

492

5/S AR 612-201, 14 Aug 74

ARMY REGULATION

No. 600-26

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 20 July 1973

PERSONNEL—GENERAL
STANDARD PERSONNEL PLATE

Effective 15 September 1973

This revision reflects the new designation from Office of Personnel Operations (OPO) to US Army Military Personnel Center (MILPERCEN). Local limited supplementation of this regulation is permitted but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to the proponent agency; other commands will furnish one copy of each to the next higher headquarters.

	Paragraph
Purpose.....	1
Preparation.....	2
Application.....	3
Transmission.....	4
Units Not Using Addressing Equipment.....	5

1. Purpose. This regulation prescribes a standard personnel plate as shown in figures 1 and 2 for preparation of Army military personnel records in activities where addressing equipment is authorized and available.

2. Preparation. Standard personnel plates will be prepared by US Army reception stations for all personnel processed under the provisions of AR 612-201.

a. Composition. The standard plate will consist of two parts. Part I will be inserted in the top section of the plate frame and will contain name; soundex code; sex, service component, and dual status code (SSDC); social security number (SSN); date of expiration of term of service (ETS); date of entry on active duty (EAD); and number of months of current enlistment or tour of duty. Part II will be inserted in the bottom section of the plate frame and will contain information concerning organization and location.

b. Embossing. Each item of data will be embossed as specified in figure 3.

c. Verification. The personnel plate will be verified for accuracy against source documents immediately following:

- (1) Initiation of the plate.
- (2) Any change, addition, or deletion of a character or data item.

(3) Receipt by a new unit capable of using the plate.

d. Updating. Any unit possessing the capability may make appropriate changes in data items.

3. Application. The standard personnel plate may be used for imprinting data on personnel records, reports, various types of rosters and listings, military pay voucher forms, and military pay documents.

4. Transmission. The standard personnel plate will be transmitted with personnel records, under the provisions of AR 640-10, from the reception station to the training activity. Upon each subsequent reassignment the plate will be forwarded with the pay records to the serving finance office. Part II will be removed from the plate and retained by the losing organization. The plate frame with part I and the index card will be placed in the Payroll Suspense Documents Envelope (DA Form 2356), secured under the fastener on the left side of the Financial Data Records Folder (DA Form 2143).

5. Units not using addressing equipment. Units not equipped with addressing equipment are not required to initiate or update standard personnel plates. Plates received by these units will be retained in the Payroll Suspense Documents Envelope and forwarded to the next unit of assignment.

*This regulation supersedes AR 600-26, 28 November 1969.

RETURN TO ARMY LIBRARY
ROOM 1 A 518 PENTAGON

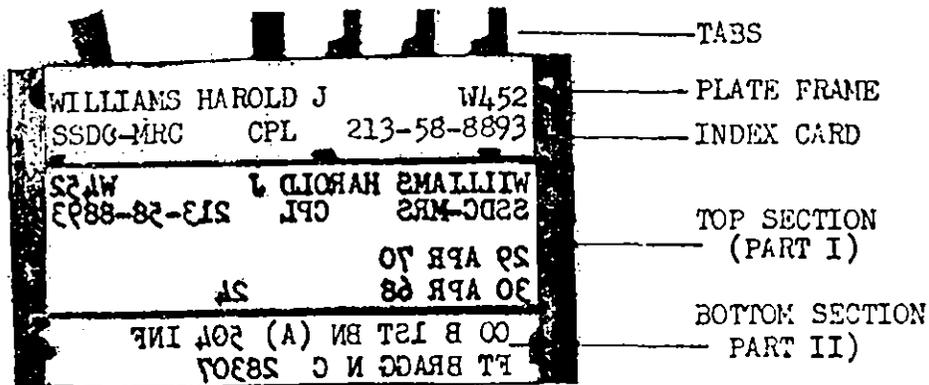
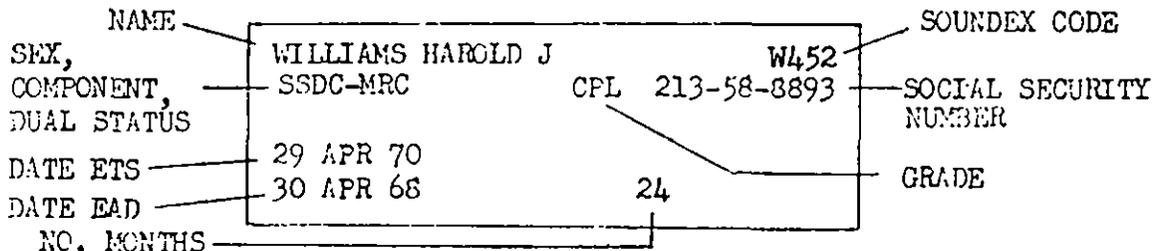


Figure 1. Standard personnel plate components.

PART I
(Inserted in top section of plate frame)



PART II
(Inserted in bottom section of plate frame)

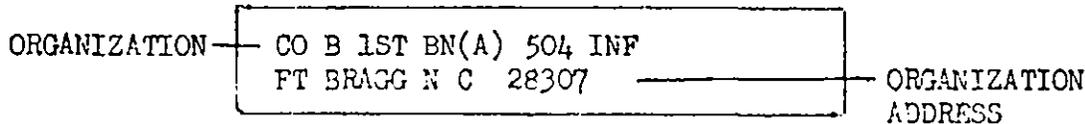


Figure 2. Identification of data on standard personnel plate.



0001153278

AR 600-26

33-6106 Date Plate

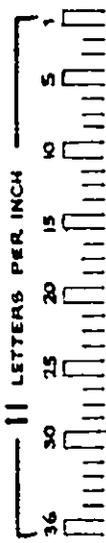
PLATE LAYOUT SPECIFICATIONS

PRINT CHARACTERS DESIRED IN PROPER BOX														DATE PLATE																										
CHARACTER POSITION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
LINE NO.	1	WILLIAMS, HAROLD J.													N 45 2																									
	2	SIDC-MRIG													CPL				2113-581-818 9:3																					
	3																																							
	4	29 APR 70																																						
	5	30 APR 68													24																									
	6	C/O B LST BN(A)													504 INF																									
	7	FT BRAGC NC													218307																									
	8																																							
	9																																							

GR-27-2 Plate (Top Section Part I)

SS-5701 Plate (Bottom Section Part II)

PLATE CHECKING SCALE



EACH PLATE WILL BE SUBJECTED TO CHANGE AT SOME FUTURE DATE ON AN ENTIRELY DIFFERENT EMBOSsing MACHINE. ALL PLATES MUST BE PREPARED EXACTLY AS SPECIFIED ABOVE TO ENABLE FUTURE CHANGE AND TO ENABLE THE USE OF STANDARD CUT-OFFS.

Figure 3. Standard personnel plate embossing specifications.

The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAPC-PSF-M), 200 Stovall St., Alexandria, VA 22332.

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS
General, United States Army
Chief of Staff

Official:

VERNE L. BOWERS
Major General, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel General—A (Qty Rqr Block No. 382).

