punched card machines are not available, an additional warrant officer should be authorized as an assistant to the Military Pay Branch Chief.

**PROCEDURE 5-1**  
**INPROCESSING FINANCIAL DATA RECORDS FOLDERS**  
**(OUTSIDE PERSONNEL SERVICE DIVISION)**

**1. References.** Paragraphs 26-31 through 26-35, AR 37-104; DA Pam 600-8.

**2. Forms used.**

- a. DD Form 137 (Application for Basic Allowance for Quarters for Members with Dependents).
- b. DA Form 1341 (Allotment Authorization).
- c. DA Form 2139 (Military Pay Voucher (MPV)).
- d. DA Form 2142 (Request for Pay Action).
- e. DA Form 2143 (Financial Data Records Folder (FDRF)).
- f. DA Form 2356 (Payroll Suspense Documents Envelope).

**3. Discussion.** This procedure prescribes the actions to be taken by the pay specialist serving as a member of the Inprocessing Team as described in chapter 1.

**4. Responsibilities.**

- a. Inprocessing pay specialist.
- b. Pay specialist.
- c. Pay Team Leader.
- d. Chief, Military Pay Branch.

**5. Procedure.** a. *Review of FDRF.*

*Inprocessing pay specialist.* Upon receipt of the FDRF and a checklist (fig. 7-1.1, DA Pam 600-8), takes action indicated in paragraph 5a, Procedure 6-1, DA Pam 600-8.

b. *Correcting discrepancies in pay records.*

*Inprocessing pay specialist.* Corrections requiring information from the individual should be accomplished during inprocessing; others should be corrected later by the pay specialist in the composite teams. Discrepancies in pay records are corrected as indicated in paragraph 5b, Procedure 6-1, DA Pam 600-8.

c. *Updating pay records.*

*Inprocessing pay specialist.* When an individual is inprocessed, takes the following actions to bring his pay records up to date:

- (1) Prepares necessary travel vouchers, which may include—
  - (a) Individual travel (with or without advance payment of travel allowance). (See Procedure 6-18, DA Pam 600-8.)
  - (b) Dependents travel allowance. (See Procedure 6-19, DA Pam 600-8.)

(c) Trailer or dislocation allowance. (See Procedures 6-18 and 6-19, DA Pam 600-8.)

- (2) Prepares forms to change allotments as desired by the individual. (See Procedure 6-15, DA Pam 600-8.)
- (3) Posts the number 5 worksheet copy of the MPV in the FDRF up-to-date if any unposted documents affecting the individual's pay are found in the FDRF.
- (4) Enters in item 11 of the number 5 copy of the MPV "Trfd fr (former station)."
- (5) Prepares an MPV for the individual if he has not been paid for the preceding month.
- (6) Enters the individual's unit of assignment on DA Form 2356 (Payroll Suspense Documents Envelope).
- (7) Has the above documents certified or authenticated as required, and forwards them with the payroll suspense documents envelope to the division finance officer immediately.
- ★(8) When required, and if desired by the individual, prepares the following documents and inserts them loosely in the FDRF for later inclusion in the individual's Personal Affairs Envelope by the Personnel Action Inprocessing Team member (Procedure 4-26):
  - (a) DA Form 1341 (Allotment Authorization).
  - (b) DD Form 137 (Application for Basic Allowance for Quarters for Member With Dependents).
  - (c) DA Form 2142 (Request for Pay Action).
- (9) Refers the individual to the Personnel Action Inprocessing Team member.
 

*Note.* If an individual does not have his FDRF and it has not been received in the Personnel Service Division, inform him that he will be called to the PSD for inprocessing of his FDRF when it arrives, or for preparation of a temporary FDRF.
- d. *Actions upon return to the Personnel Service Division.*
  - (1) *Pay specialist.* Upon receipt of the FDRF and checklist from the Pay Team Leader, reviews the list for discrepancies and—

**AR 600-16**

- (a) If the Payroll Suspense Documents Envelope or the number 5 copy of the last MPV is missing from the FDRF, refers to paragraph 26-33, AR 37-104 for the action to take. Prepares necessary correspondence.
  - (b) If the complete FDRF or other items of pay data are missing, determines where the information (documents or data) may be obtained or where to query concerning the missing documents or data, e.g., last unit of assignment; Finance Center, U.S. Army, etc. Prepares the necessary correspondence (letter or message, as appropriate). See paragraph 26-34, AR 37-104.
  - (c) Forwards the correspondence to the Pay Team Leader.
  - (d) Corrects any other discrepancies noted on the checklist, and forwards the checklist and the FDRF to the processing clerk within 7 workdays.
- (2) *Pay Team Leader.*
- (a) Reviews the correspondence for completeness and appropriateness of source and method used.
  - (b) Forwards the correspondence to the Chief, Military Pay Branch for signature and dispatch.
- (3) *Chief, Military Pay Branch.* Signs and dispatches the correspondence.

## PROCEDURE 5-2

## CONVERSION TO PUNCHED CARD MILITARY PAY VOUCHER SYSTEM

**1. References.** Chapter 31, AR 37-104; chapter 6, DA Pam 600-8.

**2. Forms used.**

- a. DA Form 1996 (Tax Withholding Record).
- b. DA Form 2139 (Military Pay Voucher (MPV)).
- c. "Proof" copy of DA Form 2349 (Military Pay Voucher (MECH)).
- d. DA Form 2350 (Notice of Pay Change).
- e. Substantiating documents as required.
- f. DA Form 2143 (Financial Data Records Folder (FDRF)).

**3. Discussion.** Manual procedures will be for the first regular payment to an individual reporting to a unit and to effect miscellaneous payments such as partial payments, casual payments and advances of pay; multimonth payments; payment of items which accrue by reason of separation such as travel allowance and accrued leave; payment of reenlistment bonus; and payment upon final separation.

**4. Responsibilities.** Pay specialist.

**5. Procedure.** *Pay specialist.*

a. When an individual is newly assigned to the division, prepares and submits to the division finance office a manual MPV according to Procedure 6-4, DA Pam 600-8, if the individual was not paid for the preceding month. This should be done during inprocessing. (See Procedure 5-1.)

b. For the first regular payment—

- (1) Prepares a manual MPV. In addition to other remarks in item 11 which may be required, enters in item 11 the number of years of service completed by the individual and the date of such completion, such as: "10 yrs svc compl 31 May 60."
- (2) Checks the DA Form 1996 (Tax With-

holding Record) to insure that it is posted to date.

- (3) Forwards the DA Form 1996 with the MPV to the division finance office.

c. After payment has been made on the MPV, the division finance office will return the DA Form 1996, totaled and annotated to show that the individual has been placed under the punched card procedures. Files the DA Form 1996 on the left side of the individual's FDRF.

d. The division finance office will also return with the DA Form 1996, skeletonized copies of DA Form 2350 (Notice of Pay Change) and the "proof" copy of DA Form 2349 (Military Pay Voucher (MECH)). (All these documents are shown as figures in chapter 31, AR 37-104.) Upon receipt of these forms, takes the following actions:

- (1) Files DA forms in the individual's FDRF.
- (2) Checks the "proof" copy of DA Form 2349 against the documents in the individual's FDRF to determine if the data on the "proof" copy is correct.
  - (a) If there are errors found on the "proof" copy, enters the correct data on a copy of DA Form 2350 and submits it to the division finance office immediately.
  - (b) If there are no errors on the "proof" copy, files the "proof" copy in the FDRF until the number 2 copy of the first MPV paid under the punched card system is received from the division finance office. When the number 2 copy is received, verifies it and destroys the number 5 copy of the last MPV and the "proof" copy.
- (3) Files the number 2 copy on the right side in the individual's FDRF.

## PROCEDURE 5-3

## OPERATION OF THE PUNCHED CARD MILITARY PAY VOUCHER SYSTEM

1. **Reference.** Chapter 31, AR 37-104.

2. **Forms used.**

a. DA Form 2350 (Notice of Pay Change).

b. DA Form 2351 (Transmittal for Notices of Pay Change).

c. Substantiating documents as appropriate.

d. DA Form 2139 (Military Pay Voucher (MPV)).

e. DA Form 2143 (Financial Data Records Folder (FDRF)).

3. **Discussion.** The responsibilities of the Military Pay Branch under the punched card military pay voucher system are basically the same as under the manual MPV system. The operational difference under the punched card system is that notification of changes affecting an individual's pay is furnished to the division finance office by means of a DA Form 2350 (Notice of Pay Change), or the document authorizing the change. Under the punched card system, the Military Pay Branch is not responsible for the following:

a. Preparing regular MPV's (other than the first regular payment MPV).

b. Preparing DA Form 2140 (Military Pay Voucher Summary and Certification Sheet).

c. Posting tax data to the DA Form 1996 (Tax Withholding Record).

d. Preparing TD Forms W-2 (Tax Withholding Statement), except for individuals paid under the manual system for pay period ending 31 December.

e. Maintaining a copy of the DA Form 2141 (Debt Liquidation Schedule).

4. **Responsibilities.**

a. Pay specialist.

b. Pay Team Leader.

c. Chief, Military Pay Branch.

★5. **Procedure.** *Pay specialist.* a. *Preparation and submission of a Notice of Pay Change (DA Form 2350) or the document authorizing the change.* Paragraph 31-23, AR 37-104 prescribes the details on preparation of notices of pay changes. Paragraph 31-24, AR 37-104 lists the documents which are authorized to notify the Fi-

nance Officer of pay account changes, and the time the documents are to be submitted.

b. *Preparation and submission of DA Form 2351 (Transmittal for Notices of Pay Change).*

*Pay specialist.*

(1) DA Form 2351 will be used to forward the notices of pay change and/or documents to the division finance office on a regular basis. The preparation and submission of this form is described in paragraph 31-25, AR 37-104. After DA Form 2351 has been prepared and documents and/or notices of pay change attached, forwards them to the Pay Team Leader.

*Pay Team Leader.*

(2) Reviews the forms for accuracy and completeness. Forwards them to Chief, Military Pay Branch.

*Chief, Military Pay Branch.*

(3) Signs the DA Form 2351.

(4) Dispatches the DA Form 2351 and attachments to the division finance office.

c. *Action upon receipt of copy of pay voucher.* The division finance office will return the number 2 copy of a paid voucher to the Personnel Service Division. Upon receipt of this copy, the following action is taken:

*Pay specialist.*

(1) Ascertains that all required changes have been made and that collection has been effected on partial payments, if any.

(2) Examines the "Remarks" section of the number 2 copy to determine whether a debt liquidation schedule has been established, revised or settled, and annotates the FDRF accordingly.

(3) If requested changes have not been made or if corrections appear necessary, notifies the division finance office immediately by means of a Notice of Pay Change.

(4) Files the number 2 copy on the right side of the individual's FDRF.

(5) **Destroy the file copy of DA Form 2350.**

**PROCEDURE 5-4**  
**OUTPROCESSING FINANCIAL DATA RECORDS FOLDERS (FDRF) UNDER**  
**THE PUNCHED CARD MILITARY PAY VOUCHER SYSTEM**

**1. References.** Paragraphs 31-27 through 31-31, AR 37-104; Procedure 6-2, DA Pam 600-8.

**2. Forms used.**

- a. DA Form 1996 (Tax Withholding Record).
- b. DA Form 2139 (Military Pay Voucher (MPV)).
- c. Numbers 2 and 5 copies of DA Form 2349 (Military Pay Voucher (MECH)).
- d. DA Form 2356 (Payroll Suspense Documents Envelope).
- e. DA Form 2143 (Financial Data Records Folder (FDRF)).
- f. DA Form 14-159 (Notice of Transfer In-Out-Intrapost).
- g. Checklist (fig. 7-1.1, DA Pam 600-8).

**3. Discussion.** Procedure 6-2, DA Pam 600-8 prescribes actions to be taken upon transfer of individuals under the manual MPV system. The actions to be taken under the punched card MPV system are similar, except as indicated in these procedures.

**4. Responsibilities.** Pay specialist.

**5. Procedure.** a. *Discontinuance of punched card pay account.*

*Pay specialist.* Pay accounts under the punched card system will end on the last day of the month prior to the month the individual—

- (1) Is transferred on a permanent change of station (PCS) or is ordered on temporary duty (TDY) and takes his FDRF.
- (2) Receives an intrapost transfer to a unit not operating under the punched card MPV system.
- (3) Is absent in a nonpay status.
- (4) Is separated and not immediately reenlisted.

b. *Transfer on PCS or TDY orders and takes FDRF.*

*Pay specialist.*

- (1) When a soldier reports for outprocessing, prepares and submits to the division finance office a DA Form 14-159 (Notice of Transfer) according to instructions in Procedure 6-2, DA Pam 600-8. If a partial pay or advance pay is desired, submits a manual MPV (DA Form 2139)

with the notice of transfer. The division finance office will make payment and return the number 2 copy of the paid special voucher, the number 5 copy of the prior regular monthly payment and the Payroll Suspense Documents Envelope (DA Form 2356).

- (2) Upon receipt of these documents, follows the action prescribed in Procedure 6-2, DA Pam 600-8 and takes the following actions to prepare a DA Form 1996 (Tax Withholding Record):
  - (a) Enters the disbursing station symbol number and the cumulative tax information as shown on the number 5 copy of the last regular MPV in the appropriate columns for the month the individual was last paid.
  - (b) Enters "year to date" on the same month line of DA Form 1996 in the column headed "Voucher Number."

c. *Intrapost transfers.*

*Pay specialist.*

- (1) When an individual is transferred out of the division, prepares a Notice of Transfer (DA Form 14-159) showing the new organization designation. The division finance office will advise the Personnel Service Division whether or not the new organization is under the manual or punched card MPV system. If it is under the manual system, procedures in b above apply, except that a partial or advance of pay will not be made. If the individual's new organization is under the punched card MPV system, the only action required is that the individual's FDRF be transferred to the gaining personnel officer upon receipt of the documents from the finance office.
- (2) If the individual is transferred to another unit in the division, prepares a notice of transfer to the finance office showing the new unit designation and transfers the FDRF to the pay specialist serving the unit to which the individual is transferred.

*d. Separations.* Below are actions to be taken in connection with various types of separations:

*Pay specialist.*

(1) *Final—no immediate reenlistment.*

- (a) Prepares and forwards to the division finance office a notice of transfer annotated "Separation—30 Sep 61."
- (b) Takes action indicated in *b* above less preparation of an advance or partial pay MPV.

(2) *Immediate reenlistment.*

- (a) Prepares manual MPV's (Final/Reenl and Reenl Bonus) for payment of items which accrue by reason of separation (accrued leave and travel allowance) and reenlistment bonus. See Procedure 6-8, DA Pam 600-8.
- (b) Upon receipt of the number 2 copy of the paid regular MPV for the month in which separation occurred, checks the tax to date thereon to assure that the tax figures were properly recorded.
- (c) If no amounts accrue to the individual by reason of separation, prepares a manual "Statement of Account" MPV.

*e. Individual absent in a nonpay status.* When it has been ascertained that an individual has entered a nonpay status, takes the following action:

*Pay specialist.*

- (1) Prepares and submits a notice of transfer to the division finance officer. Enters in the remarks column of the Notice of Transfer the individual's status and requests the number 5 copy of the last regular MPV and any substantiating documents, for example: "AWOL—Request number 5 copy of MPV and DA Form 2356."
- (2) Upon receipt of the above documents—
  - (a) Posts any changes to the individual's pay status not already recorded on the number 5 copy of the MPV.
  - (b) Prepares Tax Withholding Record (DA Form 1996) for the individual.
  - (c) Maintains the individual's account number and the manual procedures until such time as the account is reestablished under the punched card MPV system, or appropriate disposition is made of the record.

**PROCEDURE 5-5**  
**REPORT OF SAVINGS PROGRAM**

**1. Reference.** None.

**2. Form used.** Report of Savings Program (fig. 5-5.1).

**3. Discussion.** A report of savings program will be prepared for the unit commanders and consolidated reports will be prepared for each unit and battalion commander and the division savings officer. The Military Pay Branch will prepare the reports at the end of the designated reporting period. The suggested format shown in figure 5-5.1 may be used in rendering this report. This format may be modified to meet local requirements.

**4. Responsibilities.**

- a. Pay specialist.
- b. Pay Team Leader.
- c. Chief pay NCO.
- d. Chief, Military Pay Branch.

**5. Procedure.** a. *Pay specialist.* Prepares the Report of Savings Program as follows:

- ★(1) Addresses 3 copies of the report form to the commander for each unit served.
- (2) Enters the required information in the report form as follows:
  - (a) In column (a), the numerical designation of the unit, such as, "329th Ord Co."
  - (b) In column (b), the total assigned military strength on the last day of the reporting period as shown on the morning report.
  - (c) In column (c), the number of officers and enlisted personnel who are buying savings bonds by payroll deduction. This can be obtained by counting the Financial Data Records Folders with Class B or Class B1 allotment notations on the right side.
  - (d) In column (d), the quotient is obtained by dividing the number in column (c) by the number in column (b), and the percentage is obtained by multiplying the quotient by 100.
  - (e) In column (e), the number of enlisted

personnel assigned to the unit on the last day of the reporting period as shown on the morning report.

(f) In column (f), the number of individuals making deposits by payroll deduction and cash deposits during the reporting period. This information can be obtained from the Summary Sheet for Soldier's Deposit Tickets (DA Form 2080) by subtracting the number of deposit tickets as shown in "Remarks" from the number of tickets shown in "b" of DA Form 2080.

(g) In column (g), the quotient is obtained by dividing the number in column (f) by the number in column (e), and the percentage is obtained by multiplying the quotient by 100.

b. *Pay Team Leader.*

- (1) Reviews the report form for accuracy and completeness.
- (2) Using the same report format, prepares in triplicate a consolidated report for each battalion. Addresses the report to the appropriate battalion commander. The report will list, by unit, the data shown on the unit report forms.
- (3) Forwards all copies of both reports to the chief pay NCO.

c. *Chief pay NCO.*

- (1) Detaches a copy of each unit and battalion report.
- (2) Prepares a consolidated report, using the same report format, in triplicate and addressed to the division savings officer. This report will contain the data by battalion and separate company.
- (3) Files a copy of each report in a savings reports file.
- (4) Forwards all remaining copies of the reports to the Chief, Military Pay Branch.

d. *Chief, Military Pay Branch.* Signs and dispatches the reports to the appropriate addressees.



**PROCEDURE 5-6**  
**INITIATION AND MAINTENANCE OF LEAVE RECORDS**

★1. **References.** AR 630-5; appendix 6-V, DA Pam 600-8.

**2. Forms used.**

- a. DA Form 481 (Military Leave Record).
- b. DA Form 1049 (Personnel Action).
- c. DA Form 2143 (Financial Data Records Folder (FDRF)).

**3. Discussion.** Unused leave represents money, therefore, leave records must be kept current and accurate. Control procedures must be established to insure that all leave is entered on the leave record and that entries are accurate. Careful audit and verification of the leave balance must be made annually, and when the leave record is being closed out, to prevent overpayments to individuals and the cost involved in attempting to recover overpayments. All entries on the leave record should be made by typewriter if possible, except item 4 which is made in pencil. Each pay specialist should be supplied with a locally reproduced computation chart complete with codes for entering the different kinds of periods for which leave does not accrue. This procedure is divided into 12 separate actions as follows:

- a. Initiating leave record.
- b. Informing unit commanders of individual's accrued leave.
- c. Posting leave from morning report.
- d. Excess leave.
- e. Computing leave and posting leave entries from travel vouchers.
- f. Correcting error on leave record.
- g. Remaking leave record.
- h. Balancing leave record.
- i. Auditing leave record of reassigned personnel.
- j. Auditing leave record of personnel being separated.
- k. Procedure when leave record is filled.
- l. Furnishing information affecting the leave record to the Machine Processing Unit.

**4. Responsibilities.**

- a. Pay specialist.
- b. Pay Team Leader.
- c. Chief, Military Pay Branch.
- d. Processing clerk (Procedure 6 6).

**5. Procedure.** a. *Initiating Military Leave Record (DA Form 481).* Leave records are initiated in

accordance with the provisions of AR 630-5 for those personnel not subject to reception processing, and when the old leave record has been closed out.

(1) *Pay specialist.*

- (a) To initiate a leave record (see fig. 1, AR 630-5) the following entries will be made with typewriter or blue-black ink unless otherwise stated:

*Item 1.* Self-explanatory

*Item 2.* Opening date of the period to be covered by the new leave record.

*Item 3.* No entry until the leave record is closed out.

*Item 4.* Makes entry in pencil. Self-explanatory.

★*Item 5.* Signature block for the Chief, Military Pay Branch when there is a plus or minus entry in item 8d.

- (b) Takes the leave record to the Pay Team Leader if there is an entry in 8d other than "None."

(2) *Pay Team Leader.*

- (a) Reviews the leave record for correctness.
- (b) Obtains the Chief, Military Pay Branch signature in item 5b.
- (c) Forwards the leave record to the pay specialist.

(3) *Pay specialist.* Upon return of the leave record—

- (a) Places the leave record in the FDRF.
- (b) Refiles the FDRF.

b. *Informing unit commanders of individual's accrued leave.*

- (1) During inprocessing each individual's leave balance will be computed and entered on information sheet which is forwarded to the unit commander. (See Procedure 3-15.)
- (2) To keep the unit commander informed of each individual's accrued leave, a quarterly accrued leave report will be prepared for each unit as follows:

*Pay specialist.*

- (a) Prepares 3 copies of a unit roster to include name, grade, and service number of each individual assigned or attached.

Addressograph plates may be used for this purpose.

- (b) Computes the leave balance for each individual by using an "as of" date of 31 December, 31 March, 30 June, or 30 September, as appropriate. This computation is not recorded on the Military Leave Record.
- (c) Posts the computed leave balance to the unit rosters.
- (d) Prepares a DD Form 95 (Memo Routing Slip) addressed to the unit commander.
- (e) Assembles the following documents:
  1. DD Form 95 addressed to the unit commander.
  2. Original and 1 copy of the new roster.
  3. Retained copy of the previous quarterly roster.
  4. Military Leave Record of each individual listed on the roster.
- (f) Forwards the assembled documents to the Pay Team Leader not later than the 8th workday of January, April, July, or October, as appropriate.
- (g) Files the retained copy of the new roster.
- (3) *Pay Team Leader.* Upon receipt of the assembled documents—
  - (a) Reviews the computations and returns the Military Leave Records to the pay specialist. Destroys the retained copy of the roster for the previous quarter.
  - (b) Signs the DD Form 95 and dispatches.
- (4) *Pay specialist.* Uses the retained copy of the roster to compute the leave balance for the next quarterly roster as follows:
  - (a) Adds the accrued leave to the balance indicated on the retained roster. Leave accrues at the rate of 2½ days for each month of active service, except for the periods listed in AR 630-5.
  - (b) Subtracts the total leave taken since the last accrued leave report from the sum in (a) above. This is the leave balance to be entered on the new quarterly roster.
- (5) This report will not be prepared if punched card machines are available. In this case, accrued leave information will be furnished commanders on the Personnel Qualification Roster (DA Form 2473).

c. *Posting leave from morning report.*

(1) *Pay specialist.*

- (a) Upon receipt of a morning report containing an entry on an individual involving leave—
  1. Obtains the individual's FDRF and withdraws the Military Leave Record.
  2. Types items 6a, 6d and 6e from information on the morning report.
  3. Initials the left margin of entry on the morning report to indicate action has been completed.
  4. Forwards the morning report to records clerk.
  5. Places the leave record in the 31-day suspense file for the date following last day of leave.
  6. Refiles the FDRF.

(b) Upon receipt of morning report containing an entry on an individual returning from leave—

1. Withdraws the leave record from 31-day suspense file.
2. Types entries in items 6b and 6c.
3. Initials the left margin of the leave entry on the morning report and attaches the morning report to the leave record.
4. Upon completion of posting all other entries on the morning report, gives morning report and leave record to the Pay Team Leader.

(2) *Pay Team Leader.* Reviews the entry on leave record for correctness. Returns the leave record to the pay specialist. Forwards the morning report to the records clerk.

(3) *Pay specialist.*

- (a) Places the leave record in the FDRF and refiles it.
- (b) If an individual's return from leave is not recorded on the proper morning report, checks with reports clerk to ascertain if individual is present for duty.

d. *Excess leave.* Excess leave may be approved up to 30 days in the Personnel Service Division. Requests for periods of excess leave from 31 to 60 days will be forwarded to the major commander for approval. Requests for excess leave over 60 days will be forwarded through the major commander to

the Chief of Personnel Operations, Department of the Army, for approval. See AR 630-5 and Procedure 4-23 for information concerning requests for excess leave. Requests for excess leave will be prepared in the individual's unit and 2 copies of the request (DA Form 1049) will be forwarded to the Personnel Action Branch in the Personnel Service Division. If the request for excess leave is approved, takes the action indicated in (1)(a) below. Excess leave is sometimes erroneously granted as ordinary leave. Whenever posting or auditing of the leave record reveals that the individual is or was in an excess leave status, take the action indicated in (1)(b) below.

(1) *Pay specialist.* Takes the following action for approved excess leave:

★(a) When the excess leave entry appears on the morning report, enters the total number of days in pencil in Item 8c of DA Form 481 as days excluded. Does not enter as leave taken on DA Form 481, but posts Item 9. Files the original copy of DA Form 1049 with the individual's DA Form 481.

(b) Processes excess leave erroneously granted as ordinary leave as follows:

1. Computes the period of excess (days excluded must be considered when computing excess leave).

2. Prepares 5 copies of DA Form 1049 (fig. 5-6.1). The individual will be required to report to the PSD to audit his leave record only if there is no occasion for a pay specialist to visit his unit or battalion headquarters during the 5 days following preparation of letter.

3. Attaches the computation to the leave record and DA Form 1049, and forwards it to the Pay Team Leader.

(2) *Pay Team Leader.*

(a) Reviews the excess leave computations for accuracy.

(b) Returns the leave record to the pay specialist with instructions for corrective entries or remaking, depending upon whether the period of excess leave is current or in a prior period.

(c) Reviews the DA Form 1049 and obtains the signature of the Chief, Military Pay Branch.

(d) Distributes the DA Form 1049 as follows:

1. Original copy to the individual.

2. Duplicate copy to the unit commander for morning report entry.

3. Duplicate copy to the reports clerk (suspends for morning report entry, if applicable).

4. Duplicate copy to the pay specialist (suspends for collection entry on MPV).

e. *Computing and posting leave taken in connection with authorized travel.*

(1) *Pay specialist.* Upon return of a copy of a processed travel voucher (SF 1012a) from the division finance office, obtains the FDRF and withdraws the leave record, or withdraws the leave record from 31-day suspense file.

(a) Subtracts the official travel time indicated on the reverse side of the SF 1012a from the reporting date. This date is the first day of travel. The day preceding the first day of travel is the last day of leave. The date of departure from the post or installation is the first day of leave.

**Makes** entries to conform to the computation.

(b) Enters the amount and period of leave charged to individual under the official travel time.

(c) Takes leave record and travel voucher to Pay Team Leader.

(2) *Pay Team Leader.*

(a) Reviews the leave entry for correctness.

(b) Returns the leave record and travel voucher to the pay specialist.

(3) *Pay specialist.*

(a) Replaces the leave record in the FDRF.

(b) Refiles the FDRF.

f. *Correcting error on leave record.*

(1) *Pay specialist.* If an erroneous entry on a leave record is discovered, takes the following action:

(a) Draws a single fine line in ink through the erroneous entry without destroying its legibility.

(b) Makes the correct entry.

(c) Takes the correct leave record to Pay Team Leader.

(2) *Pay Team Leader.* Reviews the correction and new entry for correctness, obtains the initials of the Chief, Military Pay Branch and returns the leave record to the pay specialist.

(3) *Pay specialist.* Replaces the leave record to the FDRF and refiles it.

*g. Remaking a leave record.*

(1) *Pay specialist.*

(a) When a leave record becomes illegible or mutilated, it will be replaced with a new record. With the exception of torn or mutilated records, legibility should be the major factor to be considered in remaking a leave record.

(b) Should it be necessary to remake a leave record—

1. Types a new DA Form 481, repeating all information on the old record except erroneous entries.

2. Types a statement in the first unused line under items 6 through 8, such as "Remade 15 Nov 61 at Hq, 99th Inf Div."

3. Proofreads the new record against the old record with the Pay Team Leader.

4. Audits the leave record.

5. Gives the leave record to the Pay Team Leader.

(2) *Pay Team Leader.*

(a) Checks the audit of leave record.

(b) Obtains the initials of the Chief, Military Pay Branch in the "Remade" statement and his signature in the Audit and Verification of Leave Balance section of the leave record.

(c) Destroys the old DA Form 481.

(d) Returns the remade DA Form 481 to the pay specialist.

(3) *Pay specialist.* Places the remade DA Form 481 in the FDRF and refiles it.

*h. Balancing leave record.* Once each year, as of 30 June, the leave record will be balanced and the leave account audited and verified. To insure accuracy, an adding machine should be used for this purpose from the date of initiation.

(1) *Pay specialist.*

(a) Obtains the individual's 201 file from the records clerk.

(b) Checks section 6, DA Form 24 to insure that all days excluded are entered on leave record.

(c) Subtracts all days of leave taken from all leave credited and enters the balance in the "Balance Available" columns of the leave record.

(d) Types the name, grade, SN, and organization of the Chief, Military Pay Branch in space provided on reverse of leave record.

(e) Attaches the adding machine tape to leave record.

(f) Places the FDRF in the 201 file, together with the leave record and gives it to the Pay Team Leader.

(2) *Pay Team Leader.*

(a) Audits and verifies the leave balance by following procedures outlined in appendix 6-V, DA Pam 600-8.

(b) Forwards the leave record and audit to the Chief, Military Pay Branch.

(3) *Chief, Military Pay Branch.*

(a) Reviews each leave record.

(b) Initials the annual balance entry and in the space provided for identification of initials on the reverse of the leave record.

(c) Returns all records to the pay specialist.

(4) *Pay specialist.*

(a) Returns the 201 file to the records clerk.

(b) Checks to insure the Chief, Military Pay Branch has initialed each leave record.

(c) Follows the procedure in *i(1)(b)* below.

*i. Auditing leave records of reassigned personnel.*

(1) *Pay specialist.*

(a) On the day prior to the date the individual is to report to the Personnel Service Division for final outprocessing, takes the action indicated in *h(1)(a)* and *(b)* above.

(b) Subtracts all days of leave taken from leave credited during the audit period and enters the audit period and leave balance in the appropriate columns on the reverse of the leave record.

(c) Refiles leave record in the FDRF.

(2) *Pay specialist.* Gives the FDRF to the records clerk for inclusion in the 201 file and forwarding to the Processing Team Leader.

(3) *Chief, Military Pay Branch.* Signs the Audit and Verification of Leave Balance

section, and returns leave record to processing clerk.

*j. Auditing leave records of personnel being separated.*

(1) *Pay specialist.* In addition to the action indicated in *i(1)(a)* and *(b)* above—

(a) Types entries in item 3, 10, 11, and 12 according to the instructions in AR 630-5.

(b) Draws diagonal line through the remaining spaces in items 6, 7, 8, and 9 (see fig. 1, AR 630-5).

(c) Follows the procedure in *i(1)(c)* and *i(2)* above.

(2) *Chief, Military Pay Branch.* Signs item 13 and the Audit and Verification of Leave Balance section, and returns leave record to processing clerk.

*k. Procedure when leave record is filled.*

*Pay specialist.*

(1) When a leave record is not being closed out and the lines in item 6, 8, or 9 are filled, or within 2 lines of being filled, adds an additional page.

(2) To add a new page, first completes all the lines in any of items 6, 8, or 9, then "X" out items 10 through 13 on the original sheet. Then fastens a new copy of DA Form 481 on top of the completed leave record (cellophane tape is recommended when leave record entries are made by typewriter). Completes items 1 and 4 on the new page and makes appropriate adjustment in item 4 of preceding pages. This procedure is followed for additional pages. When the space for entries on the reverse of the leave record is filled, attaches a separate 8 by 10½-inch sheet of bond paper to the leave record. These pages need not be numbered, and will be filed behind the numbered pages on the leave record.

*l. Furnishing information affecting leave record to the Machine Processing Unit.*

*Pay specialist.* Obtains a Personnel Qualifications Processing Card (DA Form 2469-1) from the individual's 201 file and enters a new leave balance when any of the following occasions occur:

(1) Upon receipt of the number 2 copy of a paid Final/Reenl MPV on which an individual received cash settlement for

accrued leave. Enters on the card a "0" leave balance, as of the date of discharge. Forwards the card to the reports clerk.

(2) On completion of the annual audit of leave records, and upon return of the leave records from the Chief, Military Pay Branch (*j(3)* above) obtains the Personnel Qualifications Roster prepared as of 30 June. Reconciles leave balances shown on the roster and audited leave records. Resolves differences between balances by correcting the balance on the leave record or the roster, as appropriate. If the Personnel Qualifications Roster was in error, enters the correct leave balance as of 30 June on the card and forwards the card to the reports clerk. During the reconciliation, identifies those individuals who had a balance in excess of 60 days as of the 30 June audit, and for whom the balance on the leave record reverted to and was recorded as 60 days. Enters on the card a new leave balance of 60 days as of 30 June. Forwards the card to the reports clerk. Refiles the leave records in the FDRF when the reconciliation is completed.

(3) Upon receipt of notification that individual has been absent from duty for a period of more than 1 day as a result of intemperate use of drugs or alcoholic liquor, or because of disease or injury resulting from his own misconduct, takes the following actions:

(a) Totals the period of absence together with any other period of absence for which leave did not accrue since the last time the leave record was audited.

(b) Determines the number of days leave credit to be subtracted from the current balance by using the scale provided for this purpose in AR 630-5.

(c) Subtracts the number of days leave credit determined in *(b)* above from the current leave balance and posts the new leave balance as of the current date on the card to the reports clerk.

*Note.* Personnel Qualifications Processing Cards prepared to show new leave balances for any of the above reasons must have the "as of" date for which the new leave balance was computed. This date is written on the face of the card, for example, "Lv Bal as of (date)".

PERSONNEL ACTION (AR 340-15)		DATE 1 Dec 1961
FILE REFERENCE	SUBJECT Excess Leave	
TO: THRU: CO TO: SP4 James R. Campbell 329th Ord Co Ft Miller, Utah	FROM: CG, 99th Inf Div Ft Miller, Utah	
NR	PROCESSING ACTIONS	
1	<p>1. Audit of your Military Leave Record (DA Form 481) reveals you were in an excess leave status from <u>8 May 61</u> to <u>12 May 61</u> inclusive. Periods of excess leave are without pay and allowances. Since there is no evidence of collection or repayment contained in your Financial Data Records, a charge will be made against your pay account to collect <u>(5) five</u> days basic pay, (clothing allowance), (and leave rations), paid to you for the above period.</p> <p>2. ( ) It is requested that you audit your leave record at the Personnel Service Division within 5 workdays after receipt of this correspondence.</p> <p>(X) A representative of the Military Pay Branch will visit your (Co or Bn Hqs) on (hr and date). Arrange with your commanding officer to be present at that time to audit your leave record.</p> <p>3. The unit morning report of the unit to which you were assigned during the leave period will be corrected to reflect the excess leave status.</p> <p>4. If this indebtedness will prove a severe financial hardship you may request repayment of the amount by monthly installments. Request will be submitted on DA Form 1049 under provisions of Section IV, Chapter 13, AR 37-104. Circumstances concerning the hardship must be included in your request. Final determination of the amount of repayment by monthly installment rests with the _____ (Co, Bde, or Div Comdr). Failure to submit a request for repayment by installment within <u>(5) five</u> workdays will result in the entire amount being applied against your next regular monthly pay voucher.</p> <p style="text-align: center;">FOR THE COMMANDER:</p> <div style="text-align: center; margin-top: 20px;">                       RICHARD EVANS                      CWO, W-3, USA                      Asst Adjutant                 </div>	

USE PLAIN PAPER FOR CONTINUATION OF COMMENTS

DA FORM 1049  
1 OCT 55

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO: 1964 O - 344714

★ Figure 5-6.1.

**APPENDIX 5-I**  
**PROCEDURAL INTERACTION CHART**

Personnel Action Branch	Personnel Records Branch	Office Services Unit	General
4-5	6-1		Appendix 2-I Appendix 2-II Applicable procedures contained in DA Pam 600-8.
4-6	6-2	7-2	
4-26	6-3	7-4	
4-27	6-4	7-7	
	6-5	7-8	
	6-6	7-9	
	6-9	7-11	
	6-10	7-14	
	6-14		
	6-15		
	6-22		

## ★APPENDIX 5-II

## CONVERSION FROM DA PAM 600-8 TO MANUAL AND PUNCHED CARD MPV SYSTEM

Procedure number	Page number	Paragraph number	Manual	Remarks	Punched card	Remarks
			<p><i>General.</i> Make the following word substitutions wherever they appear:            UPS—change to PSD.            Subsection—change to branch.            Unit Personnel Section—change to Personnel Service Division.            Pay Supervisor—change to Pay Team Leader.            Personnel Officer—change to Chief, Military Pay Branch.</p>		Same as Manual.	
6-1	6-7		This procedure is applicable when inprocessing is performed in PSD.	See Procedure 5-1 for inprocessing outside of PSD.	Same as Manual	Same as Manual
	6-9	5d(1)(b)	Delete "a draft of" in last sentence.	In the PSD, the pay specialist does his own typing.	Same as Manual	Same as Manual
	6-9	5d(1)(c)	Delete "a draft of" in this subparagraph.	Same as above	Same as Manual	Same as Manual
	6-9	5d(2)(a) and (b).	Delete.			
	6-9	5d(2)(c)	Delete "Administrative Support Subsection" and insert "pay specialist."			
6-2	6-11	3	<p>No change when outprocessing of the FDRF is accomplished at the PSD and the individual is present.</p> <p>When outprocessing is accomplished at an outprocessing site, delete paragraph 4 and substitute the following:            "Fifteen days prior to an individual's separation or departure date the pay specialist gives the FDRF to the records clerk</p>	The individual will be present during this phase of the outprocessing of his FDRF.	<p>Use Procedure 5-4 together with Procedure 6-2, DA Pam 600-8.</p> <p>Same as Manual</p>	Same as Manual

for inclusion in the 201 file and forwarding to the Processing Team Leader. At the out-processing site, the pay specialist member of the out-processing team will take the actions prescribed in paragraph 5a(1) through 5a(4) below. Upon return of the FDRF, the pay specialist in the composite team takes the following actions:

- a. Initiates action to obtain missing documents as prescribed in paragraph 5a(4), if necessary.
- b. Two days prior to the date the individual reports to the transfer activity for separation or prior to his date of departure, completes the records processing as prescribed in paragraph 5a(6) through 5a(8).
- c. Gives the FDRF to the records clerk for inclusion in the 201 file and forwarding to the processing clerk.

	6-11.....	5a(5).....	No change.....	.....	Delete "either" and "or a copy of the orders effecting re-assignment."	Orders are not used as a means of notification of transfer.
	6-12.....	5a(5)(b).....	No change.....	.....	Delete.....	Same as above.
	6-12.....	5a(8).....	No change.....	.....	Delete first sentence.....	See Procedure 5-4.
6-3.....	6-15.....	5b.....	No change.....	.....	Delete and substitute the following: "Place triplicate copy of DA Form 2351 together with duplicate copy of DA Form 2350 in unit payroll file pending return of duplicate copy of DA Form 2351 from the division finance office."	See paragraph 31-25, AR 37-104.

## CONVERSION FROM DA PAM 600-8 TO MANUAL AND PUNCHED CARD MPV SYSTEM—Continued

Procedure number	Page number	Paragraph number	Manual	Remarks	Punched card	Remarks
6-3	6-15	5c	No change		Delete and substitute the following: "Upon receipt of annotated duplicate copy of DA Form 2351 and copy of DA Form 10-243 (Roster and Statement) if applicable remove and destroy the triPLICATE copy of DA Form 2351. File duplicate DA Form 2351, DA Forms 2350 applicable thereto and the copy of the DA Form 10-243 in the unit payroll file."	Same as above.
6-4	6-17		No change		NA.	
6-5	6-23		No change		NA.	Advise Finance of leave by Notice of Pay Change.
6-6A	6-25	5a	No change	Pay specialists will prepare DD Form 137 only in connection with Class Q Allotment.	Delete all references to entries on MPV and submission of DD Form 137 to F&AO.	See paragraph 31-24, AR 37-104.
6-6B	6-29		No change		Same as above	Same as above
6-6C	6-30		No change			Same as above
6-6D	6-30. 2	5a	Add to this subparagraph: "If DA Form 1307 is maintained by the pay specialist make appropriate entry on the form and file it on the left side in FDRF."		Same as Manual. Delete all references to entries on MPV.	Same as above
6-6E	6-31		No change		Delete all references to entries on MPV.	Same as above

6-7	6-35		No change		Delete all references to entries on MPV.	Notify FO by means of Notice of Pay Change or authorizing document.
6-8	6-37		No change		Same as Manual	See Procedure 5-4
6-9	6-41		No change		Same as Manual	Same as above
6-10A	6-45		No change		NA	See Procedure 5-3, and paragraph 31-26, AR 37-104.
6-10B	6-46		No change		NA	See paragraph 31-24, AR 37-104.
6-10C	6-47	5a(1)(a)	No change		NA	Same as above
6-10D	6-48	5b(1)	Change the word "give" to "forward"		Same as Manual	Same as above
	6-48	5b(2)	Delete		Same as Manual	
	6-48	5e(2)	No change		NA	Same as above
	6-48	5e(3)	No change		Same as Manual	
	6-48	5e(4)	No change		Same as Manual	
	6-48	5f	No change		Same as Manual	
	6-48.1	5g	No change		Same as Manual	
6-11	6-49	5a(1)	No change		NA	Same as above
	6-49	5b(1)	No change		NA	Same as above.
6-12	6-51	5a	No change		Same as Manual	
	6-52	5b(4)	No change		NA	Notify FO by Notice of Pay Change and file DA Form 2467 on left side of FDRF.
		5b(5)	No change		Same as Manual	
	6-52	5c(1)	No change		NA	Notify FO by Notice of Pay Change.
		5c(2)	No change		Same as Manual	
		5d(1)(a)	No change		NA	Same as above
		5d(1)(b), (c) and (d)	No change		Same as Manual	
		5d(2) and (3)	No change		Same as Manual	
6-13	6-53		No change	See Procedure 11-3-3, AR 600-17.	Same as Manual	Same as Manual
6-14	6-55		No change		Delete all references to posting the No. 5 worksheet copy of MPV and the DD Form 139.	See paragraph 31-24, AR 37-104.

## CONVERSION FROM DA PAM 600-8 TO MANUAL AND PUNCHED CARD MPV SYSTEM—Continued

Procedure number	Page number	Paragraph number	Manual	Remarks	Punched card	Remarks
6-15	6-57	5a	Delete and substitute the following: "Upon receipt of partially prepared DA Form 1341, the pay specialist will complete item 20 and insure the allotment authorization is proper for processing and return the No. 3 copy of the form to the individual. The pay specialist processes the form in accordance with b and c below."	Individual will forward partially completed and signed DA Form 1341 to PSD. (See Procedure 11-3-1, AR 600-17.)	Same as Manual	Same as Manual
	6-58	5 b and c	No change		NA	See paragraph 31-24, AR 37-104.
6-16	6-63	5a(2)(d)1	Delete and substitute the following: "Give individual No. 3 copy of DA Form 1341 and return his documents. Ask individual for his personal affairs envelope. Make necessary changes to any form pertaining to pay in personal affairs envelope. Prepare and place in the envelope DA Form 2142 (Request for Pay Action) for future use. Tell individual to report to the records clerk so other forms in 201 file and personal affairs envelope may be corrected, if necessary."	See Procedure 11-3-1, AR 600-17.	Same as Manual	Same as Manual.
	6-63	5a(4)	No change		NA	See paragraph 31-24, AR 37-104.
	6-63	5b(2)	No change	Disposition of the remaining forms is in accordance with paragraphs 5b(2)(b)§ and 5b(2)(b)§.	NA	Same as above.
6-17	6-67		No change		Same as Manual.	
6-18	6-71	3	Add following at end of paragraph: "See Procedure 5-1 AR 600-16 for action to be taken during in-processing."	See Procedure 5-1	Same as Manual	Same as Manual.

6-19	6-79	3	Add following at end of paragraph: "See Procedure 5-1, AR 600-16 for action to be taken during in-processing."	See Procedure 5-1	Same as Manual	Same as Manual
6-20A	6-85 and 6-86	5 a through d	See remarks	Paragraph 5 a through d is applicable only as a reference in PSD. Cash deposits will be made to unit commander or Class A Agent. See Procedure 11-3-4, AR 600-17.	Same as Manual	Same as Manual
	6-86	5e	Wherever "commanding officer" appears in this subparagraph add "or Class A agent."	Same as above	Same as Manual	Same as Manual
6-20B	6-86		No change		Same as Manual	Same as Manual
6-20C	6-88		No change		NA	See paragraph 22-81, AR 37-104.
6-21A	6-89	5a	Delete first sentence and substitute the following: "Ordinarily TD Form W-4 will be completed in the unit and forwarded to PSD. However if the individual is at the PSD for other purposes, he may request pay specialist to prepare TD Form W-4 for him."		In addition to changes for Manual Operation, delete all references to entries on MPV.	Change number of exemptions on DA Form 1996 and forward notice of pay change to FO.
6-21B	6-90	5b	No change		NA	See Procedures 5-2 through 5-4 of this chapter.
6-21C	6-91		No change		See Remarks	The FO prepares TD Form W-2 except for individuals paid under the manual MPV system for pay period ending 31 December.
6-22	6-97		No change except as indicated below.		Delete all references to entries on MPV.	Follow paragraphs 31-23 and 31-24, AR 37-104, and Procedure 5-3 for submitting information to FO.
	6-97	5a(4)	In the last sentence change "Administrative Support Subsection" to "Office Services Unit."		Same as Manual	
	6-97	5a(8)	Same as above		Same as Manual	

## CHAPTER 6

### PERSONNEL RECORDS

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#### Section I. CHANNELS OF COMMUNICATION

**6-1. General.** Technical advice, guidance, and supervision of the Personnel Records Branch originates in the Office of the Personnel Records Branch Chief and flows into the seven composite teams through the Records, Reports, Processing, and Control Team Leader. Contacts with the personnel staff NCO's in the divisional units should follow prescribed channels. For example, the processing, control and reports clerks must have direct contact

with the personnel staff NCO's. Communications from the records clerks in the composite teams should be channeled through their respective Records Team Leaders. Records Team Leaders should communicate directly with appropriate personnel staff NCO's. Telephone requests for information from a 201 file may come directly from the unit to the records clerk.

#### Section II. PUNCHED CARD MACHINES

**6-2. Service.** a. A number of procedures have been included in this chapter which apply only when punched card machines are employed in the Personnel Service Division. These procedures provide for screening personnel suspense cards, submission of punched card feeder data and the handling of personnel rosters prepared by the servicing Data Processing Unit and morning reports.

b. The Machine Processing Unit will be able to accommodate further applications of reports or procedures which are included in this chapter as manual procedures. Some of the types of information which the Machine Processing Unit can furnish to the Personnel Records Branch for preparation of reports are—

- (1) Rosters of aliens.
- (2) Rosters of individuals by component.
- (3) Rosters of individuals by race.
- (4) Rosters of individuals claiming residence outside of CONUS.
- (5) Rosters of individuals indicating educational level.
- (6) Rosters of individuals indicating security clearance.

**6-3. Preparation and updating of machine cards.** Section IV, chapter 8 of this regulation contains procedures explaining the manner in which in-

formation is recorded on Personnel Data (DA Form 2468-1) and Personnel Qualifications (DA Form 2469-1) Processing Cards by the records clerks. Chapter 8 also provides guidance on the initial preparation of the Personnel Suspense Card (DA Form 2470) by the inprocessing clerk, and procedures for updating the suspense card by the control specialist through use of the Personnel Suspense Processing Card (DA Form 2470-1). A copy of chapter 8 should be provided to all personnel specialists assigned to the Personnel Records Branch when punched card machines are being used.

**6-4. Personnel suspense actions.** When punched card machines are being used, the control specialist will provide the appropriate personnel in the Personnel Records Branch with a notification of suspense actions due, e.g., annual audit of the DA Form 66, by means of a Personnel Suspense Processing Card and a Personnel Suspense Roster (DA Form 2474). The records clerk and reports clerks should be furnished information on reporting and accomplishment of personnel suspense actions as they are changed from the manual suspense system. Otherwise, their function in the suspense system remains unchanged.

**6-5. Augmentation when punched card machines are not available.** When punched card machines are not available, the Personnel Records Branch should be augmented by additional personnel. One

additional reports clerk and one additional control specialist should be authorized in each composite team while the Reports Unit should be augmented by two clerk-typists.

### Section III. PERSONNEL RECORDS

**6-6. Control.** Both the personnel management and personnel action specialists require the use of the personnel records in performing their duties. Consequently, the records clerk must use file charge-out records (DA Form 1615) to maintain control of the records. In addition, unit commanders will occasionally request personnel records. On request the records should be furnished the unit commander, but at the same time, the Records Team Leader and personnel staff NCO should devise an informal control method of accounting for these records. If a considerable number of these requests are received,

the Personnel Records Branch Chief should develop a suitable substitute for the necessity of transmitting the personnel records, i.e., a new information sheet or periodic visits by the records clerk to the units with their records. Periodic visits to the units should also be considered to accomplish such matters as the annual audit of the DA Form 41. At the same time, the records could be referred to the unit commander for review. These visits are possible alternatives to procedures contained in this regulation, and should be implemented whenever local circumstances dictate their feasibility.

### Section IV. PROCESSING OF PERSONNEL

**6-7. Inprocessing and outprocessing.** The in-processing and outprocessing functions of the Personnel Records Branch are performed by special purpose teams which usually will complete the processing in some location other than the Personnel Service Division, e.g., the Replacement Detachment. When there is not a sufficient number of personnel to be processed to require information of an out-processing team, outprocessing will be accomplished

in the composite team. The purpose, organization, and responsibilities of the special purpose teams are contained in chapter 1. The Personnel Records Branch is charged with the responsibility for organizing and operating the outprocessing teams. Although the Personnel Management Branch is responsible for the inprocessing team, the Personnel Records Branch is an important participant in this function.

### Section V. REPORTS

**6-8. Control.** The Office Services Unit maintains administrative control of all recurring reports, and will notify the Personnel Records Branch of suspense dates for submission of reports. Daily reports e.g., the Consolidated Strength Report, is not subject to this control. However, the Personnel Record, Branch should establish an internal suspense system for preparation of the reports in the composite teams.

Requests for special reports by personnel staff NCO's should be referred to the Reports Team Leader. All arrangements for preparation of the report should be handled by the Reports Team Leader when the source data is available in the Personnel Records Branch. If the request involves another branch the personnel staff NCO should be referred to the appropriate supervisor.

### Section VI. HEALTH AND DENTAL RECORDS

**6-9. Responsibility.** The normal responsibility of the Personnel Records Branch for processing, posting and transferring health and dental records are included in the procedures contained in this chapter. In addition, AR 40-403 prescribes that the health and dental records will be filed with personnel records in combat situations. Prior to entering combat, the Personnel Service Division

will obtain all health and dental records, and return them to the normal custodian at the termination of the combat situation. The Personnel Records Branch is responsible for filing documents received from the medical treatment facilities in the health and dental records while they are in the custody of the Personnel Service Division.

## Section VII. MORNING REPORTS

**6-10. Uses.** The morning report should be used as a control device in the Personnel Records Branch. After insuring that the morning report is complete and accurate, the reports clerk should utilize a printing and heat developing machine to reproduce any additional copies required for use in the Personnel Service Division. The copy of the morning report routed through the records clerk can provide the records clerk with a checklist of the orders that are required to be filed in the 201 file. For example, an entry on the morning report may indicate that

an individual has been awarded a new Primary Military Occupational Speciality. This entry indicates that a copy of the orders awarding the new MOS should be in the records clerk suspense file. This copy of the morning report provides an additional control technique. After it has been initialed by the records clerk, the Records Team Leader should spot check to determine whether the indicated records have actually been posted by the records clerk.

## Section VIII. INDIVIDUAL PERSONNEL RECORDS

**6-11. Auditing.** The inprocessing and out-processing procedures provide measures for routinely auditing all records entering or leaving the Personnel Service Division. However, additional methods should be provided for auditing the records while they are being maintained by the Personnel

Records Branch. Other methods are suggested in chapter 7, DA Pam 600-8.

**6-12. Maintenance.** The procedures contained in this regulation do not prescribe the details of daily maintenance of individual personnel records. Other appropriate regulations provide guidance in these matters.

## Section IX. PROCEDURAL INTERACTION CHART

**6-13. Relationship to other branches.** The Procedural Interaction Chart (app. 6-1) lists the procedures contained in the other chapters of this regulation which affect the Personnel Records Branch. This chart lists those procedures originating in another branch of the Personnel Service

Division which requires some type of action by the Personnel Records Branch, and two general procedures included in chapter 2. It does not include the routine requests for 201 files which are contained in the procedure of other branches.

**PROCEDURE 6-1**  
**INPROCESSING RECORDS BY THE INPROCESSING CLERK**

**References.** DA Pam 600-8, applicable regulations relating to the forms cited on the Records Checklist.

**Procedure**

1. When serving as an Inprocessing Team Leader, the inprocessing clerk performs the following functions:

- a. Obtains the records from the replacement.
- b. Screens the records in accordance with Procedure 7-1, DA Pam 600-8.
- c. Prepares a Records Checklist (fig. 7-1.1, DA Pam 600-8) in triplicate. Notes discrepancies on the checklist which must be corrected by the records clerk and pay specialist.
  - (1) Places 1 copy in the Financial Data Records Folder.
  - (2) Places 1 copy in the 201 file.
  - (3) Holds the original copy for delivery to the inprocessing clerk in the composite team that serves the unit to which the replacement is assigned.
- d. Compares the entries on the individual's personal Immunization Certificate (DD Form 737) with the Immunization Record (SF 601) contained in his health records.
  - (1) Determines immunization suspense dates and enters them on a Personnel Suspense Card (DA Form 2431 or 2470, as appropriate). If there is a difference in entries on the two records, e.g., more recent dates or omission of entries on the DD Form 737, establishes the suspense date from the

entries on the SF 601 and corrects the DD Form 737 accordingly.

- (2) Prepares a form letter (fig. 6-1.1) to the medical facility if the individual does not have a DD Form 737, and establishes the immunization suspense dates from the entries on the SF 601.
  - e. Completes preparation of the Personnel Suspense Card in accordance with Procedure 6-7.
  - f. Places the suspense card and, if prepared, the form letter in the 201 file.
  - g. Gives the 201 file to the replacement and instructs him to report to the records clerk Inprocessing Team member who will conduct further processing and direct him to the pay specialist Inprocessing Team member.
2. As a member of a composite team in the Personnel Service Division, the inprocessing clerk—
  - a. Receives the original copies of the record checklist from the Inprocessing Team. Places the checklist in the 31-day suspense file for a date 7 workdays from the date of receipt.
  - b. Receives corrected records from the pay specialist and records clerk on or before the 7th workday.
    - (1) Returns the satisfactory records and destroys the checklist.
    - (2) Returns the unsatisfactory records with instructions for correction and resuspends the checklist for an additional 3 workdays.
  - c. Contacts the Pay or Records Team Leader when corrected records have not been received by the appropriate suspense date.

HEADQUARTERS  
99th INFANTRY DIVISION  
FORT MILLER, UTAH

19 October 1961

SUBJECT: Immunization Record

TO: (Appropriate Medical Facility)

1. Request a personal Immunization Certificate (DD Form 737) be prepared from information recorded on the Immunization Record (SF 601) maintained in the health record pertaining to the individuals listed below. Further request the completed DD Forms 737 be forwarded to the individual's unit of assignment.

<u>NAME</u>	<u>GRADE</u>	<u>SN</u>	<u>PARENT UNIT</u>
COLN, JOHN R.	SP4	RA12 389 756	Co "C" 14th Inf
PCE, ABLE L.	SP4	US55 444 897	Co "A" 14th Inf

2. Personal interview during inprocessing of replacements revealed the requested records were either lost, misplaced, or had not been previously furnished.

3. Suspense dates for future immunizations have been established from the information recorded on the SF 601.

FOR THE COMMANDER:

*Edward F. Kent*  
EDWARD F. KENT  
CWO, W-3, USA  
Asst Adj Gen

Figure 6-1.1.

**PROCEDURE 6-2**  
**INPROCESSING RECORDS BY THE RECORDS CLERK**

**References.** AR 40-403, DA Pam 600-8.

**Procedure**

1. When serving as an Inprocessing Team member, the records clerk performs the following functions:

- a. Obtains the 201 file from the replacement.
  - b. Checks the items circled on the records checklist. Interviews the replacement to obtain information necessary to complete the records.
  - c. Corrects only discrepancies which require the presence of the individual. (Discrepancies which do not require the presence of the individual are corrected by the records clerk in the composite team.)
  - d. Checks the replacement's identification tags. If new ones are needed, advises the individual to inform his first sergeant.
  - e. Reviews the Record of Emergency Data (DA Form 41) with the individual and prepares a new record if necessary. Prepares one additional copy for inclusion in the Personnel Affairs Envelope (see Procedure 6-19).
  - f. Reviews the Armed Forces Security Questionnaire (DD Form 98), and prepares a new one if necessary (see Procedure 6-20).
  - g. Takes the replacement and the completed forms to a Replacement Detachment officer who has been designated to review and sign certain completed forms, and obtains the necessary signature.
2. As a member of a composite team in the Personnel Service Division, the records clerk—
- a. Receives personnel records for newly assigned replacements from the Records Team Leader.

b. Posts the medical records in accordance with appropriate regulations.

c. Corrects discrepancies noted on the records checklist and forwards the records together with the checklist within 7 workdays to the inprocessing clerk for review.

d. Prepares a DA Form 14-159 (Notice of Transfer) transmitting the health and dental records, if applicable, the DA Form 669 (General Educational Development Individual Record) to the appropriate facility.

- (1) Attaches the records to the appropriate DA Form 14-159, and forwards them to the Records Team Leader for signature on the DA Form 14-159, and dispatch.
- (2) Retains 1 copy of the DA Form 14-159 for reference.

3. Upon return of the 201 file from the inprocessing clerk, the records clerk corrects records which were found unsatisfactory, and returns them for further review within 3 workdays.

4. Prior to filing, the records clerk forwards Officer Qualification Records (DA Form 66) to the personnel action specialist for review of item 18 (Record of Assignments). The PA specialist insures that the officer's efficiency report status is current and correct, and returns the record to the records clerk (see Procedure 4-1).

5. When punched card machines are available, the records clerk as a member of a composite team, takes additional action to prepare certain forms required to establish a punched card file for each replacement (see Procedure 6-3).

★PROCEDURE 6-3

INITIATION AND MAINTENANCE OF MACHINE CARDS

**References.** AR 330-330 and chapter 8 of this regulation.

**Procedure**

1. When punched card machines are available, the records clerk takes the following additional actions upon receipt of 201 files for newly assigned replacements:

a. Obtains the Financial Data Records Folder from the pay specialist.

b. Prepares a Personnel Data Card (DA Form 2468) and a Personnel Qualifications Card (DA Form 2469) by extracting the pertinent information from the applicable record. Details on making entries on these cards, and codes pertaining to the entries are contained in section IV, chapter 8 of this regulation. Since the TOE paragraph and line number to which an individual will be assigned is not available during inprocessing, the records clerk must refer to the unit commander's indorsement which confirms recommended assignments made by the senior personnel management specialist (Procedure 3-15), or request the reports clerk to enter the data from the morning report (see note in Procedure 3-18). A supply of blank DA Forms 2468 and 2469 is furnished by the Machine Processing Unit (MPU) for use in supplying the initial data to establish their punched card files.

c. Requests the pay specialist to verify the accrued leave balance and returns the FDRF.

d. Forwards the completed cards to the reports clerk for further forwarding to the MPU to-

gether with the appropriate morning report (Procedure 6-15).

2. The MPU will furnish five Personnel Data Processing Cards (DA Form 2468-1), Personnel Qualifications Processing Cards (DA Form 2469-1) and Personnel Suspense Processing Cards (DA Form 2470-1), for each individual newly assigned to the division. These cards contain the individual's name, grade and service number, and are to be used to report changes in data that are not reported on the unit morning report. The processing cards are inserted in an envelope and stored in the 201 file. When the last of any of the three types of cards has been used, the MPU will automatically furnish five replacement cards.

3. Upon receipt of a source document which necessitates a change or correction in personnel records data contained in the Personnel Data or Qualifications Card, for which a morning report entry is not required (see AR 335-60; para. 3, Procedure 3-36; and note in Procedure 3-18), the records clerk—

a. Posts the change to the appropriate record in the 201 file.

b. Obtains a DA Form 2468-1 or DA Form 2469-1, as appropriate, from the 201 file.

c. Enters the new data in the appropriate blocks on the card.

d. Forwards the completed processing card to the reports clerk.

**PROCEDURE 6-4**  
**FORMATION AND OPERATION OF OUTPROCESSING TEAMS**

**Reference.** None.

**Procedure**

1. On the first workday of each week the processing clerk —

*a.* Determines the total number of individuals to be outprocessed each day of the following week by referring to copies of the Report of Personnel Eligible for Separation, special orders, and DA Forms 1049 in the 31-day suspense file (see par. 2*d* Procedure 6-6).

*b.* Prepares a list of names of the individuals to be outprocessed for each workday of the week.

*c.* Prepares a report of the number of individuals to be outprocessed by day, using an overprinted DA Form 2496 (fig. 6-4.1). Forwards the report together with the lists of names to the Processing Team Leader.

2. On the second workday of each week, the Processing Team Leader assembles the DA Forms 2496 and lists of names received from the processing clerks.

*a.* Determines the total number of records clerks and pay specialists required for the Outprocessing Teams for each day of the following week.

*b.* Selects an Outprocessing Team Supervisor (OTS) for each day of the week, and prepares a Memo Routing Slip (fig. 6-4.2) to notify the individual concerned.

*c.* Attaches the Memo Routing Slip to the appropriate list and forwards to the OTS concerned.

*d.* Prepares an Outprocessing Team Requirements Form (fig. 6-4.3) and dispatches a copy to each Records Team Leader (RTL) and Pay Team Leader (PTL) concerned.

3. Upon receipt of the Outprocessing Team Requirements Form, from the Processing Team Leader, the RTL and/or PTL—

*a.* Selects the records clerks or pay specialists by name who will be assigned to the Outprocessing Team for each day of the week. Lists the names on a disposition form and forwards a copy to the designated OTS's.

*b.* Informs the records clerks or pay specialists concerned of their assignments.

4. On the day prior to the day the individual is to report for outprocessing, the RTL assembles the records from the various clerks and forwards them to the Processing Team Leader.

5. The Processing Team Leader receives the records from the various RTL's and places them in the Outprocessing Team's pickup box.

6. The OTS obtains the records, assembles the team and reports to the outprocessing site.

7. At the outprocessing site the OTS withdraws the FDRF from the 201 files, and divides among the available records clerks and pay specialists.

8. The pay specialists and records clerks accomplish the outprocessing in accordance with appendix 5-II and Procedure 6-5 respectively.

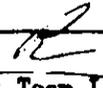
9. When all individuals have been outprocessed, the OTS returns the team to the Personnel Service Division, and delivers the 201 files to the appropriate RTL's.

<b>DISPOSITION FORM</b> <small>(AR 340-15)</small>						
OFFICE SYMBOL OR FILE REFERENCE			SUBJECT			
			Individuals To Be Outprocessed			
TO		FROM		DATE		CMT
Sgt Green Processing Team Leader		Sp 4 Smith Proc Clerk Team Nr 4		4 Sep 61		
For the week of <u>11 Sep</u>	Individuals To Be Outprocessed					Team No. 1 Weeks Total
	Mon	Tues	Wed	Thur	Fri	
Unit						
2d Inf Bn	3	7	2	8	4	24
3d Inf Bn	7	3	4	1	10	25
4th Inf Bn	4	2	18	23	23	48
<b>TOTALS</b>	24	12	24	10	37	97

DA FORM 2496  
1 FEB 62

REPLACES DD FORM 26, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED. \* U.S. GOVERNMENT PRINTING OFFICE: 1962 O-622166

Figure 6-4.1.

MEMO ROUTING SLIP		NEVER USE FOR APPROVALS, DISAPPROVALS, CONCURRENCES, OR SIMILAR ACTIONS		ACTION
1	TO Sgt Smith Composite Team #1	INITIALS		CIRCULATE
		DATE		
2				FILE
		X		INFORMATION
3				NOTE AND RETURN
				PER CON-VERSATION
4				SEE ME
				SIGNATURE
REMARKS				
<p>The following named individuals are designated as Outprocessing Team Supervisors for the week of <u>11 Sep 61</u>.</p> <p>Mon: Sgt Smith - Composite Team #1</p> <p>Tues: Sgt Roe #3</p> <p>Wed: Sgt How #2</p> <p>Thur: None —</p> <p>Fri: SP 4 Jones #4</p>				
FROM		SSGT ROE 		DATE
		Processing Team Leader		4 Sep
				PHONE
				43821

DD FORM 95  
1 OCT 60

REPLACES PREVIOUS EDITION.

GPO 1961-600239

Figure 8-4.2.

<b>DISPOSITION FORM</b>						
<small>(AR 540-15)</small>						
OFFICE SYMBOL OR FILE REFERENCE	SUBJECT					
	Outprocessing Team Requirements					
TO	Sgt Brown Team #2	FROM	Sgt Green	DATE	5 Sep 61	CMT 1
For the week of 11 Sep						
	Number of Clerks Required					
	Mon	Tues	Wed	Thur	Fri	Weeks Total
Team Nr 1.	2	2	1	0	2	7
2.	1	3	1	0	2	7
3.	3	1	3	0	1	7
4.	1	2	3	0	0	7
5.	3	1	0	1	2	7
6.	1	2	2	0	1	6
7.	1	3	1	1	1	7
<b>TOTAL</b>	12	14	11	2	9	48
OTS	Sgt Smith	Sgt Roe	Sgt Hoy	---	SP4 Jones	
Location	3d Bn					

DA FORM 2496  
1 FEB 62

REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED. \* U.S. GOVERNMENT PRINTING OFFICE : 1961 O-623168

Figure 8-4.3.

**PROCEDURE 6-5**  
**OUTPROCESSING RECORDS BY THE RECORDS CLERK**

**References.** DA Pam 600-8, applicable regulations relating to the forms cited on the Records Checklist.

**Procedure**

★1. Upon receipt of a notice confirming an out-processing action such as special orders, approved requests for separation or reassignment, of the Report of Personnel Eligible for Separation/Reassignment, the records clerk—

a. Suspends the notice for 18 workdays, where possible, prior to the separation or departure date.

b. On the suspense date, prepares 1 copy of a Records Checklist (fig. 7-1.1, DA Pam 600-8) and places it in the 201 file.

c. Prepares a Checklist for Oversea Movement (DA Form 613) in triplicate for individuals being reassigned to an oversea area. See AR 612-35 and AR 612-40 for details.

d. Places the records checklist and DA Form 613 in the 201 file, and forwards it to the processing clerk.

2. Upon return of the 201 file from the processing clerk, the records clerk—

a. Makes the necessary corrections in the records as noted on the records checklist.

b. Suspends the 201 file for a date 15 days prior to the separation or departure date.

3. On the suspense date, i.e., 1 day prior to the individual's reporting to the Outprocessing Team, the records clerk—

a. Obtains the Financial Data Records Folder (FDRF) from the pay specialist.

b. Places the FDRF in the 201 file and forwards it to the Records Team Leader (RTL) for delivery to the Processing Team Leader.

4. When the individual arrives at the outprocessing site, the records clerk serving as an Outprocessing Team member—

a. Reviews the 201 file with the individual. If discrepancies are discovered, notes them on the records checklist.

b. Obtains the new residence of the individual's dependents, if it will change and is firm, and prepares a new DA Form 41 as necessary.

c. If the individual is being reassigned to an oversea area, reviews the individual's Immunization

Certificate (DD Form 737) and determines if required immunizations have been received for the area to which reassignment is indicated.

d. Reviews the DA Form 613, POR checklist and 201 file to determine if the individual is POR qualified. See AR 612-35 and AR 612-40.

e. Examines the Identification Card (DD Form 2A) and identification tags to determine if new ones are needed.

f. Queries the individual concerning the status of his dependents identification and privilege cards (DD Form 1173) to determine if new ones are needed. Informs the individual of the procedure to obtain new ones, if needed.

g. Informs the individual of any deficiencies noted and how they must be corrected.

h. If the individual is an officer or a USAR officer serving as an active Army enlisted man—

(1) Instructs him to hand-carry his 201 file to the personnel action specialist for clearance after processing is completed by the pay specialist.

(2) Requests the officer to return the 201 file upon obtaining clearance from the PA specialist.

i. Refers the individual to the pay specialist Outprocessing Team member.

j. After processing is completed, places all the documents and the records checklist in the 201 file and returns the file to the Outprocessing Team Leader for return to the appropriate Records Team Leader.

5. Upon receipt of the 201 file from the RTL, the records clerk in the composite team—

a. Removes the FDRF and returns it to the pay specialist.

b. Removes the records checklist, notes discrepancies indicated thereon, and takes corrective action as necessary.

c. Prepares 3 copies of a Notice of Transfer (DA Form 14-159) for the medical facility, requesting that the health and dental records be forwarded to the Personnel Service Division 5 days prior to the date of separation or departure.

**AR 600-16**

6. Upon receipt of the health and dental records from the medical facility, the records clerk—

a. Reviews for completeness and insures that the information in the records that the personnel officer is responsible for maintaining is current and properly posted.

b. Places the records in the 201 file.

7. Two days prior to the individuals reporting date (when reporting to the transfer activity for separation) or date of departure, the records clerk—

a. Obtains the FDRF from the pay specialist.

b. Obtains the Personnel Suspense Card (DA Form 2431) from the control specialist.

c. Places the FDRF and the suspense card in the 201 file and forwards the file to the processing clerk.

## PROCEDURE 6-6

### OUTPROCESSING RECORDS BY THE PROCESSING CLERK

**References.** AR 640-10, DA Pam 600-8, applicable regulations relating to the forms cited on the Records Checklist.

#### Procedure

1. The processing clerk receives expected loss notification from such sources as—

a. Orders involving reassignment outside the division.

b. The Report of Personnel Eligible for Separation prepared by the control specialist (see Procedure 6-11).

2. When notification is received that an individual is being reassigned outside the division or is scheduled for separation from the service, the processing clerk—

a. Determines the "Will Proceed" (WP) date for personnel being reassigned outside the division (if not shown in the order).

b. Determines the "Report Date" and "Termination Processing Date" for personnel to be processed for separation.

c. Determines the date individual will be outprocessed by the Outprocessing Team, i.e., where possible, 14 workdays prior to the separation or WP date.

d. Prepares an original and 3 copies of a DA Form 1049 (fig. 6-6.1), and distributes as follows:

- (1) Original copy to the individual's unit commander.
- (2) Duplicate copy to the records clerk who maintains the individual's 201 file.
- (3) Triplicate copy to the pay specialist who maintains individual's Financial Data Records Folder.
- (4) Quadruplicate copy—placed in the 31-day suspense file together with a copy of the reassignment orders, if applicable, for a date 2 days prior to the separation "Report Date," or WP date.

3. Upon receipt of the 201 file from the records clerk, approximately 4 days prior to the date the individual reports to the Outprocessing Team, the processing clerk—

a. Reviews the records for completeness and correctness.

b. Notes any discrepancies revealed during the review on the records checklist and returns the 201 file and the records checklist to the records clerk.

4. After completion of the outprocessing actions (Procedure 6-5), all personnel records are received from the records clerk. On the WP date or separation "Report Date," when the individual reports for final outprocessing, the processing clerk—

a. Obtains the following forms and records from the individual, when applicable:

- (1) Installation Clearance Record (DA Form 137).
- (2) Individual Clothing Record (DA Form 10-195).
- (3) Organizational Clothing and Equipment Record (DA Form 10-102).
- (4) Driver Qualification Record (DA Form 348).
- (5) General Educational Development Individual Record (DA Form 669).
- (6) Reenlistment Data Card (DA Form 1315), if being reassigned outside the division.

b. Completes the statement on the number 5 worksheet copy of the last Military Pay Voucher terminating basic allowance for subsistence effective the day prior to the WP date, or on the date of separation, as appropriate. Posts the actual hour and date of departure.

c. If the individual has a charge against him for Government property lost, damaged or destroyed, insures that action has been taken to effect collection.

d. Follows the procedure in appendix 6-V, DA Pam 600-8 for auditing the Military Leave Record (DA Form 481). If the individual is being reassigned, takes the following actions:

- (1) Makes the appropriate entries on the reverse of the leave record.
- (2) Requests that the individual review his leave record and sign the audit and verification of leave balance section.
- (3) If the individual is authorized delay en route, makes an opening leave entry in item 6a.

e. If the individual has a Certificate of Eligibility for Mortgage Insurance (DD Form 802) in his 201 file, inquires if he still owns the property covered by this certificate.

**AR 600-16**

- (1) If he does own the property, forwards the DD Form 802 with the records.
  - (2) If he does not own the property, refers the individual to the appropriate personnel action specialist.
- f.* Enters the conduct and efficiency ratings recorded on the DA Form 137 in the Qualification Record (DA Form 20).
- g.* Closes the open entry in Section 4 of the Service Record, and if applicable, opens an en route entry.
- h.* Insures that a Commander's Evaluation Report (DA Form 2166) is included in the 201 file, if required.
- i.* Places the DA Forms 10-195, 10-102, 348, 669, 1315, as applicable, in the 201 file.
- j.* Reviews and initials all copies of the DA Form 137.
- (1) Files the original copy in the 201 file.
  - (2) Gives the duplicate copy to the individual.
  - (3) For officers, retains the triplicate copy for the central files.
- k.* Reviews and completes the DA Form 613, e.g., status of ID card, ID tags, etc., for individuals being reassigned to an overseas area.
- l.* Reviews and inventories the records to insure that all documents are correct and present. Makes necessary corrections or refers records to the records clerk or pay specialist for correction.
- m.* Obtains the signature and/or initials of the Chief, Records Unit and Chief, Military Pay Branch on the appropriate records and forms.
5. When outprocessing is complete, the processing clerk places the 201 file in a transmittal envelope—
- a.* Dispatches the envelope to the transfer processing activity for individuals being separated or,
  - b.* Gives the envelope to the individual to hand-carry, or
  - c.* Dispatches the envelope by mail, as appropriate. (See AR 640-10 for methods and details for transmitting personnel records.)

PERSONNEL ACTION (AR 340-15)		DATE
FILE REFERENCE AGPSD-R	SUBJECT Personnel for Separation/Reassignment	
TO: Commanding Officer Co B, 1st Bn, 19th Inf. Fort Lewis, Utah		FROM: Commanding General 99th Inf Div Fort Miller, Utah
NR	PROCESSING ACTIONS	
1	<p>1. <u>Reassignment and Separation</u>: The personnel of your organization indicated on the attached list will report to the Outprocessing Team (OT) of the Personnel Service Division, this headquarters, (Bldg _____), for processing <u>MLT</u> hours on the date indicated under the "REPORT TO OT" column. Each individual being assigned will be counseled concerning partial payment, advance of travel allowances and advance of pay, which may be authorized, and a Request for Pay Action (DA Form 2142) prepared, as appropriate. The request for pay action will be given to the individual for delivery to the OT.</p> <p>2. <u>Separation only</u>: Personnel listed for separation processing will report to the Officer-In-Charge of the Transfer Processing Activity, (Bldg _____) for preliminary processing at _____ hours on the "REPORT DATE", as indicated. When such processing is completed, individual(s) will be available for normal duty until the "TERMINATION PROCESSING DATE", as indicated. On that date at _____ hours individual(s) will again report to the Transfer Processing Activity for final processing and separation. Orders will not be published reassigning individuals for transfer processings. Transportation to and from the processing points is the responsibility of the unit commander.</p> <p>3. All individuals scheduled for both reassignment and separation will report to the PSD at _____ hours on the date indicated with the following records and forms, as applicable.</p> <p>a. DA Form 137 (Installation Clearance Certificate) (in triplicate for officers, in duplicate for enlisted personnel).</p> <p>b. DA Form 10-102 and DA Form 10-195 (Clothing and Equipment Records). (See AR 700-8400-1 and 612-35).</p> <p>c. DD Form 362 (Statement of Charges).</p> <p>d. DA Form 348 (Drivers Qualification Record).</p> <p>e. DA Form 669 (General Education Development Individual Record).</p> <p>f. DA Form 1315 (Reenlistment Data Card), if being reassigned).</p> <p>FOR THE COMMANDER:</p> <p style="text-align: center;"><i>Howard F. Kent</i> HOWARD F. KENT CWO, W-3, USA Asst Adj Gen</p>	
USE PLAIN PAPER FOR CONTINUATION OF COMMENTS		

DA FORM 1049  
1 OCT 55

REPLACES EDITION OF 1 OCT 55, WHICH IS OBSOLETE

DPO. 1000 0-204714

Figure 6-6.1.

Personnel to be Processed:

<u>RANK</u>	<u>NAME</u>	<u>ASN</u>	<u>REPORT TO OT</u>	<u>REPORT TO PSD</u>	<u>REPORT DATE</u>	<u>TERM PROC DATE</u>	<u>SEPARATION OR WP DATE</u>
-------------	-------------	------------	-------------------------	--------------------------	------------------------	-------------------------------	----------------------------------

*Figure 8-6.1—Continued.*

**PROCEDURE 6-7**  
**PREPARATION OF PERSONNEL SUSPENSE CARDS**

**Reference.** Procedure 7-6, DA Pam 600-8.

**Procedure**

1. While serving as a member of the Inprocessing Team (Procedure 6-1), the inprocessing clerk takes the following actions in conjunction with the inprocessing of personnel records.

a. If a Personnel Suspense Card (DA Form 2431) is included in the 201 file, verifies the information by using Procedure 7-6, DA Pam 600-8, to obtain the details on each suspense item.

b. Initiates a DA Form 2431 (fig. 7-6.1, DA Pam 600-8) as prescribed in Procedure 7-6, DA Pam 600-8, if one is not included in the 201 file.

c. Resolves discrepancies or conflicts between records as necessary.

2. Upon receipt of processed 201 files from the Inprocessing Team Supervisor, the Records Team Leader (RTL) -

a. Removes the personnel suspense cards and forwards them to the control specialist.

b. Withdraws the letters to the medical facility, if applicable, signs for the Chief, Records Unit, and dispatches.

3. The control specialist maintains the personnel suspense card as prescribed in Procedure 6-8 and screens the card for suspense actions that are as prescribed in Procedure 6-9.

4. When punched card machines are available, the inprocessing clerk follows the procedure in paragraph 1, using DA Form 2470 instead of DA Form 2431. Section IV, chapter 8 contains details on making entries on machine cards. A supply of blank DA Forms 2470 for use in initial processing is furnished by the Machine Processing Unit (MPU).

5. The RTL follows the same procedure outlined in paragraph 2 under the punched card system.

6. Upon receipt of DA Forms 2470 from the RTL, the control specialist—

a. Obtains the 201 file and the health records from the records clerk, and the Financial Data Records Folder (FDRF) from the pay specialist.

b. Verifies the information in each item of the DA Form 2470 as prescribed in Procedure 7-6, DA Pam 600-8.

c. Forwards the verified DA Forms 2470 to the reports clerk for forwarding to the MPU together with the appropriate morning report (Procedure 6-15).

d. Returns the 201 file and health records to the records clerk, and the FDRF to the pay specialist.

7. The control specialist takes action as prescribed in Procedure 6-10 upon receipt of suspense rosters and corresponding suspense cards.

**PROCEDURE 6-8  
MAINTENANCE OF PERSONNEL SUSPENSE CARD (MANUAL)**

**References.** Procedures 7-6, 7-7, and 7-8, DA Pam 600-8.

**Procedure**

1. This procedure is to be used in lieu of Procedure 6-10 when punched card machines are not available.

2. Upon receipt of a Personnel Suspense Card (DA Form 2431) from the Records Team Leader, the control specialist—

a. Tabs the first month in which a suspense action is to occur and enters the item in pencil in item 44; if the first action is 12 or more months in advance, tabs the first left edge of the "Serial Number" item and enters the item number in pencil in item 44.

b. Files the suspense card alphabetically by unit in the suspense file.

3. Upon receipt of source documents, such as morning reports, orders, correspondence, and reports, the control specialist—

a. Records and/or updates the data on the suspense card.

b. Flags suspense cards to suspend favorable personnel actions, when necessary.

4. As part of continuing maintenance of the suspense file, the control specialist—

a. Screens the 31-day suspense file every day for actions pending and follows up on those actions that have not been completed.

b. Updates the suspense cards when actions have been completed and destroys the suspense copy of the DA Form 1049.

c. Enters in pencil in item 44, the item number of the next action due.

5. During the month of January, the control specialist—

a. Screens the untabbed cards to identify the next action due.

b. Takes the action described in paragraph 2a.

**PROCEDURE 6-9**  
**SCREENING THE PERSONNEL SUSPENSE FILE (MANUAL)**

**Reference.** Procedure 7-8, DA Pam 600-8.

**Procedure**

1. This procedure is to be used in lieu of Procedure 6-10 when punched card machines are not available.

★2. The control specialist screens the suspense file to identify cards with actions required during the following month.

3. Upon identification of a card with actions required, the control specialist—

a. Selects the proper notifications required and prepares by printing or typing the data on the proper DA Form 1049. (See figs. 7-8.1 through 7-8.4, DA Pam 600-8.)

b. Prepares the notification in the number of copies prescribed in Procedure 7-8, DA Pam 600-8, or determined locally.

c. Screens the card for the next action due, enters the item number in pencil in item 44, and moves the suspense tab to the next action month.

4. The control specialist repeats the procedure in paragraph 3 for each card tabbed in the next month, and adds the additional names to the appropriate DA Form 1049.

5. The control specialist distributes the DA Forms 1049 as indicated in Procedure 7-8, DA Pam 600-8.

**PROCEDURE 6-10****OPERATION UNDER THE MACHINE SUSPENSE SYSTEM**

(Applicable in lieu of Procedures 6-8 and 6-9 when punched card machines are available.)

**References.** DA Pam 600-8; section IV, chapter 8 of this regulation.

**Procedure**

1. The Machine Processing Unit (MPU) will notify the control specialist of suspense actions that are due the following month by means of a Personnel Suspense Roster (DA Form 2474) and Personnel Suspense Processing Cards (DA Form 2470-1).

a. The Personnel Suspense Roster is a list of individuals in a specific unit and indicates the suspense action required. Part I (fig. 6-10.1) includes personnel suspense actions which are controlled by action branches within the Personnel Service Division. Part II (fig. 6-10.2) includes personnel suspense actions which are controlled exclusively by the control specialist and forwarded directly to the units for accomplishment.

b. A separate suspense card is provided for each suspense action. Therefore, there is a possibility that there will be more than one card for individuals listed on the roster.

2. When suspense rosters (Part I) with corresponding suspense cards are received from the MPU, the control specialist holds the rosters and cards until a date near the end of the month.

a. Separates the suspense cards by action branch.

b. Prepares a Memo Routing Slip (fig. 6-10.3) forwarding the suspense cards and 1 copy of the suspense roster to the appropriate personnel specialist. (Additional copies of the suspense roster will be furnished action branches, if requested.)

c. Annotates 1 copy of the roster to indicate the action branch to which the cards were forwarded. Retains the annotated copy of the roster to control the return of the suspense cards.

d. When the suspense cards are returned, the control specialist—

- (1) Lines out the old suspense date on the face of the suspense card and enters a new suspense date in pencil. Refers to DA Pam 600-8 for details on establishing suspense dates, and to section IV, chapter 8, of this regulation for details on making entries on the suspense cards.
- (2) Annotates the retained roster to indicate date the action was completed.

(3) Forwards suspense cards for individuals who have been locally reassigned to the appropriate control specialist.

★(4) Forwards suspense cards requiring no further action to the reports clerk. (If the suspense action no longer applies, the completed suspense card may be destroyed.)

3. When suspense rosters (Part II) with corresponding suspense cards are received from the MPU, the control specialist holds the rosters and cards until a date near the end of the month.

a. Prepares 2 copies of a DA Form 1049 (fig. 6-10.4) transmitting the suspense cards and suspense roster to the appropriate unit for accomplishment of the suspense actions.

b. Attaches the original copy of the DA Form 1049 to the suspense roster and corresponding suspense card. Signs for the Chief, Records Unit, and dispatches to the unit.

c. Forwards 1 copy of the roster to the personnel management and personnel action specialists.

d. Retains 1 copy of the suspense roster and 1 copy of the DA Form 1049 in the 31-day suspense file to control the return of the suspense cards.

e. When the suspense cards are returned from the units, the control specialist—

(1) Prepares a Memo Routing Slip (fig. 6-10.3) to forward—

(a) Cards pertaining to the Good Conduct Medal to the personnel action specialist.

(b) Cards pertaining to completion of on-the-job training to the personnel management specialist.

(c) Cards for individuals who have been locally reassigned to the appropriate control specialist.

(2) Withdraws officer photographs and forwards them to the appropriate records clerk.

(3) For suspense cards not requiring further action by a branch of the Personnel Service Division—

(a) Posts the next suspense date on the face of the card.

(b) Annotates the retained roster to indicate the completed action.

(c) Forwards the suspense cards to the reports clerk.

4. When suspense cards that were forwarded to the personnel action and management specialists (par. 3e(1)) are returned, the control specialist follows the procedure in paragraph 3e(3).

5. The control specialist screens the retained personnel suspense roster once monthly.

a. Determines which suspense cards have not been acted upon and returned from the units and/or action branches of the Personnel Service Division.

b. Contacts the appropriate personnel staff NCO or personnel specialist in the composite team to determine the status of the suspense action.

6. The control specialist provides other change information to the MPU when events occur which alter the suspense dates included on the suspense cards maintained by the MPU. The following events indicate a necessity for change data:

a. Temporary appointment of enlisted personnel—

- (1) Suspense date for eligibility for permanent appointment to temporary grade in which appointed must be established.

- (2) Vacates requirement for a suspense date for permanent appointment in grade appointed from, if that grade was temporary.

b. Reduction of enlisted personnel—

- (1) Vacates requirement for suspense date for eligibility permanent appointment to grade reduced from, if that grade was temporary.

- (2) Vacates requirement for suspense date for permanent appointment to grade E-3 if reduced from E-2.

c. Initiation of a Record of Court-Martial Convictions (DA Form 20B).

d. Forwarding of the DA Form 20B to Headquarters, Department of the Army.

e. Changes in eligibility for award of the Good Conduct Medal.

7. When the events listed in paragraph 6 occur, the control specialist obtains a Personnel Suspense Processing Card from the individual's 201 file and enters a new suspense date or enters a "0" in the appropriate block(s) on the card. (Entering "0" indicates the suspense item is no longer applicable.) Forwards the card to the reports clerk.

**ACTION BRANCHES**  
**PERSONNEL SUSPENSE SYSTEM—PART I**

*PERSONNEL ACTION BRANCH*

Armed Forces Reserve Medal  
Federal Housing Administration  
Completion of 17½ years of Federal Service  
Mandatory Retirement  
Expiration of Category  
Efficiency Report  
Medical Examination  
Non-CONUS Resident

*PERSONNEL MANAGEMENT BRANCH*

Completion 29 Years Active Duty  
Eligibility for Appointment (EM)  
Eligibility for Promotion (Off) (WO)

*PERSONNEL RECORDS BRANCH*

Annual Audit of DA Form 66 (Records Clerk)  
Adjust BPED (Records Clerk)  
Forward DA Form 28 (Reports Clerk)  
Review DA Form 41  
Review DA Form 20 (Records Clerk)  
Expiration of Term of Service (ETS) (Control Specialist)  
Adjust BASD (Records Clerk)

*Figure 6-10.1.*

**SUSPENSE ACTIONS**  
**PERSONNEL SUSPENSE SYSTEM—PART II**

Adjust FSA Code  
Qualification in Arms  
Completion of OJT  
Good Conduct Medal  
Identification Card  
Officer Photo  
Smallpox  
Typhoid  
Tetanus

*Figure 6-10.2.*

MEMO ROUTING SLIP		NEVER USE FOR APPROVALS, DISAPPROVALS, CONCURRENCES, OR SIMILAR ACTIONS		ACTION	
1	TO Personnel Action Specialist Composite Team #2	INITIALS	CIRCULATE		
		DATE	COMMUNION		
2			FILE		
			DISPATCH		
3			NOTE AND RETURN		
			PER CONVERSATION		
4			SEE ME		
			SIGNATURE		
REMARKS					
<p>The attached Personnel Suspense Roster and Personnel Suspense Cards are forwarded for action.</p> <p>Enter the date the suspense action is taken on the reverse side of the cards and return them by <u>(specify date)</u>.</p> <p>Suspense cards for individuals who have been locally reassigned, or will be reassigned prior to the date of the suspense action, will be returned prior to the suspense date. Annotate the suspense card to show the new unit of assignment or expected unit of assignment.</p>					
FROM		CONTROL SPECIALIST, Composite Team #2		DATE	22 Jan 62
				PHONE	46577
DD FORM 95		REPLACES PREVIOUS EDITION.		GPO 1961-800239	

Figure 6-10.3.

PERSONNEL ACTION (AR 340-15)		DATE 22 January 1962
FILE REFERENCE	SUBJECT	
AGPSD-C	Personnel Suspense Actions	
TO: Commanding Officer Co B, 1st Bn, 19th Inf Fort Miller, Utah	FROM: CG, 99th Inf Div Fort Miller, Utah	
NR	PROCESSING ACTIONS	
1	<p>1. Inclosed are Personnel Suspense Processing Cards (DA Form 2470-1) and a Personnel Suspense Roster (DA Form 2474) listing individuals who require the indicated personnel actions. The roster also shows the date by which these actions should be completed, or approval/disapproval indicated.</p> <p>2. Instructions for completing the suspense actions are at inclosure 3.</p> <p>3. As the required suspense actions are accomplished note the date the action was completed on the reverse side of the card, and return the cards to this headquarters as they are completed.</p> <p>4. Retain the suspense cards for those individuals who are on leave, hospitalized, AWOL, or otherwise unable to complete the required action at the prescribed time. Suspense actions for these individuals will be accomplished as soon as possible and the cards returned as indicated in paragraph 3.</p> <p>5. If an individual has been locally reassigned or will be locally reassigned prior to the date of the suspense action, annotate the card with the new unit of assignment or expected unit of assignment, and return the card to this headquarters.</p> <p>FOR THE COMMANDER:</p> <p style="text-align: center;"><i>Sgt. Howard E. Smith</i> EDWARD F. KENT CWO, W-3, USA Asst Adj Gen</p> <p>3 Incls 1. Pers Suspense Proc Cards 2. Pers Suspense Roster 3. Instructions for completing Suspense Actions</p>	
USE PLAIN PAPER FOR CONTINUATION OF COMMENTS		

DA FORM 1049  
1 OCT 55

REPLACES EDITION OF 1 OCT 55, WHICH IS OBSOLETE

GPO 1961 O - 344714

Figure 6-10.4.

**SUSPENSE ITEMS AND ACTIONS REQUIRED**

**FSA CODE**—Enter a remark on the Morning Report to change the individual's FSA Code to "L" on the date indicated. Enter the date the action was taken on the reverse of the suspense card.

**QUALIFICATION IN ARMS**—Enter the date the individual completed annual qualification or familiarization in arms on the reverse of the suspense card.

**COMPLETION OF OJT**—Enter on the reverse of the suspense card:

- a. Satisfactory completion of training, or
- b. Training will be completed ..... (date) .....

**IDENTIFICATION CARD**—Prepare DA Form 428, give it to the individual and have him report to the agency responsible for issuing identification cards. Enter the date of issue on the reverse of the suspense card.

**OFFICER PHOTO**—Notify the officer concerned to report to the agency responsible for photographs. Enter the date the action is completed on the reverse of the card, and attach the photograph thereto.

★**ELIGIBLE FOR APPOINTMENT TO PAY GRADE E-3**—Approved or disapprove. If approved, issue orders effecting promotion and enter the date of appointment on the reverse of the suspense card. If disapproved, enter a notation of disapproval and the date on the reverse of the suspense card.

**IMMUNIZATIONS**—Have the individual report to the medical facility for immunizations. When evidence of immunization is received, enter the date of the immunization on the reverse of the suspense card.

*Figure 6-10.4—Continued.*

**PROCEDURE 6-11**  
**ALERTING UNIT COMMANDER AND TRANSFER POINT OF PERSONNEL**  
**ELIGIBLE FOR SEPARATION DURING FOLLOWING MONTH**

★References. AR 635-61; Procedure 7-9 DA Pam 600-8.

**Procedure**

1. The control specialist screens Item 20 of the Personnel Suspense Card (DA Form 2431) for the individuals scheduled for separation during the following month. When punched card machines are available, this information will be available on the Personnel Suspense Roster (DA Form 2474).

2. Using a report form (fig. 7-9.1, DA Pam 600-8) as a worksheet for each unit, the control specialist lists the individuals scheduled for separation.

3. The control specialist forwards the worksheet to the records clerk.

4. The records clerk verifies the data, enters the individual's home of record, and returns the worksheet to the control specialist.

5. The control specialist types an original and 3 copies of a new form from the worksheet.

a. Addresses envelopes to the transfer activity and to the appropriate career counselor.

b. Forwards all documents to the Control Team Leader.

6. The Control Team Leader reviews, signs and dispatches the original and duplicate copies of the report form to the transfer activity; forwards the 3d copy to the control specialist; forwards the 4th copy to the appropriate career counselor and destroys the worksheet.

7. The control specialist files the 3d copy of the report in the 31-day suspense file.

8. Upon receipt of the duplicate copy of the report from the transfer activity, the control specialist withdraws the copy from the suspense file and forwards both copies to the processing clerk.

## ★PROCEDURE 6-12

## TRANSFER OF RECORDS WITHIN THE PERSONNEL SERVICE DIVISION

**References.** AR 600-200.

**Procedure***I. Transfer of Records Between Clerks Within the Same Composite Team.*

1. Upon receipt of orders reassigning an individual to another unit served by the same composite team, the records clerk—

a. Files the orders in the 201 file.

b. Prepares and dispatches a DA Form 1049 (fig. 7-22.1, DA Pam 600-8) requesting a conduct and efficiency rating. Places 1 copy of the DA Form 1049 in the 201 file.

c. Gives the 201 file to the records clerk who maintains the records of the unit to which the individual is being reassigned.

2. Upon receipt of the 201 file, the new records clerk—

a. Places the DA Form 1049 in the 31-day suspense file.

b. Prepares and dispatches a Notice of Transfer (DA Form 14-159) notifying the custodian of the individual's health and dental Records of the organizational change.

c. Files the 201 file.

3. Upon receipt of the conduct and efficiency rating, the records clerk—

a. Posts the ratings in the Qualification Record (DA Form 20).

b. **Rescinded.**

c. Destroys the rating information.

*II. Transfer of Records Between Composite Teams*

1. Upon receipt of orders reassigning an individual to a unit served by another composite team, the records clerk—

a. Files the orders in the 201 file.

b. Contacts the appropriate personnel staff NCO and requests a conduct and efficiency rating.

c. If it is necessary to transfer the individual's health and dental records to another medical facility—

(1) Prepares a DA Form 14-159 requesting that the records be returned to the Personnel Service Division.

(2) Signs and dispatches the DA Form 14-159.

2. On the individual's EDCSA, the records clerk—

a. Posts the conduct and efficiency ratings to the DA Form 20.

b. Obtains the Financial Data Records Folder (FDRF) from the pay specialist.

c. **Rescinded.**

d. Prepares 2 copies of a DA Form 200 for transmittal of the records. Includes the new unit of assignment and the composite team to which the records will be forwarded.

e. Attaches the original copy of the DA Form 200 to the 201 file and forwards the records to the Records Team Leader (RTL).

3. Upon receipt of the records, the RTL forwards them to the appropriate records clerk in the new composite team.

4. Upon receipt of the records, the new records clerk—

a. Withdraws the FDRF and gives it to the pay specialist.

b. Prepares a DA Form 14-159 transferring the health and dental records to the new medical facility; or, if there is no change in medical facility, prepares a DA Form 14-159 to notify the medical facility of the organizational change.

## PROCEDURE 6-13

## INITIATION AND TRANSFER OF TEMPORARY HEALTH RECORDS

**Reference.** AR 40-403.

**Procedure**

1. Upon receipt of a 201 file containing a notification that the transmittal of individual's health and/or dental records has been delayed at the losing organization, the records clerk—

*a.* Initiates a "temporary" record by preparing a DD Form 722 (Health Record Jacket) and a DD Form 722-1 (Dental Record Jacket), as appropriate.

*b.* Prepares a Form 2658 (Abstract of Service) in duplicate.

- (1) Fastens 1 copy to the lower left edge of the opened health records jacket.
- (2) Places the other copy in the dental record jacket.
- (3) Prints the word "temporary" in ink on the face of the jacket and enters the date of initiation thereunder.

*c.* Forwards the temporary records to the appropriate medical facility.

*d.* When delayed records are received, forwards them to the appropriate medical facility.

2. Upon receipt of a 201 file which does not contain the health and dental records or a notification of delay, the records clerk—

*a.* Follows the procedure in paragraph 1*a* through *c*.

*b.* Initiates a letter request for the records from the individual's last known organization.

- (1) Files a copy of the request in the 201 file until a reply has been received.
- (2) If the reply indicates the records are lost, prepares a letter addressed to The Adjutant General, ATTN: Personnel Records Branch, Department of the Army, Washington, D.C. 20310, requesting a search be made for the records.
- (3) If the records are later received, follows the procedure in paragraph 1*d*.

**PROCEDURE 6-14**  
**PROCESSING MORNING REPORTS**

**References.** AR 335-60; Procedure 11-5-1, AR 600-17; Da PAm 600-8.

**Procedure**

1. Upon receipt of the number 1 and 3 copies of the morning report (MR) from each unit served by his composite team, the reports clerk takes the following actions:

a. Notes the receipt of the MR in a Morning Report Control Sheet (suggested format, fig. 6-14.1) which may be modified to meet local requirements.

b. Compares the entries and supporting papers with source documents in the MR 31-day suspense file.

c. Insures that each entry on the MR is accurate and complete and that the strength totals have been adjusted according to remarks affecting the strength section.

d. Contacts the appropriate personnel staff NCO if there are any errors and requests a corrected MR the same date, or returns the MR through the personnel staff NCO to the unit for correction, as appropriate.

e. Separates the number 1 and 3 copies of the MR with supporting papers and forwards—

- (1) The number 1 copy with supporting papers to the Reports Team Leader for review, consolidation and transmittal to the servicing Data Processing Unit (DPU).
- (2) The number 3 copy and attachments to the control specialist, not later than 1330 hours on the day of receipt.
- (3) A reproduced copy through the personnel action specialist to the personnel management specialist.

f. Retains a reproduced copy for preparing the Daily Consolidated Strength Report (Procedure 6-27) and the Officers Strength Report by Branch (Procedure 6-28).

2. Upon receipt of the number 3 copy of the MR from the reports clerk, the control specialist—

a. Posts the pertinent data to the personnel suspense card.

b. Initials the appropriate entries and forwards it to the pay specialist not later than 0800 hours of the day following receipt in the PSD.

3. Upon receipt of the MR from the control specialist, the pay specialist—

a. Posts the information to the worksheet number 5 copy of the MPV if it affects the individual's pay status, and posts the DA Form 481 (Military Leave Record), if required.

b. Initials the appropriate entries and forwards the MR to the records clerk not later than 1200 hours on the day of receipt.

4. Upon receipt of the MR from the pay specialist, the records clerk extracts all required information, initials the appropriate entries and forwards the MR to the Chief, Records Unit by 1200 hours on the 2d workday after receipt.

5. Upon receipt of the posted MR from the records clerk, the Chief, Records Unit reviews, initials, and forwards it to the control specialist.

6. Upon receipt of the MR from the Chief, Records Unit, the control specialist—

a. Reviews and insures that each entry requiring posting has been initialed by the pay specialist and/or the records clerk.

b. Retains the MR for 1 month subsequent to the last day of the current month.

c. Forwards the month's MR's to the central files in the Office Services Unit.

7. In combat the reports clerk suspends morning report entries for casualties pending receipt of a Casualty Report (DA Form 1154).

a. Contacts the personnel management specialist to determine the status of the casualty report.

b. Verifies the data reported in the morning report.

MORNING REPORT CONTROL SHEET										MONTH		
Date	1st Bn 19th Inf											
	HQ&HQ Co	Co A	Co B	Co C	HQ&HQ Co	Co A	Co B	Co C	HQ&HQ Co	Co A	Co B	Co C
1												
2												
3												
4												
5												
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Figure 6-14.1.

## PROCEDURE 6-15

## PROCESSING MORNING REPORTS AND FORWARDING TO MPU

(Applicable when punched card machines are available.)

**Reference.** AR 335-60.**Procedure**

1. The reports clerk will receive a DA Form 2468 (Personnel Data Card) and 2469 (Personnel Qualifications Card) from the records clerk, and a DA Form 2470 (Personnel Suspense Card) from the control specialist for each newly assigned soldier. The reports clerk holds these cards until receipt of the morning report which records the individual as an assigned gain then takes the action indicated in paragraph 2*b*.

2. Upon receipt of the number 1 and 3 copies of the morning report (MR) from each unit served by his composite team, the reports clerk—

*a*. Follows paragraph 1*a* through *d*, Procedure 6-14.

★*b*. Compares the entries on the MR with the entries on the machine cards (para. 1). If the TOE paragraph and line number to which new gains are assigned for duty are not indicated on the Personnel Data Card, consults with the personnel management specialist, and obtains the information, or enters the information from the morning report, as appropriate (see note in Procedure 3-18), prior to forwarding the number 3 copy of

the MR and the cards to the Machine Processing Unit (MPU).

*c*. Separates the number 1 and 3 copies with supporting papers.

*d*. Forwards the number 1 copy with supporting papers to the Reports Team Leader for review, consolidation and transmittal to the servicing Data Processing Unit (DPU).

*e*. Prepares a batch control card as prescribed by section VII, chapter 8.

*f*. Attaches the machine cards to the batch control card and forwards them together with the number 3 copy to the MPU.

*g*. Forwards a reproduced copy to the control specialist not later than 1830 hours on the day of receipt.

*h*. Forwards a reproduced copy through the personnel action specialist to the personnel management specialist.

*i*. Retains a reproduced copy for preparing the Daily Consolidated Strength Report (Procedure 6-27) and the Officers Strength Report by Branch (Procedure 6-28).

3. The reproduced copy of the MR received by the control specialist is processed as prescribed in paragraphs 2 through 7, Procedure 6-14.

PROCEDURE 6-16

★VERIFICATION OF THE PERSONNEL ROSTER FROM THE SERVICING DATA PROCESSING UNIT

★References. AR 330-504, DA Pam 600-8, AR 330-104.

Procedure

1. This procedure is to be used in lieu of Procedure 6-17 only when punched card machines are not available.

★2. During the month the reports clerk posts gains, losses, and changes as they occur to a "working copy" of the previous personnel roster.

3. ★Upon receipt of the personnel roster from the servicing Data Processing Unit (DPU), the reports clerk—

a. Compares it with the working copy, making necessary additions, deletions and changes.

b. Verifies the roster against information in the 201 file with the records clerk, making necessary changes in accordance with the procedure outlined in AR 330-504.

c. Insures that all required information is entered for each individual.

d. Adjusts the strength totals on the last page of the roster if names of individuals have been added or deleted from the roster.

★e. Totals the strength by grades as listed on the personnel roster and compares each total with the strength by grade on the morning report for

the "as of" of the roster. Resolves any differences and makes corrections as necessary.

f. Prepares 3 copies of a letter (fig. 6-16.1) to the unit if morning report corrections/entries are required.

(1) Signs the letter for the Chief, Records Unit and dispatches 2 copies through the appropriate personnel staff NCO.

(2) Places 1 copy in the morning report suspense file for the date the correcting or substantiating entries are to appear on the unit morning report.

g. Enters the signature block of the Chief, Records Unit on the last page of the personnel roster.

h. Retains 1 copy for the working copy.

i. Forwards 1 copy to the personnel management specialist.

j. Takes the remaining copies to the Records Team Leader (RTL).

4. ★Upon receipt of the verified personnel rosters from the reports clerk, the RTL—

a. Screens the rosters for completeness and spot checks for accuracy.

b. Consolidates the rosters for the divisions.

c. Obtains the signature of the Chief, Records Unit and dispatches the rosters to the servicing Data Processing Unit.

HEADQUARTERS  
99TH INFANTRY DIVISION  
FORT MILLER, UTAH

12 July 1965

SUBJECT: Correction of Morning Report

TO: Commanding Officer  
Company D, 1st Battalion, 19th Infantry  
Fort Miller, Utah

Verification of the Personnel Roster prepared by the servicing Data Processing Unit (DPU) revealed certain errors which must be corrected by a morning report entry. The following correcting entries will be made on the morning report prepared and submitted for your organization for the period ending 2400 hrs. 18 Jul 65.

8 Aug 65 Smith, Irving H., RA 33562126 MSgt Eg SN SHOULD BE RA 3345216

25 Aug 62 Doe, Fred C., US 34677985 Pfc E3 Duty MOS 11B40 SHOULD BE 11B20.

FOR THE COMMANDER:



EDWARD F. KENT  
CWO W3, USA  
Asst Adj Gen

★Figure 6-16.1.

## PROCEDURE 6-17

★ VERIFICATION OF THE ROSTER OF EXCEPTIONS AND THE PERSONNEL ROSTER  
FROM THE SERVICING DATA PROCESSING UNIT

(Applicable in lieu of Procedure 6-16 when punched card machines are available.)

**Reference.** AR 330-504.**Procedure**

1. The Machine Processing Unit (MPU) compares the data received each month from the servicing Data Processing Unit (DPU) with the data which is on file in their punched cards in order to identify the personnel for whom there is conflicting data. The MPU will prepare a Roster of Exceptions which lists each individual for whom there is a conflict in data. The reports clerk together with the records clerk must then screen the 201 file and/or morning report to determine the cause of differences in data. The Roster of Exceptions will include some names listed twice and some names listed only once; when a name appears only once and is followed by an asterisk, the data is that which is on file in the MPU and no corresponding data was received from the DPU; when a name appears only once and is not followed by an asterisk, the data is that which is on file in the DPU and no corresponding data is on file in the MPU; when a name appears twice, the second line is always followed by an asterisk and is the data on file in the MPU. Section IV, chapter 8 contains details on making entries on machine cards, and must be referred to by the reports and records clerks when preparing processing cards to correct data which is on file in the MPU.

2. Upon receipt of the DPU roster and the Roster of Exceptions from the Reports Team Leader, the reports clerk takes the roster of Exceptions to the records clerk who maintains the 201 files of the unit being verified. The reports clerk and the records clerk jointly verify and correct the roster as follows:

a. When the name appears on two lines—

- (1) Verifies the data on the first line against the 201 file, and follows AR 330-504 for making corrections.
- (2) Compares the data on the second line with data on the first line. If there is an error on the second line, takes the following action(s), as appropriate and applicable:

★(a) If there is an error in the name, grade or service number, obtains a

Personnel Data Card (DA Form 2468-1) from the 201 file. Enters the correct data in the appropriate blocks on the card, and/or,

- (b) If there is an error in the expiration of term of service, obtains a Personnel Suspense Card (DA Form 2470-1) from the 201 file. Enters the correct data in the appropriate blocks on the card, and/or,
- (c) If there is an error in any other items of data on the roster, i.e., other than the items mentioned in (a) and (b) above, obtains a Personnel Qualifications Card (DA Form 2469-1) or a Personnel Data Card, as applicable, from the 201 file. Enters the correct data in the appropriate blocks on the card which contains the incorrect information. When there is other incorrect data on the Personnel Data Card, and a card was prepared to correct a name, grade or service number ((a) above) enters the correct data in the appropriate blocks on the same card.

b. When the name appears on only one line and is followed by an asterisk screens the morning reports and determines if the individual was reported as an assigned gain or loss during the period covered by the roster.

- (1) If the individual was reported as a loss, enters the individual's name, grade and service number on a blank Personnel Data Card. Enters the date the individual was reported as an assigned loss on the face of the card, for example, "Assigned Loss—Ref MR  
....."

(Date)

- (2) If the individual was not reported as a loss, or was reported as a gain, enters the missing DPU data from the 201 file on the blank line above the MPU data, and enters the date the individual appeared on the morning report in the right margin of the roster.

c. When the name appears on only one line and is not followed by an asterisk, screens the morning reports and determines if the individual was reported as an assigned gain or loss during the period covered by the roster.

- (1) If the individual was reported as a loss, draws a fine line through the entire entry and enters the date the individual appeared on the morning report in the right margin of the roster.
- (2) If the individual was reported as a gain, verifies the entry as prescribed in a(1) above, and from the information in the 201 file, prepares a Personnel Data Processing Card, Personnel Qualifications Processing Card, and a Personnel Suspense Processing Card. Enters on the face of each card, the date the individual was reported as an assigned gain, for example, "Assigned Gain-Ref MR \_\_\_\_\_ (date) \_\_\_\_\_."

3. Upon completion of the verification of each Roster of Exceptions, the reports clerk returns to his work area with the corrected roster and the processing cards prepared during the verification. Takes the following actions:

a. Transfers the corrected data and morning report references from the first line of each 2-line entry and 1-line entry not followed by an asterisk from the Roster of Exceptions to the DPU roster. Adds or deletes names from the roster that should or should not have appeared on the roster.

b. Checks the strength totals on the last page of the DPU roster and adjusts the totals if names of individuals have been added or deleted.

c. Prepares 4 copies of a letter (fig. 6-16.1) addressed to each unit having morning reports that require corrections to previously reported data, and/or require entries of new data not previously reported.

- (1) Signs the letter for the Chief, Records Unit, and dispatches 2 copies through the appropriate personnel staff NCO to the unit.
- (2) Places 1 copy of the letter in the morning report suspense file for date on which the correcting or substantiating entries are to appear on the unit morning report.
- (3) Holds 1 copy of the letter to be forwarded to the MPU together with the processing cards.

d. Enters the signature block of the Chief, Records Unit on the last page of the DPU roster.

e. Removes 2 carbon copies of the DPU roster—

- (1) Forwards 1 copy to the personnel management specialist.
- (2) Retains 1 copy as a working copy to be posted up-to-date as changes occur.
- (3) Delivers the remainder of the copies to the Reports Team Leader for consolidation and return to the servicing DPU.

f. Retains the corrected Roster of Exceptions for reference.

g. Assembles the processing cards prepared for each Roster of Exceptions, by card form number, and attaches them to the appropriate letter to the unit (c(3) above).

h. Forwards the cards and letters (c(3) above) to the MPU with the number 3 copy of the appropriate morning report (Procedure 6-15).

## PROCEDURE 6-18

## INITIATION AND MAINTENANCE OF QUALIFICATION AND SERVICE RECORDS

**References.** AR 611-103, AR 614-210, AR 640-201, AR 640-203, DA Pam 600-8.

**Procedure****1. Officer Qualification Record (DA Form 66).**

a. When necessary to initiate or remake an officer qualification record (sec V, AR 611-103), the records clerk prepares DA Form 66 in duplicate, using AR 611-103 to obtain the details on making the entries in each item. Information to complete the record is obtained from such sources as old qualification records and personal interview.

b. If the officer is not physically present when the new record is prepared, the records clerk forwards both copies of the DA Form 66 in a sealed envelope to the appropriate personnel staff NCO requesting that the officer review, sign both copies, and return them to the Personnel Service Division.

c. Upon return of the DA Forms 66, the records clerk—

- (1) Insures that both copies have been properly signed by the officer.
- (2) Files the original copy in the 201 file.
- (3) Prepares an envelope addressed to the Chief of Personnel Operations, ATTN: OPD- (Control Branch of Officer), Department of the Army, Washington, D.C. 20310. (See sec I, AR 611-103 for officers and warrant officers of the Army Medical Service, Judge Advocate General's Corps and for Chaplains.)
- (4) Forwards the duplicate copy together with the envelope to the Records Team Leader (RTL) for review.
- (5) If the old DA Form 66 was remade, places the old record together with the related Report of Change for DA Form 66 (DA Form 66A) in the 31-day suspense file for a date 30 days after the date the new record is forwarded to the Control Branch. Destroys the old records and reports of change on the suspense date.

d. Upon receipt of a new DA Form 66 from the records clerk, the RTL reviews the record for completeness and accuracy. Places the record in the envelope and dispatches to Department of the Army.

e. Upon receipt of information which requires an entry on the DA Form 66, other than in item 18 (g below), the records clerk posts or changes the record, as appropriate.

- (1) Prepares an original and duplicate copy of a Report of Change for DA Form 66 for changes in old data and entries of new data as required by section IX, AR 611-103. Refers to section IX, AR 611-103 for details on preparation and submission of DA Form 66A.
- (2) Files the duplicate copy of the DA Form 66A in the 201 file for 1 year, or until 30 days after the date a new DA Form 66 is prepared and forwarded to the Control Branch.
- (3) Posts the record of reports of change item on the DA Form 66 by blacking out (in pencil) the next change number in the "changes" block on the record.
- (4) Prepares an envelope addressed to the Chief of Personnel Operations, ATTN: OPD- (Control Branch of Officer), Department of the Army, Washington, D.C. 20310. (See sec I, AR 611-103 for officers and warrant officers of the Army Medical Service, Judge Advocate General's Corps and for Chaplains.) Forwards the original copy of the DA Form 66A together with the envelope to the RTL for review. (If required by the RTL, the DA Form 66A will be attached to the DA Form 66.)

f. Upon receipt of the DA Form 66A from the records clerk, the RTL reviews and obtains the signature of the Chief, Records Unit.

- (1) Places the DA Form 66A in the envelope and dispatches.
- (2) Returns the DA Form 66 to the records clerk, if applicable.

g. Upon receipt of a source document such as the morning report or copy of orders which requires an entry in item 18 of the DA Form 66, the records clerk forwards the records to the personnel action specialist with an informal request to review the record and determine if the change will require the rendition of an Officer Efficiency Report (DA Form 67-5). Upon receipt of notification from the personnel action specialist, the records clerk makes

the appropriate entries in item 18 on the record (see Procedure 4-1).

*h.* The annual audit of the DA Form 66 is accomplished by forwarding the DA Form 66 in a sealed envelope to the officer, utilizing DA Form 1049 (fig. 6-18.1) for transmittal. A copy of the DA Form 1049 is retained in the 31-day suspense file to control the return of the record. The review of an officer's MOS is accomplished by forwarding the 201 file to the appropriate personnel management specialist when an officer is transferred, reassigned, or when an efficiency report is rendered.

**2. Enlisted Qualification Record (DA Form 20).**★ *a.* The records clerk maintains and, when necessary, remakes the DA Form 20 in accordance with the details outlined in AR 600-200.

*b.* It is required that a duplicate copy of the DA Form 20 of enlisted personnel in the following categories be maintained at Headquarters, Department of the Army:

- (1) Grades E-7, E-8, and E-9.
- (2) Grades E-6 and below, as follows:
  - (*a*) Members of the noncommissioned officers logistics program.
  - (*b*) Special Forces:
    1. Personnel awarded special qualifications digit 3 to primary or duty MOS.
    2. Personnel undergoing training in TOE Special Forces Groups or units preparatory to award of special qualifications digit 3.
  - (*c*) Special duty assignment, MOS 002.
  - (*d*) Enlisted Aide, MOS 003.
  - (*e*) Special Bandsman, PMOS 034.
  - (*f*) Scientific and Engineering Assistants, PMOS 309, 409, 509, 709, 908, 909, and 939.
  - (*g*) Nuclear Powerman, PMOS 358.
  - (*h*) Attaché Specialists:
    1. Personnel awarded MOS 705 as primary or duty MOS.
    2. Personnel undergoing on-the-job training in Attaché System preparatory to award of MOS 705.

- (*i*) Assistant Criminal Investigator, PMOS 953.
- (*j*) Intelligence Specialist, PMOS 971 and 972.
- (*k*) Military Intelligence Coordinator, PMOS 974.

*c.* Upon receipt of notification that an individual has been newly appointed to E-7, or falls within any of the categories listed in *b* above, the records clerk—

- ★(1) Prepares a duplicate copy of the DA Form 20 not later than 5 working days after the date of appointment. See AR 600-200 for details.
- (2) Transmits the duplicate DA Form 20 to the Chief of Personnel Operations, ATTN: EPADS, Department of the Army, Washington, D. C. 20310.

★*d.* The records clerk reports changes to items 7, 14, 15, 17, 22, 23, 25, 26, 27, 29, 33 (include permanent change of station, change of duty station, major permanent-type duty assignment changes only), and 34. DA Form 2876 will be used to make changes.

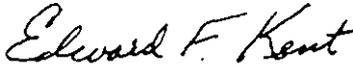
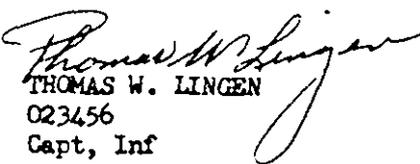
- (1) Follows the procedure in paragraph 1c(3), except that the envelope is addressed to the addressee indicated in *c* above.

- ★(2) Files the duplicate copy of the DA Form 2876 in the 201 file for 1 year, or until a new DA Form 20 is prepared.

*e.* Whenever active service in grades E-7, E-8, and E-9 is terminated for any reason (retirement, separation without immediate reenlistment, or death) a final report of change reflecting appropriate information will be submitted immediately.

*f.* Additional copies of the DA Form 20 will be made as prescribed by Department of the Army directives or for a specific purpose. Each additional copy so prepared will be clearly marked "COPY" and will be destroyed immediately after use for the specific purpose for which prepared.

★3. Enlisted Service Record (DA Form 24). Rescinded.

<b>PERSONNEL ACTION</b> <small>(AR 340-15)</small>		DATE <b>S-13 Oct 61</b> <b>2 Oct 61</b>
FILE REFERENCE  <b>AGPSD-A</b>	SUBJECT  <b>Annual Audit of DA Form 66</b>	
TO: Capt Thomas W. Lingen, 023 456 Co B, 1st Bn, 19th Inf Fort Miller, Utah	FROM: CG, 99th Inf Div Fort Miller, Utah	
NR 1	PROCESSING ACTIONS	
<p>Section VI, AR 611-103, requires all officers to audit their Officer Qualification Record (DA Form 66) annually. The date of the last audit as recorded in Item 35 of your DA Form 66 is <u>11 Oct 60</u>.</p> <p>2. Upon completion of this audit erase present pencil entry in Item 35 and record new date IN PENCIL.</p> <p>3. DO NOT correct or change any entry on your DA Form 66 except Item 35. Remarks concerning other information on the record may be made in your return comment.</p> <p>4. This correspondence together with your DA Form 66 is to be placed in a sealed envelope and hand-carried to the personnel staff NCO who will forward it to this headquarters. Message Center service will not be used.</p> <p>5. Return completed action by Comment No. 2 not later than the suspense date.</p> <p style="text-align: center;">FOR THE COMMANDER:</p> <div style="text-align: right; margin-right: 100px;">                       EDWARD F. KENT                      CWO, W-3, USA                      Asst Adj Gen                 </div> <p>1 Incl DA Form 66</p>		
<p>2 TO: CG, 99th Inf Div                      FROM: Capt Thomas W. Lingen                      11 Oct 61                  ATTN: AGPSD-A                              Co B, 1st Bn, 19th Inf</p> <p>Comment No. 1 complied with.</p> <div style="text-align: right; margin-right: 100px;">                       THOMAS W. LINGEN                      023456                      Capt, Inf                 </div> <p>1 Incl nc</p>		

USE PLAIN PAPER FOR CONTINUATION OF COMMENTS

**DA FORM 1049**  
1 OCT 55

REPLACES EDITION OF 1 OCT 55, WHICH IS OBSOLETE

GPO 1955 O - 347114

★Figure 6-18.1.

## PROCEDURE 6-19

## PREPARATION OF RECORD OF EMERGENCY DATA

**References.** AR 640-40, DA Pam 600-8.

**Procedure**

1. When serving as a member of the Inprocessing Team, the records clerk takes the following action as a part of inprocessing of personnel records (Procedure 6-2):

*a.* Removes the current Record of Emergency Data (DA Form 41) from the replacement's 201 file and requests that he review the form for correctness.

★*b.* If there are changes which necessitate re-making the current DA Form 41—

- (1) Prepares a new DA Form 41 by referring to AR 640-40 and Procedure 7-14, DA Pam 600-8 to obtain the details on completion of the form.
- (2) Requests the individual to review the new DA Form 41 and sign in item 22.
- (3) Signs in item 23 as a witness.
- (4) Places both copies of the new DA Form 41 in the 201 file.

★*c.* If there are no changes which necessitate re-making the current DA Form 41—

- (1) Requests the individual to review the form.
- (2) Enters new review date in pencil.
- (3) Places the form in the 201 file.

2. As a member of a composite team in the Personnel Service Division (PSD), the records clerk—

*a.* Examines the contents of 201 files received for new replacements to determine if a new DA Form 41 was prepared during inprocessing.

★*b.* If a new DA Form 41 was prepared—

- (1) Removes the original (card) and places it together with any other new DA Forms

41 prepared for that date in an envelope addressed to Chief, Casualty Branch, TAGO, Department of the Army, Washington, D.C. 20315, and dispatches.

- (2) Withdraws the old (yellow) copy of the form from the 201 file and destroys it.
- (3) Files the new (yellow) copy of the form in place of the old form.

3. The records clerk will routinely receive information which may cause a DA Form 41 to be remade. Sources of such information are—

*a.* Notification by the individual concerned.

*b.* Information from the pay specialist when—

- (1) An individual's marital status changes.
- (2) There is a birth or an adoption of a child.
- (3) There is an increase or decrease in an individual's withholding tax exemptions.
- (4) An individual requests termination of authority to ration separately.

*c.* Receipt of the 201 file copy of an Application for Uniformed Services Identification and Privilege Card (DD Form 1172).

4. When information is received which indicates that a new DA Form 41 is to be prepared and the individual is not present in the PSD, the records clerk—

*a.* Follows the procedure in paragraph 1*b*(1).

★*b.* Places the new DA Form 41 in an envelope together with an informal note requesting that the individual review the new form, sign in item 22 on all copies and return them to the PSD by (specify date). (The company clerk or first sergeant may witness the signing of the new form.)

*c.* Dispatches the envelope to the individual's unit.

5. Upon return of the signed forms, the records clerk follows the procedure in paragraph 2*b*.

**PROCEDURE 6-20**

**PREPARATION AND PROCESSING OF ARMED FORCES SECURITY QUESTIONNAIRE**

**References.** AR 604-10, DA Pam 600-8.

**Procedure**

1. If the inprocessing clerk indicates that an Armed Forces Security Questionnaire (DD Form 98) must be remade, the records clerk—

a. Prepares a new DD Form 98 in an original copy only.

b. Requires the individual to read the form and personally complete the answers under question 2 by writing "YES" or "NO" in the appropriate blocks.

c. Requires the individual to return upon completion of the days inprocessing or at a designated time.

2. When inprocessing is completed, or at the designated time, the records clerk takes the DD

Form 98 and the individual to a designated officer assigned to the Replacement Detachment.

3. The designated officer reviews the DD Form 98, and if in order—

a. Has the individual sign the form.

b. Signs as a witness of the signature.

c. Dismisses the individual.

d. Returns the form to the records clerk.

4. The records clerk files the new DD Form 98 in the 201 file. Old DD Forms 98 are not destroyed but retained in the 201 file indefinitely.

5. If an individual answers YES under question 2, Section IV, qualifies his DD Form 98, or refuses to accomplish it in its entirety, the records clerk takes the individual and the DD Form 98 to the Chief, Records Branch for interview and action under AR 604-10.

## PROCEDURE 6-21

## RECORDING COURT-MARTIAL CONVICTIONS, REMISSION OR SUSPENSION OF SENTENCE, VACATING SUSPENDED SENTENCE AND DISPOSITION OF RECORD

**References.** AR 600-200, DA Pam 600-8.

**Procedure**

1. Upon receipt of a court-martial order or summary court-martial case, the records clerk—
  - a. Screens the 201 file to determine if it contains a Record of Court-Martial Conviction (DA Form 20B).
  - b. Enters the data from the court-martial order or case on the existing DA Form 20B or prepares a new DA Form 20B as appropriate. Refers to AR 600-200 for details on initiating and entering information on the DA Form 20B.
  - c. Makes an entry in the 201 file index for a newly initiated DA Form 20B.
  - d. Posts the Service Record (DA Form 24) and Qualification Record (DA Form 20), as necessary.
  - e. Forwards the 201 file together with the DA Form 20B and court-martial order or case, to the Records Team Leader (RTL) for review.
2. Upon receipt of the above records and documents from the records clerk, the RTL—
  - a. Reviews for completeness and insures that the necessary entries have been posted to the DA Form 20, DA Form 24, and the 201 file index.
  - b. Obtains the signature of the Chief, Records Unit on the DA Form 20B.
  - c. Returns the records and documents to the records clerk.
3. Upon return of the records and documents from the RTL, the records clerk—
  - a. Files the DA Form 20B in the Military History Section of the 201 file.
  - b. Files the copy of the court-martial order or case, as a temporary document in the 201 file.
  - c. Notifies the control specialist that a suspense date must be established for forwarding of the DA Form 20B to The Adjutant General.
4. When a court-martial order is received which remits, suspends, or vacates a suspended sentence, the records clerk—
  - a. Withdraws the DA Form 20B from the 201 file.
  - b. Records the information on the form as prescribed in AR 600-200.
  - c. Attaches the court-martial order to the DA Form 20B and forwards it to the RTL for review.
5. The RTL reviews the DA Form 20B, obtains the signature of the Chief, Records Unit, and returns the form and court-martial order to the records clerk.
6. When the DA Form 20B and court-martial orders are returned by the RTL, the records clerk follows the procedure in paragraph 3.
7. The records clerk withdraws the DA Form 20B from the 201 file and forwards it to The Adjutant General, ATTN: AGPF-I, Department of the Army on the following occasions:
  - a. Upon discharge and immediate reenlistment.
  - b. Upon release from active duty or active duty for training, and return to the ARNGUS or return/transfer to the Army Reserve. (In this case the records clerk will forward the DA Form 20B only if the division is responsible for transfer activity processing.)
  - c. Three years from the date of the last court-martial conviction.
8. When a DA Form 20B is to be forwarded to The Adjutant General, the records clerk—
  - a. Withdraws the form from the 201 file.
  - b. Lines out the entry in the 201 file index.
  - c. Prepares an envelope for transmittal of the form.
  - d. Forwards the 201 file, DA Form 20B and envelope to the RTL.
  - e. Notifies the control specialist of the completed action.
9. The RTL dates the lined-out entry in the 201 file index and obtains the initials of the Chief, Records Unit.
  - a. Returns the 201 file to the records clerk.
  - b. Places the DA Form 20B in the envelope and dispatches it.

PROCEDURE 6-22

PREPARATION OF EXTRACT OF MILITARY RECORDS OF PREVIOUS CONVICTIONS

**References.** AR 630-10, DA Pam 600-8, Manual for Courts-Martial (MCM-1951).

**Procedure**

1. When a request for an Extract of Military Records of Previous Convictions (DD Form 493) is received from the unit, personnel staff NCO, or other official sources, the records clerk—

a. Inquires of the requestor if other documents or data are required from the Personnel Service Division e.g., Extract Copy of Morning Report (DA Form 188), or pay data for charge sheets.

b. Notifies the Records Team Leader (RTL) immediately if priorities must be established, or if a portion of the work must be reassigned to another clerk.

c. Requests the Office Services Unit to prepare the extract of morning report entires (Procedure 7-13), if requested, and obtains the pay data from a pay specialist, as appropriate.

d. Screens the 201 file to determine if the individual has a Record of Court-Martial Conviction (DA Form 208) which pertains to his current term of service, and is not over 3 years old.

(1) If a DA Form 208 is on file, prepares DD Form 493 in the number of copies re-

quested, by extracting the pertinent information from the DA Form 208 and entering it on the DD Form 493.

(2) If there is no DA Form 208 on file, prepares DD Form 493 in the number of copies requested, modified to indicate there is no record of previous convictions.

e. Prepares an envelope addressed to the requestor, and attaches the DD Form 493 together with the other documents or data, as appropriate, and forwards the envelope to the RTL. (The RTL may require that the DA Form 208 accompany the DD Form 493 if there is a record of previous convictions.)

2. Upon receipt of the completed DD Form 493, and when requested, other documents or data, from the records clerk, the RTL—

a. Reviews for correctness and completeness.

b. Obtains the necessary signatures from the Chief, Records Unit.

c. Places the documents in the envelope and dispatches it to the requestor.

d. If appropriate, returns the DA Form 208 to the records clerk.

**PROCEDURE 6-23**  
**ADMINISTRATIVE ACTIONS RESULTING FROM ABSENCE WITHOUT LEAVE**  
**AND DESEPTION**

**References.** AR 630-10, AR 640-10, AR 600-200, DA Pam 600-8.

**Procedure**

1. When a morning report entry indicates an individual is AWOL, the reports clerk places a note in the 31-day suspense file for the 9th day of AWOL as a reminder to insure that the unit commander notifies the individual's nearest relative not later than the 10th day of AWOL.

2. The control specialist flags the personnel suspense card to prevent any favorable personnel actions.

3. The records clerk receives a copy of the DA Form 268 from the personnel action specialist, places it in the 201 file and gives the file to the Records Team Leader (RTL).

4. The RTL acts as custodian of the 201 file pending final disposition.

a. Places a note in the 31-day suspense file for the 30th day of AWOL as a reminder to prepare DD Form 553 (Absentee Wanted by the Armed Forces).

★b. Places a note in the 31-day suspense file for the 117th day of AWOL as reminder to close out the records and forward them to The Adjutant General providing a report of return to military control or confinement by civil authorities has not been received.

5. When a copy of the letter to the nearest relative is received from the unit commander, the RTL places it in the 201 file.

6. On the 30th day of AWOL, the RTL—

a. Prepares and distributes DD Forms 553 in accordance with instructions in AR 630-10.

- (1) Insures that the complete distribution of the forms is noted on the reverse of each form prepared.
- (2) Obtains the signature of the Chief, Records Unit on each form.
- (3) Dispatches the forms not later than the 2d workday after the date the individual is dropped from the rolls of his organization as a deserter.

b. Places 1 copy of the DD Form 553 in the 201 file to be retained with the records.

c. Insures that the proper entry has been made on the unit morning report by checking with the reports clerk.

d. Makes an entry in the <sup>Qualification</sup> Record (DA Form 20) dropping the individual as a deserter (see AR 600-200).

★7. On the 117th day of AWOL the RTL takes action to obtain the substantiating documents which must accompany the records to The Adjutant General (see AR 630-10). Instructs the records clerk to obtain the individual's health and dental records from the medical facility.

8. Upon receipt of the health and dental records, and the substantiating documents to accompany the records, the RTL forwards all the records and documents to the outprocessing clerk.

9. Upon receipt of the records from the RTL, the outprocessing clerk—

a. Outprocesses the records in accordance with Procedure 6-6.

★b. Prepares a letter of transmittal and dispatches the records to The Adjutant General, ATTN: AGPO-XDA, Department of the Army, Washington, D.C., 20315.

10. When an individual has been absent for less than 30 days and is returned to his unit of assignment—

a. The RTL returns the records to the records clerk and destroys the notes in the 31-day suspense file.

b. The records clerk makes the necessary entries in the service record and refiles the records.

★11. When an individual has been absent for 30 days or more but less than 119 days and is returned to military control, the RTL takes the following action, as appropriate—

a. If the individual is reassigned to his previous unit of assignment—

- (1) Prepares DD Form 616 (Report of Return of Absentee), obtains the signature of the Chief, Records Unit, and dispatches the forms to the recipients of the DD Forms 553, except that only 3 copies of the form are forwarded to The Adjutant General.
- (2) Returns the records to the records clerk who follows the procedure in paragraph 10b.

**C 1, AR 600-16**

b. If the individual is not being returned to the division for final disposition, returns the records to the records clerk with instructions to notify the pay specialist, and initiate outprocessing procedures in accordance with Procedure 6-5. Requests the records clerk to prepare an Extract of the Morning Report (DA Form 188) listing all morning report entries pertaining to the unauthorized absence. (DA Form 188 is authenticated by the Chief, Records Unit and forwarded with the 201 file to the commander who is to take final action to dispose of the case.)

12. Upon receipt of information that an individual has been apprehended, and is not being re-

turned, and his records have been forwarded to The Adjutant General, the RTL—

a. Prepares a letter informing the gaining commander that the individual's records should be requested from The Adjutant General.

b. Has the letter signed by the Chief, Records Unit, and dispatches it.

13. The above procedure does not apply to soldiers serving on ACDUTRA who enter an AWOL status. When a soldier serving on ACDUTRA enters into an AWOL status, the procedures outlined in AR 630-10 under the paragraph heading "ACDUTRA Personnel in AWOL Status" will be followed.

## PROCEDURE 6-24

## PROCESSING REQUESTS FOR MILITARY IDENTIFICATION TAGS

**References.** AR 606-5; Procedure 11-4-2, AR 600-17; DA Pam 600-8.

**Procedure**

1. Upon receipt of a request for identification tags from the unit (two blank tags are attached to the request), the records clerk—

*a.* Verifies the information in the request against the individual's 201 file.

*b.* Contacts the individual to resolve differences between information in the request and the 201 file.

*c.* Initials the request to indicate that the information in the request has been verified against the 201 file.

2. Forwards the request together with the blank tags to the Office Services Unit for embossment and return to the unit. (Procedure 7-15).

PROCEDURE 6-25

RECEIPT AND RECORDING OF ENLISTED CONDUCT AND EFFICIENCY RATINGS

★References. Procedure 11-4-1, AR 600-17; AR 600-200; DA Pam 600-8.

Procedure

1. Upon receipt of the Personnel Records Branch copy of the Personnel Information Roster, from the personnel action specialist, the records clerk—

a. Screens the remarks section of the roster for conduct and/or efficiency ratings for individuals having changes in duty assignments and/or supervisory changes.

★b. Enters the appropriate ratings in the individual's Qualification Record (DA Form 20).

c. After the ratings have been entered, forwards the DA Forms 20 to the Records Team Leader (RTL) to obtain the initials of the Chief, Records Unit.

2. The records clerk prepares a DA Form 1049 (Personnel Action) (fig. 7-22.1, DA Pam 600-8) in 2 copies, requesting conduct and/or efficiency ratings—

a. If the Personnel Information Roster indicates changes which require conduct and/or efficiency ratings, and no ratings are recorded.

b. Upon receipt of orders effecting discharge and immediate reenlistment.

3. When paragraph 2 applies, the records clerk—

a. Forwards 1 copy of the DA Form 1049 to the RTL for review.

b. Places 1 copy of the DA Form 1049 in the 31-day suspense file pending return of the requested ratings.

c. Follows the procedure in paragraph 1b and c upon return of the DA Form 1049 from the unit.

★4. Upon receipt of an order awarding the Good Conduct Medal, the records clerk enters the appropriate ratings in the DA Form 20 and forwards the record to the RTL, who gives it to the Chief, Records Unit for review.

5. Upon receipt of an order indicating a change in principal duty assignment, or reassignment of a commissioned or warrant officer, the records clerk—

a. Requests the RTL to contact the appropriate personnel staff NCO and request a roster of enlisted personnel supervised by the officer and applicable ratings.

b. Follows the procedure in paragraph 1b and c upon receipt of the requested roster.

6. Upon receipt of the above mentioned documents from the records clerk, the RTL—

a. Signs DA Form 1049 for the Chief, Records Unit and dispatches it to the unit.

★b. Rescinded.

**PROCEDURE 6-26**  
**IDENTIFICATION OF ENLISTED ALIEN PERSONNEL**

**References.** AR600-200, DA Pam 600-8.

**Procedure**

1. On the first workday of each month the reports clerk—

a. Withdraws the file copy of the DA Form 1049 prepared for the previous month, for each unit, listing the names of enlisted aliens, enlisted under the authorities cited in AR 600-200.

b. Screens items 8, 9 and 18 of the Personnel Suspense Cards (DA Form 2431) and posts gains, losses, changes of assignment and duty MOS to the DA Form 1049.

c. Obtains the 201 file from the records clerk and checks DA Form 20 for changes in the duty position title.

d. Types 3 copies of a new DA Form 1049 (fig. 7-21.1, DA Pam 600-8) and addresses an envelope to each unit commander and battalion S-2 concerned.

e. Withdraws 1 copy of the DA Form 1049 and places it in the 31-day suspense file for use in preparing next month's report.

f. Forwards the original and duplicate copy together with the envelopes and the work copies of the old DA Form 1049 to the Reports Team Leader.

2. Upon receipt of the documents from the reports clerk, the Reports Team Leader—

a. Reviews, signs and dispatches the original copies to the unit commander.

b. Assembles the carbon copy of each unit DA Form 1049 by battalion.

(1) Prepares a division consolidated listing by battalion using a new DA Form 1049.

(2) Dispatches the carbon copies (unit listings) grouped by battalion to the battalion S-2.

(3) Signs and dispatches the consolidated listing to the division G-2.

c. Destroys the old copies of the DA Form 1049.

**PROCEDURE 6-27**  
**PREPARATION OF THE DAILY CONSOLIDATED STRENGTH REPORT**

**Reference.** None.

**Procedure**

1. Upon receipt of the morning report (MR), the reports clerk—

a. Processes the MR in accordance with Procedure 6-14.

b. Assembles the reproduced copies of the MR which have been retained for use in preparing the daily Consolidated Strength Report (CSR).

c. Prepares 2 copies of a CSR by transcribing the strength totals for each unit from the MR onto a preprinted form, using a separate set of forms for each battalion and separate company. A sample format is shown in figure 6-27.1 and may be modified to meet local requirements.

d. Enters the totals for each battalion and separate company on the last line of the report.

e. Forwards the original copy of each battalion and separate company report to the Reports Team Leader for consolidation.

f. Retains the duplicate copy of each report as a working file copy for 90 days, and destroys.

2. Upon receipt of the CSR's from the reports clerks, the Reports Team Leader—

a. Reviews the reports for completeness.

b. Prepares 3 copies of consolidated CSR for the division by transcribing the totals for each battalion and separate company onto the preprinted report form (fig. 6-27.1).

c. Enters the grand total for the division on the last line of the consolidated report.

d. Forwards 1 copy of the consolidated report to both the division AG and G-1.

e. Attaches 1 copy of the consolidated report to the individual reports. Retains for 30 days, and forwards to the Office Services Unit for filing.



CONSOLIDATED STRENGTH REPORT

19th INFANTRY BATTALION  
UNIT

DATE: \_\_\_\_\_

UNIT	OFFICERS								WARRANT OFFICERS								ENLISTED MEN										
	AUTH	ASG	ATCH	PRES	TDY	INTNS	SK	LV	AUTH	ASG	ATCH	PRES	TDY	INTNS	SK	LV	AUTH	ASG	ATCH	PRES	TDY	INTNS	SK	CPN	LV	AWOL	
Co A																											
Co B																											
Co C																											
Co D																											
<b>TOTALS:</b>																											

Figure 6-27.1.

★PROCEDURE 6-28

PREPARATION OF THE OFFICERS STRENGTH REPORT BY BRANCH

**Reference.** None.

**Procedure**

1. The reports clerk prepares a daily Officers Strength Report by Branch for each battalion and separate company served by his composite team. The report reflects the number of officers, by branch, and warrant officers, by monitoring branch, authorized and assigned. Figure 6-28.1 is a suggested format and may be modified to meet local requirements.

2. Upon receipt of the morning report, the reports clerk—

*a.* Screens the remarks section and notes gains, losses, branch transfers, and changes in PMOS of warrant officers.

(1) Compiles all changes by battalion and separate company.

(2) Adjusts the previous days report by posting any changes.

*b.* Prepares the new report in 4 copies using the

posted previous days report as a worksheet.

*c.* Forwards the original and 2 copies to the Reports Team Leader.

(1) Retains 1 copy for reference and use as a worksheet.

(2) Destroys the previous days report.

3. Upon receipt of the Officers Strength Report by Branch from the reports clerks, the Reports Team Leader—

*a.* Reviews for completeness.

*b.* Assembles the reports by battalion and separate company by numerical designation within major subordinate command.

*c.* Prepares a Memo Routing Slip (DD Form 95) for transmittal.

(1) Forwards 1 copy to both the division G-1 and AG.

(2) Retains 1 copy for 30 days then forwards it to the central files in the Office Service Unit.



**PROCEDURE 6-29**  
**PREPARATION OF MONTHLY OFFICERS ROSTER**

**Reference.** Local directives.

**Procedure**

1. Upon receipt of information, e.g., copy of orders or a morning report entry, which causes a change to the Monthly Officers Roster (MOR), the reports clerk—

a. Posts the new information to the "working copy" of the previous month's MOR.

b. If necessary to obtain additional information, i.e., an office or quarters telephone number, quarters address, etc., contacts the appropriate personnel staff NCO and requests that he obtain the information.

c. Posts the requested information when received.

2. On a predesignated cutoff date, the reports clerk—

a. Prepares a new officers roster (a suggested format is shown in fig. 6-29.1) using the information

on the posted up-to-date working copy of the previous month's MOR. (The MOR is prepared on stencil to facilitate duplication.)

b. Proofreads the new MOR against the working copy of the old MOR.

c. Forwards the stencil(s) to the Reports Team Leader for review.

3. Upon receipt of the stencils from the reports clerk, the Reports Team Leader—

a. Collects and collates the stencils, insuring that all have been received for the division.

b. Reviews the stencils for correctness and completeness.

c. Prepares a stencil for the MOR cover sheet.

d. Numbers the pages.

e. Prepares a DD Form 844 (Requisition for Local Duplicating Service).

f. Forwards the stencils and the DD Form 844 to the Office Services Unit for duplication and distribution.

MONTHLY OFFICERS ROSTER				Unit							Prepared as of	
NAME	PDY	BRANCH	SERVICE NO.	PMOS	SCTY CLNC	DROS	EXP CAT	DOB	DATE ARR STA	OFFICE PHONE	HRS AND PHONE	WIFE'S NAME
Lt Col												
Maj												
Capt												
1st Lt												
2nd Lt												
WO												

Figure 6-29.1.

**PROCEDURE 6-30**  
**PREPARATION OF EDUCATIONAL LEVEL SURVEY**

**Reference.** AR 621-5.

**Procedure**

1. Upon notification from the Reports Team Leader to prepare an Educational Level Survey, the reports clerk coordinates the preparation of the report with the verification of the monthly personnel roster (DPU) (Procedure 6-16). A suggested format for this report is shown in figure 6-30.1 and may be modified to meet local requirements.

a. Screens item 16, DA Form 66 and item 33, DA Form 20, and enters the educational level beside each name on the rosters. (The copy of the DPU roster that is to be retained as the working copy is used for this purpose.)

b. Completes the survey by adding the numbers of individuals in the various levels of education, and posting them to a worksheet (fig. 6-30.1).

c. Using the posted worksheet, prepares 3 copies of an Educational Level Survey for each unit.

d. Forwards all copies of the survey to the Reports Team Leader, and retains the worksheet for reference.

2. Upon receipt of the unit surveys from the reports clerks, the Reports Team Leader—

a. Reviews the surveys for completeness.

b. Attaches a memo routing slip marked for "information" to the original copy of each unit

survey, and dispatches to the unit commanders concerned.

c. Prepares 3 copies of an Educational Level Survey for each battalion by totaling the unit survey figures and entering them on a new survey form.

d. Attaches a memo routing slip marked for "information" to the original copy of each battalion survey and 1 copy of the appropriate unit surveys, and dispatches to the battalion commanders concerned.

e. Prepares 2 copies of an Educational Level Survey for the division by totaling the battalion and separate company figures and entering them on a new survey form.

f. Attaches a memo routing slip marked for "information" to the original copy of the division survey and 1 copy of each battalion and separate company survey, and dispatches to the division G-1.

g. Attaches the duplicate copy of the division survey to the remaining copy of the battalion and unit surveys and forwards to the central files in the Office Services Unit.

3. When punched card machines are available information to prepare the Educational Level Survey is available in the Personnel Qualifications Roster.

## EDUCATIONAL LEVEL SURVEY

(Unit)

EDUCATIONAL LEVEL	NUMBER OF PERSONNEL				
	OFFICERS	WARRANT OFFICERS	ENLISTED		TOTAL
			E-4 - E-9	E-1 - E-3	
Eighth Grade - Not Completed					
High School - Not Completed					
College - below 2 years					
College - 2 to 4 years					
College Graduates					
TOTAL					
REMARKS:					

Figure 6-30.1.

## ★APPENDIX 6-I

## PROCEDURAL INTERACTION CHART

Personnel Management Branch	Personnel Action Branch	Military Pay Branch	Office Services Unit	General
3-5	4-1	5-1	7-2	Appendix 2-I
3-6	4-4	5-4	7-4	Appendix 2-II
3-7	4-6	*6-1	7-7	
3-8	4-10	*6-2	7-8	
3-29	4-14	*6-4	7-9	
3-36	4-15	*6-22	7-11	
	4-16		7-13	
	4-17		7-14	
	4-18		7-15	
	4-21			
	4-22			
	4-26			
	4-27			

\*These procedures are contained in DA Pam 600-8.

## CHAPTER 7

### OFFICE SERVICES UNIT

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#### Section I. GENERAL

**7-1. Discussion.** *a.* The Office Services Unit is designed to provide routine administrative support for the Personnel Service Division. This activity is not intended to provide total administration support but exists to lessen the impact of routine administration on the operating elements of the Personnel Service Division.

*b.* Many of the functions found in the Office Services Unit are closely related to those functions of the AG Administrative Services Division. Every effort must be made to avoid a misunderstanding of responsibilities. Such functional areas as records

administration, reports control, and publications control for the command are the responsibility of the Administrative Services Division. The Office Services Unit should be properly identified as a supporting element of the Personnel Service Division and not of the division headquarters.

*c.* A Procedural Interaction Chart (app. 7-1) lists the procedures contained in the other chapters of this regulation which affect the Office Services Unit. It does not include the routine transmittal of correspondence.

#### Section II. MAIL AND DISTRIBUTION

**7-2. Responsibilities.** *a.* The Office Services Unit should be responsible for the mail and distribution function of the Personnel Service Division. This will include receiving and internally routing all classified and unclassified mail, including electrically transmitted messages, correspondence and publications, and the dispatch of such mail to the divisional units and/or the Mail Distribution Center, AG Administrative Services Division.

*b.* A messenger service should be provided to facilitate communications between the Personnel Service Division and the divisional units and is discussed in section III. Most of the mail flowing between the composite teams and the personnel staff NCO's can be picked up and delivered without sorting in the Office Services Unit. This should be accomplished through the use of special mail pouches provided for this service. Certain documents which originate in the Office Services Unit, e.g., copies of special orders, should be included in the runs to

the personnel staff NCO's. The Message Center should clearly identify the unit designation on all such mail so that the messengers can insert it in the correct mail pouch.

*c.* All incoming mail received from the Mail Distribution Center, AG Administrative Services Division, should be sorted by the Message Center clerks. These clerks must be thoroughly familiar with the functions of the branches and composite teams of the Personnel Service Division so that sorting of incoming mail can be accomplished in a routine and expeditious manner. Whether the mail should be sorted for the composite teams or merely by branch will depend upon the internal routing scheme being used by the Personnel Service Division. An internal messenger service to the branches and composite teams may or may not be provided, depending upon the resources and needs of the Personnel Service Division.

### Section III. MESSENGER SERVICES

★7-3. **Service to divisional units.** In order to provide timely service to the divisional units, the Personnel Service Division should employ a direct messenger service on a regularly scheduled basis. The Office Services Unit should provide this service between the personnel service and the battalion and brigade personnel staff NCO's in the division. The approach to this service should be based on the concept that the Personnel Service Division is servicing organization and the delivery of mail between the serviced unit and the Personnel Service Division should take into consideration the needs of the unit. For example, copies of orders reflecting changes in personnel status occurring on a particular day are needed for preparation of the morning report the following morning. Therefore a messenger run should be scheduled to leave the Office Services Unit immediately after final distribution of the special orders. The frequency of the messenger runs will be predicated upon the geographical location of the various divisional units, but at least one run should be scheduled for each morning and each afternoon where possible.

7-4. **Service within the Personnel Service Division.** a. At the time an internal routing scheme is being devised, the practicality of establishing an internal messenger service within the Personnel

Service Division should be considered. The alternatives will be affected by the internal routing schemes selected for the Personnel Service Division. Regular messenger service can be provided by the Office Services Unit to include a stop at each branch and composite team in the Personnel Service Division. This system would require a central receipt and delivery point at each composite team. Further distribution within the composite team would be a duty assigned to a designated team member. The delivery of mail between the branch and its functional teams would be included, but delivery from the Office Services Unit directly to the composite teams would depend on the internal routing scheme. This internal messenger run could also be integrated with the messenger run to the divisional units, provided the geographical layout and time limitations do not prohibit it.

b. The alternative to an internal messenger service is to charge each branch with the responsibility for picking up from and delivering to the Office Services Unit. This, in turn, would require the branches to provide for the flow of mail between the branch and composite teams. The composite teams could pick up from and deliver to either the Officer Services Unit or the branch, depending on which internal routing scheme is in effect.

### Section IV. CENTRAL FILES

7-5. **General.** a. The Personnel Service Division will be designated as an office of record for the division headquarters to the extent determined by the local files plan. Correspondence of interest to more than one staff division will be generated by the Chief of the Personnel Service Division in his capacity as a member of the division adjutant general's staff. The record copy of such correspondence properly belongs with the headquarters central records files and would be filed in the office designated by the headquarters files plan.

b. The Office Services Unit centrally files record documents (other than documents to be filed in Military Personnel Records) for the Personnel Service Division. These files include, but are not limited to, a record set of special and letter orders and a

publications reference file. The file containers should each have a File Charge-Out Card (DA Form 1615) in open view and readily accessible to facilitate the control of reference publications. Each file container should be accessible only through the services of a member of the Office Services Unit.

c. Personnel of the Office Services Unit should be designated to assist elements of the Personnel Service Division during the period that files cutoff is being accomplished. This assistance will be required principally for the identification of accumulated and unidentified files and for determining the disposition of files on the schedule. Technical assistance for records disposition should be furnished by the Division Records Management Officer.

## Section V. DUPLICATING SERVICES

**7-6. General.** *a.* Within the Office Services Unit duplicating machines have been provided for the purpose of reproducing all publications, directives, authorized internal blank forms and other requested material. A mimeograph machine will serve to reproduce normal daily publications such as special orders. A copying machine should be

obtained and made available for general copy work.

*b.* Reproduction facilities in the Personnel Service Division are for the support of that division only. The Administrative Services Division of the Adjutant General Section performs reproduction work for other elements of the division headquarters.

## Section VI. ORDERS

**7-7. Preparation and control.** *a.* Overall control of orders preparation has been vested in the Office Services Unit. It will be the responsibility of this unit to maintain the necessary controls for the receipt, preparation, and disposition of all special and letter orders prepared within the division. Provisions of AR 380-44 apply when mechanical writing equipment is used for orders preparation.

*b.* The Office Services Unit will receive requests for orders (DA Form 2446-R) from commanders within the division who are authorized to approve the order requested. Subsequently, the request for orders will be routed to the branch having functional responsibility for the type of action to be accomplished by the order. For example, a request for orders establishing a board of officers will be routed to the Personnel Action Branch; a request for orders involving a reassignment will be routed to the Personnel Management Branch, etc. Requests for

orders will also originate within the branches of the Personnel Service Division.

*c.* One individual, normally an administrative specialist, should be designated to supervise the preparation and distribution of orders. It will be his responsibility to receive the request for orders, provide for the manual or machine preparation of the order, and forward to the duplicating area for final reproduction.

*d.* The Office Services Unit is responsible for coordinating with the Machine Processing Unit to effect machine preparation of orders. Essentially, this will be accomplished in the same fashion as the manual preparation of orders, the only exception being that of forwarding the request for orders to the Machine Processing Unit to prepare the stencil. Two additional clerk-typists should be authorized for the preparation of orders when automatic typewriters are not available.

## Section VII. PUBLICATIONS AND FORMS

**7-8. Responsibility.** The Office Services Unit is responsible for requisitioning and maintaining a stock of blank forms, and the preparation of requisitions for publications for use within the Personnel Service Division. An area of primary importance is the necessity for insuring the availability of blank

forms and the adequacy of storage space. To insure that sufficient copies are available for usage a 30-day stock level should be maintained. New or revised local forms require approval of the local forms management officer.

## Section VIII. SUPPLY AND MAINTENANCE

**7-9. Responsibility.** *a.* The Office Services Unit's responsibility for supply and maintenance includes—

- (1) Procurement of expendable and non-expendable supplies and equipment.
- (2) Maintenance of records to include location of nonexpendable supplies and equipment.
- (3) Periodic physical inventories.

- (4) Safeguards to insure against loss and misuse of property.

- (5) Turn-in of surplus and unserviceable property.

*b.* Normally the Chief, Personnel Service Division will designate the Chief, Administrative Machine Branch, as the responsible person for assuring

informal accountability of property. The Chief, Administrative Machine Branch should control the issue of property to the branch chiefs within the Personnel Service Division by requiring these chiefs to sign for the property issued to their branches. Property issued to the branch chiefs should be further receipted to the senior NCO in each composite team. Hand-receipt files in duplicate should be established by the Chief, Administrative Machine Branch, for each user to whom he has issued property. The original of each file will be in the possession of the Chief, Administrative Machine Branch, and the duplicate in possession of the user. As a minimum each file will consist of the following:

- (1) A folder clearly identifying the user and hand-receipt file number.
- (2) Hand-receipts listing items for which direct responsibility has been fixed.

### Section IX. REPORTS

**7-10. General.** *a.* The Personnel Service Division will prepare a number of recurring personnel type reports. The administrative control of these reports will be the responsibility of the Office Services Unit. In addition to personnel-type reports, the Office Services Unit will be responsible also for monitoring all other recurring reports. This section and the procedures contained in other chapters of this regulation, provide guidance only for those recurring reports which pertain to personnel support.

*b.* Requests for reports will be initially referred to the Reports Team Leader in the Personnel Records Branch. The Office Services Unit will act on a request for a report after the request has been approved as feasible by the appropriate branch chief. The Office Services Unit is the focal point for reports control within the Personnel Service Division. Final approval of the report and the assignment of a reports control symbol is the responsibility of the division staff exercising reports control authority for the division headquarters.

*c.* The reports control clerk of the Office Services Unit will maintain a master reports register listing all recurring reports prepared by the Personnel Service Division. A sample register is included as Appendix 7-11. An extract of those reports pertaining to a particular branch will be prepared by the reports control clerk and furnished to the branch. The branches are responsible for maintaining their

*c.* Expendable housekeeping and office supplies need not be accounted for, however, the Chief, Administrative Machine Branch, may maintain an informal record of issues to assist in determining amounts to be requisitioned. Requisitions will be submitted on DA Form 2496 to the AG Administrative Services Division or Administrative Company as applicable.

*d.* One individual within the Office Services Unit should be charged with the responsibility of conducting routine inspections of the office facilities, the TA, and the TOE equipment on a periodic basis. He should be designated as the contact for requesting maintenance service from the appropriate technical service, making the request either by telephone or by submitting a DA Form 2407 (Maintenance Request), and insuring followup action as required (see Procedures 7-11 and 7-12).

copies of the register and forwarding any changes in reporting requirements to the reports control clerk. The branches are responsible also for coordinating and consolidating reports, and establishing report preparation procedures among the composite teams. Reports prepared by the branch will be reviewed for accuracy and content and signed by the branch chief. An extra copy of each report will be prepared for the Personnel Service Division Central Files. Reference file copies may be retained in the branch and/or composite teams.

*d.* In addition to a master reports register the reports control clerk will maintain a suspense control system for all recurring reports. From information in the suspense file and the master register, the reports control clerk will establish suspense dates, which will be forwarded to the branch responsible for preparing the report (fig. 7-14.1). Branches will be responsible for maintaining their own control system and for suspense dates for their functional team. Daily reports, e.g., the Consolidated Strength Report, which are a part of the normal routine, are an exception to this control and do not require notification of submission and suspense dates once the report has been established. Procedure 7-14 outlines the steps to be followed by the reports control clerk for controlling recurring reports. Procedures for preparing an individual report are contained in the chapter pertaining to the branch concerned.

**PROCEDURE 7-1**  
**SORTING OF INCOMING MAIL**

**References.** AR 65-75, AR 341-1, AR 341-10,  
AR 341-50.

**Procedure**

1. Upon receipt of incoming mail from the divisional units or the Mail Distribution Center, AG Administrative Services Division, the Message Center clerk—

- a. Sorts the mail into controlled and routine mail.
- b. Refers uncommon mail to the administrative supervisor in the Administrative Machine Branch for a determination of the action branch.
- c. Prepares a DA Form 2445 (Mail Control Record) for mail received from the divisional units which requires priority action.
- d. Removes a copy of the DA Form 2445 from mail when the Mail Distribution Center, AG Administrative Services Division has established a suspense date.

e. Handles incoming registered, certified and numbered insured mail in accordance with section III, AR 65-75.

f. Places routine mail into the racks for the action branches of the Personnel Service Division.

g. Reproduces sufficient copies of mail requiring simultaneous action within more than one branch or composite team.

h. Prepares a DA Form 187 (Missent Slip) for mail that does not pertain to the Personnel Service Division and places the mail, with the slip attached, in the outgoing mail rack.

2. Upon receipt of an article of mail requiring priority handling, the Message Center clerk—

- a. Notifies the supervisor of the branch concerned.
- b. Delivers the article of mail to the branch or gives it to a branch representative when he arrives.

**PROCEDURE 7-2**  
**CONTROL OF SUSPENSE MAIL**

**Reference.** AR 341-1.

**Procedure**

1. The Message Center clerk receives the following types of mail which require control:

a. Correspondence bearing a suspense date within its contents.

b. Action copies of electrically transmitted messages.

c. Other selected categories of mail established by policy to warrant priority action, e.g., congressional inquiries, correspondence or circulars emanating from higher headquarters, and certain correspondence from civilian officials.

d. Correspondence from divisional units in which commanders have requested priority action or reflected a sense of urgency. This type of correspondence will require the preparation of a DA Form 2445 (Mail Control Record) and processing as discussed in paragraph 2.

2. Upon receipt of any of the above types of mail from divisional units or the Mail Distribution Center, AG Administrative Services Division, which has a DA Form 2445 attached, the Message Center clerk—

a. Determines the branch which will prepare the reply.

b. Enters the branch designation on the DA Form 2445.

(1) Detaches a copy of the DA Form 2445 and places it in the suspense control file for the suspense date.

(2) Forwards the correspondence and attached DA Form 2445 to the action branch.

3. Upon receipt of the correspondence, the chief NCO of the branch—

a. Determines the composite team member who will prepare the draft reply.

b. Notes the designation on the DA Form 2445.

c. Removes 1 copy of the DA Form 2445 and places it in the branch suspense file.

d. Forwards the correspondence and remaining copies of the DA Form 2445 to the composite team member who will prepare the reply.

4. The chief NCO of the branch screens the suspense control file each day to control suspense cases distributed to the composite teams.

5. If the action cannot be completed by the suspense date, the individual preparing the draft reply—

a. Contacts the chief NCO as soon as it is apparent that he cannot meet the suspense date.

b. Explains to the chief NCO his reasons for failure to meet the suspense date and requests a new suspense date.

6. Upon receipt of notice that a suspense date cannot be met, the chief NCO—

a. Determines a new suspense date.

b. Notifies the Message Center clerk of the reasons for not meeting the suspense date and requests an extension of the old suspense date.

7. Upon receiving a request for an extension of a suspense date, the Message Center clerk—

a. Requests approval of the extended suspense date from the Mail Distribution Center, AG Administrative Services Division giving the reasons therefor; or refers requests on cases included in paragraph 1d to the administrative supervisor.

b. Notifies the chief NCO of the branch concerned of the new suspense date.

c. Refiles the DA Form 2445 in the suspense control file for the new suspense date.

8. The Message Center clerk screens the suspense control file each day and checks with the chief NCO of the appropriate branch regarding the status of replies suspended for the current day.

9. Upon receipt of the drafted reply with the DA Form 2445 to the basic correspondence, the chief NCO of the branch—

a. Reviews the draft for correctness and completeness.

b. Has the draft completed in final form.

c. Withdraws the suspense copy of the DA Form 2445 branch suspense control file and destroys it.

d. Forwards the correspondence and attached DA Form 2445 to the Message Center clerk.

10. Upon receipt of the correspondence and DA Form 2445, the Message Center clerk—

a. Removes the DA Form 2445 from the suspense control file and destroys it.

b. Forwards the correspondence to the unit concerned or to the Mail Distribution Center, AG Administrative Services Division.

**PROCEDURE 7-3**  
**FILING OF UNCLASSIFIED MATERIAL**

**Reference.** AR 345-210.

**Procedure**

1. Upon receipt of correspondence to be filed, the administrative message clerk—

a. Reviews each piece of correspondence, determines the appropriate file classification and affixes the file number in accordance with the Functional Files System (AR 345-210).

b. Places the file classification in the right margin of the paper, exercising caution not to obliterate any other markings.

c. Assembles papers in top to bottom order in one of the following methods:

(1) Under date of basic paper.

(2) Under date of latest action.

d. Checks to insure that all papers which should be included to complete the record are attached and are in proper sequence.

e. Discards unnecessary documents such as envelopes, routing slips and extra copies.

f. Uses DA Form 1614 (Consolidated Cross-Reference Sheet or List of Papers) for cross-references.

g. Places correspondence in the folder corresponding to the file classification insuring that each piece is in chronological order.

**PROCEDURE 7-4**  
**RECORDS DISPOSITION**

**Reference.** AR 345-215.

**Procedure**

1. At a time designated by the records disposition officer, the administrative specialist—

a. Prepares 2 copies of DA Form 2496 requesting each of the branch chiefs to review his files and withdraw files requiring disposition in accordance with the records disposition schedule.

b. Reviews those files located in the Central Files area in accordance with the same directive.

2. Accumulates all files received from the branches and withdrawn from the Central Files. Separates the files into two distinct groupings; those requiring

transfer to the records holding area and those requiring destruction:

a. Destroys those files eligible for destruction in accordance with Army regulations and local directives.

b. Transfers those files requiring transfer to a records holding area in accordance with local directives.

(1) Prepares 4 copies of DA Form 2172 (Records Shipment List) and refers to AR 345-215 for packing and shipping procedures.

(2) Retains 1 copy of the DA Form 2172 for file.

**PROCEDURE 7-5**  
**PREPARATION OF ORDERS**

**References.** AR 310-10, AR 380-44(S); Procedures 9-5-1, 11-5-4, AR 600-17.

**Procedure**

1. Upon receipt of a Request for Orders (DA Form 2446-R), the administrative specialist—

a. Reviews the request for completeness and accuracy, and insures that the correct transaction code has been assigned and that the request is properly authenticated.

b. Determines the priority of the request.

c. Completes the orders control sheet by entering the paragraph number; name of the individual, to include unit of assignment; and transaction code. Figure 7-5.1 is a suggested format and may be modified to meet local requirements.

d. Annotates the request with the date, paragraph and order number.

e. Assembles sufficient paragraphs for an extract and gives the requests to a clerk-typist or, when mechanical typewriting equipment is available hand-carries the requests to the Machine Processing Unit. (When a request is of such priority as to warrant immediate publication, the paragraph is published as a separate extract.)

2. Upon return of the orders requests together with the completed stencil(s), the administrative specialist—

a. Completes the "From Typ/MPU" column of the orders control sheet.

b. Reviews the extract for accuracy and format, and insures that each individual's name appearing on an order request is accounted for on the extract.

c. Prepares 1 copy of a Requisition for Local Duplicating Service (DD Form 844).

d. Takes the extract to the Chief, Administrative Machine Branch for authentication.

e. Delivers the completed extract and the request for duplicating service to the reproduction area.

3. When the last paragraph has been assigned to an order, the administrative specialist completes the orders control sheet to indicate the inclusive paragraphs contained in the consolidated order. Posts the paragraph number of each paragraph assigned a security classification:

a. Files the request for orders for reference, or forwards them to the central files for filing.

b. Furnishes information, when requested, concerning the publication of orders, by referring to the completed orders control sheet.

4. Orders containing classified security information should be prepared on a standard (manual) typewriter.

ORDERS CONTROL SHEET  
HEADQUARTERS

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99th Inf Div, Ft Miller, Utah

ORDERS NR <u>130</u> , DATED <u>8 Sept 62</u> INCLUSIVE PARA: <u>1</u> THROUGH <u>65</u> CLASSIFIED PARA: <u>8 and 43</u>						
PARA NR	NAME AND UNIT	TC NR	TO TYP/MPU	FROM TYP/MPU	TC REPRO AREA	REMARKS
(62)	BROWN, L. C.      B - 501	350	✓	✓	✓	
(63)	HENRY, B. E.      A - 327	120	✓	✓	✓	
(64)	BELLOWS, R. A.    C - 187	120	✓	✓		
65	JAMES, N. G.      B - 506	310	✓			
65	RIVERS, E. R.      B-- 506	310	✓			
(65)	PARKS, F. R.      B - 506	310	✓			

Figure 7-5.1.

## PROCEDURE 7-6

## PREPARATION OF EXTRACTS OF DEPARTMENT OF THE ARMY SPECIAL ORDERS

**Reference.** AR 310-10.

**Procedure**

1. Upon receipt of Department of the Army Special Orders, the administrative specialist—

*a.* Screens the orders in detail to determine if they pertain to any personnel assigned to the division.

*b.* Annotates the name of each individual so identified with a checkmark.

*c.* Forwards the annotated DASO to a clerk-typist with instructions to prepare the extract.

★*d.* Takes a copy of the DASO to the postal locator (provided the OSU does not maintain a

locator file) to screen the names in those paragraphs which do not include a unit designation.

*e.* Follows the procedure in *b* and *c* above if additional names are identified.

2. Upon return of the typed extract the administrative specialist—

*a.* Reviews for accuracy.

*b.* Takes the completed extract to the Chief, Administrative Machine Branch for authentication.

*c.* Prepares 1 copy of DD Form 844 (Requisition for Local Duplicating Service).

*d.* Forwards the completed stencil and the DD Form 844 to the duplication area for reproduction.

PROCEDURE 7-7

**INFORMAL ROUTING AND REQUISITIONING OF ADMINISTRATIVE PUBLICATIONS**

**Reference.** DA Pam 310-1.

**Procedure**

1. Upon receipt of an initial distribution of administrative publications from the Publications Supply Point, the administrative specialist—

*a.* Withdraws 1 copy of each new publication for routing to the Chief, Personnel Service Division, branch chiefs, and the Chief, Machine Processing Unit.

*b.* Places all the copies to be routed in a U.S. Government Messenger Envelope (SF 65).

*c.* Prepares an internal routing slip containing

the statement: "Initial Distribution—Individuals desiring copies indicate name and number of copies desired on the reverse of this form."

*d.* Dispatches the envelope to the first addressee on the routing slip.

2. When the routing has been completed and the publications are returned, the administrative specialist—

*a.* Checks the internal routing slip and compiles a list of persons requiring copies and the number of copies desired.

*b.* Prepares a requisition as prescribed in Procedure 7-8.

**PROCEDURE 7-8**  
**PREPARATION OF REQUISITION FOR ADMINISTRATIVE PUBLICATIONS**  
**AND BLANK FORMS**

**References.** DA Pams in the 310-series.

**Procedure**

1. After a blank forms usage factor has been determined, the administrative specialist routinely, on a designated date during each month, prepares a requisition to replace blank forms used by the Personnel Service Division since submission of the last blank forms requisition. In addition, the administrative specialist requisitions administrative publications based on the requirements indicated on the routing slip discussed in Procedure 7-7. Requisitions for administrative publications and blank forms are prepared and submitted in ac-

cordance with the schedule contained in local directives governing requisitioning procedure.

2. After a requisition has been prepared, the administrative specialist forwards 2 copies to the AG Administrative Services Division for consolidation with requisitions submitted by other elements of the division. Retains 1 copy of the requisition for reference.

3. Upon receipt of the filled requisition, the administrative specialist makes distribution of the administrative publications to the requestors and replaces the used blank forms with the new stock.

**PROCEDURE 7-9**  
**PREPARATION OF REQUEST FOR NONEXPENDABLE SUPPLIES**

**Reference.** AR 735-35.

**Procedure**

1. Upon receipt of an informal written request from a branch chief; the Chief, Machine Processing Unit; or the senior NCO in a composite team, the administrative specialist—

a. Reviews the request against the TOE, TA or other operating allowance to insure that the items requested are authorized.

b. Reviews the hand-receipt file and determines the amount on hand.

(1) If the items requested exceed the operating allowance, checks with each branch chief to insure that full utilization is being made of those items already issued.

(2) If the item requested is within the operating

allowance, prepares a requisition as indicated in c below.

c. Prepares an original and 2 copies of DA Form 2496 (Disposition Form) requesting issue of the items required. Includes the following information in the request.

- (1) Federal supply number (if applicable).
- (2) Item description.
- (3) Unit.
- (4) Amount.
- (5) Authority.

d. Retains 1 copy for file and forwards the original and 1 copy to the AG Administrative Services Division.

2. Items received as a result of the request are issued as prescribed in Procedure 7-10.

**PROCEDURE 7-10**  
**ISSUE OF NONEXPENDABLE SUPPLIES AND EQUIPMENT**

**Reference.** AR 735-35.

**Procedure**

1. Upon receipt of item to be issued from the property officer, the administrative specialist—

a. Checks the file copy of DA Form 2496 received from the requestor to determine the place of issue.

b. Contacts the requestor and advises that the item is available for issue.

c. Prepares DA Form 2062 (Hand Receipt) in duplicate, completing the following:

- (1) Stock number.
- (2) Item description.

(3) Total allowance for hand receipt.

(4) Current operating allowance for hand receipt.

2. When the recipient arrives to receive the item of issue, the administrative specialist—

a. Obtains the recipient's signature, in the column which indicates the quantity issued, on both copies of the DA Form 2062.

b. Issues the item of supply and furnishes the recipient with the duplicate copy of the DA Form 2062.

c. Files the original copy of the DA Form 2062 in the Hand Receipt Card File.

**PROCEDURE 7-11**  
**INFORMAL INSPECTION OF TABLE OF ALLOWANCE AND TOE EQUIPMENT**

**Reference.** AR 735-35.

**Procedure**

1. At a time designated by the Chief, Administrative Machine Branch, the administrative specialist—

a. Obtains the hand receipt file for the items issued to elements of the Personnel Service Division.

b. Goes to the area where the property is physically located and advises the responsible officer or NCO that an inventory and inspection of the property for which he is charged is to be conducted.

c. Inventories the property according to the nomenclature and quantities indicated on the hand receipts and concurrently inspects the physical condition of the property.

- (1) Insures that documentation is produced to substantiate the absence of property, or to reconcile differences in quantities.

- (2) Inspects all items to insure proper first echelon maintenance, working condition, and serviceability.

- (3) Advises on procedures for obtaining minor repairs of property and indicates maintenance deficiencies to the responsible individual.

- d. Reviews the current TOE and TA authorization and the current operating allowance following the inspection.

2. The Chief, Administrative Machine Branch, should be furnished an informal written report of the results of the inspection. The administrative specialist prepares a memorandum to the Chief, Administrative Machine Branch, indicating—

- a. The general condition of the property in the PSD.

- b. Deficiencies noted in individual property maintenance.

**PROCEDURE 7-12**  
**INFORMAL INSPECTION OF FACILITIES**

**Reference.** None.

**Procedure**

1. At a time designated by the Chief, Administrative Machine Branch, a routine inspection of the office facilities within the Personnel Service Division will be made. The Administrative specialist—

a. Proceeds to each area occupied by the Personnel Service Division and appraises the office facilities.

- (1) Examines each item in regard to first echelon maintenance, serviceability, and proper working condition.

- (2) Makes notes on those items in need of repair.

b. Returns to the Officer Services Unit and prepares a maintenance Request (DA Form 2407) for those items in need of repair.

- (1) Types, on DA Form 2496, the results of the inspection and action taken, and forwards to the Chief, Administrative Machine Branch.
- (2) Prepares an informal note as a reminder to repeat the inspection on a subsequent date.
- (3) Places note in suspense file.

**PROCEDURE 7-13**  
**PREPARATION OF EXTRACT OF MORNING REPORTS**

**References.** AR 335-60, AR 630-10, DA Pam 600-8.

**Procedure**

1. Upon receipt of a request for an Extract Copy of Morning Report (DA Form 188), the administrative specialist—

a. Requests the pertinent morning report(s) (MR) from either the Central Files, reports clerk, or the Machine Processing Unit.

b. Instructs a clerk-typist to—

- (1) Prepare DA Form 188 (fig. 1, AR 630-10) in the requested number of copies.
- (2) Prepare an indorsement to the request, if appropriate, and an envelope for the protection of the extract while in distribution channels.

2. Upon receipt of the typed correspondence from the clerk-typist, the Administrative specialist—

a. Reviews for correctness and completeness.

b. Obtains the signature of the Chief, Administrative Machine Branch on the correspondence and all copies of the extract.

c. Dispatches the DA Form 188 and the return indorsement.

d. Returns the MR's and a copy of the indorsement to the appropriate files.

3. Upon receipt of a priority request (Procedure 6-22) from a records clerk for an extract copy of a MR, the Administrative specialist—

a. Follows the procedure in paragraphs 1a through 2b, except that a return indorsement is not required.

b. Forwards the extract direct to the records clerk concerned and returns the MR's to the appropriate files.

**PROCEDURE 7-14**  
**CONTROL OF RECURRING AND SPECIAL REPORTS**

**Reference.** AR 335-15.

**Procedure**

1. The administrative specialist screens the reports control suspense file once monthly and—

a. Determines the suspense dates for the reports which must be prepared during the current month.

b. Prepares a Disposition Form (DA Form 2496) (fig. 7-14.1) to notify the chief NCO of the branch responsible for preparing the report.

c. Dispatches the notice to the appropriate branch and places a copy in the 31-day suspense file.

2. Upon receipt of a notice that a report is to be prepared, the chief NCO of the branch—

a. Determines a suspense date for the composite teams by which they must furnish the report or furnish information on which to base the report.

b. Notifies the appropriate composite team member of the suspense date and the information required.

c. Places the notice in the 31-day suspense file for the suspense date.

3. Upon receipt of the completed report or information which must be consolidated to prepare the report, the chief NCO of the branch—

a. Checks the report for completeness and accuracy or consolidates the information, drafts the report, and gives the draft to a clerk-typist for typing.

b. Obtains the necessary signatures.

c. Withdraws a reference file copy, as necessary.

d. Removes the suspense notice from the 31-day suspense file and destroys it.

e. Forwards the completed report to the Office Services Unit.

4. Upon receipt of the completed report from the branch NCO, the administrative specialist—

a. Reviews for completeness and insures that the report is properly authenticated.

b. Removes the suspense copy of the DA Form 2496 from the 31-day suspense file and destroys it.

c. Dispatches the report to the addressee.

<b>DISPOSITION FORM</b>							
(AR 600-16)							
OFFICE SYMBOL OR FILE REFERENCE	SUBJECT						
	Notification of Report Suspense Date						
TO Ch, Records NCO Personnel Records Branch	FROM Office Services Unit	DATE 31 Oct 61	CMT 1				
<p>According to the records of the Office Services Unit, the report(s) listed below must be completed by your branch and forwarded to this unit for dispatch by the suspense date indicated:</p> <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; width: 60%;"><u>Title of Report</u></th> <th style="text-align: left;"><u>Suspense Date</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Identification of Enlisted Alien Personnel</td> <td style="padding: 5px;">14 Nov 61</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 20px;">             EDWARD G. GIBSON            1st Lt, AGC            Chief, Admin Machine Br.         </div>				<u>Title of Report</u>	<u>Suspense Date</u>	Identification of Enlisted Alien Personnel	14 Nov 61
<u>Title of Report</u>	<u>Suspense Date</u>						
Identification of Enlisted Alien Personnel	14 Nov 61						

DA FORM 2496  
1 FEB 62

REPLACES DD FORM 24, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED. \* U.S. GOVERNMENT PRINTING OFFICE : 1961 O-528100

Figure 7-14.1.

**PROCEDURE 7-15**  
**PREPARATION OF IDENTIFICATION TAGS**

**Reference.** AR 606-5.

**Procedure**

1. Upon receipt of a request for identification tags from a unit or from the Personnel Records Branch, the administrative specialist—

a. Checks the request to insure that 2 blank identification tags are attached.

b. Routes the request to the appropriate records clerk for verification of the data to be embossed on the tags if the request is received from a divisional unit and has not been routed through the Personnel Records Branch (Procedure 6-24).

2. Upon receipt of a verified request from the records clerk, the administrative specialist—

a. Prepares the identification tags in the format specified in AR 606-5.

b. Prepares a comment to the request returning the completed identification tags to the unit.

c. Places the identification tags in an envelope and attaches the envelope to the request.

d. Signs the comment for the Chief, Administrative Machine Branch, and dispatches the correspondence to the unit.

**APPENDIX 7-I**  
**PROCEDURAL INTERACTION CHART**

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Personnel Record Branch

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6-22

6-24

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**APPENDIX 7-II  
MASTER REPORT REGISTER**

Reports control symbol	Title and form number	Requiring directive	Frequency	Due		Preparing branch
				Date	At	
Assigned locally	Rpt of Accrued lv (Unit Roster).	AR 600-16	Qtrly (not required if punched card mach are avail- able).	Last day of qtr	Each unit	Mil Pay.
Assigned locally	Rpt of Savings Pro- gram (fig. 5-5.1).	AR 600-16	As required	As required	Ea unit, bn and div savings off.	Mil Pay.
AG-422	Waiver of Board Actions (Letter).	AR 635-200	Annually	As of 15 Jun (ea yr).	Major comdr.	Pers Act.
AG-366	Sample Survey of Mil Pers Questionnaire (DA Form 1558- series).	AR 600-45	Periodic	As required	Servicing DPU	Pers Mgt.
CSGPA-342(R4)	Enl Pers Eligible for Temp Appointment (DA Form 2644-R).	AR 600-200	Qtrly	NTL 12th workday of rept period.	Next higher hqs.	Pers Mgt.
CSGPA-658	Requisition for Off Pers (DA Form 872).	AR 614-185	Monthly and as reqd.	As required by major comdr.	Major comdr.	Pers Mgt.
None	Casualty Report (DA Form 1154).	AR 600-65, AR 600-66 and AR 600-67.	As required	As required	Army Hqs.	Pers Mgt.
Assigned locally	Personnel Inventory Report, Part I (Manual) (fig. 3-19.1).	AR 600-16 and AR 600-200.	Monthly	2d Workday	Bn and sep unit hqs.	Pers Mgt.
Assigned locally	Personnel Inventory Report, Part II (Manual) (fig. 3- 20.1).	AR 600-16 and AR 600-200.	Monthly	2d workday	Ch pers mgt NCO	Pers Mgt.
Assigned locally	Personnel Inventory Report, Part III (Manual) (fig. 3-21.1).	AR 600-16 and AR 600-200.	Monthly	2d workday	Div AC of S; G-1; and adj ben.	Pers Mgt.
Assigned locally	Pers Information Roster (Manual) (fig. 3-11.1, DA Pam 600-8).	AR 600-16	Monthly	3d workday of mo	Ea unit and staff section.	Pers Mgt.
Assigned locally	Rpt of Newly Asg Pers (fig. 3-14.1).	AR 600-16	As required	As required	Div AG and Ch, PSD.	Pers Mgt.

None.....	Request for Disposition Instructions for Surplus Enlisted Personnel (DA Form 2090-R).	AR 600-200 and AR 614-245.	Monthly and as required.	As required.....	Next higher hqs.....	Pers Mgt.
None.....	Requisition for Officer Pers (DA Form 872).  <i>Note. For grades E-6 and E-9 line out word "Officer" and substitute "Enlisted."</i>	AR 600-200.....	Monthly and as required.	As required.....	Next higher hqs.....	Pers Mgt.
★None.....	Current and Projected Colonel Requirements (DA Form 2755-1-R).	AR 614-102.....	Quarterly.....	As required.....	Next higher hqs.....	Pers Mgt.
AG-53.....	Monthly Pers Roster (DPU) (DA Forms 305, 305-1, 305-3 and 305-4).	AR 330-104.....	Monthly.....	As required by servicing DPU.	Servicing DPU.....	Pers Mgt.
Assigned locally.....	Consolidated Strength Rpt (fig. 6-27.1).	AR 600-16.....	Daily.....	Daily.....	Civ G-1 and AG.....	Pers Records.
Assigned locally.....	Educational Level Survey (fig. 6-30.1).	AR 621-5.....	As required.....	As required.....	Ea bn and unit hqs; Div G-1.	Personnel Records.
Assigned locally.....	Identification of Enlisted Alien Personnel (fig. 7-21.1, DA Pam 600-8).	AR 600-200.....	Monthly.....	Determined locally.	Bn and sep unit hqs; div G-1.	Personnel Records.
Assigned locally.....	Monthly Officers Roster (fig. 6-29.1).	AR 600-16 and local directives.	Monthly.....	Determined locally.	Ea unit and staff section and other hqs, as required.	Personnel Records.
Assigned locally.....	Officers Strength Rpt by Branch (fig. 6-28.1).	AR 600-16.....	Daily.....	Daily.....	Div G-1 and AG.....	Personnel Records.
Assigned locally.....	Pers Information Roster (Machine) (DA Form 2472).	AR 600-16.....	Monthly.....	5th workday.....	Units, PMB and staff sections.	Admin Machine.
Assigned locally.....	Pers Inventory Rpt Part I (Machine) (DA Form 2471).	AR 600-16 and AR 600-200.	Monthly.....	3d workday.....	Div AC of S; G-1; AG; Ch, PSD and PMB.	Admin Machine.
Assigned locally.....	Pers Inventory Rpt Part II (Machine) (DA Form 2471).	AR 600-16 and AR 600-200.	Monthly.....	3d workday.....	PMB, Bn and Separate Co Hq.	Admin Machine.

## MASTER REPORT REGISTER--Continued

Reports control symbol	Title and form number	Requiring directive	Frequency	Due		Preparing branch
				Date	At	
Assigned locally.....	Pers Inventory Rpt Part III (Machine) (DA Form 2471).	AR 600-16 and AR 600-200.	Monthly.....	3d workday.....	PMB.....	Admin Machine.
Assigned locally.....	Pers Inventory Rpt Part IV (DA Form 2471).	AR 600-16 and AR 600-200.	Monthly.....	3d workday.....	PMB, Bn and Separate Co Hq.	Admin Machine.
Assigned locally.....	Pers Qual Roster (DA Form 2473).	AR 600-16.....	Monthly.....	10th workday.....	Ea unit and bn, Hq, Pers Reco- ords Br.	Admin Machine.
Assigned locally.....	Pers Suspense Roster Parts I and II (DA Form 2474).	AR 600-16.....	Monthly.....	4th workday.....	Pers Records Br.....	Admin Machine.

## CHAPTER 8

### MACHINE PROCESSING UNIT FUNCTIONS

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#### Section I. GENERAL

**8-1. Purpose.** The procedures established herein are to accomplish through the use of punched card machines (punched card and punched paper tape machines) the following functions:

- a. Personnel strength accounting.
- b. Personnel data qualifications reporting.
- c. Identification of pending personnel actions.
- d. Organizational accounting.
- e. Order preparation.

**8-2. Objectives.** a. To provide punched card machine (PCM) support and services to the division commander, the division staff, subordinate unit commanders and the Personnel Service Division.

b. To furnish the above agencies with accurate and up-to-date information regarding strength, personnel qualification data, replacement operation, locator service, and casualty data.

c. To mechanize as many of the routine clerical operations of personnel management and administration as possible.

**8-3. Scope.** a. These procedures apply to all divisions having punched card machines and supporting equipment.

b. Services to be provided are limited for the present to those required by the division. Punched card applications prescribed herein are only initial requirements and are not intended to limit the work of the Machine Processing Unit.

**8-4. Basic concept.** These procedures employ the basic concept of transcribing selected data concerning a single individual or organization from many source documents into a uniform medium—the punched card. By simultaneous or repeated mechanical processing of the punched cards, the several types of data can be extracted to produce a variety of useful reports, statistics, and listings. Data contained in punched cards and completed reports are dependent upon the accuracy and timeliness of source documents and the skill of the machine processing personnel. It follows then that completed reports can be no more accurate, complete,

or up-to-date than the contents of source documents, and that punched card report contents are limited to the data maintained in the punched cards.

**8-5. Responsibilities and functions.** Through the use of punched card and punched paper tape machines, the Machine Processing Unit is responsible for performing personnel and administrative services to assist in the management of personnel and organizations. The types of services to be performed will consist of, but are not limited to, the following:

a. Preparing rosters reflecting essential facts on individuals and organizations.

b. Preparing reports which summarize data by organization, MOS, grade, actual and authorized strengths, etc.

c. Making available the necessary machine time to the division finance officer for updating and preparing military pay vouchers and other pay statistics.

d. Preparing locator and postal directory punched cards when required.

e. Furnishing the data transceiver link with the Army headquarters for operation of the Theater Army Replacement System (TARS).

f. Establishing and maintaining punched card records and related controls.

g. Operating and maintaining PCM.

h. Conducting studies, coordinating punched card activities, and establishing procedures to exploit fully the capabilities of the PCM.

i. Preparing special orders and other routine repetitive writing requirements using the punched paper tape machines.

**8-6. Procedural Interaction Chart.** The Procedural Interaction Chart (app. 8-1) lists the procedures contained in other chapters of this regulation which affect the Machine Processing Unit. The chart lists those procedures which describe the use of machine output or the method of furnishing source data to the Machine Processing Unit

## Section II. ORGANIZATION AND FUNCTIONS

**8-7. General.** The Machine Processing Unit of the Administrative Machine Branch, Personnel Service Division is organized, staffed, and performs functions as indicated in figure 8-1. Figures 8-2 through 8-6 show the recommended arrangement for mounting the punched card machines and automatic typewriters within the four mobile expansible vans provided by TOE.

**8-8. Responsibilities.** a. The Chief, Personnel Service Division coordinates punched card activities with staff officers and unit commanders and approves requests for punched card machine services.

b. The Chief, Administrative Machine Branch must insure receipt of necessary source data maintained in punched cards and is responsible for providing the punched card machine services required for administrative support of the division.

c. The Chief, Machine Processing Unit is responsible for the utilization of personnel, equipment, and supplies necessary to perform punched card operations and for the maintenance of mobile equipment and generators.

**8-9. Figure 8-7.** Figure 8-7 identifies the following.

a. Elements of personnel data to be maintained in each of three punched cards and the number of columns used in each card.

b. Reports in which these data are to be reflected and the number of print wheels utilized by the accounting machine in the printing of the reports.

c. Source of the personnel data.

**8-10. Punched card machine services.** a. Punched card machine services will be expanded as required to meet the needs of the division; however, additional personnel and equipment may be required to satisfy all needs.

b. Initially the reports and services shown in figure 8-8 are provided.

c. Detailed procedures necessary to perform these services and to update punched cards and files will be issued by separate Department of the Army directives. These procedures will include—

- (1) Work orders.
- (2) Narrative procedures and flow charts.
- (3) Card forms.
- (4) Sample reports.
- (5) Control panel wiring diagrams.

**8-11. The Division PCM Work Request.** DA Form 2749-R (Punch Card Machine Work Request) (fig. 8-9) will be used in facilitating and controlling requests for punched card machine services by using agencies. Form will be locally reproduced on 8 x 10½ inch paper. The form is submitted in duplicate to the Chief, Personnel Service Division, who provides such assistance as may be necessary for its completion. A brief explanation of this work request follows:

**DATE.** Date request is initiated.

**CONTROL NUMBER.** Enter job control number when the report is approved.

**FROM.** Requesting agency.

**JOB REQUESTED.** Indicates whether the request is to be special (one-time) or of a recurring nature.

**TITLE OF JOB.** Suggested appropriate title descriptive of the contents of the completed work.

**PERSONNEL OR UNITS CONCERNED.** Appropriate blocks identify personnel (officer, warrant officer, or enlisted) on which request is made, their status, suspense data, or other data such as branch of service, date of rank, etc. Under "Unit" a check in the appropriate box indicates which units are to be included.

**ADDITIONAL QUALIFYING DATA.** If only a limited number of units of a type checked in block 3 are to be included, list selected units in block 4. Also show the information to be included in the completed work sheet, such as grade, MOS (primary, duty, or secondary), type of suspense data, ETS, branch of service, organization, or other qualifying data.

**SPECIFICATIONS:**

a. **Service Requested.** A check in the appropriate box indicates the format for the completed request. (Summarized information is considered a statistical report.) **Copies.** Indicate number desired. **Sequence.** Specify whether sequence is to be alphabetical, by grade, or by unit, or alphabetical within grade by unit, etc.

b. **Frequency.** A check in the appropriate box indicates the frequency of service required.

c. **Data.** Data to be printed on completed job such as unit designation, columnar heading, individual names, MOS, service numbers, grades, or suspense actions, authorizations, subtotals, totals, etc., are specified.

d. *Effective Date.* Information will be current as of 2400 hours on the effective date specified. To facilitate preparation of reports, effective date normally is specified as the last day of the month.

e. *Due Date.* This is the date on which the completed request is to be received by the using agency. As a general guide, a minimum of 72 hours is allowed from the time of receipt of the request until return of the completed job.

*DISTRIBUTION BY MPU.* Under *Description of Item*, indicate the title of the report; or if the service requested includes several parts or listings and punched cards, indicate each part, listing, or set of punched cards. Under *Copies*, the number of copies to be distributed to each recipient should be specified. To whom or to which office each copy is to be distributed is indicated under *Recipient*. Under *Method*, indicate how copies are to be distributed, i.e. normal messenger channels, special courier, etc.

*DESCRIPTION OF USE.* Self-explanatory.

*REMARKS.* Remarks deemed appropriate such as reference to telephone calls, authority, clarifying

information not shown elsewhere, etc. are to be enumerated in this block.

*TYPED NAME AND TITLE OF REQUESTING PERSONNEL.* Self-explanatory.

*SIGNATURE OF REQUESTING PERSONNEL.* Self-explanatory.

Upon determination of action to be taken after receipt of completed Division PCM Work Request, the Chief, Personnel Service Division should return the duplicate copy to the initiator. The use of this work request is not intended to limit requests for punched card services, but rather to serve as a guide for using agencies to insure they obtain needed information in the desired format. The Division PCM Work Request also will provide the necessary controls and information to establish machine procedures, schedules, and distribution. The use of this form does not preclude the initiation of verbal requests for machine services when the urgency of the request demands immediate attention. Telephone requests for items of data on an individual may be made at any time.

### Section III. PICTORIAL FLOW CHART

8-12. *Pictorial flow chart.* Figure 8-10 is a general flow chart and is not intended to contain the details necessary to prepare a punched card report. Its purpose is to portray a simple outline of work flow which will provide an understanding of the effort required to produce some of the services furnished the division by the Machine Processing Unit.

a. The chart outlines broad objectives to be attained by the Machine Processing Unit and summarizes operations. The output indicated is not all-inclusive.

b. The chart also clearly delineates the four basic functions inherent in all data processing activities which are accentuated in an electrical accounting machine activity. These are -

- (1) Securing source data (input).
- (2) Controlling.
- (3) Updating records.
- (4) Producing management type statistics and reports (output).

c. The chart may be used to--

- (1) Orient personnel.
- (2) Provide information for supervisory personnel as a basis for a common understanding and mutual control of operations within the Personnel Service Division.
- (3) Brief visitors on the nature and scope of the work performed by the Machine Processing Unit.

# MACHINE PROCESSING UNIT

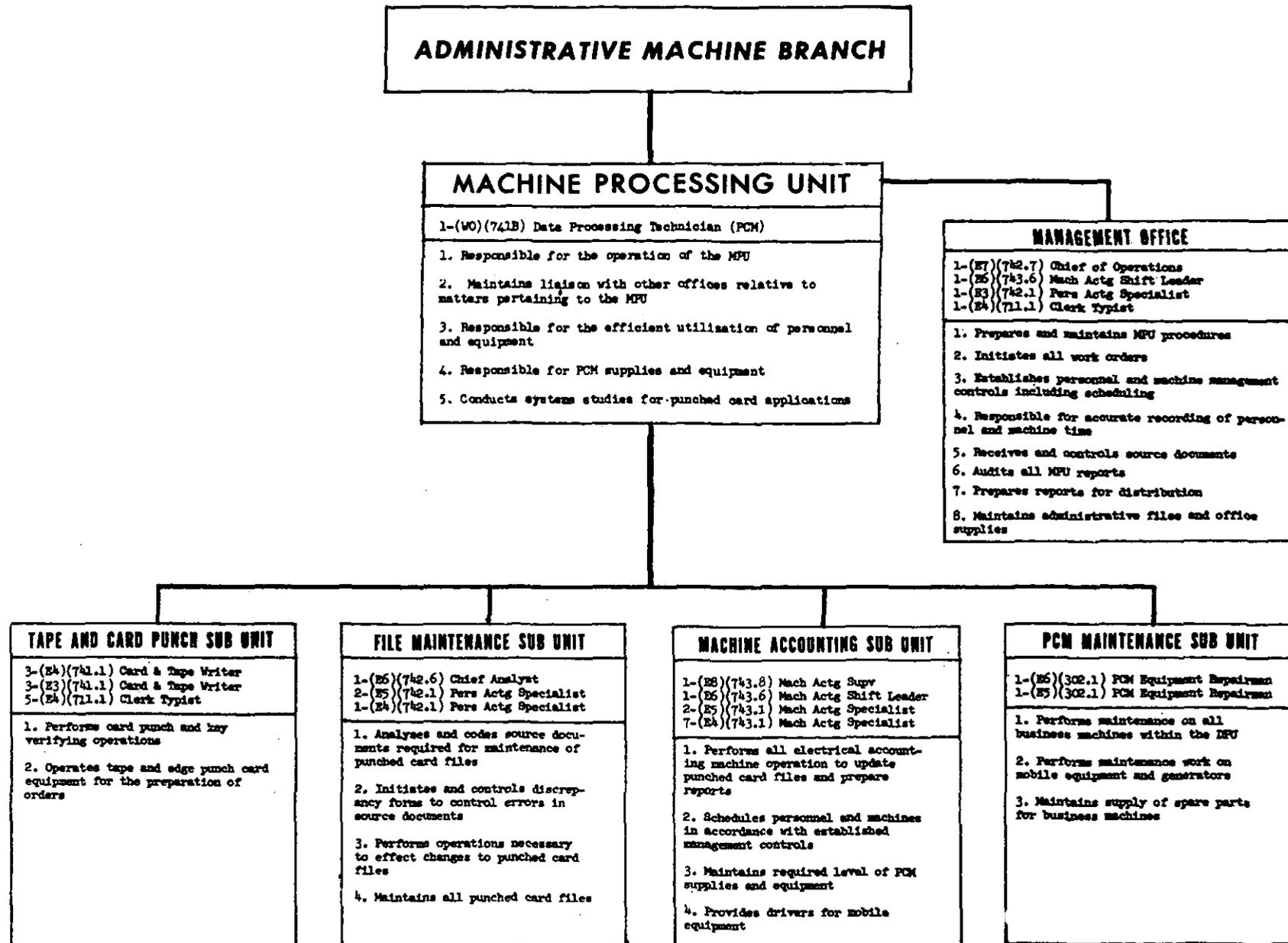


Figure 8-1.

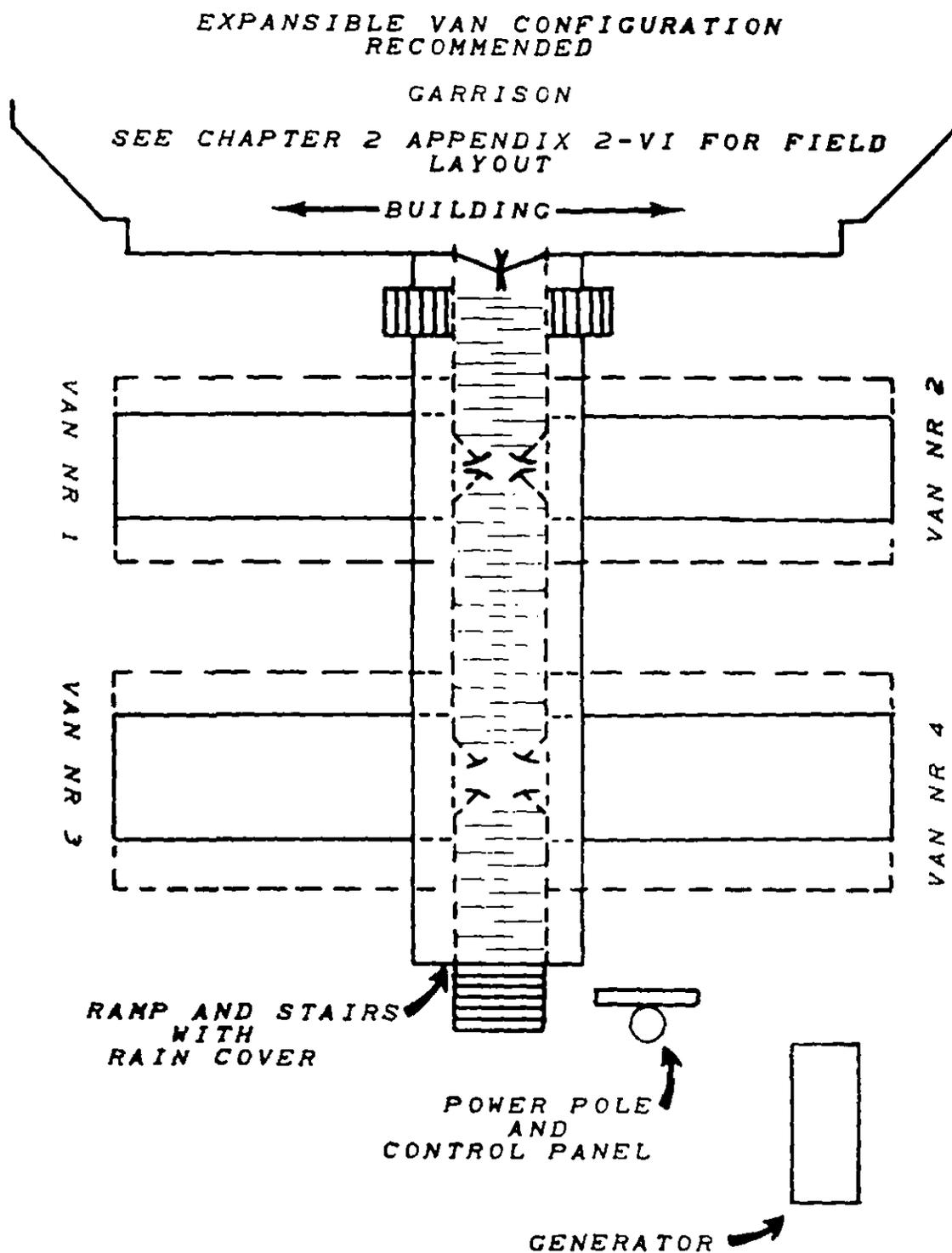
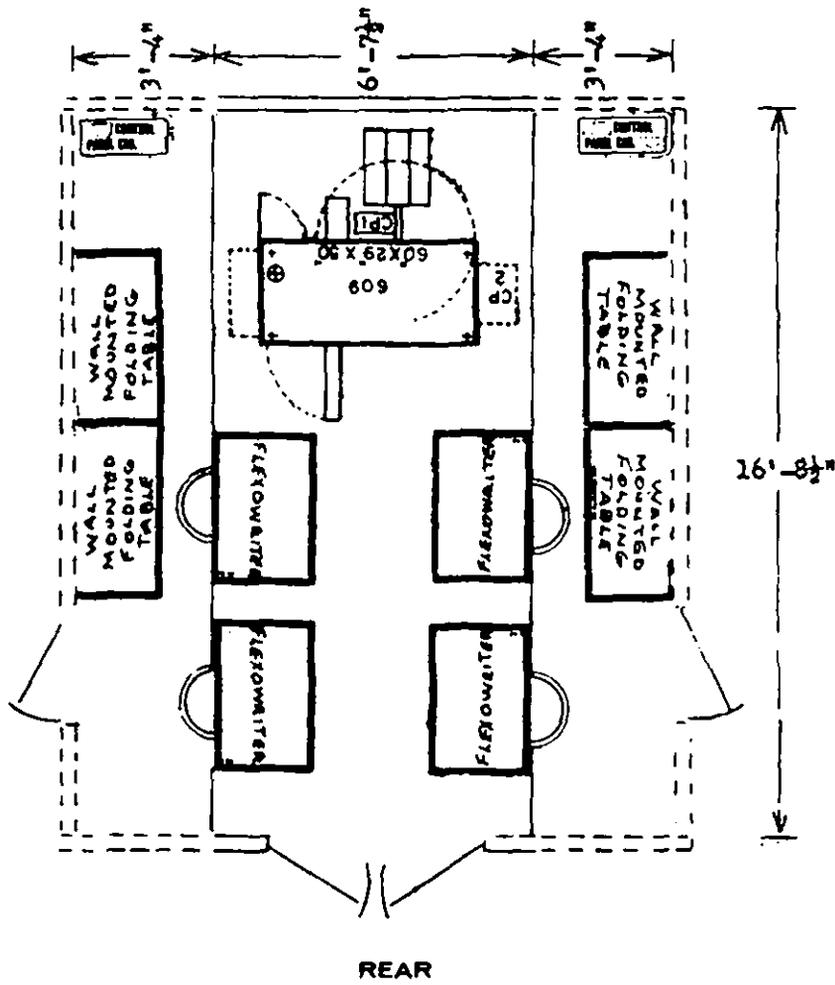


Figure 8-2.

EQUIPMENT CONFIGURATION

EXPANSIBLE VAN

FRONT



REAR

VAN NUMBER-1

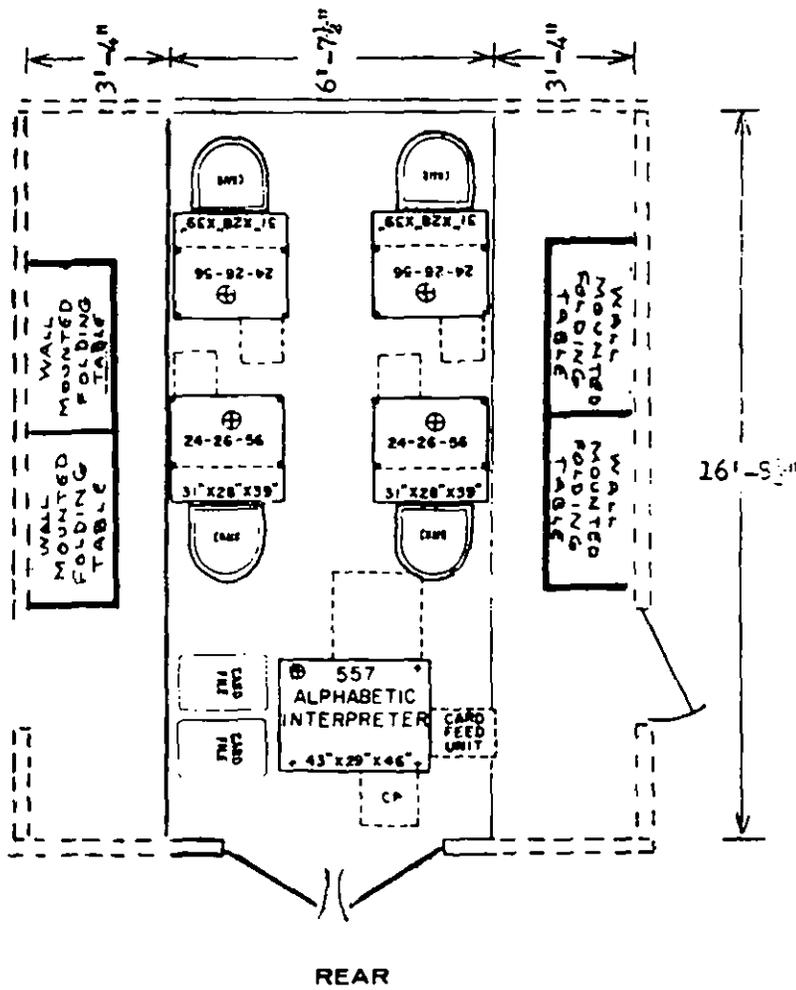
=== Expanded Position.  
--- Retracted Position

Figure 8-3.

EQUIPMENT CONFIGURATION

EXPANSIBLE VAN

FRONT



REAR

VAN NUMBER- 2

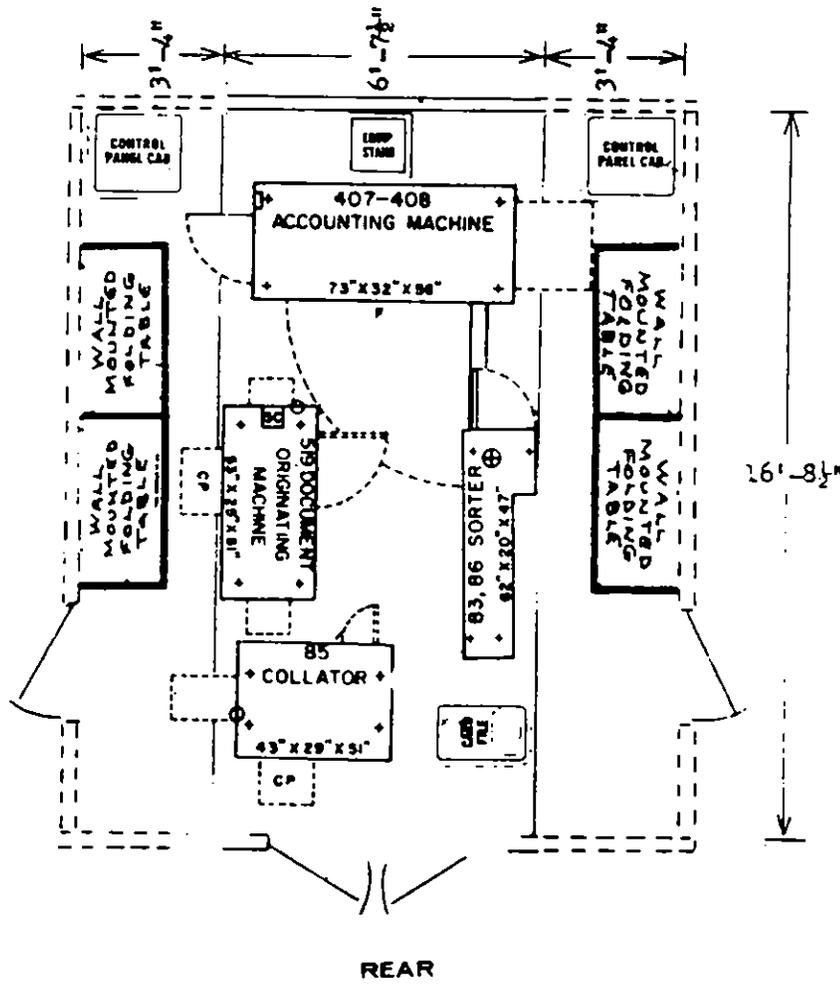
=== Expanded Position  
 --- Retracted Position

Figure 8-4.

EQUIPMENT CONFIGURATION

EXPANSIBLE VAN

FRONT



VAN NUMBER- 3

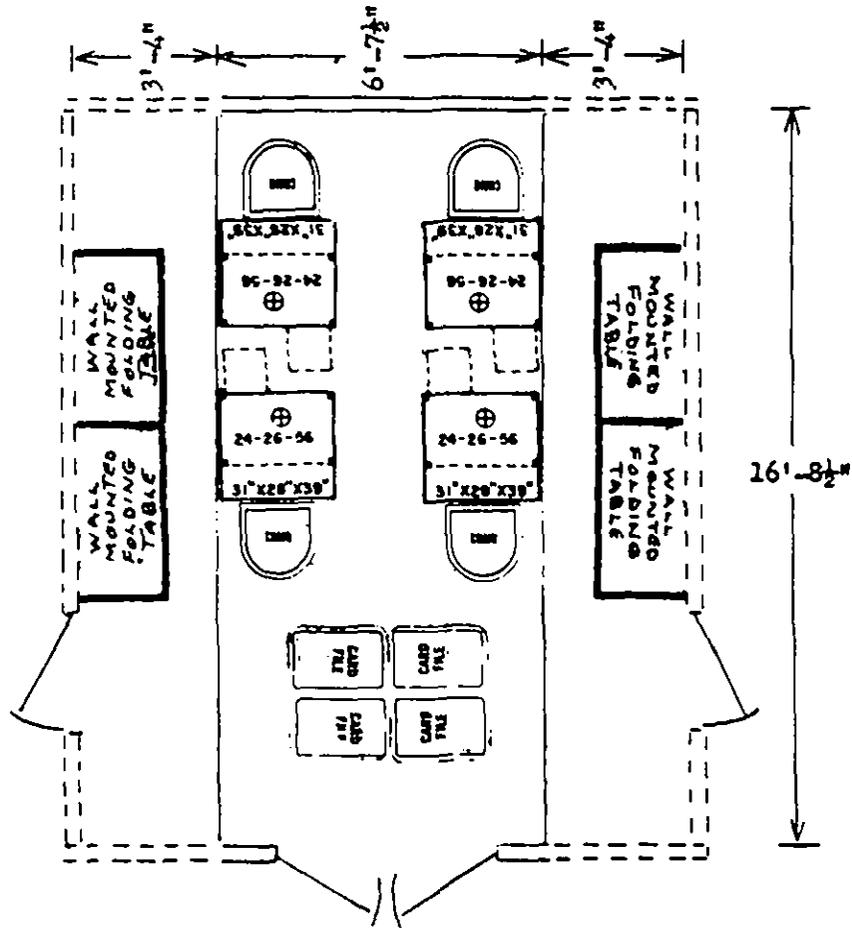
=== Expanded Position  
--- Retracted Position

Figure 8-5.

EQUIPMENT CONFIGURATION

EXPANSIBLE VAN

FRONT



REAR

VAN NUMBER- 4

=== Expanded Position

--- Retracted Position

Figure 8-6.

ELEMENTS OF DATA	PERSONNEL DATA CARD		PERSONNEL QUALIFICATIONS CARD		PERSONNEL SUSPENSE CARD		PERSONNEL INFORMATION ROSTER		PERSONNEL INVENTORY REPORT		PERSONNEL SUSPENSE ROSTER		PERSONNEL QUALIFICATIONS ROSTER		SOURCE	
	OFF	ENL	OFF	ENL	OFF	ENL	OFF	ENL	OFF	ENL	OFF	ENL	OFF	ENL	OFF	ENL
1. SERVICE NUMBER	10	10	10	10	10	10	X	X			X	X	X	X	MR	MR
2. NAME	18	18	18	18	18	18	X	X			X	X	X	X	MR	MR
3. GRADE	4	4	4	4	4	4	X	X	X	X	X	X	X	X	MR	MR
4. PROFICIENCY PAY		1						X							NA	MR
5. MOS - PRIMARY	5	5					X	X							MR	MR
6. MOS - SECONDARY		4						X							NA	MR
7. MOS - DUTY	5	5					X	X	X	X					MR	MR
8. DATE OF BANK (Day-Month-Year)	5	5					X	X							O-R	ENL QUAL
9. DATE OF LOSS (Month-Year) OR ROTATION DATE (Mo-Yr-Day)	2 4	2 4					X X	X X	X	X					MR MR	MR MR
10. TRANSACTION (Type-Day-Month)	6	6					X	X	X	X					MR	MR
11. TOE (Paragraph-Line)	4	4					X	X							MR	MR
12. PROCESSING CODE	4	4	4	4	4	4	X	X	X	X	X	X	X	X	MR	MR
13. CARD NUMBER (1) (2) and (3)	1	1	1	1	1	1									GP	GP
14. DUTY BRANCH			2										X		MR	NA
15. CONTROL BRANCH			2										X		MR	NA
16. BASIC BRANCH			2										X		O-R	NA
17. CITIZENSHIP (COUNTRY)				3										X	NA	ENL QUAL
18. GT (Score)				3										X	NA	ENL QUAL
19. COMPONENT			1										X		MR	NA
20. FSA CODE				1										X	NA	MR
21. CATEGORY			1										X		MR	NA
22. RACE			1	1									X	X	MR	MR
23. MARITAL DEPENDENCY STATUS			1	1									X	X	O-R	ENL QUAL
24. PHYSICAL CATEGORY			1	1									X	X	O-R	MR
25. PCS (last) (Month-Year)			3	3									X	X	O-R	SRAP
26. DATE RETURN FROM OVERSEA (Mo-Yr)			3	3									X	X	MR	MR
27. LAST FOREIGN SERVICE AREA			1	1									X	X	O-R	MR
28. RESIDENCY			1	1											MR	MR
29. HPND (Month-Year)			3	3									X	X	O-R	MR
30. ADDITIONAL PAY			1	1											MR	MR
31. DATE OF BIRTH (Day-Month-Year)			5	5									X	X	O-R	ENL QUAL
32. LANGUAGE			2	2									X	X	O-R	MR
33. EDUCATIONAL LEVEL			1	1									X	X	O-R	ENL QUAL
34. BASIC ACTIVE SERVICE DATE (Mo-Yr)				3										X		ENL QUAL
35. ADDITIONAL SPECIAL QUALIFICATIONS			1	1									X	X	O-R	ENL QUAL
36. SECURITY CLEARANCE			1	1									X	X	O-R	MR
37. ACCRUED LEAVE			3	3									X	X	Lv Rec	Lv Rec
38. ARMED FORCES RESERVE MEDAL (Month-Year)					2	2						X	X		SRAP	SRAP
39. NON COMUS RESIDENT - ETS DATE (Mo-Yr)						2							X		NA	ENL QUAL
40. QUALIFICATION IN ARMS (Month-Year)					2	2						X	X		O-R	ENL QUAL
41. ANNUAL AUDIT - 66 (Month)					1							X			O-R	NA
42. ADJUST FSA CODE (Month)						1							X		NA	ENL QUAL
43. EFFICIENCY REPORT (Month)					1							X			O-R	NA
44. COMPLETION OJT (Month)						1							X		NA	ENL QUAL
45. PHOTO (Month-Year)					2							X			O-R	NA
46. GOOD CONDUCT MEDAL (Month-Year)						2							X		NA	SRAP
47. I D CARD (Month-Year)					2	2						X	X		O-R	SRAP
48. FSA (Month)					1	1						X	X		DD Form 801	DD Form 802
49. 17 1/2 YRS FED SVC (Month-Year)					2	2						X	X		O-R	ENL QUAL
50. 29 YRS A/D (Month-Year)						2							X		NA	SRAP
51. MANDATORY RETIREMENT (Month-Year)						2							X		NA	SRAP
52. ELIGIBLE FOR PROMOTION/APPOINTMENT (Mo-Yr)					2	2						X	X		O-R	SRAP
53. SMALLPOX (Month-Year)					2	2						X	X		Imm Rec	Imm Rec
54. TYPHOID (Month-Year)					2	2						X	X		Imm Rec	Imm Rec
55. TETANUS					2	2						X	X		Imm Rec	Imm Rec
56. MEDICAL EXAM (Month-Year)					2	2						X	X		O-R	ENL QUAL
57. DA FORM 26 (Month-Year)						2							X		NA	DA FORM 26
58. DD FORM 41 (Month)					1	1						X	X		MR	MR
59. ETS - EXP CAT (Month-Year)					2	2						X	X		O-R	SRAP
60. ADJUST HPND (Month)					1	1						X	X		O-R	SRAP

Figure 8-7.

Title of report or service	MPU control number	Frequency and effective date	Due date	Distribution	Purpose
<p>Personnel Information Roster (Officer and Enlisted). Reflects authorized spaces and individuals assigned duty positions by name and TOE par. and line number; also indicates primary and secondary MOS, date of loss, proficiency pay, date of rank, and attached personnel.</p>	300.....	Monthly as of last day of month.	5th WD.....	Original and first 3 carbons for staff sections, as applicable. Original and first 2 carbons for units, as applicable. 3d carbon to battalion 4th carbon to PMB. 5th carbon to MPU.	To establish personnel management communication between the division personnel officer and unit commanders or staff supervisors, as appropriate.
<p>Personnel Inventory Report (Officer and Enlisted Personnel Separately). Part IV. Reflects totals by grade of authorized and assigned strength for each Duty and Primary MOS within each company and battalion. The assigned strength is further broken down within each of these categories for those personnel who are currently drawing proficiency pay and those who are not. Losses projected for 3 periods (30-60-90 days) are also indicated by grade for each MOS, if applicable. Differences between the authorized and assigned strength are also indicated by grade.</p>	350 (Part IV).....	Monthly as of last day of month.	3d WD.....	Original and first carbon to PMB. 2d and 3d carbons to battalion or separate company. 4th carbon to Chief, PSD. 5th carbon to MPU.	To effect personnel management actions, personnel requisitions, assignments, reassignments, promotions, etc. To provide coordination between division and higher headquarters on personnel management. To present to the division personnel officer and the commanders a picture of the work force available to accomplish prescribed missions.
<p>Part II. Reflects the same data in the same sequence as Part IV except that this part is prepared by battalion or brigade and includes gains projected by period for 30-60-90 days, if applicable.</p>	350 (Part II).....	Monthly as of last day of month.	3d WD.....	Original and 1st carbon to PMB. 2d and 3d carbons to brigade, battalion, or separate company. 4th carbon, to Chief, PSD. 5th carbon to MPU.	
<p>Part III. Reflects only those lines indicated in Part IV as "PMOS-DMOS DIFF." The punched cards used to reflect the totals in Part IV for those lines are rearranged so that within each battalion or brigade they are broken down by</p>	350 (Part III).....	Monthly as of last day of month.	3d WD.....	Original, 1st, 2d, 3d and 4th carbons to PMB. 5th carbon to MPU.	

company. Within each company they are arranged by PMOS within DMOS. Totals are indicated by grade. Part I. Reflects the same data as in Part IV except the sequence is for the division and within the division by DMOS. Gains projected by period (30-60-90 days) are included, if applicable.	350 (Part I)-----	Monthly as of last day of month.	3d WD-----	Original to division C/S. 1st carbon to division G-1. 2d carbon to division AG. 3d and 4th carbons to PMB. 5th carbon to MPU.	
Personnel Suspense Roster (Officer and Enlisted). Reflects by name, service number, and grade those individuals listed by unit on which suspense type actions are to be effected during the first succeeding month. Punched cards for each suspense action for each individual are to serve as the updating document. Part I. Identifies suspense actions which require action by branches of PSD before forwarding to the unit. Part II. Identifies suspense actions to be forwarded to the individual's unit of assignment through PRB.	600 (Part I and Part II).	Monthly as of last day of month. Cards to be prepared daily when new assignments to division require actions in current month.	4th WD-----	Original, 1st, 2d, 3d and 4th carbons and Personnel Suspense Processing Cards (DA Form 2470-1) to Chief, Personnel Records Branch. 5th carbon to MPU.	To provide notification on individuals required to undergo specified suspense type actions and to update individual records.
Personnel Qualifications Roster (Officer and Enlisted). Prepared by name (alphabetically) within morning report unit to reflect individual supplemental qualifications—educations, foreign language, etc.	400-----	Monthly as of last day of month.	10th WD-----	Original and 2d carbon to battalion. 1st carbon to company. 3d carbon to PRB. 4th carbon to PMB. 5th carbon to MPU.	To provide commanders supplemental qualifications data on individuals as extracted from personnel records.
Verification of DPU Personnel Rosters, AG-53 (Officer and Enlisted Separately). Personnel data cards of the MPU will be mechanically matched against those maintained by the DPU. Only unmatched cards (those having discrepancies) are used to prepare a "Roster of Exception" which is used to obtain correct data from the records.	450-----	Monthly as of last day of month.	10th WD-----	The Roster of Exceptions and Personnel Rosters are forwarded to Chief, PRB to be verified in accordance with procedure contained in chapter 6, AR 600-16.	To mechanically verify Personnel Rosters received from Army Data Processing Unit.

Figure 8-8.—Continued.

Title of report or service	MPU control number	Frequency and effective date	Due date	Distribution	Purpose
<b>Preparation of Orders.</b> Automatic typing of orders will be accomplished by paper tape and edge punched card typewriters.	260.....	As required.....	As required.....	As required.....	To automatically type orders.

Figure 8-8—Continued.

<b>PUNCH CARD MACHINE WORK REQUEST</b> <i>(Submit in Duplicate)</i> <i>(AR 600-16)</i>		DATE	MPU CONTROL NUMBER FOR MPU USE																
TO:  Chief, Personnel Service Division ATTN: Administrative Machine Branch		FROM:																	
1. JOB REQUESTED (Check appropriate block.) <input type="checkbox"/> SPECIAL <input type="checkbox"/> RECURRING		2. TITLE OF JOB																	
3. PERSONNEL OR UNITS CONCERNED (Check applicable block(s).)																			
<input type="checkbox"/> OFFICER <input type="checkbox"/> WARRANT OFFICER <input type="checkbox"/> ENLISTED <input type="checkbox"/> ASSIGNED <input type="checkbox"/> ATTACHED <input type="checkbox"/> ABSENT <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> SUSPENSE DATA (Specify)  <input type="checkbox"/> QUALIFICATIONS DATA (Specify)  <input type="checkbox"/> OTHER (Specify)		<input type="checkbox"/> UNIT(S) <input type="checkbox"/> DIVISION <input type="checkbox"/> BRIGADE <input type="checkbox"/> BATTALION <input type="checkbox"/> COMPANY <input type="checkbox"/> SECTION <input type="checkbox"/> DETACHMENT <input type="checkbox"/> OTHER (Specify)																	
4. ADDITIONAL QUALIFYING DATA (Describe fully all necessary data or requirements to be used in the elimination or selection of the personnel or units indicated.)																			
5. SPECIFICATIONS																			
a. SERVICE REQUESTED			b. FREQUENCY																
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%;">COPIES</th> <th style="width: 10%;">SEQUENCE</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> ROSTER/LISTING</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> STATISTICAL REPORT</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> PUNCHED CARDS</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> OTHER (Specify)</td> <td></td> <td></td> </tr> </tbody> </table>				COPIES	SEQUENCE	<input type="checkbox"/> ROSTER/LISTING			<input type="checkbox"/> STATISTICAL REPORT			<input type="checkbox"/> PUNCHED CARDS			<input type="checkbox"/> OTHER (Specify)			<input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> ONE-TIME <input type="checkbox"/> OTHER (Specify)	
	COPIES	SEQUENCE																	
<input type="checkbox"/> ROSTER/LISTING																			
<input type="checkbox"/> STATISTICAL REPORT																			
<input type="checkbox"/> PUNCHED CARDS																			
<input type="checkbox"/> OTHER (Specify)																			
c. DATA (Specify data to be indicated on cards, rosters/listings or reports.)																			
d. EFFECTIVE DATE (As of date)			e. DUE DATE (See Note 4 on reverse)																
6. DISTRIBUTION BY MPU (List each copy)																			
DESCRIPTION OF ITEM	COPIES	RECIPIENT	METHOD																

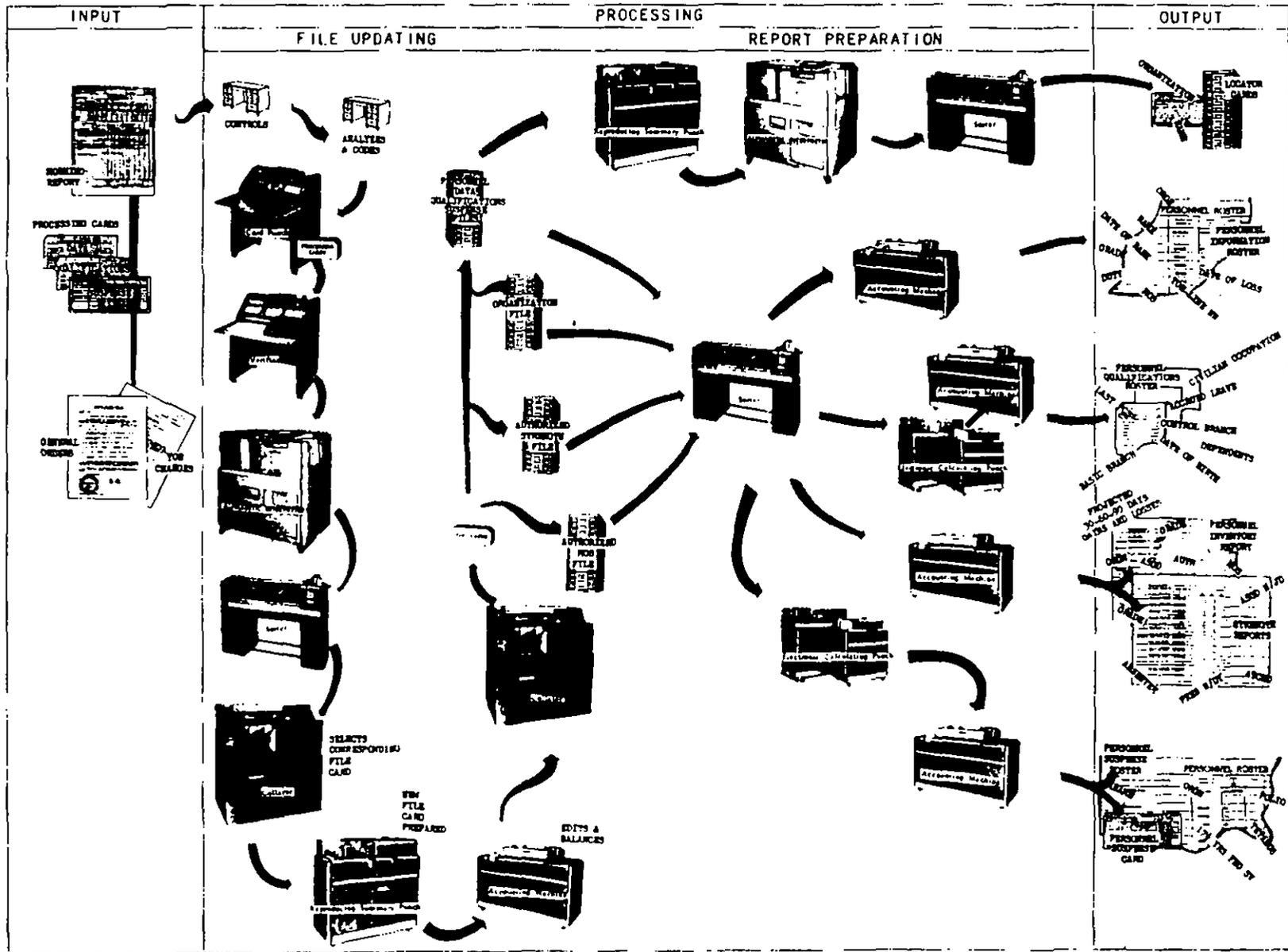
DA FORM 2749-R, 1 DEC 63

Figure 8-9.

DESCRIPTION OF USE (Include a brief statement of what the report will be used for.)			
REMARKS			
TYPED NAME AND TITLE OF REQUESTING PERSONNEL	SIGNATURE OF REQUESTING PERSONNEL		
<p style="text-align: center;"><b>NOTES</b></p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>1. Separate Work Requests are required for each job or parts thereof containing separate specifications.</p> <p>2. Identified samples of completed job or report format may be submitted if deemed necessary.</p> <p>3. The Personnel Service Division will return one copy of the Work Request as acknowledgment indicating action</p> </td> <td style="vertical-align: top;"> <p>to be taken and any changes due to technical necessity.</p> <p>4. "Due Date" is date completed work is due in the hands of the requesting agency. Consideration must be given to the volume of job and prior requirements placed on the Machine Processing Unit. Normally 72 hours will be the minimum time in which a punched card report can be prepared.</p> </td> </tr> </table>		<p>1. Separate Work Requests are required for each job or parts thereof containing separate specifications.</p> <p>2. Identified samples of completed job or report format may be submitted if deemed necessary.</p> <p>3. The Personnel Service Division will return one copy of the Work Request as acknowledgment indicating action</p>	<p>to be taken and any changes due to technical necessity.</p> <p>4. "Due Date" is date completed work is due in the hands of the requesting agency. Consideration must be given to the volume of job and prior requirements placed on the Machine Processing Unit. Normally 72 hours will be the minimum time in which a punched card report can be prepared.</p>
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Figure 8-9—Continued.

PERSONNEL SERVICE DIVISION  
MACHINE PROCESSING UNIT



PICTORIAL FLOW CHART

Figure 8-10.

## Section IV. SOURCE DOCUMENTS AND CODING

**8-13. Punched card data.** Elements of data contained in punched cards and reflected in machine prepared reports and rosters must be made available to the Machine Processing Unit from source documents. Elements of new or changed data must be transcribed from source documents to processing cards in usable form. Processing cards are designed to aid in this transcription. This will be the only manual effort required in the use of PCM to prepare rosters and statistical reports, and to identify those individuals having suspense type actions.

**8-14. Source documents.** Information maintained by the Machine Processing Unit in the personnel records punched card files described in section V will be obtained from the following source documents:

- a. Personnel records, to include the qualification records, medical records, pay records and 201 files.
- b. Morning reports.
- c. Directives such as oversea levies from higher headquarters which change personnel assignments.
- d. Tables of organization or other manpower directives.

**8-15. Coding source documents.** Raw data in these source documents are not readily adaptable to PCM processing. They must be converted to machine language through coding. Primarily, coding standardizes like information by limiting the number of its characters to the number of columns reserved for that type of information in the punched card.

**8-16. Prepunched cards for records jacket.** Processing cards, which are prepunched with name and service number, are used to report changes in personnel data to the Machine Processing Unit. They will be filed in the records jacket and are designed as described below.

**8-17. General coding instructions.** The following basic coding instructions apply to the division punched card application:

- a. Numeric zeros will be indicated as 0. Alphabetic O will be underscored, e.g. O. An 11-zone punch or "X" punch, will be identified by the letter X both overscored and underscored, e.g. X. An overscore to a numeric quantity indicates a control punch ("X") in that card column, e.g. 2. Caution

must be used to insure clear formation of the letter I and the number 1 to avoid confusion.

b. An item of data to be punched into a processing card cannot contain a greater number of characters than the number of columns of the field reserved for that data in the punched card. For example, the name field is limited to 18 characters or columns in the punched card and the last name is entered first. Names having in excess of 18 characters counting spaces between names will omit all characters over 18. Thus the name CHRISTOPHER P. COLUMBUS would be entered as shown on the sample processing card (fig. 8-11).

\*c. Names prefixed with "MAC" "MC" "DE" "VAN" etc. will be spaced on the processing card when the first letter after the prefix is capitalized. When names contain an apostrophe, do not space or record the apostrophe. Examples are as follows:

Name	As entered on processing card									
	11	12	13	14	15	16	17	18	19	20
McAfee.....	M	C		A	F	E	E			
Mcaffee.....	M	C	A	F	F	E				
O'Brien.....	O	B	R	I	E	N				
Van Heusen.....	V	A	N		H	E	U	S	E	N

A hyphen will be entered between compound names (fig. 8-12).

d. The service number field of the processing card contains 10 characters for officers and enlisted personnel. Examples for entering service number in the columns provided on the processing card are as follows:

Service number	As entered on processing card										
	1	2	3	4	5	6	7	8	9	10	
<i>Officers</i>											
<sup>1</sup> O 1986132.....		O	-	1	9	8	5	1	3	2	
<sup>2</sup> O 2695.....		O	-	0	0	0	2	6	9	5	
OF 100001.....		O	F	-	0	1	0	0	0	1	
<i>Warrant officers</i>											
<sup>3</sup> RW 905078.....		R	W	-	0	9	0	5	0	7	8
<i>Enlisted</i>											
RA 32165134.....		R	A	3	2	1	6	5	1	3	4
<sup>4</sup> RA 14796.....		R	A	0	0	0	1	4	7	9	6
ER 33276255.....		E	R	3	3	2	7	6	2	5	5
US 36387356.....		U	S	3	6	3	8	7	3	5	6

<sup>1</sup> A hyphen is always entered in column 3 for officer personnel.

<sup>2</sup> A one-character officer's service number prefix is entered in column 2, and column 1 is left blank.

<sup>3</sup> Numerical designation of service numbers (columns 4-10 for officers; columns 3-10 for enlisted) is entered so as to end in column 10; i.e. the units are entered in column 10. Zeros are entered in columns to the left to fill those columns of the numerical designation that would otherwise be left blank because of insufficient numeric characters in the service number.



50 (area of last foreign service tour) of the Personnel Qualification Card.

- (4) Column 51 "Area of Residence—Non-CONUS" of the Personnel Qualification Card is left blank when not applicable.

f. The Type of Transaction field, columns 64-66, and the Date of Transaction field, columns 67-69, of the Personnel Data Card are for use by the Machine Processing Unit and will be completed by the personnel accounting specialist.

g. Dates.

- (1) When day must be entered in a date field, it will be recorded as 01, 02, 11, 12, etc.
- (2) When only one column is assigned for month in a date field it will be entered in accordance with following codes:

Month	Column entry
January.....	1
February.....	2
March.....	3
April.....	4
May.....	5
June.....	6
July.....	7
August.....	8
September.....	9
October.....	"X" (11) Punch
November.....	J
December.....	K

- (3) When two columns are reserved for year, enter the tenths and units position (62 for 1962). If only one column has been reserved for year, enter the units position only (2 for 1962).

h. Current DA directives containing codes now in effect have been referenced together with the items of data to which they pertain. Other codes established to meet the needs of the Personnel Services Division's punched card system are contained in paragraph 8-25.

**8-18. Reporting changes.** Branches of The Personnel Service Division other than the Administrative Machine Branch will provide the Machine Processing Unit with complete personnel information on individuals initially assigned to the division, and changes to personnel data maintained in punched cards, which are not reported on the morning report. Changes to personnel data maintained in punched cards, which are reported on the morning report, will be extracted by the MPU and placed on the appropriate punched card. Certain personnel data are also reported for individuals

who will be assigned to the division in the future. The data to be reported for projected gains or losses is outlined in chapter 3.

**8-19. Processing cards.** The three processing cards used to report personnel changes to the Machine Processing Unit are explained in subsequent paragraphs. These cards are dual purpose and contain blocks to identify the data to be entered on the face of the cards manually by the records clerks. Coding blocks eliminate the need for a variety of coding forms and permit the use of prepunched cards for reporting and coding changes. Changed data may be punched directly into the source document. These blocks also assist card punch operators in the punching of this data. Each card form contains a series of major blocks; the term major block refers to a grouping of connected blocks in which characters are manually entered. The cards are prepunched with name and service number of the individual to whom they pertain, and are filed in the individual's records jacket (DA Form 201) until needed.

**8-20. Personnel Data Processing Card (DA Form 2468-1).** a. *Major block—service number—columns 1-10.* Information for this block is entered on all processing cards in accordance with paragraph 8-17d. Changes to service number will be made from unit morning reports.

b. *Major block—name—columns 11-28.* Name is entered on all processing cards in accordance with paragraph 8-17b and c. Note that it is limited to 18 characters and written with the last name first. All over 18 characters, counting spaces, are omitted. Changes to name will be made from unit morning reports.

c. *Major block—grade—columns 29-32.* Three-digit abbreviations for grade or rank are listed in AR 330-330. Column 32 contains the grade code which also is listed in AR 330-330. Changes to grade will be made from unit morning reports.

d. *Major block—proficiency rating designator Code*  
(enlisted only)  
primary MOS  
secondary MOS (enlisted only)  
duty MOS

Changes to data in this major block also are made from unit morning reports.

- (1) *Proficiency rating designator code (enlisted only) column 33.* For enlisted personnel who have been awarded proficiency pay,

REPLACES EDITION OF 1 JULY 63 WHICH MAY BE USED

DA FORM 2468-1, 1 JUNE 63

PERSONNEL DATA CARD

NAME: COLUMBUS CHRISTOPH

SERVICE NUMBER: RA35171755

GRADE: SGTS

DATE OF RANK: [Blank]

DATE OF LOSS: [Blank]

MOS-PRIMARY: [Blank]

MOS-SECONDARY: [Blank]

MOS-DUTY: [Blank]

TOE: [Blank]

PROCESSING CODE: [Blank]

OFFICER ENLISTED: [Blank]

NAME: [Blank]

GRADE: [Blank]

MOS-PRIMARY: [Blank]

MOS-SECONDARY: [Blank]

MOS-DUTY: [Blank]

DATE OF RANK: [Blank]

DATE OF LOSS: [Blank]

TOE: [Blank]

PROCESSING CODE: [Blank]

OFFICER ENLISTED: [Blank]

NAME: [Blank]

GRADE: [Blank]

MOS-PRIMARY: [Blank]

MOS-SECONDARY: [Blank]

MOS-DUTY: [Blank]

DATE OF RANK: [Blank]

DATE OF LOSS: [Blank]

TOE: [Blank]

PROCESSING CODE: [Blank]

Figure 8-13. Personnel Data Processing Card.

REPLACES EDITION OF 1 JULY 63 WHICH MAY BE USED

DA FORM 2468-1, 1 JUNE 63

PERSONNEL DATA CARD

NAME: [Blank]

SERVICE NUMBER: [Blank]

GRADE: [Blank]

MOS-PRIMARY: 174D4

MOS-SECONDARY: 074B2

MOS-DUTY: 74D4

TOE: [Blank]

PROCESSING CODE: [Blank]

OFFICER ENLISTED: [Blank]

NAME: [Blank]

GRADE: [Blank]

MOS-PRIMARY: [Blank]

MOS-SECONDARY: [Blank]

MOS-DUTY: [Blank]

DATE OF RANK: [Blank]

DATE OF LOSS: [Blank]

TOE: [Blank]

PROCESSING CODE: [Blank]

OFFICER ENLISTED: [Blank]

NAME: [Blank]

GRADE: [Blank]

MOS-PRIMARY: [Blank]

MOS-SECONDARY: [Blank]

MOS-DUTY: [Blank]

DATE OF RANK: [Blank]

DATE OF LOSS: [Blank]

TOE: [Blank]

PROCESSING CODE: [Blank]

Figure 8-14.

enter the units position of the proficiency rating designator as recorded in Item 2, DA Form 20; e.g. the proficiency rating designator P1 would be entered on the processing card in column 33 as 1. When not applicable this field is left blank. This field is left blank for officers. A zero (0) is used to denote withdrawal of a proficiency pay code.

(2) *Primary MOS*—columns 34-38. From Item 9, DA Form 66 and Item 22, DA

Form 20 enter the individual's primary MOS and special qualification digit. When the enlisted MOS is a verified primary MOS, encircle the VP located in the units position (column 36) of the MOS PRIMARY block (see example fig 8-14).

(3) *Secondary MOS (enlisted only)*—columns 39-42. From Item 22, DA Form 20 enter the individual's secondary MOS; leave blank when the individual does not possess a secondary MOS.







- (12) *Physical category—column 43.*
  - (a) *Officers.* The physical code used for enlisted personnel will be applied to the physical status for officers recorded in Item 14, DA Form 66. Changes to this data must be provided by the Personnel Records Branch.
  - (b) *Enlisted.* Enlisted physical code will be shown as recorded in Item 17, DA Form 20. Changes to physical code for enlisted personnel will be taken from unit morning reports.
- (13) *Date of permanent change of station—col-*

umns 44-46. Enter day, month, and year of last permanent change of station as recorded in Item 18, DA Form 66, or in Item 16, DA Form 20. Changes to this information must be provided by the Personnel Records Branch. These columns are left blank for individuals who have had no permanent change of station.

- e. *Major block—date returned from overseas area of last foreign service tour area of non-CONUS residence basic pay entry date additional pay*

Figure 8-18.

- (1) *Date returned from overseas—columns 47-49 (CONUS only).* Form Item 17, DA Form 66 or Item 31, DA Form 20, enter the month and year in which the individual returned from his last foreign service tour. If the individual has had no oversea service enter "NO" in columns 48-49; column 47 is left blank. The columns are not used by divisions located outside CONUS.
- (2) *Area of last foreign service tour—column 50 (CONUS only).* Enter a code for the area of last foreign service tour as recorded in Item 17, DA Form 66, or Item 31, DA Form 20. Codes are listed in paragraph 8-25. Enter Z in this column for those individuals who have had no oversea service.
- (3) *Area of residence, non-CONUS—column 51.* Determine and enter the code for area of non-CONUS residence, as recorded in Item 33, DA Form 66 or Item 12, DA Form 20. Codes are listed in AR 330-330. Leave this column blank if not applicable. Changes to this item will be taken from unit morning reports.
- (4) *Basic pay entry date—columns 52-54.* Enter month and year of basic entry date recorded in Item 33, DA Form 66, or Item 16, DA Form 20.
  - (a) *Officers.* Changes to BPED must be provided by the Personnel Records Branch.
  - (b) *Enlisted.* Changes to BPED will be taken from unit morning reports.



- (5) *Additional qualification—column 67.* Enter 0 (zero) if individual has no additional qualification other than the special qualification recorded in his MOS prefix or suffix. When individual has such an additional qualification in Item 15, DA Form 66 or Item 27, DA Form 20, enter the code as a second special qualification. Changes to this data must be provided by the Personnel Records Branch.
- (6) *Security clearance—column 68.* Codes are listed in AR 330-330.
- (a) *Officers.* Enter code for security clearance recorded in Item 11, DA Form 66. Changes to this data must be provided by the Personnel Records Branch.
- (b) *Enlisted.* Enter code for security clearance recorded in Item 19, DA Form 20. Changes to this data will be taken from the unit morning reports.
- (7) *Accrued leave—columns 69-71.* Accrued leave is taken from DA Form 481 (Military Leave Record). Enter 0 (zero) in each of these columns when individual has no accrued leave.
- (a) Enter number of whole days in columns 69-70. Enter half a day as "5" in column 71. If individual has less than 10 days accrued leave, enter number of whole days in column 70; enter 0 (zero) in column 69. If half days are not applicable enter 0 (zero) in column 71.
- (b) The Military Pay Branch must provide the necessary information when an individual fails to accrue leave. The Machine Processing Unit will update accrued leave from entries recorded on the unit morning reports and by automatically adding 2.5 days to the accrued leave amount once each month. See chapter 5 for reporting exceptions.
- (c) Negative balance entries for leave must be identified by recording the symbol "CR" in red above columns 69-71.
- (8) *Processing code—columns 76-79.* See paragraph 8-20f(4).

**8-22. Personnel Suspense Processing Card (DA Form 2470-1).** This punched card is used to report changes to which suspense dates are used to identify those individuals requiring personnel actions at a specified time.

- a. *Major block—service number.* See paragraph 8-20a.
- b. *Major block—name.* See paragraph 8-20b.
- c. *Major block—grade.* See paragraph 8-20c.
- d. *Major block—eligibility for Armed Forces Reserve Medal*  
*non-CONUS resident—ETS date*  
*qualification in arms*  
*annual audit of DA Form 66*  
*(officers only)*  
*foreign service availability code*  
*change (enlisted only)*  
*efficiency report due (officers only)*  
*completion of on-the-job training*  
*(enlisted only)*  
*photograph (officers only)*  
*eligibility for Good Conduct Medal*  
*(enlisted only)*  
*military identification card*  
*Federal Housing Administration*  
*eligibility*  
*completion of 17-1/2 years service*
- (1) *Eligibility for Armed Forces Reserve Medal—columns 33-34.* Enter month and year (as determined from individual's 201 file) in which individual will become eligible for the award of this medal. These columns will be left blank when not applicable.
- (2) *Non-CONUS resident—ETS date—columns 35-36.* If non-CONUS resident (col. 51—DA Form 2469), enter the date (month and year) 90 days prior to ETS.
- (3) *Qualification in arms—columns 37-38.* Enter month and year (as determined from Item 23, DA Form 66 or Item 29, DA Form 20) in which individual is to qualify in arms. If individual is required to fire for familiarization only, Encircle "F" in columnar heading of the year field, column 38 (fig. 8-20).
- (4) *Annual audit of DA Form 66 (officers only)—column 39.* Enter month (as determined from Item 35, DA Form 66) in which the officer's qualification record is due for annual audit.
- (5) *Foreign service availability code change (enlisted only)—column 39.* Enter month (as determined from Item 16, DA Form 20) in which the FSA code must be reviewed or changed. This column is blank when not applicable.

REPLACES EDITION OF 1 OCT 61, WHICH MAY BE USED.

DA FORM 2470-1, 1 JUNE, 1963

OFFICERS

ENLISTED

PERSONNEL SUSPENSE CARD

PERSONNEL SUSPENSE CARD

MEDICAL DATA

OFFICER

ENLISTED

SERVICE NUMBER

Figure 8-20.

- (6) *Efficiency report due (officers only)*—column 40. Enter the month (as determined from Item 2, DA Form 66) during which the officer is due for an annual efficiency report.
- ★(7) *Completion of on-the-job training (enlisted only)*—column 40. Enter the month (as determined from Item 38, DA Form 20) in which the individual will complete on-the-job training. This column is blank when not applicable.
- (8) *Photograph (officers only)*—columns 41-42. Enter the month and year (as determined from Item 24, DA Form 66) in which the officer is due to be photographed. Columns 41-42 are blank when not applicable.
- ★(9) *Good Conduct Medal (enlisted only)*—columns 41-42. Enter the month and year (as determined from Item 4, DA Form 20) in which individual becomes eligible for this award. Columns 41-42 are blank when not applicable.
- ★(10) *Military identification card*—columns 43-44. Enter expiration date of the individual's ID card as determined from Item 33, DA Form 66; or from the file copy of DA Form 428 in the 201 file for enlisted.
- (11) *Federal Housing Administration eligibility*—column 45. Enter month of January or July, whichever is next, as determined from DD Form 802, certifying the individual for eligibility. This column is blank when not applicable.
- (12) *Completion of 17½ years service*—columns 46-47. This item is completed only for those individuals who have completed 10 or more years of service; columns 46-47 are blank when not ap-

Figure 8-21.

pllicable. Enter month and year (as determined from the BPED, Item 33, DA Form 66 or Item 34, DA Form 20) in which individual will complete 17½ years of creditable service. BPED should be used to assist in the identification of these personnel when 10 years of service is completed.

e. Major block—completion of 29 years active duty (enlisted only) mandatory retirement (enlisted only) eligibility for promotion/appointment

(1) Completion of 29 years active duty (enlisted only)—columns 48-49. This item is completed only for those individuals with more than 20 years of active Federal service and with a permanent grade of E-6 or below. These columns are blank for all other enlisted personnel. Enter month and year (as determined from the most recent DD Form 4) in which individual will complete 29 years of active Federal service. The BASD recorded on the DA Form 2469, should be used to assist in the identification of these personnel.

★(2) Mandatory retirement (enlisted only)—columns 50-51. Enter month and year (as determined from Item 11,

DA Form 20 and latest DD Form 4) in which individual may be due for mandatory retirement. These columns are blank when not applicable.

(3) Eligibility for promotion (officers) and appointment (enlisted personnel)—columns 52-53. Applicable for permanent appointment of enlisted personnel to grades E-3 through E-9 and temporary promotion of officers and warrant officers to 1st lieutenant and CWO, W-2. Columns 52-53 are blank when not applicable.

(a) Officers. Eligible after completion of 18 months active duty as a commissioned officer. Enter the month and year as determined from Item 12 and Item 18, DA Form 66.

(b) Warrant officers. Eligible after completion of 18 months in grade from the date of appointment. Enter the month and year as determined from Item 12 and Item 18, DA Form 66.

★(c) Enlisted personnel. Eligible as follows: To E-3, 8 months active duty; to E-4 and E-5, 12 months as temporary E-4 or E-5; to E-6 and E-7, 18 months as temporary E-6 or E-7; to E-8 and E-9, 2 years as temporary E-8 or E-9. Enter the month and year as determined from Item 33, DA Form 20.



REPLACES EDITION OF 1 OCT 61 WHICH MAY BE USED

DA FORM 2486, 1 JUN 63

PERSONNEL DATA CARD

NAME: [ ] SERVICE NUMBER: 71542 GRADE: 71204

MOS-PRIMARY: 1100 MOS-SECONDARY: 1199 MOS-DUTY: 998

DATE OF RANK: 08K61

NAME: BROWN JOHN C

PROCESSING CODE: 400AJ GRADE: 1LTF

OFFICER ENLISTED SERVICE NUMBER: [ ] NAME: [ ] GRADE: [ ] MOS: [ ] DATE OF RANK: [ ]

REPLACES EDITION OF 1 OCT 61 WHICH MAY BE USED

DA FORM 2489, 1 JUN 63

PERSONNEL QUALIFICATIONS CARD

NAME: [ ] SERVICE NUMBER: INININ371AB563

DATE OF BIRTH: 22331277K5084075

NAME: BROWN JOHN C

PROCESSING CODE: 400AK GRADE: 1LTF

OFFICER ENLISTED SERVICE NUMBER: [ ] NAME: [ ] GRADE: [ ] BRANCH: [ ] LAST PCS: [ ] DATE OF BIRTH: [ ]

REPLACES EDITION OF 1 OCT 61 WHICH MAY BE USED

DA FORM 2470, 1 JUNE 1963

PERSONNEL SUSPENSE CARD

NAME: [ ] SERVICE NUMBER: 702564J2

MEDICAL DATA: 143584

NAME: BROWN JOHN C

PROCESSING CODE: 400AL GRADE: 1LTF

OFFICER ENLISTED SERVICE NUMBER: [ ] NAME: [ ] GRADE: [ ] MEDICAL DATA: [ ]

Figure 8-23.



b. The following is recorded in the Personnel Data Card for attached personnel:

- (1) Name.
- (2) Service number.
- (3) Grade.
- (4) Type of transaction code.
- (5) Date of transaction.
- (6) TOE paragraph and line number (9999).
- (7) Processing code of organization to which attached.
- (8) Card number (4 in column—80).

**8-25. Codes.** Except as noted, codes and abbreviations used in the Personnel Service Division punched card accounting system are contained in AR 330 330. Codes listed in a through e below must be kept up-to-date and notification of changes must be provided to interested offices and units of the division.

a. *Area of last foreign service tour and travel status.* The letter "Z" is used to identify those individuals who have had no oversea service.

<i>Oversea area</i>	<i>Accompanied</i>	<i>Un-accompanied</i>	<i>Bachelor</i>
Europe (long tours in Germany, France, Italy, Greece, Turkey and other European areas).	1	A	K
Korea	2	B	L
Japan	3	C	M
Ryukyus (Okinawa)	4	D	N
Alaska	5	E	P
Caribbean Area	6	F	Q
Hawaii	7	G	R
Other long tour areas as outlined in AR 614-30.	8	H	S
Other short tour areas as outlined in AR 614-30.	9	J	T

b. *Country of citizenship.*

<i>Abbreviation—Code</i>	<i>Country</i>
AFG	Afghanistan
AL	Alaska
ARB	Saudi Arabia
ARG	Argentina
AST	Australia
AC	Austria
AZO	Azores
BAH	Bahama Islands
BEA	British East Africa
BEL	Belgium
BER	Bermuda
BOL	Bolivia
BRA	Brazil
BUR	Burma
CAM	Cambodia

<i>Abbreviation—Code</i>	<i>Country</i>
CAN	Canada
CAR	Caroline Islands
CHI	China
CHL	Chile
COL	Colombia
CR	Costa Rica
CUB	Cuba
CZ	Canal Zone
CZE	Czechoslovakia
DEN	Denmark
DOM	Dominican Republic
ECU	Ecuador
EGY	Egypt
ELS	El Salvador
ENG	England
ERT	Eritrea
ETH	Ethiopia
FIN	Finland
FRA	France
FWA	French West Africa
GER	Germany
GRE	Greece
GRN	Greenland
GUA	Guatemala
HAI	Haiti
HAW	Hawaiian Islands
HKG	Hong Kong
HON	Honduras
HUN	Hungary
ICE	Iceland
IDO	Indonesia
INA	India
IRE	Ireland
IRN	Iran
IRQ	Iraq
ISR	Israel
ITA	Italy
JAP	Japan
JOH	Johnston Island
JOR	Jordan
KAS	Kashmir
KOR	Korea
LAO	Laos
LBY	Libya
LEB	Lebanon
LIB	Liberia
LUX	Luxembourg
MAL	Malayan Federation
MAR	Mariana Islands
MEX	Mexico
MOR	Morocco
MSH	Marshall Islands
NEP	Nepal
NET	Netherlands
NIC	Nicaragua
NOR	Norway
NZ	New Zealand
PA	Pacific
PAK	Pakistan
PAL	Palestine

Abbreviation—Code	Country	Code	Definition
PAN.....	Panama, Republic of	1.....	Single—one dependent.
PAR.....	Paraguay	2.....	Single—two dependents.
PER.....	Peru	3.....	Single—three dependents.
PI.....	Philippine Islands	4.....	Single—four dependents.
POL.....	Poland	5.....	Single—five dependents.
POR.....	Portugal	6.....	Single—six dependents.
PR.....	Puerto Rico	7.....	Single—seven dependents.
RUM.....	Rumania	8.....	Single—eight dependents.
RUS.....	Russia	9.....	Single—nine or more dependents.
RYK.....	Ryukyu Islands	A.....	Married—one dependent, the wife.
SAF.....	South Africa, Union of	B.....	Married—two dependents, the wife is one.
SIN.....	Singapore	C.....	Married—three dependents, the wife is one.
SPA.....	Spain	D.....	Married—four dependents, the wife is one.
SUD.....	Sudan	E.....	Married—five dependents, the wife is one.
SWE.....	Sweden	F.....	Married—six dependents, the wife is one.
SWI.....	Switzerland	G.....	Married—seven dependents, the wife is one.
SYR.....	Syria	H.....	Married—eight dependents, the wife is one.
TAI.....	Taiwan	I.....	Married—nine or more dependents, the wife is one.
THI.....	Thailand		
TRS.....	Trieste		
TYN.....	Tunisia		
TUR.....	Turkey		
URU.....	Uruguay		
US.....	United States		
VEN.....	Venezuela		
VI.....	Virgin Islands		
VN.....	Viet Nam		
WAL.....	Wales		
WI.....	Wake Island		
YUG.....	Yugoslavia		

*c. Marital/dependency status.*

Code	Definition
0.....	No dependents.

*d. Processing code.* Processing codes will be established for each unit by the MPU, and will be furnished to each unit activity. Processing code structure is defined in paragraph 8-27c(1).

*e. Type of transaction.* Type of transaction codes are used primarily to account for personnel strengths and to identify those individuals who may be attached or in an absentee status as reflected on the unit's morning reports. In addition, these codes will facilitate processing changes to the Personnel Records punched card file and are to be applied as appropriate remarks appear on the morning report.

## Section V. MACHINE PROCESSING UNIT FILES

**8-26. General.** Files required in the Machine Processing Unit can be grouped into two categories: punched card files and supporting document files.

**8-27. Punched card files.** *a.* The personnel records file consists of three different punched card forms for each assigned individual: Personnel Data Card (DA Form 2468), Personnel Qualifications Card (DA Form 2469), and Personnel Suspense Card (DA Form 2470). Data in these cards are in most instances in coded form. These cards are punched and interpreted as outlined in table 8-I. The Personnel Data Card contains information which is used in the preparation of most strength reports. The Qualifications Data Card reflects the data most commonly consulted in connection with management functions. The Personnel Suspense Card records suspense data which is used to assist in handling the many personnel actions and to alert appropriate

personnel of pending actions. These cards are designed to reflect the current status of each individual assigned or attached to organizations within the command jurisdiction of the division headquarters. This file is the basis for most PCM reports. A variety of data may be quickly extracted, accumulated and summarized for specific groups of individuals or organizations. The currency and accuracy of these reports are dependent upon prompt and accurate reporting. The file is maintained by subunit within the parent unit. Within the subunit the cards are arranged alphabetically (first eight letters of surname) by service number (three terminal digits). Parent units may be grouped so that the personnel accounting specialist may be assigned a specific group of organizations in order to expedite updating and report preparation. This group normally coincides with composite team arrangement.



<i>ATTACHED PERSONNEL</i>														
310	Individual is attached for duty (other than pending EDCSA).	Assigned Pera.....	X	X								X	X	
320	Attached and joined pending EDCSA-- individual must be subsequently reported under Transaction Code 110 or 150.	Attached.....	X	X								X	X	
840	Individual returns from absent in confinement.	Misc Changes.....	X	X									X	X
890	Erroneously reported under Transaction Code 710, 720, 730, 740, or 750.	Misc.....	X	X									X	X
<i>MISCELLANEOUS STATUS CHANGES</i>														
910	Promotion resulting in change to current grade and date of rank. (Duty MOS and TOE paragraph and line number may also change--process simultaneously.)	Misc Changes.....	X	X	X	X	X	X				X	X	
920	Immediate reentry on active duty-- reenlistments or discharge resulting in immediate recall to active duty.	Imm Reentry on Active Duty.	X*	X*	X*	X*	X*	X*						
930	Demotion resulting in change to current grade and date of rank. (Duty MOS and TOE paragraph and line number may also change--process simultaneously.)	Misc Changes.....		X	X	X	X	X				X	X	
940	Change to name or service number.....	Misc Changes.....	X	X	X	X	X	X				X	X	
950	Adjustment to date of rank or change to date of loss.		X	X										
960	Change to MOS or special qualification-- Primary, secondary, or duty. Change in duty MOS should also result in change to TOE paragraph and line number-- process simultaneously.	Misc Changes.....	X	X										
970	Change to proficiency pay designator code.	Misc Changes.....	X	X										
980	Individual is joined from an intransit status (individual previously reported under Type Transaction Code 120, 160 or 780.	Misc Changes.....	X	X								X	X	
990	Revocation to Transaction Codes 910, 920, 930 or 940 and	Misc Changes.....	X	X	X	X	X	X				X	X	
990	950, 960 or 970.....		X	X										
<i>OTHER DUTY STATUS</i>														
710	Individual departs on ordinary leave.....	Misc Changes.....	X	X									X	X
720	Individual departs on detached service.....	Misc Changes.....	X	X									X	X

\*Service number, ETS, and date of loss changes necessitate changes to cards 1, 2, and 3.



- (1) *The Personnel Data Card (DA Form 2468).*  
 (a) The Personnel Data Card (DA Form 2468  
 for officer personnel will be punched,

interpreted and maintained by the Machine Processing Unit as illustrated in table 8-II.

Table 8-II. *The Personnel Data Card (DA Form 2468)*  
 (For Officer Personnel)

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
1	Service number.....		1-10	20-29
2	Name.....		11-28	1-18
3	Grade:			
	Alpha designation.....	AR 330-330.....	29-31	31-33
	Code.....	AR 330 330.....	32	34
4	Blank.....		33	
5	MOS—Primary:			
		AR 611-112		
		AR 611-101		
		AR 611-103		
		AR 614-110		
		Note 1		
	Prefix.....		34	38
	Code.....		35 38	39-42
6	Blank.....		39-42	
7	MOS—Duty:			
		AR 611-112		
		AR 611-101		
		AR 611-103		
		AR 614-110		
		Note 2		
	Prefix.....		43	49
	Code.....		44-47	50-53
8	Date of rank:			
	Day.....		48 49	55-56
	Month.....		50	57
	Year.....		51-52	58-59
9	Date of loss or rotation date:	Note 3		
	Month.....		53	38 L
	Year.....		54	39 L
	Day (o/s divisions).....		55-56	35-36 L
10	Blank (CONUS divisions).....		55 63	
11	Transaction:	Section IV		
	Type.....		61 66	41-43 L
	Date:			
	Day.....		67 68	44-45 L
	Month.....		69	46 L
12	TOE:			
	Paragraph.....		70-71	48-49 L
	Line number.....		72-73	50-51 L
13	Blank.....		74-75	
14	Processing code:	Note 4		
	Parent unit.....		76 77	55-56 L
	Subunit.....		78	57 L
	Analyst and composite team.....		79	58 L
15	Card number.....	Note 5	80	60 L

See notes on next page.

NOTES

1. Primary MOS will be MOS as reported under item 10f, DA Form 1 (Morning Report). MOS will include the prefix, or degree of proficiency for Army Medical Service officers, when applicable. When a prefix is not applicable, a zero will be punched in column 34.
2. Duty MOS will be the duty code as reported under item 10m, DA Form 1 (Morning Report), including the prefix, when applicable. When a prefix is not applicable, a zero will be punched in column 43.
3. These columns for personnel having no date of loss, will be left blank. Two 12-zone punches will be punched for personnel with indefinite categories.
4. The processing code will be the code reflected in the organization card. The processing code is a 4-digit code used to identify the parent unit, subunit, composite team and analyst.
5. A one (1) will be punched in column 80 to identify the card. In addition, column 80 will contain a control "X" (11-zone) punch.

(b) The Personnel Data Card for enlisted personnel will be punched, interpreted

and maintained by the Machine Processing Unit as illustrated in table 8-III.

Table 8-III. The Personnel Data Card (DA Form 2468)  
(For Enlisted Personnel)

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
1	Service number.....		1-10	20-29
2	Name.....		11-28	1 18
3	Grade:			
	Alpha designation.....	AR 330-330.....	29-31	31-33
	Code.....	AR 330-330.....	32	34
4	Proficiency rating designator code.....		33	36
5	MOS—Primary:.....	AR 611-201 Note 1		
	Code.....		34-36	38-40
	Skill level suffix.....		37	41
	Special qualification suffix.....		38	42
6	MOS—Secondary:.....	AR 611-201 Note 2		
	Code.....		39-41	44-46
	Skill level suffix.....		42	47
7	MOS—Duty:.....	AR 611-201 Note 3		
	Code.....		43-45	49-51
	Skill level suffix.....		46	52
	Special qualifications suffix.....		47	53
8	Date of rank:			
	Day.....		48-49	55-56
	Month.....		50	57
	Year.....		51-52	58-59
9	Date of loss or rotation date.....	Note 4		
	Month.....		53	38 L
	Year.....		54	39 L
	Day (o/s divisions).....		55-56	35-36 L
10	Blank (CONUS divisions).....		55-63	
11	Transaction:			
	Type.....	Section IV.....	64-66	41-43 L
	Date:			
	Day.....		67-68	44-45 L
	Month.....		69	46 L
12	TOE:			
	Paragraph.....		70-71	48-49 L
	Line number.....		72-73	
13	Blank.....		74-75	

See notes at end of table.

Table 8-III. The Personnel Data Card (DA Form 2468)—Continued  
(For Enlisted Personnel)

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
14	Processing code:.....	Note 5		
	Parent unit.....		76-77	55-56 L
	Subunit.....		78	57 L
	Analyst and composite Team.....		79	58 L
15	Card number.....	Note 6.....	80	60 L

## NOTES

1. Primary MOS will be MOS as reported under item 10f, DA Form 1 (Morning Report). A verified Primary MOS will be identified by an "X" (11-zone) in column 35. When the skill level suffix or special qualifications suffix is not applicable, a zero will be punched in the appropriate column.
2. Secondary MOS will be as reported on the DA Form 1 (Morning Report).
3. Duty MOS will be the MOS as reported under item 10m, DA Form 1 (Morning Report). When the skill level suffix is not applicable, a zero will be punched.
4. These columns for those individuals having no date of loss (CONUS) will be left blank. Two 12-zone punches will be punched for CONUS personnel with indefinite terms of service.
5. The processing code will be the code reflected in the organization card. The processing code is a 4-digit code used to identify the parent unit, subunit, composite team and analyst.
6. A one (1) will be punched in column 80 to identify the card. In addition column 80 will contain a control "X" (11-zone) punch.

(2) The Personnel Qualifications Card (DA Form 2469).

(a) The Personnel Qualifications Card (DA Form 2469) for officer personnel will be

punched, interpreted and maintained by the Machine Processing Unit as illustrated in table 8-IV.

Table 8-IV. The Personnel Qualifications Card (DA Form 2469)  
(For Officer Personnel)

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
1	Service number.....		1-10	20-29
2	Name.....		11-28	1-19
3	Grade:			
	Alpha designation.....	AR 330-330.....	29-31	31-33
	Code.....	AR 330-330.....	32	34
4	Branch:.....	Note 1		
	Duty detail.....	AR 330-330.....	33-34	36-37
	Control/monitor designation.....	AR 330-330.....	35-36	38-39
	Basic.....	AR 330-330.....	37-38	40-41
5	Component.....	AR 330-330.....	39	43
6	Service agreement.....	AR 330-330.....	40	45
7	Racial group.....	AR 330-330.....	41	47
8	Marital/Dependency status.....	Section IV..... Note 2	42	49
9	Physical category.....		43	51
10	Last permanent change of station:			
	Month.....		44	53
	Year.....		45-46	54-55
11	Date of return from overseas (CONUS only):	Note 3		
	Month.....		47	57
	Year.....		48-49	58-59

See notes at end of table.

Table 8-IV. The Personnel Qualifications Card (DA Card 2469)—Continued  
(For Officer Personnel)

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
12	Last foreign service area.....	Section IV.....	50	60
13	Residence (Non-CONUS).....		51	22 L
14	Basic pay entry date:			
	Month.....		52	24 L
	Year.....		53-54	25-26 L
15	Additional pay eligibility.....	AR 330-330.....	55	28 L
16	Date of birth:			
	Day.....		56-57	30-31 L
	Month.....		68	32 L
	Year.....		59-60	33-34 L
17	Language code.....	AR 330-330..... Note 4	61-62	36-27 L
18	Education level.....	AR 330-330.....	63	39 L
19	Blank.....		64-66	
20	Additional special qualification.....	AR 611-112..... AR 611-101 AR 611-103 AR 614-110	67	47 L
21	Security clearance.....	AR 330 330	68	47 L
22	Accrued leave:	Note 5		
	Days.....		69-70	49-50 L
	½ day.....		71	51 L
23	Blank.....	Note 6.....	72-75	
24	Processing code:	Note 7		
	Parent unit.....		76-77	55-56 L
	Subunit.....		78	57 L
	Analyst and composite team.....		79	58 L
25	Card number.....	Note 8.....	80	60 L

## NOTES

1. The duty detail branch (branch in which serving) may be identical with the control branch. The control branch and duty detail branch for general officers will be "GO." The control branch for warrant officers will be the monitor designation; the duty and basic for warrant officers will not be punched.
2. Marital dependency status will be the number of dependents code (code number 10) in AR 330-330. A 12-zone punch over the number of dependents will indicate the individual is married.
3. "NO" will be punched in columns 48-49 when personnel have no overseas service. Column 47 will be blank.
4. The units position of the language code will be overpunched with a 12-zone punch to indicate proficiency in a foreign language other than the one recorded. A language must be recorded when the PMOS contains a special qualifications digit of "6."
5. In addition to the number of days leave accrued in columns 69-70, column 71 will contain a 5 or 0 to indicate ½ day or none. An 11-zone punch in column 69 indicates a negative leave balance.
6. Columns 72-73 are reserved for computing the new leave balance at the end of each month.
7. The processing code will be the code reflected in the organization card. The processing code is a 4-digit code used to identify the parent unit, subunit, composite team and analyst.
8. A two (2) will be punched in column 80 to identify the card number. In addition column 80 will contain a control 11-zone punch.

(b) The Personnel Qualifications Card (DA Form 2469) for enlisted personnel will be punched, interpreted and maintained

by the Machine Processing Unit as illustrated in table 8-V.

Table 8-V. The Personnel Qualifications Card (DA Form 2469)  
(For Enlisted Personnel)

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
1	Service number.....		1-10	20-29
2	Name.....		11-28	1-19
3	Grade:			
	Alpha designation.....	AR 330-330	29-31	31-33
	Code.....	AR 330-330	32	34
4	Citizenship (country).....	Note 1 Section IV	33-35	36-38
5	General Technical Aptitude Area Score.....		36-38	39-41
6	Foreign service availability.....		39	43
7	Blank.....	Note 2	40	
8	Racial group.....	Note 3	41	47
9	Marital dependency status.....	Section IV Note 4	42	49
10	Physical category.....		43	51
11	Last permanent change of station:			
	Month.....		44	53
	Year.....		45-46	54-55
12	Date of return from overseas (CONUS only):	Note 5		
	Month.....		47	57
	Year.....		48-49	58-59
13	Last foreign service area (CONUS only).....	Section IV	50	60
14	Residence (non-CONUS).....	AR 330-330	51	22 L
15	Basic pay entry date:			
	Month.....		52	24 L
	Year.....		53-54	25-26 L
16	Additional pay eligibility.....	AR 330-330	55	28 L
17	Date of birth:			
	Day.....		56-57	30-31 L
	Month.....		58	32 L
	Year.....		59-60	33-34 L
18	Language.....	AR 330-330 Note 6	61-62	36-37 L
19	Education level.....	AR 330-330	63	39 L
20	Basic active service date:			
	Month.....		64	41 L
	Year.....		65-55	42-43 L
21	Additional special qualifications.....	AR 611-201	67	45 L
22	Security clearance.....	AR 330-330	68	47 L
23	Accrued leave:	Note 7		
	Days.....		69-70	49-50 L
	½ day.....		71	51 L
24	Blank.....	Note 2	72-75	
25	Processing code:	Note 8		
	Parent unit.....		76-77	55-56 L
	Subunit.....		78	57 L
	Analyst and composite team.....		79	58 L
26	Card number.....	Note 9	80	60 L

## NOTES

1. If the individual is an alien, the alphabetic location code (AR 330-357) will be used to indicate foreign country of citizenship. In the event only a two-character abbreviation is necessary, column 35 will be blank. Column 41 must then be punched to indicate that the individual is an alien.
2. Column 40 and columns 72-75 are reserved for local use and computing the new leave balance at the end of each month.
3. In addition to the racial group code, a 12-zone punch will be punched in column 41 to identify aliens. If alien status is indicated herein, columns 33-35 must be punched to indicate country of citizenship.

NOTES—Continued

4. Marital dependency status will be the number of dependents code (code number 10) in AR 330-330. A 12-zone punch over the number of dependents will indicate individual is married.
5. "NO" will be punched in columns 48-49 when CONUS personnel have no overseas service. Column 47 will be left blank. Both these columns are blank for other than CONUS divisions.
6. The unit position of the language code will be overpunched with a 12-zone punch to indicate the individual speaks a foreign language other than the one recorded. A language must be recorded when the PMOS contains a special qualifications digit of "6."
7. In addition to the number of days leave accrued in columns 69-70, column 71 will contain 5 or 0 to indicate ½ day or none.
8. The processing code will be the code reflected in the organization card. The processing code is a 4-digit code used to identify the parent unit, subunit, composite team and analyst.
9. A two (2) will be punched in column 80 to identify the card number. In addition, column 80 will contain a control 11-zone punch.

(3) The Personnel Suspense Card (DA Form 2470).

punched, interpreted and maintained by the Machine Processing Unit as illustrated in table 8-VI.

(a) The Personnel Suspense Card (DA Form 2470) for officer personnel will be

Table 8-VI. The Personnel Suspense Card (DA Form 2470)  
(For Officer Personnel)

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
1	Service number.....		1-10	20-29
2	Name.....		11-28	1-18
3	Grade:			
	Alpha designation.....	AR 330-330.....	29-31	31-33
	Code.....	AR 330-330.....	32	34
4	Armed Force Reserve Medal:			
	Month.....		33	36
	Year.....		34	37
5	Blank.....		35-36	
6	Qualification in arms:			
	Month.....		37	42
	Year.....	Note 1.....	38	43
7	Annual audit of DA Form 66:			
	Month.....		39	45
8	Efficiency report:			
	Month.....		40	47
9	Photograph:			
	Month.....		41	49
	Year.....		42	50
10	Identification card:			
	Month.....		43	52
	Year.....		44	53
11	Federal Housing Administration:			
	Month.....		45	55
12	17½ years Federal service:			
	Month.....		46	57
	Year.....		47	58
13	Blank.....		48-51	
14	Eligible for promotion:			
	Month.....		52	7 L
	Year.....		53	8 L
15	Smallpox:			
	Month.....		54	10 L
	Year.....		55	11 L
16	Typhoid:			
	Month.....		56	13 L
	Year.....		57	14 L

See notes at end of table.

Table 8-VI. The Personnel Suspense Card (DA Form 2470)—Continued  
(For Officer Personnel)

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
17	Tetanus:			
	Month .....		58	16 L
	Year .....		59	17 L
18	A .....	Note 4 .....	60-61	19-20 L
19	B .....	Note 4 .....	62-63	22-23 L
20	C .....	Note 4 .....	64-65	25-26 L
21	Medical examination and type:			
	Month .....		66	28 L
	Year .....	Note 2 .....	67	29 L
22	Blank .....		68-69	
23	DA Forms 20-41:			
	Month .....		70	34 L
24	Date of expiration of service agreement .....	Note 3 .....		
	Month .....		71	36 L
	Year .....		72	37 L
25	Blank .....	Note 4 .....	74-75	
26	Processing code:	Note 5 .....		
	Parent unit .....		76-77	55-56 L
	Subunit .....		78	57 L
	Analyst and composite team .....		79	58 L
27	Card number .....	Note 6 .....	80	60 L

## NOTES

1. Column 38 (year) will be overpunched with a 12-zone punch to indicate the individual will fire for familiarization only.
2. Column 67 (year) will be overpunched with a 12-zone punch to indicate the individual is scheduled for an evaluation type examination.
3. Date of expiration for officers on active duty for an indefinite period will be punched with two 12-zone punches. These columns will be blank for RA officers.
4. Column 74 is reserved for use in computing the number of suspense actions maturing each month. Columns 60-65 and 75 are reserved for local use.
5. The processing code will be the code reflected in the organization card. The processing code is a 4-digit code used to identify the parent unit, subunit, composite team and analyst.
6. A three (3) will be punched in column 80 to identify the card number. In addition column 80 will contain a control "X" (11-zone) punch.

(b) The Personnel Suspense Card (DA Form 2470) for enlisted personnel will be punched, interpreted and maintained by

the Machine Processing Unit as illustrated in table 8-VII.

Table 8-VII. The Personnel Suspense Card (DA Form 2470)  
(For Enlisted Personnel)

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
1	Service number .....		1-10	20-29
2	Name .....		11-28	1-18
3	Grade:			
	Alpha designation .....	AR 330-330 .....	29-31	31-33
	Code .....	AR 330-330 .....	32	34
4	Armed Forces Reserve Medal:			
	Month .....		33	36
	Year .....		34	37

Table 8-VII The Personnel Suspense Card (DA Form 2470)—Continued  
(For Enlisted Personnel)

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
5	Non-CONUS resident—ETS date (90 days prior to ETS):	Note 1		
	Month.....		35	39
	Year.....		36	40
6	Qualification in arms:			
	Month.....		37	42
	Year.....	Note 2	38	43
7	Adjust foreign service availability code:			
	Month.....		39	45
8	Completion of on-the-job training:			
	Month.....		40	47
9	Good Conduct Medal:			
	Month.....		41	49
	Year.....		42	50
10	Identification card:			
	Month.....		43	52
	Year.....		44	53
11	Federal Housing Administration:			
	Month.....		45	55
12	17½ years Federal service:			
	Month.....		46	57
	Year.....		47	58
13	29 years active duty:			
	Month.....		48	1 L
	Year.....		49	2 L
14	Mandatory retirement:			
	Month.....		50	4 L
	Year.....		51	5 L
15	Eligible for appointment:			
	Month.....		52	7 L
	Year.....		53	8 L
16	Smallpox:			
	Month.....		54	10 L
	Year.....		55	11 L
17	Typhoid:			
	Month.....		56	13 L
	Year.....		57	14 L
18	Tetanus:			
	Month.....		58	16 L
	Year.....		59	17 L
19	A.....	Note 6	60-61	19-20 L
20	B.....	Note 6	62-63	22-23 L
21	C.....	Note 6	64-65	25-26 L
22	Medical examination:	Note 3		
	Month.....		66	28 L
	Year.....		67	29 L
23	DA Form 26:			
	Month.....		68	31 L
	Year.....		69	32 L
24	DA Forms 20 and 41:			
	Month.....		70	34 L
25	Date of expiration of enlistment of service:	Note 4		
	Month.....		71	36 L
	Year.....		72	37 L

See notes at end of table.

Table 8-VII. The Personnel Suspense Card (DA Form 2470)—Continued  
(For Enlisted Personnel)

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
26	Adjust BPED: Month.....	Note 5.....	73	39 L
27	Blank.....	Note 6.....	74-75	
28	Processing code:.....	Note 7.....		
	Parent unit.....	.....	76-77	56-55 L
	Subunit.....	.....	78	57 L
	Analyst and composite team.....	.....	79	58 L
29	Card number.....	Note 8.....	80	60 L

## NOTES

1. The month and year 90 days prior to ETS is reflected in this field, if the individual is a non-CONUS resident. If a date is reflected in this field then a resident code must be indicated in column 51 of DA Form 2469.
2. Column 38 (year) will be overpunched with a 12-zone punch to indicate the individual will fire for familiarization only.
3. Column 67 (year) will be overpunched with a high (12) punch to indicate the individual is scheduled for an evaluation type examination.
4. Expiration date of an indefinite enlistment will be punched with two 12-zone punches.
5. The month of the basic pay entry date (col 72--DA Form 2469) will be punched when an adjustment to BPED is scheduled.
6. Column 74 is reserved for use in computing the number of suspense actions maturing each month. Columns 60-65 and 75 are reserved for local use.
7. The processing code will be the code reflected in the organization card. The processing code is a 4-digit code used to identify parent unit, subunit, analyst and composite team.
8. A three (3) will be punched in column 80 to identify the card. In addition column 83 will contain a control 11-zone punch.

b. To establish and maintain the controls necessary for updating the Personnel Records Punched Card File, certain other punched card files are required. These include--

- (1) *Morning Report Strength Control File.*  
This file is reproduced daily from the organization file in the format shown in

table 8-VIII. These cards are used in the procedure for processing changes reported on the morning report. Morning Report Strength Control Cards (DA Form 2625) will be punched and interpreted in the Machine Processing Unit as illustrated in table 8-VIII.

Table 8 VIII. Morning Report Strength Control Cards (DA Form 2625)

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
1	Unit:.....	Note 1.....		
	Number.....	.....	1-4	1-4
	Branch.....	.....	5-6	5-6
	Type.....	.....	7-22	7-22
2	Morning report date:.....	Note 2.....		
	Day.....	.....	23-24	23-24
	Month.....	.....	25-26	25-26
	Year.....	.....	27-28	27-28
3	Assigned strength.....	Note 3.....		
	Officers.....	.....	29-31	29-31
	Warrant officers.....	.....	32-33	33-34
	Enlisted.....	.....	34-36	36-38
4	Attached strength.....	Note 3.....	37-38	40-41

See notes at end of table.

Table 8-VIII. Morning Report Strength Control Cards (DA Form 2625)—Continued

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
5	Absent strength:.....	Note 3		
	a. Officers:			
	TDY.....		39-40	1-2 L
	In transit.....		41-42	4-5 L
	Sick.....		43 44	7 8 L
	Arrest/conf.....		45	10 L
	Leave.....		46-47	12-13 L
	AWOL.....		48	15 L
	Missing.....		49	17 L
	b. Warrant officers:			
	TDY.....		50	19 L
	In transit.....		51	21 L
	Sick.....		52	23 L
	Arrest/conf.....		53	25 L
	Leave.....		54-55	27-28 L
	AWOL.....		56	30 L
	Missing.....		57	32 L
	c. Enlisted:			
	TDY.....		58-59	34-35
	In transit.....	Note 4	60-61	37-38
	Sick.....		62-63	40-41
	Arrest/conf.....		64-65	43-44
	Leave.....		66-67	46-47
	AWOL.....		68 69	49-50
	Missing.....		70 71	52-53
6	Subunit code.....	AR 330-330	74-75	55-56
7	Processing code:.....	Note 1		
	Parent unit.....		76-77	57-58
	Subunit.....		78	59
	Analyst and composite team.....		79	60

## NOTES

1. These elements of data are reproduced from the organization file.
2. This field is gang-punched with the appropriate date.
3. These fields are punched according to the totals posted daily from the morning report to the card.
4. A control 11-zone punch is placed in column 60.

(2) Daily Strength Summary Cards will be punched, interpreted and maintained in the Machine Processing unit as illustrated in table 8-IX.

Table 8-IX. Daily Strength Summary Card File

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
1	Morning report date:			
	Day.....		23-24	23-24
	Month.....		25-26	25-26
	Year.....		27-28	27-28
2	Morning report strength:			
	Commissioned officers.....		29-31	30-32
	Warrant officers.....		32-33	34-35
	Enlisted.....		34-36	37-39

Table 8-IX. Daily Strength Summary Card File—Continued

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
3	Attached morning report strength.....		37-38	41-42
4	Personnel file strength:			
	Commissioned officers.....		39-41	30-32 L
	Warrant officers.....		42-43	34-35 L
	Enlisted.....		44-46	37-39 L
	Total.....		47-50	41-44 L
5	Processing code.....	Note 1		
	Parent unit.....		76-77	57-58
	Subunit.....		78	59
	Analyst and composite team.....		79	60

## NOTE

1. A control "X" (11) is punched in column 78.

(3) *Type Transaction Master Card File.* Type transaction cards are prepared for each transaction code and indicates whether or not the code is authorized for officer or enlisted personnel. These cards are used

for the preparation of the Daily Type Transaction Control Tabulation. Type Transaction Master Cards are maintained by the Machine Processing unit as illustrated in table 8-X.

Table 8-X. Type Transaction Master Card File

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
1	Transactions to be reflected in—			
	a. Personnel Data File:			
	Officers:			
	Yes or No.....		1-3	1-3
	Enlisted:			
	Yes or No.....		8-10	8-10
	b. Personnel Qualifications File:			
	Officers:			
	Yes or No.....		15-17	15-17
	Enlisted:			
	Yes or No.....		22-24	22-24
	c. Personnel Suspense File:			
	Officers:			
	Yes or No.....		29-31	29-31
	Enlisted:			
	Yes or No.....		36-38	36-38
	d. Alphabetical File:			
	Officers:			
	Yes or No.....		43-45	43-45
	Enlisted:			
	Yes or No.....		50-52	50-52
	e. Type Transaction Code.....	Note 1	64-66	58-60
	f. Not Present for Duty File:			
	Officers:			
	Yes or No.....		67-69	1-3 L
	Enlisted:			
	Yes or No.....		74-76	8-10 L

## NOTE

1. A control 11-zone punch is placed in column 80.

- (4) *Intra Division Transfer Notice Control File.* This file contains DA Forms 2468, 2469, and 2470 for personnel on which a corresponding loss or gain has not been reported.
- (5) *Alphabetical File.* This file contains DA Forms 2468 for all assigned and attached personnel and is maintained in alphabetical sequence by surname (10 positions).
- (6) *Not Present for Duty File.* This file contains Personnel Data Cards (DA Form 2468) for personnel who are not present for duty. When individuals are returned to duty these cards are selected and the total number of man-days lost recorded therein. These cards are used to prepare reports for the division commander and for immediate

reference. They may be used also for auditing the Military Leave Record (DA Form 481) at the end of each fiscal year.

c. Other punched card files include:

- (1) *Organization Card File.* The organizational data reflected in this file is in coded and abbreviated form because of the limitation imposed by the capacity of the punched card. This file contains a card for each subunit and parent unit within the command jurisdiction of the division headquarters. These cards are updated by means of changes reflected in general orders. Organization cards subunit and parent unit will be punched, interpreted and maintained in the Machine Processing Unit as illustrated in table 8-XI.

Table 8-XI. Organization Card File

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
6	Unit Identification Code	AR 18-50	57-62	55-60U
	Number.....		1-4	1-4
	Branch.....	AR 330-361	5-6	6-7
	Type.....	AR 330-361	7-21	9-23
2	Station name.....	AR 330-356	22-30	25-32
3	Location.....	AR 330-356	31-33	34-36
4	Station code.....	AR 330-356	34-38	38-42
5	Subunit designation.....	AR 330-357	39-50	9-20 L
7	Table of organization:			
	Base number.....		66-67	41-42 L
	Subnumber.....	Note 1	68-70	44-46 L
	Suffix.....		71	48 L
	Year.....		72-73	50-51 L
8	Subunit code.....	AR 330-330	74-75	53-54 L
9	Processing code:	Note 2		
	Parent unit.....		76-77	55-56 L
	Subunit.....		78	57 L
	Analyst and composite team.....		79	58 L

NOTES

- 1. A control "X" (11) will be punched in column 70.
- 2. A processing code is assigned to each parent unit and subunit. This code identifies the parent unit, subunit, analyst and composite team and is reflected in all punched card files requiring organization identification. By using this abbreviated code for organization, other card columns which would otherwise be used for organizational data are made available for personnel data. When it is necessary to indicate organizational data in a report, this code provides a means of bringing together the organizational file which contains the organization designation and processing code with any other file containing a processing code. The code is assigned locally but will be so arranged as to provide space for expansion and to permit assignment of specific units to certain personnel analysts. The following examples are provided to assist in establishing a processing code:
  - a. The first 2 digits (from left to right) will identify the parent unit of those units assigned or attached to the division.

EXAMPLE

- 01 would identify the 1st Infantry Battalion
- 02 would identify the 345 Artillery Battalion
- 03 would identify the 501 Infantry Battalion
- b. The third position from the left would identify the subunit and would be numbered 1 through 9 starting with HQ. This column would be punched zero if there are no subunits.
- c. The fourth position (units position) will be coded to identify the PSD composite team and the MPU analyst.

NOTES—Continued

EXAMPLE

Team code

Units which compose the team

1.....	Div Hq and Hq Co, Support Cmd, Band, Supply and Trans. Bn. Maint Bn., Med. Bn., Admin Co.
2.....	M.P. Co., Aviation Bn., Sig. Bn. Eng. Bn.
3.....	3 Brig. Hqs Co., 2 Inf. Bns.
4.....	3 Inf. Bns.
5.....	3 Inf. Bns.
6.....	Recon. Squad, 2 Tank Bns.
7.....	Div Artillery

Analyst code

Teams processed by the analyst

"12" punch.....	Composite team—1 and 2
"11" punch.....	Composite team—3, 4
"0" (numeric) punch.....	Composite team—5

(2) *Locator cards.* These may be prepared as a byproduct of each up-dating cycle. The elements of data included in this card may be altered to meet the requirement of each division. Locator cards may be prepared

by the Machine Processing Unit, when required, as illustrated in table 8-XII or in the form (unpunched) indicated in figure 8-25.

Table 8-XII. Locator Cards

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
1	Name.....		1-18	1-18
2	Service number.....		19-28	20-29
3	Grade:			
	Alpha designation.....	AR 330-250.....	29-31	31-33
	Code.....	AR 330-250.....	32	34
4	Unit:			
	Number.....		33-36	36-39
	Branch.....	AR 330-361.....	37-38	41-42
	Type.....		39-53	44-58
5	Station name.....	AR 330-356.....	54-62	36-44 L
6	Location.....	AR 330-356.....	63-65	46-48 L
7	Station code.....	AR 330-356.....	66-70	8-12 L
		AR 330-357.....		
8	Transaction code (1st digit).....		80	60 L

NAME (Last, First, Middle Initial) <b>STEWART, CHARLES</b>		SERVICE NUMBER <b>RA25563836</b>	GRADE <b>SP1M</b>	ORGANIZATION <b>17 CV TRP B RECON HH</b>		BOX NUMBER
RESIDENT ADDRESS <b>253 RUTLAND ROAD</b>			DUTY PHONE <b>54920</b>		HOME PHONE <b>BU-34271</b>	
HEADQUARTERS <b>FT CAMPBELL KY</b>		S/O <b>127</b>	PARA <b>21</b>	S/O DATE <b>3261</b>	EDCSA OR DUE DATE <b>1563</b>	DUTY ASSIGNMENT
NEW		OLD		REMARKS		
HEADQUARTERS		S/O	PARA	S/O DATE	EDCSA OR DUE DATE	DATE DEPARTED
THIS CHANGE IS <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY FOR _____ DAYS EFFECTIVE _____						
NOTICE TO CORRESPONDENTS, POSTMASTERS, MAIL CLERKS AND POSTAL OFFICERS				NOTICE TO PUBLISHERS		
PLEASE FORWARD MY MAIL TO MY NEW ADDRESS.				PLEASE WITHHOLD MAILING PUBLICATION UNTIL I ADVISE YOU OF MY NEW ADDRESS.		PLEASE MAIL FUTURE ISSUES TO MY NEW ADDRESS.
I AM ENROUTE. PLEASE HOLD MY MAIL PENDING MY ARRIVAL.				SUBSCRIPTION KEY NO		
DO NOT WRITE UNTIL YOU HEAR FROM ME				DATE		SIGNATURE
WRITE TO ME AT MY NEW ADDRESS.						

DD FORM 1175

PREVIOUS EDITIONS OF THIS FORM OR FORM 1044 AND AT FOUR 305 ARE OBSOLETE

FORM 1175-2

CHANGE OF ADDRESS AND DIRECTORY RECORD

Figure 8-25.

(3) *Authorized Strength File.* A card for each line and a separate card for each paragraph for each TOE authorized in a division is contained in this file. The file is used for the preparation of reports containing

authorized strength. Authorized strength cards will be punched, interpreted and maintained in the Machine Processing Unit as illustrated in table 8-XIII.

Table 8-XIII. Authorized Strength File

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
1	TOE: Paragraph designation or position designation.....	Note 1.....	1-18	1-18
2	Identity code.....	AR 330-330.....	19	20
3	Branch.....		20-21	22-23
4	Grade: Alpha designation.....		29-31	31-33
	Code.....		32	34
5	Total strength.....		33-35	36-38
6	MOS.....		43-47	49-53
7	Blank.....	Note 2.....	48-69	
8	TOE-Index: Paragraph number.....		70-71	46 47 L
	Line number.....		72-73	49 50 L
9	Processing code: Parent unit.....		76-77	55-56
	Subunit.....		78	57
	Analyst and composite team.....		79	58

## NOTES

1. A separate card is punched to identify each paragraph heading. This card contains the processing Code (cols 76-79) in addition to the information indicated in the TOE.

2. Columns 48 through 69 will be blank except an "X" (11) control will be punched in column 67.

(4) *Authorized MOS Master Card File.* This file contains a card for each MOS code and title authorized for officers, warrant officers and enlisted personnel by appropriate

regulations. Authorized MOS master cards will be punched, interpreted and maintained in the Machine Processing Unit as illustrated in table 8-XIV.

Table 8-XIV. Authorized MOS Master Card File

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
1	MOS: Title.....	AR 611-101..... AR 611-112 AR 611-201	1-40	1-40
2	MOS: Code.....	AR 611-101..... AR 611-112 AR 611-201	34-38	56-60

Table 8-XIV. Authorized MOS Master Card File—Continued

No.	Elements of data Description	Reference	Columns punched	Type wheels interpreted
3	Grades authorized:..... E-9..... E-8..... E-7..... E-6..... E-5..... E-4..... E-3..... E-2.....	Note 1	46 47 48 49 50 51 52 53	

## NOTE

1. An "X" (11) punch in the designated columns indicates that particular grade is not authorized for that MOS.

*d. Supporting Document Files.* In addition to the punched card files, the following files will be maintained in the Machine Processing Unit:

- (1) Morning Report File.
- (2) Job Work Folder File.
- (3) Recurring Reports File.

- (4) Nonrecurring Reports File.
- (5) Army Regulations and Other Directives Pertaining to Machine Processing Unit Operations.
- (6) Personnel and Machine Utilization File.

## Section VI. ROUTINE ORDERS

**8-28. General.** This section provides the necessary instructions to prepare routine orders by mechanical methods. AR 310-10 prescribes procedures to accomplish the preparation, development, reproduction, and distribution of routine orders. Appendixes I and II, thereto, outline the standard formats to be used and how to construct new standard formats. With regard to the use of automatic writing equipment, attention is directed to the provisions of AR 380-46.

*a.* The function of preparing routine orders mechanically is the responsibility of the Administrative Machine Branch and includes mechanically preparing routine orders; maintaining the routine order format file; and maintaining automatic type-writing equipment.

*b.* Administrative Machine Branch personnel concerned with the preparation of routine orders must be thoroughly familiar with the provisions of AR 310-10 and these instructions.

**8-29. Scope.** Routine orders as used in these instructions include special codes and letter codes. Requests for routine orders initiated by staff sections

of unit commanders are forwarded through appropriate channels to the Personnel Service Division (Records Branch) where they are approved, necessary data is entered, and they are submitted to the Administrative Machine Branch for processing. To initiate the preparation of routine orders the "Request for Orders" worksheet is received by the Machine Processing Unit from the office Services Unit. The MPU through the use of punched paper tape and edge punched card formats will emit automatically, repetitive data pertaining to the routine order from the punched paper tape typewriter.

**8-30. Forms required.** *a.* Request for Orders (DA Form 2446-R) (to be reproduced locally).

*b.* Orders Control Sheet (to be reproduced locally).

*c.* Routine Order Format Cards (to be prepared by MPU).

**8-31. Procedures.** The Request for Orders worksheet received in the MPU must reflect the order and paragraph number and also state any special instructions pertaining to the routine order.

a. *Control clerk.* Upon receipt of the Request for Orders, the control clerk should enter on the Orders Control Sheet (fig. 7-5.1) opposite the corresponding paragraph number as shown on the request, the time the request was received and to which clerk-typist the Request for Orders was assigned. The control clerk then hand-carries the Request for Orders to the assigned clerk-typist.

b. *Clerk-typist.* The clerk-typist who is to prepare the mimeograph stencil initials the Request for Orders, then performs the following steps in sequence:

- (1) Inserts a blank mimeograph stencil in the punched paper tape typewriter.
- (2) Selects from the Routine Order Format Card File the Routine Order Format Heading Card, that will produce the desired heading and inserts it in the tape readers of the punched paper tape machine.
- (3) Depresses the "Start Read" switch to automatically type the routine order heading format. Removes the Routine Heading Format Card from the tape reader and refiles.
- (4) Selects from the Routine Order Format File the Routine Order Transaction Code Format Card that corresponds to the transaction code shown on the Request for Orders and inserts it into the tape reader of the punched paper tape typewriter.
- (5) Depresses the "Start Read" switch to automatically type the standard paragraph, manually types the routine order paragraph number from the Request for Orders, then depresses the "Start Read" switch again to complete typing the standard paragraph.
- (6) Manually types the Standard Name Line as shown on the Request for Orders.
- (7) Depresses the "Start Read" switch to automatically type the "Constant" information "Lead Lines" and manually types the "Variable" response to the "Lead Lines" shown on the Request for Orders opposite the corresponding "Lead Lines."
- (8) Notes and complies with any special instructions shown on the Request for Orders.
- (9) Removes the Routine Order Transaction Code Format Card from the tape reader and refiles.
- (10) Selects from the Routine Order Format File the appropriate Authentication and Distribution Scheme Routine Order Format Card and inserts it into the tape reader of the punched paper tape typewriters.
- (11) Depresses the "Start Read" switch to automatically type the routine order authentication and distribution scheme. The local distribution scheme will be manually typed as shown on the Request for Orders.
- (12) Removes the routine order Authentication and Distribution Scheme Format Card from the tape reader and refiles.
- (13) Removes the completed mimeograph stencil extract order from the punched paper tape typewriter.
- (14) The clerk-typist proofreads the mimeograph stencil against the Request for Orders. In case of errors the clerk-typist makes the necessary corrections, paper-clips the mimeograph stencil behind the initialed Request for Orders, then hand-carries to the control clerk in the OSU.

c. *Control clerk.*

- (1) Verifies the mimeograph stencil against the Request for Orders to insure completeness. On the Orders Control Sheet opposite the corresponding paragraph number, logs the time the Request for Orders is completed. The control clerk insures that all Requests for Orders are properly initialed and that every mimeograph stencil has a matching Request for Orders. He will then hand-carry the completed order to the administrative specialist of the Office Services Unit (OSU).
- (2) At the close of the work day, the control clerk of the MPU and the administrative specialist of the OSU should reconcile their respective Orders Control Sheets to insure that all Requests for Orders and mimeograph stencils are accounted for.
- (3) The old Orders Control Sheet is filed in the completed routine order file established for this purpose. A new Orders Control Sheet is then prepared and placed in a folder for the next day.

## Section VII. MANAGEMENT CONTROLS

**8-32. Purpose.** The following management controls should be established to provide a means of achieving the most effective, efficient and economical utilization of punched card machines and personnel. The guidance furnished in this section will provide all the data necessary to prepare the Personnel and Machine Utilization Report (MPU Control Number 650) which is used to prepare the PCM Inventory Utilization and Computation of Rentals required by AR 700-7420-1. Periodically this headquarters will issue separate guidance in the form of a letter covering the format and disposition of copies of the Monthly Machine Rental and Utilization Reports required by AR 700-7420-1. This letter will include instructions pertaining to reporting discontinuance and receipt of rental equipment.

**8-33. Control numbers.** Control numbers should be assigned to each function performed in the Machine Processing Unit. Numbers should also be assigned to account for time of a nonproductive nature (e.g., training, leave, rest periods, etc.). These control numbers are listed in paragraph 8-41 dealing with the preparation of the utilization record.

**8-34. Job work folder.** A job work folder should be maintained for each report. The folder should contain a copy of the work order, a sample report, procedural flow charts with narrative supplement to include time and volume factors, controls to be used to insure accuracy, disposition of cards and reports, control panel diagrams, machine setup instructions, test decks and card form layouts.

**8-35. Daily Utilization Record.** a. Daily Utilization Record (DA Form 2477) has been designed to record both personnel and machine time for each individual assigned or attached to the Machine Processing Unit. The form is readily convertible to punched cards for ease in preparing personnel and machine utilization reports. Instructions for the preparation of the utilization record are included in paragraph 8-40. These instructions should be distributed to all newly assigned personnel by the Administrative Machine Branch at the same time personnel numbers are assigned. The personnel numbers should be assigned from a block of numbers allotted for appropriate letters of the alphabet according to the last name of the individual.

b. The shift supervisor should assure that Utilization Records are prepared correctly for all personnel

assigned to his shift. This should include an audit to insure that each individual has properly accounted for all machine and personnel time.

**8-36. Document Control Records.** Document Control Records should be maintained for all incoming documents used to effect a change to a punched card file. An example of a document control record is the Morning Report Control Register indicating organization, date of the morning report, and time and date received.

**★8-37. Batch control.** Batch Control Cards (DA Form 2750) will be used to facilitate the processing of documents throughout the Machine Processing Unit. Form will be requisitioned through normal AG publications supply channels. Sample of the Batch Control Card is at figure 8-29.

**8-38. Schedule of operations.** A schedule of operations showing available and scheduled time for each report or function for personnel and machines should be prepared for each month, during the preceding month. The time and volume figures indicated on the procedural flow charts will serve as a basis for estimating scheduled time. As experience is gained, the scheduled time may be adjusted.

**8-39. Work order.** DA Form 2751-R (Work Order) is prepared for each recurring and non-recurring report. The basic information for the work order is obtained from the job request submitted by the requesting agency. (Section II of this chapter contains the procedure for preparing Job Requests.) The Work Order should be placed in the Job Work Folder for recurring reports and should accompany the job throughout each step of the procedure. Work Orders for nonrecurring (special one-time) reports should accompany the report and be filed with the MPU retained copy of the report. A sample Work Order (DA Form 2751-R) is shown in figure 8-28. Form will be locally reproduced on 10½ x 8 inch paper.

**8-40. Preparation of the Utilization Record.** a. Accurate recording of personnel and machine time is necessary to arrive at the operational cost of each function or report and to provide a sound basis for scheduling future operations in order to level off peak workloads wherever possible.

b. The Utilization Record is required for each workday. The record must reflect proper time for each person whether that person is present for work or not. If a person is absent on leave, pass, AWOL, sick, training, TDY or for any other reason this must be recorded.

c. Following is an explanation of the entries to be made on the Utilization Record. Sample entries are included in figure 8-27.

- NAME: Last and first
- DATE: Day and month
- SHIFT: Check appropriate block
- PERSONNEL NUMBER: Three-digit number

**8-41. Control number.** a. *Assignment of.* Enter the 3-digit control number assigned to the report or function being performed. The following control numbers are established initially, and as new reports or functions are added other control numbers should be assigned. Control numbers for non-recurring reports are indicated on the work order.

<i>Control number</i>	<i>Nonproductive time functions</i>
001.....	Administrative Overhead -used only when supervision cannot be related to a function or report.
010.....	Administrative Overhead (Other)- to be used by other than supervisory personnel in reporting time that cannot be related to a function or report, e.g., cleaning machines, sorting panel wires, arranging card and paper stock.
020.....	Rest Periods—record the time of each rest period during the day (1) for a.m. (2) for p.m.
030.....	Training—used when time spent in training is not of a productive nature (i.e., cannot be charged to a specific control number as time contributed toward completion of a function or report, such as on-the-job training).
040.....	Absent— sick in quarters or hospital.
050.....	Absent— unauthorized leave.
060.....	Absent—authorized leave.
080.....	No Work—used only when the supervisor has determined there is no work available.
090.....	No Machine—used only when an operation is delayed and no other step can be completed because a certain type machine is not available. The type machine that is not available may be entered in the columns headed <i>Work Units</i> .
095.....	Machine Breakdown and Repair.
100.....	No Power—to be used when work is delayed as the result of no electrical power.

<i>Control number</i>	<i>Productive time functions</i>
200.....	Maintenance of the Personnel Record Punched Card File.
210.....	Maintenance of the Authorized Strength File.
220.....	Maintenance of the Organization File.
225.....	Month-End Operations.
230.....	Maintenance of Alphabetical File.
240.....	Maintenance of the Not Present for Duty File.
250.....	Preparation of Locator Cards.
260.....	Order Preparation.

<i>Control number</i>	<i>Reports— recurring</i>
300.....	Personnel Information Roster.
350.....	Personnel Inventory Report.
400.....	Personnel Qualifications Roster.
450.....	Verification of DPC Monthly Personnel Rosters.
600.....	Personnel Suspense Roster.
650.....	Personnel and Machine Utilization Report.
699.....	Military Pay.

<i>Control number</i>	<i>Reports—nonrecurring</i>
700.....	Punched Card Conversion—Personnel Records.
701.....	Punched Card Conversion -Military Pay.
999.....	

b. *Operation Code.* Operation code is entered for manual type operations only. The operation code for machine time is identified by the machine type (e.g., sorting—083, key punching—026, etc.). Following is a list of operation codes most commonly used. Select and use the one most appropriate.

- 02—Auditing
- 04—Bursting, Deleaving, Assembling
- 06—Cleaning
- 08—Coding
- 09—Posting
- 10—Controlling
- 12—Compiling Statistics
- 14—Drafting Correspondence
- 16—Filing
- 18—Instruction
- 20—Liaison
- 22—Locator Service
- 24—Messenger
- 26—Procedures
- 28—Research
- 30—Selecting
- 32—Sorting
- 34—Supervision—Chargeable to function
- 36—Typing
- 38—Verifying
- 40—Wiring Control Panels
- 42—Multilith or Mimeograph

99—Used with nonproductive time; this code has been preprinted on the form in those instances where it will be used.

80—Equipment Repair

82—Preventive Maintenance

c. *Personnel time.* Time that cannot be charged to a machine operation is entered on the face of the Utilization Record. Time that is chargeable to machines is entered on the reverse. Time is recorded in military style. Overtime (time in excess of the normal assigned shift) is circled.

d. *Rerun time.* Rerun time is charged to the control number assigned to the report. "RERUN" is written above the control number. This should include time required for re-auditing reports. Rerun time because of machine failure should be identified apart from other rerun time.

e. *Work units.* If the work being performed is measurable, the number of units of work may be entered in this column. As experience is gained, standards may be established for the purpose of performance evaluation.

f. *Card passes.* Enter the total number of cards passed through the machine being used, e.g., if 1,000 cards are sorted on 5 columns enter 5,000.

8-42. **Preparation of the Machine Breakdown, Repair and Inspection Card.** An operator initiates a Machine Breakdown, Repair and Inspection Card (suggested format, fig. 8-26) at the time it is determined a machine is not functioning properly. (This format may be modified to meet local requirements.) This condition usually is verified by the supervisor. The military repairman will enter Control Number 095 on his Utilization Record (DA Form 2477) to account for the personnel time required to repair equipment. Either Operation Code 80 or 82 is used to indicate whether the equipment is down because of a malfunction or if it is inoperable because of a scheduled period of preventive maintenance. If it is a period of preventive maintenance, the military repairman will initiate the Machine Breakdown, Repair and Inspection Card used to account for the total time the machine is down. This information is required in certain reports. The card is also useful in maintaining the required level of spare parts.

MACHINE TYPE	MACHINE NUMBER	OPERATOR NUMBER	DAY	MONTH	YEAR	OPERATOR INITIALS	SUPVR INITIALS	TIME	JOB NUMBER	HOURS	SERVICE CODE
407	1	044	15	4	62	HD	BD	1610	330	.6	
MACHINE SERIAL NUMBER			VENDOR NOTIFIED (Hour, day, month)				SERVICE RESTORED (Hour, day, month)				
			1620 15-4				1645 15-4				
QUANTITY			NATURE OF TROUBLES AND REPAIR								
3			FALSE CONTROL BREAKS								
PART NUMBER			REPLACE 3 READ BRUSHES								
RB-13462			PART DESCRIPTION								
			SIGNATURE OF PERSON NOTIFYING VENDOR				SIGNATURE OF CUSTOMER ENGINEER				
<input checked="" type="checkbox"/> BREAKDOWN <input type="checkbox"/> NO TROUBLE FOUND <input type="checkbox"/> INSPECTION <input type="checkbox"/> OPERATOR TROUBLE			Bob Huey				John Doe				
MACHINE BREAKDOWN, REPAIR AND INSPECTION											

Figure 8-26.



WORK ORDER (AR 600-16)										
CONTROL NUMBER	<input type="checkbox"/> SPECIAL <input type="checkbox"/> RECURRING	CLASSIFICATION	EFFECTIVE DATE	DATE DUE						
REPORT TITLE										
REQUESTED BY (Or reference)						DATE				
REPORT FREQUENCY	REMARKS (Continue on reverse side, if necessary)		INDICATE	FORM	PART	SPACING SEQUENCE				
DAILY										
WEEKLY										
MONTHLY										
QUARTERLY										
SEMI-ANNUALLY										
ANNUALLY										
AS CHANGES OCCUR										
OFFICER										
ENLISTED										
CARDS										
LISTING										
ROSTER										
TABULATION										
DISTRIBUTION			APPROVED BY							
CARD NUMBER 1	COPIES	RECIPIENT	METHOD							
CARD NUMBER 2						REVISOR BY				
CARD NUMBER 3						INITIATED BY				
ASSIGNED										
ATTACHED										
TEMPORARY DUTY										
AUTHORIZED										
TOTALS FOR						MONTHS IN FILE	SUPPLIES			

DA FORM 2751-R, 1 DEC 63

Figure 8-28.

AR 600-16

BATCH CONTROL CARD (AR 600-16)						
BATCH NUMBER		ROUTING	INITIALS		TIME	DATE
FROM	TO		IN	OUT		
		1	PERSONNEL RECORDS BRANCH			
			REPORTS CLERK			
		2	ADMINISTRATIVE MACHINE BRANCH			
			CONTROL			
			CODING			
			VERIFY CODING			
			CARD PUNCH			
			VERIFY PUNCHING			
			MACHINE ACCOUNTING SUB UNIT			

DA FORM 2750, 1 DEC 63

**FRONT**

PROCESSING ACTION					
TYPE OF DOCUMENT	GAINS	LOSSES	MISC CHANGES	OTHER	TOTAL
DA FORM 2470-1					
DA FORM 2469-1					
DA FORM 2468-1					
DA FORM 2468					
DA FORM 2469					
DA FORM 2470					
<b>TOTAL</b>					

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**REVERSE**

★ Figure 8-89.

**APPENDIX 8-I**  
**PROCEDURAL INTERACTION CHART**

Personnel Management Branch	Military Pay Branch	Office Services Unit	Personnel Records Branch
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[AGRZ]

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