

S/S by AR 600-8-104, dtd 27 Apr 1992

Copy 2

Army Regulation 600-2

Personnel—General

**Name and Birth
Data and Social
Security Number**

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Headquarters
Department of the Army
Washington, DC
2 August 1985

What is this?

You have just opened a new type of UPDATE publication.

In the future all administrative regulations and some DA pamphlets will be converted from the standard, two-column looseleaf format to the three-column UPDATE format.

Some UPDATE publications will be published separately like this one, while others will be organized as functional handbooks -- like the Unit Supply handbook already in use in supply rooms throughout the Army. In all instances, users will not be required to post changes. They will always receive a fresh, up-to-date "posted" copy to make their jobs easier. Use of modern, computerized typography in UPDATE publishing gives the Army the ability to do this along with the potential for tremendous cost savings by freeing units from the time-consuming task of maintaining looseleaf publications.

In addition to a new format, UPDATE publications include some unique features as follows:

- o Summary of Change. Every UPDATE issue contains a Summary of Change. In the first printing of a book, the summary outlines the major topics covered by the publication. In subsequent printings, the summary outlines the major changes that have been made to the publication. Look for this summary in the front of every issue. It should help you "zero in" on areas that need your immediate attention.

- o Subscription Card and Resupply. Look for the cutout subscription card in the back of this publication. Use this card to increase or decrease the copies you receive of this UPDATE publication. Do this by completing part one of the card and routing it to your publications clerk. The publications clerk then completes part two by consolidating your unit's total requirement and places it in an envelope and mails it to the address listed at the top of the cutout page. You should do this right away in order to receive the quantity you need of the next updated issue. You can also use this card to stop receiving this publication. Just place a zero in the quantity required block on the card and mail it and you will no longer receive this publication. A limited resupply of this UPDATE issue is available from the Baltimore Publications Center by completing DA Form 4569 (USAAGPC Requisition Code Sheet) as you would for other resupply requests.

The Editors

SUMMARY of CHANGE

AR 600-2 .

Name and Birth Data
and Social Security Number

Change 1 contains no new policy. Minor technical and administrative changes have been made throughout the regulation.

UPDATE Change Highlighting

The two techniques shown below are used to help readers identify new changes in administrative publications.

UPDATE Cancel and Underscore Technique

- | | | |
|--|---|---|
| <p>1.
Text as it appeared in the last UPDATE issue:</p> <p>The quick brown fox jumped over the lazy dog.</p> | <p>2.
<i>Change</i> text as it appears in this UPDATE issue:</p> <p>The quick brown <u>gray</u> fox jumped over <u>on</u> the lazy dog.</p> | <p>3.
<i>Fresh</i> text as it will appear in the next UPDATE issue:</p> <p>The quick gray fox jumped on the lazy dog.</p> |
|--|---|---|

UPDATE Tint Technique

- | | | |
|---|---|---|
| <p>1.
Text as it appeared in the last UPDATE issue:</p> | <p>2.
<i>Restructured change</i> text as it appears in this UPDATE issue:</p> | <p>3.
<i>Fresh</i> text as it will appear in the next UPDATE issue:</p> |
|---|---|---|

Chapter 4 Hours of Duty

Section I General

4-1. Authority

Managers of activities employing NAFI personnel are authorized to establish and change the tours of duty of such employees in accordance with this regulation.

4-2. Explanation of terms

a. *Administrative Workweek.* A period of 7 consecutive calendar days designated in advance by the appropriate official.

b. *Basic workweek.* The days and hours within the administrative workweek for a full-time or for a part-time employee during which an employee is expected to be on duty. These hours may be scheduled as regular, irregular, or rotating tours of duty.

c. *Full-time tour of duty.* A basic weekly tour consisting of 40 hours of duty each week.

Chapter 4 Alcoholic Beverages

Section I Introduction

4-1. General

This chapter prescribes policies and procedures for the use, control, and sale of alcoholic beverages Army-wide.

4-2. Authority

Policies and procedures in this chapter are developed under the following authority:

a. Section 6, 1951 Amendments to the Universal Military Training and Service Act (65 Stat. 88, 50 USC, App. 473) and DOD Directive 1015.3-R concerning the use, control, and sale of alcoholic beverages on Army installations within the United States (which includes the District of Columbia) and Puerto Rico.

b. International treaties and agreements as they pertain to alcoholic beverages overseas.

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Distribution: Distribution of this issue has been made in accordance with DA Form 12-9A requirements for 600-series publications. The number of copies distributed to a given subscriber is the number of copies requested in Block 383 or 382 of the subscriber's DA Form 12-9A. AR 600-2 distribution is B for Active Army, and A for ARNG and USAR.

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Editorial Comments: This UPDATE publication contains editorial comments that are not in the original standard version. These comments were inserted when there was a need to clarify the placement of an element of text (for example, the location of a table). These comments are set in bold italic type and enclosed in parentheses.

Placement of Tables, Figures, Appendixes, and "R" Forms:

• Full-page tables, figures, and appendixes (in that order) in UPDATE publications are located after the last chapter of the publication. Less

than full-page tables and figures will be placed nearest the first cited reference in the publication.

• All reproducible forms (R forms) included in UPDATE publications are located at the back of these publications and are in numerical sequence, beginning with DA Forms.

A Special Note About Forms and Local

Reproduction: Forms are one of the Army's basic work tools. As the successful use of forms is closely related to the effective and efficient handling of personnel actions, the following general information about locally reproducible forms may be helpful to you:

• DA locally reproducible forms are designated with the suffix "R" as in DA Form XXXX-R.

• The authority for local reproduction of DD Forms and their use is given in the directive.

• Sources for forms not authorized for local reproduction i.e., stocked forms, are the AG publications centers or as stated in the authorizing directive. Since these forms may NOT be reproduced locally, they must be requisitioned.

• The copies of "R" forms at the back of publications printed in UPDATE are for your use in making local reproduction. Have them printed through your Forms Management Officer (FMO). In accordance with AR 310-1, paragraphs 4-26 and 4-28, the FMO may authorize the reproduction of a form in a modified format more convenient to local users. Those provisions permit back-to-back printing,

carbon sets, and continuous construction for word processing use.

• AR 310-1, paragraph 4-28, also authorizes overprinting of locally fixed processing information. The idea behind this authorization to overprint is to reduce the amount of time a typist has to spend repeating local standardized requirements.

• The rules for procuring printing differ from place to place; therefore, your FMO may not be able to approve the printing. In such a case, the decision to overprint, or not to overprint, locally required information would be made at the lowest level where printing decisions are made.

The forms and local reproduction program offers you an opportunity to reduce your administrative burden and to save precious manhours for your unit.



This is the signature of an Army UPDATE publication.

The relationship of pen and book in this mark depicts printed communications—ideas disseminated rapidly and accurately in an economically and aesthetically beneficial manner to serve and to be conveniently used by a large audience.

Effective 1 May 1983

Personnel—General

Name and Birth Data, and Social Security Number

The original form of this regulation was first published on 1 April 1983.

This UPDATE printing publishes a Change 1 which is effective 2 August 1985. The portions of the text that are revised by Change 1 are highlighted in this printing.

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

DONALD J. DELANDRO
Brigadier General, United States Army
The Adjutant General

Summary. This regulation sets up procedures for use of name and birth data and social security number (SSN) as personnel identifiers; announces establishment of the Department of the Army Name, SSN Central Registry System (DANSCRS); and provides procedures for change of record of name and birth data.

Applicability. This regulation applies to the Active Army, U.S. Army Reserve (USAR), and Army National Guard (ARNG). Use of DA Form 4187 (Personnel Action) is not mandatory for ARNG personnel not on active duty.

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

Supplementation. Supplementation of this regulation and establishment of forms other than DA forms are prohibited without prior approval from HQDA(DAPC-EPA-MP), ALEX VA 22332-0400.

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

Suggested improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA(DAPC-EPA-MP), ALEX VA 22332-0400.

Distribution. Active Army, B; ARNG, A; USAR, A.

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RESERVED

1. Purpose

This regulation prescribes procedures governing procuring, issuing, recording, and changing three items of personal information normally used as personnel identifiers: name, birth data, and social security number. It prescribes DA Form 4187 (Personnel Action) to request a change of name and Form SSA 5 (Department of Health and Human Services, Social Security Administration, Application for a Social Security Number Card (original, replacement, or correction)) to request a social security card. Included are instructions on how to complete the forms.

2. References

a. Required publications.

- (1) AR 640-2-1, Personal Qualification Records. (Cited in paragraph 4c.)
- (2) DA Pam 600-8, Military Personnel Management and Administrative Procedures. (Cited in paragraphs 3b(4), 7, and 9.)
- (3) AR 680-29, Military Personnel, Organization, and Type of Transaction Codes. (Cited in para 11a.)

b. Related publications.

- (1) AR 15-185, Army Board for Correction of Military Records.
- (2) AR 601-210, Regular Army and Army Reserve Enlistment Program.

3. Responsibilities

a. *Commanders.* Commanders will insure that—

(1) Each individual is assigned only one SSN and that the number is recorded correctly on all records.

(2) Individuals requesting a change of name or birth data are counseled and assisted in completing DA Form 4187.

b. *Military personnel offices.* The military personnel offices will—

(1) Assist individuals in completing and documenting DA Form 4187 as required.

(2) Check correspondence pertaining to DA Form 4187 for accuracy and validity of request and insure that required documentation is attached.

(3) Insure that required forms and records are changed when DA Form 4187 is received requesting a change of name, birth date, or correction of SSN.

(4) Make distribution of the approved DA Form 4187 per DA Pam 600-8, procedure 9-5, step 10.

c. *Individuals.* The individual will—

(1) Submit DA Form 4187 with documentation when requesting a change of name or birth data.

(2) Submit Form SSA 5 to correct previous report data sent to the Social Security Administration (SSA) or to obtain a new or duplicate social security card.

4. How to record names on military records

All military personnel will follow these instructions to record names on their military records. These instructions apply to all military personnel records.

a. Complete last name, full first name, and full middle name, if any, will be recorded in that order on all military records. When parts of names (such as "Jr" and "II") are used, they will appear after the middle name. In the absence of a middle name, these parts of names will be entered immediately following the first name. The abbreviations "NMI" (no middle initial) and "IO" (initial only) will not be used. Examples of how to record names are as follows: Anderson, Thomas Frank; Benjamin, Judy Marie; Clark, Edward Karl, Jr.; Davis, William, Jr.; and Evans, John William, II.

b. These instructions will not apply to signature blocks. (See AR 340-15 for instructions on names in signature blocks.)

c. The name that appears in item 1 of DA Form 2-1 (Personnel Qualification Record), per AR 640-2-1, will be presumed to be the correct official name. This form becomes the source document to update all personnel files. The form is normally filed in the local Military Personnel Office (MILPO).

5. Authority for change of record of name and birth data

a. The individual must request a change of record.

b. The authority to approve a change of record is delegated to the commander or his or her authorized representative (e.g., adjutant) having responsibility for unit administration.

c. A change of record will be authorized only when the evidence required by this regulation is presented.

6. When to submit a change of record of name and birth data

Action to change a record will be initiated only when there is a reasonable assurance that action can be completed during the individual's stay at an installation. Action normally will not be undertaken during assignments of brief duration (e.g., basic combat training, advanced individual training, and service schools) since delay is frequently encountered in obtaining documentation.

7. How to change record of name

The service member must submit a signed request (DA Form 4187) to his or her commanding officer to change the name on his or her records. It will contain the current name, new name, and reason for the desired change (DA Pam 600-8, procedure 9-5). The service member will attach the appropriate documentation.

a. *Addition, deletion, or correction.* "Junior," "Senior," "III," middle name, and corrections involving transposed names or slight changes in spelling may be added or deleted on the individual's signed request.

b. *Naturalization.* The law (18 USC 1426) forbids reproduction of certificates of naturalization. The individual must retain the original. Therefore, the commander or authorized representative will state, on the DA Form 4187, that he or she has seen the original certificate and that the name on

that document agrees with that shown on the request. The certificate number will be included in the statement.

c. *Marriage or divorce.* The change request will be accompanied by an authenticated copy of a certificate of marriage or a divorce decree (a final decree is required in some States).

d. *Court order.* The change request must be accompanied by an authenticated copy of the court order of decree.

e. *Other than court order.* An authenticated copy of public record of birth filed at or near the time of birth or, if no public record exists, a statement to that effect by the proper public official is required. It will be accompanied by one of the following documents of evidence:

(1) Authenticated copy of baptismal certificate.

(2) Affidavits from both parents, if living.

(3) Affidavits from two or more persons (preferably disinterested) who will fully identify themselves, state their ages, and give name, date and place of birth of claimant together with the source of their information.

8. How to change record of birth data

The service member must submit a signed request (DA Form 4187) to his or her commanding officer stating his or her, correct birth date, place of birth, and reason for the erroneous data shown on Army records. The following evidence must be attached:

a. A birth certificate or authenticated copy that agrees in all respects with the data in the request. If the name on the birth certificate does not agree with that shown on the request for a change, the reason for the discrepancy will be included in the request.

b. If no public record of birth exists, a statement to that effect by the proper public official will be required. It will be accompanied by as much of the evidence listed below as is reasonably available.

(1) Authenticated copy of baptismal certificate.

(2) Affidavit from physician or midwife in attendance at birth.

(3) Affidavits from both parents, if living.

(4) A statement by the individual's commanding officer that he or she has seen the passport that authorized entry into the United States and that the birth date and place of birth on the passport is the same as shown in the request for change.

(5) Affidavits from two or more persons (preferably disinterested) who will fully identify themselves, state their ages, and give name, date, and place of birth of claimant together with the source of their information. The affidavits should also state the full name of the father and maiden name of the mother of the claimant and the address (or last known address) of the parent or parents of the claimant, if living.

(6) Authenticated copy of school record from the first school attended, showing date of birth or age on admittance.

(7) Authenticated extract from the family Bible or other family record.

c. If evidence in *b* above is unobtainable or is insufficient to change the birth data, Bureau of Census Form 600 (Application for Search of Census Records) will be prepared. This will request the report of first census taken after birth. This report may be submitted as additional evidence.

9. Procedures for changing records of birth data

a. In order to complete the change of information, the personnel clerk will draw a single line through the entry and enter the new data above, preferably by typewriter or with a blue-black pen, on DA Form 2-1 (Personnel Qualification Record), DD Form 93 (Record of Emergency Data), and DD Form 4 series (Enlistment Contract). Felt-tip pens will not be used. The old entry will not be obliterated. (See DA Pam 600-8, procedure 9-5.)

b. ARNG personnel not on active duty will submit approved documentation as follows:

(1) For officers and warrant officers, submit documentation to the Army National Guard Personnel Center, ATTN: NGB-ARP-CA, 5600 Columbia Pike, Falls Church, VA 22041.

(2) For enlisted personnel, documentation will be retained in each service member's Military Personnel Records Jacket (MPRJ).

c. The U.S. Army Reserve Components Personnel Administration Center (RCPAC), St. Louis, Mo., may issue DD Form 1343 (Notification of Change in Service Member's Official Records) for members of the USAR control groups. This will result in updating the individual's official record. The completed form will be under the administrative jurisdiction of RCPAC.

10. Records of birth to be changed

Only records of birth pertaining to the current period of service will be amended. These include, but are not limited to, DA Form 2-1, DD Form 93, and the DD Form 4 series. Distribute approved DA Form 4187 per DA Pam 600-8, procedure 9-5, step 10.

11. Social security number

a. *DANSCRS (Department of the Army Name, SSN Central Registry System)*. Commander at all echelons will insure that the correct social security number is recorded on personnel records and that only one SSN is assigned to an individual. To assist commanders in fulfilling this responsibility, the U.S. Army Military Personnel Center operates DANSCRS. The system is located at Alexandria, Va. This system enables the Army to verify numbers with the Social Security Administration. Commanders will be advised of the results of these verification procedures and of the need for corrective action to resolve unverified cases. (See para 1-84, code number 81, AR 680-29).

b. *Safeguarding SSN card*. The SSN card issued to an individual is evidence of his or

her account with the SSA. It will not be retained with military records. Each service member will be cautioned to safeguard his or her SSN card to prevent loss or mutilation.

c. *SSN forms availability*.

(1) Form SSA 5 can be requisitioned through normal publications supply channels.

(2) Form OA-702 (Social Security Card) is issued to individuals only by the SSA.

d. *Procurement of new SSN*. A person contemplating entering military service who does not have an SSN card will obtain one before entry. If an SSN card has never been issued, advise the individual to apply for one through his or her local SSA office. The local SSA is the SSA district or branch office servicing the area or installation or other place of duty assignment for personnel stationed in the United States, Puerto Rico, the Virgin Islands, Guam, and other overseas areas. The local SSA may assist the individual in completing the necessary forms. The individual will be advised that the normal processing time to obtain a new SSN card is 6 weeks. If a service member cannot locate his or her SSN card when entering on active service, the individual should have available other documentary evidence (such as, State motor vehicle driver's license, tax return, payroll slip, or wage statement) of their assigned SSN.

e. *Military entrance processing stations (MEPS) procedures on SSN verification*. MEPS commanders will insure that no person will be tested or processed for enlistment without an SSN. Verification information follows.

(1) The SSN can be verified by the SSN card, retained portion of the SSN card, driver's license, IRS W-2 form, or other documents such as employment records or DD Form 214 (Certificate of Release or Discharge from Active Duty) if the individual has prior military service.

(2) For persons who do not have an SSN, the MEPS commander verifies the applicant's age, citizenship, and identity, completes the Form SSA 5, and notes on the form "FOR ENLISTMENT IN THE US ARMY." The completed application is sent to the local SSA office.

(3) Training activity personnel will verify that the SSN has been recorded on the individual's records.

(4) Recruiting stations, MEPS, and training activity commanders should be aware of and direct service members and potential service members to the DANSCRS procedures for electronic verification of alleged numbers.

(5) Telephone verification is not authorized.

(6) Commercially produced facsimiles of SSN cards are not authorized for SSN verification.

f. *Procuring duplicate SSN cards or changing personal data in SSN records*.

(1) When an SSN card has become lost or mutilated after a person enters the service, he or she should apply for a duplicate

by sending a completed Form SSA 5 to the nearest SSA office. The service member's name must be reported exactly as shown on military personnel records.

(2) When the personal data reported in a previous application (Form SSA 5) change or if these personal data are incorrect, Form SSA 5 will be submitted to correct this data. This procedure may be used to correct date of birth, mother's name, father's name, etc. The SSA will not acknowledge corrected data.

(3) When the name of the service member is changed because of marriage, divorce, or other reasons, Form SSA 5 will be prepared. Send Form SSA 5 to the SSA office with the official change of name in personnel records, but not before such change is officially authorized and effected. A duplicate SSN card bearing the same number as the old card will be issued when a person's name has been officially changed.

(4) If an individual has two SSNs or two individuals have been assigned the same SSN, the SSA will verify the correct SSN and notify DANSCRS electronically. If the correction results in the need for a change to personnel records, follow the procedures in *g* and *h* below.

(5) The submission of Form SSA 5 is not required for the changes listed below.

(a) Changes in employment or military status.

(b) Changes in civilian or military mailing addresses.

(c) Translation into English of social security cards issued to Spanish-speaking people in the Spanish language that are otherwise correct.

(d) When only the middle initial is shown on the SSN card and the personnel records show a full name or two middle names or initials (e.g., a social security card has been issued bearing the name "Bill Jones" but the personnel records of the individual show his name as "William Smith Jones").

(e) When only adding or deleting a suffix, such as "Jr." or "Sr."

g. *How to prepare Form SSA 5*.

(1) Prepare only one copy of the form. Type of print in blue-black ink. Entries will be in accordance with instructions on the back of the form with changes as follows:

(a) Item 1. Enter name exactly as shown on personnel records.

(b) Item 13. Sign name in ink using the signature that is used for official purposes.

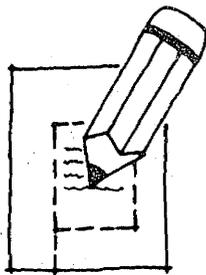
(2) An application prepared to obtain a duplicate SSN card or to change SSA records may be mailed to the nearest SSA office.

(3) For application prepared for initial request of an SSN, an individual must report in person to the nearest SSA office with evidence of age, identity, and U.S. citizenship or lawful admission status.

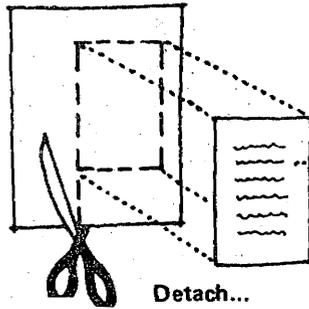
h. *Recording in military records*. The SSN will be recorded as soon as possible after first point of contact on entering the U.S. Army. Verbal verification will not be accepted as a basis for recording. When the

individual enters on active duty without an SSN card but has documented evidence of an assigned SSN, this number will be accepted for the records. The SSN will be recorded on the DA Form 2-1 from the actual SSN card or stub. However, the documented evidence cited above may be used only at the time of initial entry on military duty. The SSN recorded on military records will be considered the correct SSN if discrepancies occur in various military records. The SSN may be transcribed from one record to another without verification from the card or stub. If the SSN card is not available, follow the procedures in e(2) above.

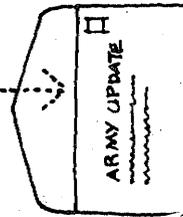
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AR 600-2

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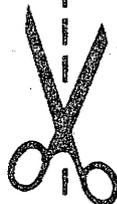
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