

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 28 November 1980

S/S 14 Nov 1981

Immediate Action
INTERIM CHANGE

AR 600-31
INTERIM CHANGE
NO. 101
Expires 28 November 1981

MS DAVIS / 325-9020

PERSONNEL - GENERAL

SUSPENSION OF FAVORABLE PERSONNEL ACTIONS FOR MILITARY

PERSONNEL IN NATIONAL SECURITY CASES AND OTHER

INVESTIGATIONS OR PROCEEDINGS

This interim change is forwarded to the field to eliminate or modify a policy, procedure, or other specification that has a direct and immediate impact on the individual service member; expires 1 year from date of publication and will be destroyed at that time unless sooner superseded by a formal printed change; is being distributed by 1st class mail through the publications pinpoint distribution system to all holders of AR 600-31; is, as an interim measure, issued in other than page-for-page format; and will be included in the next change to AR 600-31.

Page 2, paragraph 4, is changed to read:

4. Policy. Suspending favorable personnel actions seriously affects morale and, possibly, the careers of service members. Commanders and DA staff agencies must ensure favorable personnel actions are suspended when criteria in paragraph 5a apply. Commanders and DA staff agencies will also set controls so that —

Page 2, paragraph 5a, is superseded as followed:

5. Imposing suspension of favorable personnel action. a. Favorable personnel actions will be suspended for members as follows:

(1) All members to whom provisions of AR 604-10 apply.

(2) Against whom one of the actions listed below has been initiated. The word "initiated" here means that an official document beginning the action has been signed.

(a) Administrative separation, or court-martial (all members).

(b) Nonjudicial punishment (E-4 through E-9, all officers and warrant officers) or administrative reduction in grade (E-4 through E-9).

(c) Written administrative admonition, reprimand or censure (E-6 through E-9, all officers and warrant officers).

(3) Against whom an investigation (Formal, all members, and informal, E-4 through E-9, all officers and warrant officers) is initiated by military or civilian authorities concerning creditable allegations or incidents that reflect unfavorably on the character or integrity of the members. The word "initiated" here means that military or civilian authorities have made a conscious decision, based on available information, to investigate the involvement of the Army member.

(4) All members under charges or restraint by civilian authorities.

(5) Absent without leave. (See AR 630-10).

(a) AWOL after 7 days (E-1 through E-3).

(b) AWOL after 1 day or more (E-4 through E-9, all officers and warrant officers).

(6) Who have been recommended for removal from a recommended List for Promotion (E-4 through E-9, all officers and warrant officers).

(7) Who have been recommended for removal from a DA Command Designated Position List (all officers and warrant officers).

(8) For whom an Officer Evaluation Report (DA Form 67-8) is made which is required to be referred to the rated officer for comment under paragraph 4-27, AR 623-105. Favorable personnel actions will be suspended under this provision if —

(a) The officer has been selected for command by a DA Centralized Command Selection Board for attendance at an intermediate or senior service college, and if —

(b) The officer, at the time the report is made, has not assumed command or begun attending the service college.

Page 3, paragraph 6b(2)(b) is superseded as follows:

(b) Commander, USAMEDDPERSA (SGPE-appropriate career activities office, i.e., AN, DC, MC, MS, SP and VC) 1900 Half Street S.W., Washington, DC 20324.

Page 3, paragraph 6b(3) line 4, change "HQDA(DAPC-EPA-S)" to HQDA(DAPC-APS-S)."

Page 3, paragraph 6c(1) is superseded as follows:

(1) An interim DA Form 268 will be prepared on members who are dropped from the rolls. Two copies of the interim report will be sent to HQDA(DAPC-POS-PF), Alexandria, VA 22332.

Page 4, paragraph 6c(5)(a) is superseded as follows:

(a) Notify the gaining commander, by means of an interim DA Form 268, with information copy to HQDA(DAPC-POS-PF), Alexandria, VA 22332 by mail. (Include the member's name, grade, and SSN; the authority for reassignment; and estimated date of arrival.)

Page 4, paragraph 7b is changed to read:

b. Commanders and DA staff agencies may remove suspension action initiated under the charges or restraint by civil authorities (para 5a(4)) when the disposition by civil authorities does not include a finding of guilty or an action which is tantamount to a finding of guilty. When the member is found guilty by civil authorities, is confined, or action is taken which is tantamount to a finding of guilty, the suspension will not be removed until—

(1) Completion of proceedings required by section III, chapter 14, AR 635-200 or (if not not applicable)

(2) Reduction for misconduct under AR 600-200, if the commander deems this proper.

Page 5, paragraph 8b is changed to read:

b. Commander will prepare DA Form 268 or initiate a DA Form 4187 requesting that the DA Form 268 be prepared by the Personnel Administration Center (PAC) and signed by the adjutant or XO. When DA staff agencies initiate a suspension they will prepare DA Form 268 and make distribution according to paragraph 8b(1). DA Forms 268 initiated by a commander or PAC will be sent to the custodian of the Military Records Jacket (DA Form 201) for distribution (except copy provided under 8b(1)(g)) as follows:

Page 5, paragraph 8b(1)(f) is added:

(f) Commander, USAMEDDPERSA (AGPE-PSS), 1900 Half Street, S.W., Washington, DC 20324 (only for AMEDD officers).

Page 5, paragraph 8b(1)(g) is added:

(g) A copy will be provided to the individual concerned. Item 17, DA Form 268 will be annotated to reflect that individual was provided a copy of the report either personally or by mail. In those instances where it is not possible to provide the individual a copy (e.g. AWOL) Item 17, DA Form 268 will be annotated to show that the individual was not provided a copy of the report and the reason(s) therefore.

Page 5, paragraph 8c is superseded as follows:

c. Interim reports will be submitted 60 days after the initial report and every 60 days thereafter until the case is closed. Interim reports are not required for members undergoing punishment under the UCMJ, and are required one time only (para 6c(1)) for members dropped from the rolls. Submission of interim reports will be resumed when there is a change in status of the case of the member

(DAPC-POS-PE)

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
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.

S/S No 1981

ARMY REGULATION
No. 600-31

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 15 September 1979

PERSONNEL—GENERAL

SUSPENSION OF FAVORABLE PERSONNEL ACTIONS FOR MILITARY PERSONNEL IN NATIONAL SECURITY CASES AND OTHER INVESTIGATIONS OR PROCEEDINGS

Effective 1 January 1980

This revision updates policy, responsibilities, and controls designed to prevent favorable personnel actions when they do not serve the best interests of the US Army; it provides instructions for use of DA Form 268; it also provides guidance on disposition of personnel under suspension action. Local supplementation of this regulation is authorized but is not required. If supplements are issued, Army staff agencies and major Army commands will furnish one copy of each to HQDA(DAPC-MSS-PF), Alexandria, VA 22332; other commands will furnish one copy of each to the next higher headquarters.

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

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1. Purpose. This regulation prescribes policies and procedures to prevent favorable personnel actions from being initiated or completed when such actions would not serve the best interests of the US Army. Such actions include, but are not limited to—

- a. Appointment, reappointment, and reenlistment.
- b. Entry on active duty or active duty for training for any purpose, to include recall of retired or USAR members, unless directed by MILPERCEN.
- c. Reassignment except as authorized in this AR.
- d. Promotion.
- e. Awards and decorations.
- f. Attendance at service schools, civilian schools, or institutions under military service education or training programs.

g. Unqualified resignation or discharge except as noted in paragraph 5b(3).

h. Release from active duty, except for cases pending appellate review. (See para 5b(3) and sec. XIX, chap. 3, AR 635-100.)

i. Retirement, except as noted in paragraph 5b(3).

j. Granting of excess leave, except as noted in paragraph 5b(2).

k. Payment of anniversary increments or lump sum enlistment bonus payments. This includes the Enlistment Bonus, Selective Reenlistment Bonus, or Variable Reenlistment Bonus.

l. Assumption of Command under the DA Centralized Command Selection System.

2. Applicability. This regulation applies to all military members of the Active Army, Army National Guard and the US Army Reserve:

*This regulation supersedes AR 600-31, 21 February 1974 and DA messages: DAPC-PAP-PE 031430Z July 1974, subject: Interim Change to AR 600-31 and DAPC-MSS-PE 221000Z March 1978, subject: Interim Change to AR 600-31,

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a. All officers.

b. All enlisted members serving in grades E6 through E9.

c. All enlisted members holding a reserve commission or warrant officer appointment and those assigned duty in MOS OJ and career management field 96.

d. All members under investigation for security reasons, as specified in AR 604-10.

e. All other members in grades E1 through E5 not listed in c or d above. (See para 8b(1)(a) for distribution of DA Form 268.)

3. Explanation of terms. a. *Suspension of favorable personnel action.* Controls that suspend favorable personnel actions affecting Army members.

b. *Restraint.* Confinement to a civilian or military correctional facility, or restriction or confinement to quarters or a given area.

4. Policy. Suspending favorable personnel actions seriously affects morale and, possibly, the careers of service members. Commanders must ensure favorable personnel actions are suspended when criteria in paragraph 5a apply. Commanders will also set controls in their commands so that—

a. Only those who have a need-to-know of suspension are informed.

b. Suspension is promptly lifted when reasons for suspension no longer exist.

c. The "final" DA Form 268 (Report for Suspension of Favorable Personnel Actions) is kept in a restricted access file by the custodian of the Military Personnel Records Jacket (DA Form 201) for 90 days from the date of the close of the DA Form 268. After the 90 day period the DA Form 268 (and related correspondence and references) will be removed from the files and destroyed. This includes all sources of control.

d. Any favorable personnel action taken does not contradict this regulation.

5. Imposing suspension of favorable personnel actions. a. Favorable personnel actions will be suspended for members as follows:

(1) To whom provisions of AR 604-10 apply.

(2) Against whom action is initiated that may result in dismissal, discharge, court-martial, nonjudicial punishment, reduction in grade or written admonition, reprimand, or censure. The word "initiated" here means that an official document has been signed to begin the action.

(3) Against whom an investigation (either formal or informal) is initiated by military or

civilian authorities concerning allegations or incidents that reflect unfavorably on the character or integrity of the members. The word "initiated" here means that military or civilian authorities have made a conscious decision, based on available information, to investigate the involvement of the Army member.

(4) Under charges or restraint by civilian authorities.

(5) Absent without leave. (See AR 630-10.)

(6) Who have been recommended for removal from a promotion list (DA Recommended List for Promotion).

(7) Who have been recommended for removal from a DA Command Designated Position List.

(8) For whom an Officer Evaluation Report (DA Form 67-8) is made which is required to be referred to the rated office for comment under paragraph 4-27, AR 623-105. Favorable personnel actions will be suspended under this provision only if—

(a) The officer has been selected for command by a DA Centralized Command Selection Board or for attendance at an intermediate or senior service college, and if

(b) The officer, at the time the report is made, has not assumed command or begun attending the service college.

b. No favorable personnel action will be made for a member under suspension other than—

(1) Reassignment authorized by paragraph 6b.

(2) Leave and rest and recuperation (except excess leave). Excess leave may be granted to members under paragraph 5-2d(3), AR 630-5.

(3) Request for unqualified resignation, discharge, release from active duty, or retirement. Although considered favorable personnel actions, they will be considered case by case under appropriate regulations:

(a) The Assistant Chief of Staff for Intelligence will forward such requests in cases involving offenses shown in paragraph 7e to the Secretary of the Army for approval.

(b) Cases other than security will be acted on by MILPERCEN based on the field commander's recommendation and the circumstances of the case.

(c) The State Adjutant General will act on cases involving ARNG members not on active duty.

(d) The CG, Reserve Components Personnel and Administration Center, will act on cases involving USAR members not on active duty.

6. Disposition of personnel. *a. Separation.* This AR does not authorize members to be retained beyond their expiration of term of service (ETS) or mandatory release date except as noted in (2) or (3) below. Request for disposition instructions for members whose separation is pending will be sent in writing to HQDA((DAPC-OP) Career Mgt Div, Alexandria, VA 22032; for enlisted-(DAPC-EPA), Alexandria, VA 22031).

(1) For security cases, request disposition instructions at least 90 days before the member's ETS or mandatory release date. Major commanders will comply with AR 604-10.

(2) For officers, other than security cases, request disposition instructions at least 60 days before the mandatory release date, except for those to whom paragraph 3-12, AR 635-100 (Investigation of court-martial charges or trial by court-martial pending) applies.

(3) For enlisted cases other than security cases, section II, chapter 2, AR 635-200 (Discharge, Release From Active Duty, or Release From Active Duty for Training After Expiration of Period of Active Duty, or Active Duty for Training) applies.

(4) Disposition of ARNG and USAR officers, and enlisted members not on active duty will be according to AR 135-175, AR 135-178, or AR 140-10.

b. Reassignment.

(1) Members on active duty or active duty for training who are under suspension of favorable personnel actions will not be reassigned without prior approval of HQDA unless reassignment is made—

(a) Within an installation by the installation commander.

(b) Of enlisted members within a major oversea command by the major commander.

(c) Of enlisted members returned to military control after being dropped from the rolls (AR 630-10).

(d) Of enlisted members when suspension remains in effect due to an incident for which the member is undergoing punishment imposed by a civil court, court-martial, or Article 15, UCMJ

and no restraint is imposed; or when the restraint portion of a sentence or punishment is ended.

(e) Of enlisted students (E5 and below) or BCT or AIT personnel forfeiting pay under Article 15, UCMJ, or due to court-martial. See c below for transfer of suspension control action: DA Form 268 will not be sent to HQDA(DAPC-MSS-PF) in such cases.

(2) Request for authority to reassign officers who are under suspension (except as noted in (1)(a) above) will be sent with justification for such reassignment to—

(a) HQDA((DAPC-OP)-appropriate career division), Alexandria, VA 22332.

(b) The Surgeon General—HQDA((SGPE-PE)-appropriate career activities office), WASH DC 20324.

(c) The Chief of Chaplains—HQDA (DACH-PE), WASH DC 20310.

(d) The Judge Advocate General—HQDA (DAJA-PT), WASH DC 20310.

(3) Request for authority to reassign enlisted members who are under suspension (except as noted in (1) above) will be sent with justification for such reassignment to HQDA(DAPC-EPA-S) Alexandria, VA 22331.

(4) Commander, RCPAC, or the area commander, as appropriate, determines eligibility for reassignment of USAR members not on active duty who are under suspension of favorable personnel actions.

(5) The State Adjutant General determines eligibility for reassignment of ARNG members not on active duty who are under suspension.

c. Transfer of control of cases for persons on active duty and active duty for training.

(1) Suspension of favorable personnel actions will be finalized on members who are dropped from the rolls. A copy of the final DA Form 268 will be sent to Cdr, US Army Enlisted Records and Evaluation Center, ATTN: Absentee and Deserter Division, Fort Benjamin Harrison, IN 46249.

(2) Control of cases of members released from active duty will be transferred by an interim report to the Cdr, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PAD-RT, 9700 Page Blvd, St Louis, MO 63132. The complete suspension file and a copy of orders separating the member from active duty will be sent with the report.

(3) For members assigned to a transfer activity, or returned from overseas for discharge or relief from active duty, the losing commander will finalize suspension action on the day of the member's departure from the command.

(4) Upon reassignment of a member under suspension, suspension control will be transferred to the gaining commander, except as noted in paragraph 7c.

(5) The losing commander will—

(a) Notify the gaining commander, with information copy to HQDA (DAPC-MSS-PF), Alexandria, VA 22332 by mail. (Include the member's name, grade, and SSN; the authority for reassignment; and estimated date of arrival.)

(b) Forward the complete suspension file (DA Form 268 and supporting documents) and any report of investigation to the gaining commander, except when the commander retains control of the suspension action or investigation. When the losing commander retains control of the investigation, a copy of the report of investigation and all later progress reports will be sent to the gaining commander. The member on whom suspension is pending will not be permitted to hand-carry the suspension file or the report of investigation to the gaining commander.

(6) The gaining commander will—

(a) Assume control of the suspension action.

(b) Submit reports as required by this AR. (Transfer of suspension action does not interrupt the reporting requirements.)

7. Removal of suspension of favorable personnel action. a. Suspension of favorable personnel action will not be removed (except as shown in c below) while a person is undergoing punishment imposed under Article 15, UCMJ or by sentence of court-martial, or during any suspension of punishment (AR 27-10).

(1) A member is considered to be undergoing punishment until the day following the last day of the period of forfeiture or withholding of pay, if all other parts of the sentence or punishment have been completed. For example, if a sentence to forfeit \$30 per month for 2 months starts on 18 December 1977, the final day of the forfeiture would be 17 February 1978. The final Report for Suspension of Favorable Personnel Action would be closed unfavorably and be removed effective 18 February 1978.

(2) In computing the period of forfeiture or withholding of pay, periods of unauthorized absence (computed according to Part 1 of the DOD Military Pay and Allowances Entitlements Manual (DODPM)) that occur during the period will be excluded.

b. Commanders may remove suspension action initiated under the charges or restraint by civilian authorities (para 5a(4)) after disposition by civil authorities, if the member is not in confinement. When the member is found guilty by civil authorities, or action is taken which is tantamount to a finding of guilty, commanders will not lift suspension until—

(1) Completion of proceedings required by section VI, AR 635-200, or (if not applicable)

(2) Reduction for misconduct under paragraph 7-64, AR 600-200, if the commander deems this proper.

c. Terminating a suspension may depend on collecting forfeitures imposed by a court-martial or Article 15, UCMJ. Losing commanders may remove such a suspension when the member is being transferred on PCS orders and the suspension would expire during the period the member is enroute to the new station.

d. Removal of the Report for Suspension of Favorable Personnel Action will be done when a case is closed according to AR 604-10 or other security regulations. For cases forwarded to US Army Intelligence Agency under paragraph 4-4a and 4-4b(4), AR 604-10, the major commander may remove the suspension 90 days after the case is sent to Commander, US Army Central Personnel Security Clearance Facility (CCF), ATTN: PCCF-C-SP, Fort Meade, MD 20755, unless the Central Personnel Security Clearance Facility advises—

(1) That further investigation is required before a determination may be made, or

(2) That a member is recommended for elimination when the commander recommended retention.

When suspension is removed according to the above, the following applies:

(a) The proviso annotation placed on the member's records during preinduction processing will remain in effect until final determination has been made by the US Army Intelligence Agency.

(b) Upon reassignment prior to receipt of

final determination, the losing commander will send all pertinent data to the gaining commander.

e. Removal of Reports for Suspension of Favorable Personnel actions will be done only by direction of the Secretary of the Army for members who have been the subject of investigation by military or civilian authorities for one or more of the offenses:

- (1) Sabotage (18 U.S.C. §§ 2151-2156).
- (2) Espionage (18 U.S.C. §§ 792-798).
- (3) Treason (18 U.S.C. § 2381).
- (4) Sedition (18 U.S.C. §§ 2384-2385).
- (5) Criminal Subversion (18 U.S.C. § 2387).
- (6) Articles 94, 104, 106, UCMJ and offenses

equivalent to those in (1) through (5) above alleged as violations of Articles 133 and 134, UCMJ.

8. Reports. *a.* Suspension of favorable personnel actions will be reported on DA Form 268 (fig. 1). DA Form 268 is available through normal AG publications supply channels. (Reminder: a Serious Incident Report filed under AR 190-40 is not a substitute for suspension of favorable personnel action.) Electrical messages will not be used in place of DA Form 268.

b. Commanders will prepare and forward DA Form 268 to the custodian of the Military Personnel Records Jacket (DA Form 201) for distribution as follows:

- (1) Active duty personnel.

(a) HQDA(DAPC-MSS-PF) Alexandria, VA 22332 (original and 1 copy). Do not forward DA Form 268 for E1 through E5 personnel, except for cases submitted under paragraph 2*c* and 2*d*.

(b) Military Personnel Records Jacket (DA Form 201).

- (c)* General Court-martial authority.

(d) Cdr, US Army Central Personnel Security Clearance Facility (CCF), ATTN: PCCF-C-SP, Fort Meade, MD 20755 (only for cases containing adverse loyalty information and cases concerning Military Intelligence Branch commissioned and warrant officers, and enlisted personnel with Controlled Intelligence MOS 97)

(e) Cdr, US Army Central Personnel Security Clearance Facility (CCF), ATTN: PCCF-RC, Fort Meade, MD 20755 (only for security cases).

(2) US Army Reserve Personnel not on active duty.

(a) Cdr, US Army Reserve Components Personnel and Administration Center, ATTN:

AGWZ-PAD-RT, 9700 Page Blvd, St. Louis, MO 63132 (for USAR Control Group Personnel).

(b) Commander of appropriate area command (for unit personnel).

(3) Army National Guard members not on active duty.

(a) Chief, National Guard Bureau, WASH DC 20310.

(b) State Adjutant General of the State in which individual is a member of the ARNG.

c. Interim reports will be submitted 60 days after the initial report and every 60 days thereafter until the case is closed. Interim reports are not required for members undergoing punishment under the UCMJ, board action, review of board action at HQDA, or dropped from the rolls. Submission of interim reports will be resumed when there is a change in status of the case or the member.

d. Separate reports will be submitted on each suspension action. For example, a member may be involved in an incident under investigation and before closing of the suspension become involved in another incident.

e. These reports are exempt from reports control under paragraph 7-2*h*, AR 335-15.

f. Distribution of interim and final reports will be the same as the initial report or as changed by transfer of suspension control.

g. The commander or DA agency who controls a suspension of favorable personnel action will ensure that interim and final reports are submitted promptly. These reports are required to complete suspension control files. They protect the rights of members in personnel actions. When interim or final reports are not received within a reasonable period of time by those addressees who received initial reports, the receiving command or agency will initiate action to determine the status of the case.

h. Final unfavorable reports submitted on officers will include:

(1) Letters of reprimand, admonition, or censure that are to be included in the member's OMPF (original and one copy) that have been processed according to chapter 2, AR 600-37.

(2) Court-martial orders (2 copies).

(3) All Article 15s.

i. Final reports submitted on enlisted members will include a synopsis of disciplinary or adminis-

trative action taken in block 18 of DA Form 268. Supporting documents are not required.

9. Command responsibility. *a.* In other than security cases, the responsible commander or DA agency initiating a suspension of favorable personnel action will maintain control until the case is closed or transferred to another commander.

b. In security cases, major commanders are responsible for establishing procedures for submission and control of suspension reports for all members on whom suspension action has been initiated under AR 604-10. (A loss or compromise of a classified document which requires investigation under AR 380-5 and DOD 5200.1-R does

not fall in this category unless activities described in para 2-3, AR 381-20 are involved.)

10. Classification. *a.* Reports submitted on other than security cases will not be classified unless defense information involved requires classification under AR 380-5 and DOD 5200.1-R. Marking under AR 340-16 "FOR OFFICIAL USE ONLY," is authorized if deemed necessary by control commander.

b. Reports submitted on security cases will be marked "FOR OFFICIAL USE ONLY" (AR 340-16). If classified defense information is involved, reports will be classified as required by AR 380-5 and DOD 5200.1-R.



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AR 600-31

REPORT FOR SUSPENSION OF FAVORABLE PERSONNEL ACTIONS			DATE SUSPENSION ACTION INITIATED
For use of this form, see AR 600-31; the proponent agency is MILPERCEN.			20 FEB 80
1. NAME (Last - First - MI) FLAGG, John D.		2. SOCIAL SECURITY NUMBER 000-00-0000	SUSPENSE DATE INTERIM REPORT DUE (See para 8c) 22 APR 80
3. RANK E6	4. PLACE OF BIRTH Mishawaka, Indiana	5. DATE OF BIRTH 15 April 1944	<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> INTERIM <input type="checkbox"/> FINAL
6. MOSC ENL & WARRANT OFFICERS 75230	7. SPECIALTY DESIGNATORS AND BR. (Officers)	8. <input checked="" type="checkbox"/> ON ACTIVE DUTY <input type="checkbox"/> NOT ON ACTIVE DUTY <input type="checkbox"/> ACTIVE DUTY FOR TNG	9. EXPIRATION DATE OF CAT OR TERM OF SERVICE 30 June 1981
10. UNIT TO WHICH ASSIGNED AND MAJOR COMMAND 35th AG Company FORSCOM	11. STATION (Geographical location) Fort Defense, VA 22335	12. HOME OF RECORD (Number and Street or RFD Number, City, State and ZIP Code) (NG and USAR only)	
SECTION I - INITIAL REPORT			
13. <input checked="" type="checkbox"/> NEW INVESTIGATION <input type="checkbox"/> REINVESTIGATION	14. DATE CURRENT INVESTIGATION INITIATED 20 FEB 80	15. HEADQUARTERS CONTROLLING SUSPENSION ACTION (Custodian of MPRJ and telephone No.) Cdr, Ft Defense, VA ATTN: DWRS-AG-R (703) 123-4567	
16. BASIS FOR SUSPENSION OF FAVORABLE PERSONNEL ACTIONS			
<input type="checkbox"/> AWOL	<input type="checkbox"/> ELIMINATION/DISMISSAL	<input type="checkbox"/> INTEREST OF NATIONAL SECURITY	
<input checked="" type="checkbox"/> ARTICLE 15	<input type="checkbox"/> REMOVAL FROM PROMOTION/COMMAND/SCHOOL LIST	<input type="checkbox"/> UNFAVORABLE CHARACTERISTICS OR INTEGRITY	
<input type="checkbox"/> COURT-MARTIAL ACTION	<input type="checkbox"/> REFERRED OER (Para 4-27, AR 623-105)	<input type="checkbox"/> OTHER (Explain)	
<input type="checkbox"/> UNDER CHARGES OR RESTRAINT BY CIVIL AUTHORITIES			
17. SYNOPSIS OF AVAILABLE INFORMATION PERTAINING TO ACTION CHECKED IN ITEM 16 (Provide specifics)			
SM charged with misappropriation of a government vehicle.			
SECTION II - INTERIM REPORT			
18. SYNOPSIS OF AVAILABLE INFORMATION			
SECTION III - FINAL REPORT UPON COMPLETION OF ACTION			
19. ACTION TAKEN (Check appropriate box)		DISTRIBUTION	
<input type="checkbox"/> CASE CLOSED FAVORABLY		2-HQDA, ATTN: DAPC-MSS-PF 200 Stovall St, Alexandria, VA 22332	
<input type="checkbox"/> DISCIPLINARY ACTION TAKEN (Attach documents required by Para 8b)		1-Cdr, Ft. Defense, VA 22335	
<input type="checkbox"/> MEMBER DISCHARGED BY REASON OF <input type="checkbox"/> RESIGNATION <input type="checkbox"/> ETS <input type="checkbox"/> RETIREMENT <input type="checkbox"/> ELIMINATION (Attach one copy separation orders)		1-Cdr, 35th AG Co	
<input type="checkbox"/> MEMBER RELEASED FROM AD OR RETIRED WHILE CASE BEING PROCESSED (Transfer control to Commander, RCPAC)		1-MPRJ	
<input type="checkbox"/> OTHER FINAL ACTION (Explain)			
DATE 22 FEB 80	TYPED NAME, GRADE, TITLE AND ORGANIZATION JAMES A. HONOR, CPT, CDR 35th AG Company	SIGNATURE <i>James A. Honor</i>	

DA FORM 268
1 JAN 80

EDITION OF 1 MAY 74 IS OBSOLETE.

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 and Blank Forms) direct to HQDA (DAPC-MSS-PF) WASH DC 20314.

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
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.

