

2/5 1967
Ch 1, 2,

**PERSONNEL SELECTION
AND CLASSIFICATION
OFFICER QUALIFICATION
AND CLASSIFICATION**

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cy 2

Revised
6/29/65

Superseded by
AR 611-103
2/21/67

PERSONNEL SELECTION AND CLASSIFICATION
OFFICER QUALIFICATION AND CLASSIFICATION

CHANGE
No. 1

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 18 May 1964

AR 611-103, 6 November 1962, is changed as follows:

3. Responsibility. Classification of officers * * * of the Army.

d. (Superseded) Commanders will designate custodial officers to be responsible for the maintenance, transmission, and disposition of DA Form 66 and the prompt submission of Reports of Change (DA Forms 66A). Correspondence and reports including DA Form 66A, sent to Department of the Army control branches, will be address as follows:

- (1) General officers—Deputy Chief of Staff for Personnel, ATTN: GOB, Department of the Army, Washington, D.C., 20310.
- (2) For commissioned officers and warrant officers of the Army Medical Service—The Surgeon General, ATTN: MEDPT, Department of the Army, Washington, D.C., 20315.
- (3) For Chaplains—The Chief of Chaplains, Department of the Army, ATTN: CHPE, Washington, D.C., 20315.
- (4) For commissioned officers and warrant officers of the Judge Advocate General's Corps—The Judge Advocate General, ATTN: JAGC, Department of the Army, Washington, D.C., 20310.
- (5) For commissioned officers not assigned to a branch of service indicated in (2), (3), or (4) above:
 - (a) Colonels and lieutenant colonels on the recommended lists for promotion to grade of colonel—Chief of Personnel Operations, ATTN: OPD-COL, Department of the Army, Washington, D.C., 20310.
 - (b) All others—Chief of Personnel Operations, ATTN: OPD (appropriate control branch as shown in Item 8, DA Form 66), Department of the Army, Washington, D.C., 20310.

- (6) For warrant officers not included in (2) and (4) above—Chief of Personnel Operations, ATTN: OPD (appropriate control branch shown in sec. X), Department of the Army, Washington, D.C., 20310.

7. Five-digit military occupational specialties.

b. Item 9, DA Form 66 * * * five-digit MOS code. The award of more than one five-digit MOS code with the same prefix is not authorized.

Example:

c. The following special provisions pertain to the prefixes enumerated below:

- (2) (Superseded) The prefix digit 5, Nuclear Weapons Employment, will be awarded to officer personnel who, through practical experience or successful completion of the Nuclear Weapons Employment Course USAAMS 6-A-F26, or similar service school courses of equivalent scope and duration, have acquired knowledge of the characteristics, capabilities, limitations and delivery systems of nuclear weapons, and are considered qualified to perform the duties of Nuclear Weapons Employment Officer. Officers awarded the prefix digit 5 who are serving in or being assigned to positions requiring prefix digit 5 qualifications will be considered for attendance in an appropriate refresher training course at least once every 2 years. The prefix 5 will be withdrawn if the refresher training is not completed within any period of 4 consecutive years. *Effective 1 July 1964*, the prefix will be withdrawn if an authorized refresher training course is not successfully completed at least once every 2 years. Date of completion of refresher

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training will be recorded in Item 9, DA Form 66, as prescribed in paragraph 45.

* * * * *

Page 10, figure 1, Criteria for Proficiency Designation in Classification of Army Medical Service Officers.

Medical Corps Officers—Proficiency Designation D.

* * * * *

- c. Preventive Medicine Officer (3005)—Approved residency or * * * Field Service School.
- d. (Superseded) Aviation Medical Officers (3160)—Course in aviation medicine at the U.S. Army Aviation School or the USAF or USN School of Aviation Medicine and medically qualified for flying duty.

* * * * *

Medical Corps Officers—Proficiency Designation C.

* * * * *

- c. 2 (Superseded) If graduate of primary course, U.S. Army Aviation School or USAF School of Aviation Medicine, completion of at least 1 year of active practice as Aviation Medicine Officer and credited with at least 100 hours of flying time in Army aircraft as Aviation Medical Officer on DA Form 759.

* * * * *

26. Preparation. a. *General* (Superseded).

- (1) Two copies of DA Form 66 will be prepared for each officer except as indicated in (2) below. The organizational copy (original) will be retained by the unit. For officers ordered to extended active duty or 6 months ACDUTRA, the control branch copy (duplicate) will be forwarded to the appropriate Department of the Army control branch (par. 3) within 14 workdays after effective date of active duty, except as otherwise prescribed in *b*, *c*, and *d* below.
- (2) One copy of DA Form 66 will be prepared for Army Reserve officers of the Ready Reserve not on active duty. This copy will be maintained by the USAR unit to which the officer is assigned or by the U.S. Army Corps or oversea area commander if assigned to USAR control groups.

* * * * *

28. Transmission.

* * * * *

- c. *Upon order to active duty.* (Superseded) The organization copy of DA Form 66 will be placed in DA Form 201 and forwarded as follows:

(1) *Army Reserve.*

- (a) *USAR officers of the Ready Reserve ordered to active duty as individuals.* A copy of the active duty orders will be forwarded to the appropriate U.S. Army corps (see AR 135-306) or oversea area commander. In the case of members of Troop Program units, the active duty orders will be transmitted by the area or corps commander to the appropriate unit commander. Upon receipt of the active duty orders, the area, corps or unit commander, as appropriate, will forward DA Form 201 to the active duty station.

- (b) *USAR officers of the Ready Reserve ordered to active duty as members of units.* When units are ordered to active duty, DA Forms 201 of all unit members will accompany the units to the active duty station. See AR 135-300.

- (c) *USAR officers of the Standby or Retired Reserve.* A copy of the active duty orders will be forwarded to the Commanding Officer, U.S. Army Records Center, St. Louis, Mo. Upon receipt of the orders, the Commanding Officer, U.S. Army Records Center will forward DA Form 201 (to include the organization and control branch copies of DA Form 66, if available) to the active duty station. If DA Form 66 is not available, a notification of this will be placed in DA Form 201 in which case the unit of assignment will prepare a new DA Form 66 as provided in paragraph 33*b*.

- (d) *Mobilization designees.* Upon receipt of announcement that mobilization designees have been ordered to comply with U.S. Army Advanced Emergency Order to Active Duty (DA Form 2292-1), Commanding Generals, U.S. Army Corps, will forward DA Forms 201 of such officers to the mobilization station shown on DA Form 2292.

(2) *Army National Guard of the United States.*

- (a) *Army National Guard officers ordered to active duty as individuals.* The

Adjutant General, Headquarters, Department of the Army will forward a copy of the active duty orders to the appropriate State adjutant general. State adjutants general will forward DA Form 201 to the first duty station.

- (b) Army National Guard officers ordered to active duty as members of units. When units are ordered to active duty, DA Form 201 of all unit members will accompany the units to the active duty station. See AR 135-300.
- (3) *Retired officers.* The Commanding Officer, U.S. Army Records Center, will forward DA Form 201, containing a true copy of DA Form 66, to the first duty station. The unit of assignment will prepare a new qualification record as prescribed in paragraph 33b.
- (4) *Control branch copy.* The unit of assignment will prepare the control branch copy of DA Form 66 for officers cited in (1), (2), and (3) above, and forward to the appropriate control branch (par. 3), Headquarters, Department of the Army, within 14 workdays after the effective date of order to active duty except as otherwise prescribed in paragraph 67c(1), AR 135-300.

33. Remaking records.

b. Action by custodians of organization copy. When a new DA Form 66 is required, the custodian will—

- (1) Prepare both organization and control branch copies **for officers on active duty and an organization copy for officers not on active duty.**

(5) **Rescinded.**

38. Grade (item 2).

b. AUS promotion eligibility date. **Rescinded.**

44. Branch (item 8). Entries will be * * * or control branches.

b. Control branch. Control branch will * * * Enter "Gen. O."

(5) *Warrant officers* (Superseded). Enter WO.

46. Assignment limitations (item 10). Assignment limitations of * * * a permanent nature.

g. Personnel disqualified for nuclear weapons duties (Added). When an officer or warrant officer is disqualified for nuclear weapons duties under provision of AR 611-15 an entry will be made to show the disqualification and date. *Example:* "Not qual for asgmt to Nuclear Weapons dy, AR 611-15, 10 Jan 64."

47. Investigations and clearances (item 11). Each favorable security: * * * for Background Investigation.

a. Recording.

- (2) **Rescinded.**
- (3) **Rescinded.**
- (4) **Rescinded.**

b. Execution of DD Form 398. Whenever a DD * * * made as follows: "SPH cml (date)." When a DD * * * report of change.

49. Service agreement (item 13). No entry will be made in this item for Regular Army officers.

b. Recording.

(2) *Terminates* (Superseded).

- (a) For Reserve officers on active duty enter the date the service agreement expires or the mandatory release date when established by the Department of the Army.
- (b) For Ready Reserve enter date service obligation expires on the date of mandatory removal from active status.
- (c) For all personnel enter "Indef" when a definite date is not established or is not specified in the approval of the Department of the Army.

52. Civilian education and military schooling.

(item 16). For the purpose * * * Education, and Welfare.

* * * * *
b. Recording. The recording of * * * accomplished as follows:

* * * * *
(2) *Major or course column.*

* * * * *
(f) **Rescinded.**

* * * * *
54. Record of assignments (item 18). Entries in this * * * will be included.

* * * * *
b. Recording current assignments.

(1) Separate line entries. A new line entry is required under the following circumstances:

* * * * *
(m) (Added) Change of rating officer.

* * * * *
c. Entries peculiar to service in the USAR. Service in the * * * the following circumstances:

* * * * *
(2) (Superseded) A Reserve officer will have upon completion of each period of active duty for training of less than 90 days a penciled entry made reflecting the cumulative total ACDUTRA days completed during the calendar year. On annual review of qualification records an entry will be made dated the last day of the preceding year followed by ACDUTRA, the total days accumulated during the calendar year, and, if required, the type of report submitted. Yearly entries will be made for each successive year the reservist remains assigned to the same unit. Upon relief from assignment, an entry will be made showing the total days accumulated prior to transfer to a new status (fig. 2, note o).

(3) **Rescinded.**

* * * * *
Page 36, figure 2, Record of Assignments.

Note o. (Superseded). 31Dec62 ACDUTRA 15 days

Note p. **Rescinded.**

60. Details (item 24). *a. Opening entry.* An opening entry is required when an officer is—

* * * * *
(3) (Superseded) Detailed by Headquarters, Department of the Army, by an oversea commander, or, for Reserve officers not on active duty, by a U.S. Army corps or oversea area commander to a branch other than his basic branch.

* * * * *
64. Main civilian occupation (item 28). The main civilian * * * Occupational Titles (DOT). A pencil entry will be made for Reserve officers not on active duty.

* * * * *
69. Remarks (item 33). Only those entries * * * the Ready Reserve.

* * * * *
j. Eligibility to perform duty to receive incentive pay or diving duty pay.

(1) *Recording of eligibility* (Superseded). A pencil entry will be made to indicate each type of eligibility and date established for individuals (except Army aviators) eligible to receive pay for aerial flight duty-crewmember (FLT/CRMN); aerial flight duty-noncrewmember (FLT-N/CRMN); parachute duty (PRCHT); demolition duty (DML); thermal stress duty (TS); diving duty (DV); in accordance with AR 37-104. *Examples:* "Elig FLT-N/CRMN 20 June 62; Elig PRCHT 15 Dec 62." Eligibility will be based on competent orders issued on or after date of arrival of individual at a duty station, except that eligibility for aerial flight duty personnel may be based on competent orders issued upon PCS which specify that aerial flight duty status will continue on new assignment.

* * * * *
k. Home of Record of USAR and ARNGUS officers not on active duty (Superseded). Enter in pencil the complete mailing address of the officer's home of record and the date address was furnished (see AR 135-36). Example: "HOR 802 Oak St, Chicago, Ill., 12 Apr 65."

*l. Individuals ordered to active duty as members of a Reserve component. An entry indicating * * * PL 87-117."*

* * * * *

y. Social Security account numbers. Rescinded.

* * * * *

70. Signature of officer (item 34). a. Signature (Superseded):

(1) *Active Army.* When DA Forms 66 are prepared, both copies will be reviewed,

signed, and dated by the officer concerned.

(2) *ARNGUS and USAR.* When DA Form 66 is prepared for a unit officer, the form will be reviewed, signed and dated by the officer concerned. For officers assigned to USAR control groups, the signature may be omitted until such time as the officer is assigned to a unit or ordered to active duty.

* * * * *

SECTION X (Added)

NUMERICAL LIST OF WARRANT OFFICER OCCUPATIONAL SPECIALTIES, AND CONTROL BRANCHES

MOS code	MOS title	Control branch ¹	Control branch code
201A	Meteorology Technician.....	Artillery.....	AT
211A	Field Artillery Radar Technician.....	Artillery.....	AT
212B	Field Artillery Missile Assembly Technician, Corporal.....	Artillery.....	AT
213B	Field Artillery Missile Fire Control Technician Corporal.....	Artillery.....	AT
214C	Field Artillery Missile System Technician, LaCrosse.....	Artillery.....	AT
214D	Field Artillery Missile System Technician, Redstone.....	Artillery.....	AT
214E	Field Artillery Missile System Technician, Pershing.....	Artillery.....	AT
214F	Field Artillery Missile System Technician, Sergeant.....	Artillery.....	AT
221B	Air Defense Missile Assembly Technician, Nike.....	Artillery.....	AT
222B	Air Defense Missile Fire Control Technician, Nike.....	Artillery.....	AT
223C	Air Defense Missile System Technician, Hawk.....	Artillery.....	AT
231A	Air Defense Artillery Fire Control Maintenance Technician.....	Artillery.....	AT
232A	Fire Control Repair Technician.....	Ordnance.....	OD
241B	Field Artillery Missile System Repair Technician, Corporal.....	Ordnance.....	OD
241C	Field Artillery Missile System Repair Technician, LaCrosse.....	Ordnance.....	OD
241D	Field Artillery Missile System Repair Technician, Redstone.....	Ordnance.....	OD
241E	Field Artillery Missile System Repair Technician, Sergeant.....	Ordnance.....	OD
241F	Field Artillery Missile System Repair Technician, Pershing.....	Ordnance.....	OD
251B	Air Defense Missile System Repair Technician, Nike.....	Ordnance.....	OD
251C	Air Defense Missile System Repair Technician, Hawk.....	Ordnance.....	OD
252A	Calibration Technician.....	Ordnance.....	OD
261A	Nuclear Weapons Assembly Technician.....	Ordnance.....	OD
262A	Nuclear Weapons Maintenance Technician.....	Ordnance.....	OD
281A	Radio Repair Technician.....	Signal.....	SC
282A	Radar Repair Technician.....	Signal.....	SC
283A	Electronic Warfare Repair Technician.....	Signal.....	SC
284A	Television Repair Technician.....	Signal.....	SC
285A	Intercept Repair Technician.....	Army Intelligence and Security.....	IS
286A	Communications-Electronics Repair Technician.....	Signal.....	SC
301A	Data Processing Equipment Repair Technician.....	Signal.....	SC
341A	Cryptographic Equipment Repair Technician.....	Signal.....	SC
351A	Nuclear Power Plant Technician.....	Engineer.....	EN
361A	Fire Distribution Systems Repair Technician.....	Signal.....	SC
411A	Ordnance Ammunition Technician.....	Ordnance.....	OD
421A	Armament Repair Technician.....	Ordnance.....	OD
441A	Ordnance Shop Technician.....	Ordnance.....	OD
461A	Aerial Equipment Repair Technician.....	Quartermaster.....	QM
521A	Utilities Maintenance Technician.....	Engineer.....	EN
561A	Master or Mate.....	Transportation.....	TC
562A	Marine Engineering Technician.....	Transportation.....	TC
621A	Engineer Equipment Repair Technician.....	Engineer.....	EN
631A	Automotive Maintenance Technician.....	Ordnance.....	OD
632A	Automotive Repair Technician.....	Ordnance.....	OD
671B	Aircraft Repair Technician, Non-Rated.....	Avn WO.....	AV
671C	Aircraft Repair Technician, Rated.....	Avn WO.....	AV
711A	Unit Personnel Technician.....	Adjutant General.....	AG
712A	General Staff Administrative Technician.....	Adjutant General.....	AG
721A	Cryptographic Technician.....	Signal.....	SC
741B	Data Processing Technician, EAM.....	Adjutant General.....	AG
741C	Data Processing Technician, ADPS.....	Adjutant General.....	AG

See footnote at end of section.

MOS code	MOS title	Control branch ¹	Control branch code
761A	Unit Supply Technician.....	Quartermaster.....	QM
811A	Photomapping Technician.....	Engineer.....	EN
821A	Survey Technician.....	Engineer.....	EN
831A	Map Reproduction Technician.....	Engineer.....	EN
941A	Food Service Technician.....	Quartermaster.....	QM
951A	Criminal Investigator.....	Military Police.....	MP
951B	Lie Detector Examiner.....	Military Police.....	MP
951C	Criminal Investigation Laboratory Technician.....	Military Police.....	MP
961A	Army Attaché Technical Assistant.....	Army Intelligence and Security.	IS
962A	Image Interpretation Technician.....	Army Intelligence and Security.	IS
971A	Intelligence Technician.....	Army Intelligence and Security.	IS
972A	Area Intelligence Technician.....	Army Intelligence and Security.	IS
981A	Cryptanalytic Technician.....	Army Intelligence and Security.	IS
982A	Traffic Analysis Technician.....	Army Intelligence and Security.	IS
983A	Emanations Analysis Technician.....	Army Intelligence and Security.	IS
988A	Voice Intercept Technician.....	Army Intelligence and Security.	IS
031A	Bandmaster.....	Adjutant General.....	AG
051A	Morse Intercept Technician.....	Army Intelligence and Security.	IS
052A	Non-Morse Intercept Technician.....	Army Intelligence and Security.	IS
053A	Special Identification Technician.....	Army Intelligence and Security.	IS
061B	Airplane Pilot, Single-Engine.....	Avn WO.....	AV
061C	Airplane Pilot, Multi-Engine.....	Avn WO.....	AV
062B	Helicopter Pilot, Utility and Light Cargo Single Rotor.....	Avn WO.....	AV
062C	Helicopter Pilot, Utility and Light Cargo Tandem Rotor.....	Avn WO.....	AV
062D	Helicopter Pilot, Medium Transport.....	Avn WO.....	AV

¹ The term control branch is defined as the branch of the Officer Personnel Directorate, Office of Personnel Operations responsible for warrant officer career management activities.

{OPXC}

By Order of the Secretary of the Army:

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

EARLE G. WHEELER,
General, United States Army,
Chief of Staff.

Distribution:

Active Army, NG, and USAR: To be distributed in accordance with DA Form 12-9 requirements for DA Regulations for Military Personnel Procedures—Officer—B.

TAGO 1961A

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CHANGE }
No. 2 }

AR 611-103
21 July 67

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 29 June 1965

PERSONNEL SELECTION AND CLASSIFICATION

OFFICER QUALIFICATION AND CLASSIFICATION

AR 611 103, 6 November 1962, is changed as follows:

1. Purpose. This regulation provides for the—

* * * * *

c. (Superseded) Preparation and disposition of DA Form 2876, Report of Change for DA Form 20 or 66.

4. Award of military occupational specialties. Authorized MOS and * * * the officer concerned.

* * * * *

i. Award of MOS 9809, 9310, and 9318. (Superseded) Award and designation of these MOS as primary for officers will be restricted to officers commissioned in the Army Intelligence and Security branch.

* * * * *

7. Five-digit military occupational specialties.

* * * * *

c. The following special provisions pertain to the prefixes enumerated below:

- (1) (Superseded) The prefix digit 3, Special Forces, will be awarded to officer personnel who successfully complete the Special Forces Officer Course, 33-G-F3, or who have acquired knowledge of the characteristics, capabilities, and limitations of Special Forces organizations through practical experience and are considered qualified by the Commanding General USAJFKCENSPWAR or the Special Forces Group Commander to perform the duties of Special Forces Officer. Prefix digit 3 will be withdrawn when an officer is no longer qualified for Special Forces assignment in accordance with AR 614-62.

- (2) (Superseded) The prefix digit 5, Nuclear Weapons Employment, will be awarded to officer personnel who, through practical experience or successful completion of the Nuclear Weapons Employment Course USAAMS 6-A-F26, or similar service school courses of equivalent scope and duration, have acquired knowledge of the characteristics, capabilities, limitations and delivery systems of nuclear weapons, and are considered qualified to perform the duties of Nuclear Weapons Employment Officer. Officers awarded the prefix digit 5, who are serving in or being assigned to positions requiring prefix digit 5 qualifications, will be considered for attendance in an appropriate refresher training course at least once every 2 years. Effective 1 July 1965, the prefix will be withdrawn from officers who have not successfully completed a Nuclear Weapons Employment Course or a resident or non-resident Nuclear Weapons Employment Refresher Course within the previous two years. Date of completion of refresher training will be recorded in Item 9, DA Form 66, as prescribed in paragraph 45.

* * * * *

Page 10, figure 1, Criteria for Proficiency Designation in Classification of Army Medical Service Officers.

Medical Corps Officers—Proficiency Designation D.

* * * * *

- d. (Superseded) Aviation Medical Officer (3160) —Satisfactory completion of course in aviation medicine at either the U.S. Army Aviation School, the U.S. Naval School of Aviation Medicine, or the U.S. Air Force School of Aerospace Medicine and be medically quali-

*This change rescinds DA messages 974476, 22 June 1964; 996359, 9 December 1964; 700761, 21 January 1965; and 701855, 29 January 1965.

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ried for flying duty in accordance with chapter 4, AR 40-501.

* * * * *

Medical Corps Officers—Proficiency Designation C.

c. Rescinded

* * * * *

Medical Corps Officers Proficiency Designation B.

e. Rescinded

* * * * *

33. Remaking records. *a. When required.* New organization and * * * custodial officer when—

* * * * *

(7) (Added) An officer is promoted to the grade of colonel, Regular Army.

* * * * *

49. Service agreement (item 13). The following information will be entered in this item.

a. Entries will be made in pencil in this item to reflect:

* * * * *

(3) (Added) The basic date of Regular Army officers will be computed and entered by the Department of the Army control branch as follows: "Basic Date _____"
(Date)

* * * * *

52. Civilian education and military schooling (item 16). For the purpose * * * Education, and Welfare.

a. Entries.

* * * * *

(5) (Superseded) Comprehensive College Tests, General Examination. *Example:* "CCT Gen Exams—1 yr equiv 65."

* * * * *

(9) (Superseded) Constructive and equivalent school credit for Army service school courses. *Example:* "USASCS (Basic Course) constr."

* * * * *

b. Recording. The recording of * * * accomplished as follows:

* * * * *

(2) *Major or course column.*

* * * * *

(i) (Added) Upon completion of any of the following courses, enter "Counterinsurgency" after the course title, unless the title already includes the term:

1. *National War College.*

- (a) Courses effective with and subsequent to the 1962 graduating class.
- (b) Special counterinsurgency course presented in the summer of 1962.

2. *Army War College.*

- (a) Courses effective with and subsequent to the 1962 graduating class.
- (b) Special counterinsurgency courses presented in the summer of 1962.

3. *Foreign Service Institute.*

- (a) Problems of development and internal defense.
- (b) Seminar series courses.

4. *Industrial College of the Armed Forces.* Courses effective with and subsequent to the 1963 graduating class.5. *Naval War College.* Courses effective with and subsequent to the 1962 graduating class.6. *Air War College.* Courses effective with and subsequent to the 1962 graduating class.7. *Armed Forces Staff College.* Courses effective with and subsequent to the 1963 graduating classes.8. *U.S. Army Command and General Staff College.*

- (a) Regular course effective with and subsequent to classes graduating in June 1962.
- (b) Associate course effective with and subsequent to classes graduating in May 1962.

9. *Air Command and Staff College.* Courses effective with and subsequent to the 1962 graduating class.10. *Marine Corps Schools.* Junior and Senior courses effective with and subsequent to the 1963 graduating classes.11. *Strategic Intelligence School.* Attaché course effective with and subsequent to the August 1962 graduating class.12. *U.S. Army Service Schools.* Officer Branch Career and Associate Branch Career courses effective with and subsequent to the 1963 graduating classes.

13. *Theater Army Schools.* Counterinsurgency courses presented by USARPAC, USARSO, USAREUR, EUR.

14. *U.S. Army John F. Kennedy Center for Special Warfare.*

- (a) Special Warfare Staff Officers course.
- (b) Senior Officer Special Warfare Orientation Course.
- (c) Special Forces Officer course.
- (d) Psychological Operations Officer course.
- (e) Counterinsurgency Operations course.
- (f) Military Assistance Training Advisors course.

15. *U.S. Army Civil Affairs School.*

- (a) Civil Affairs Officer course.
- (b) Civic Action course.
- (c) Special Civil Affairs Courses presented during calendar year 1962.

* * * * *

(6) *CCT Tests and DA evaluations.* (Superseded) Entries indicating successful completion of Comprehensive College Tests or Department of the Army evaluations will be made without regard to columnar headings to indicate name of test, grade equivalent, and year test was completed.

* * * * *

54. **Record of assignments (item 18).** Entries in this * * * will be included:

* * * * *

b. *Recording current assignments.*

(1) *Separate line entries.* A new line entry is required under the following circumstances:

* * * * *

(c) (Superseded) At any time an efficiency report is submitted under the provisions of AR 140-143, AR 623 105, or AR 623-106 (fig. 2, note c).

* * * * *

(4) *Duties performed.*

* * * * *

(d) *Counterinsurgency duties.* (Added) When an officer is assigned to a duty position involving the planning or conduct of counterinsurgency operations,

"Counterinsurgency" will be entered immediately following the description of the entry. Such duty positions must meet the following criteria:

1. Service in MAAG or Attaché positions in any country in which counterinsurgency is active or incipient and where the duties of the individual require attention to the problem of insurgency. Criteria are:
 - (a) Assignment as advisors to a force engaged in preventing or combating insurgency.
 - (b) Assignment as members of an intelligence organization confronted with insurgency problems.
 - (c) Assignment to duty with governmental departments or agencies other than the Department of Defense which are engaged in operations in a country involved with an insurgency problem.
 - (d) Assignment as members of an organized combat or combat support unit engaged in a counterinsurgency operation or in support of an indigenous force engaged in an operation.
2. Service in a command or staff capacity requiring direct attention to an understanding of problems associated with insurgency and counterinsurgency.
3. Special counterinsurgency orientation tours to oversea areas.

* * * * *

(7) *Type of report.* (Superseded) Indicate the type of report submitted, e.g., "67-5," "Acad," or "Ltr." Enter "None" when no report is required or when a period is closed out that will not be rated. Enter a dash (—) when a period is closed which will be included in the period covered by an efficiency report submitted in conjunction with a following entry.

* * * * *

f. *Entries for previous counterinsurgency experience.* (Added) Past entries of duties performed will be annotated "Counterinsurgency" when such duties meet the criteria stated in b(4)

(d) above and have been accomplished since 1957. Certain experience gained prior to 1957 will also qualify an officer for this annotation. The custodian will either—

- (1) Make the proper annotation, or
- (2) If unable to determine the appropriateness of the experience, forward all pertinent information to Chief of Personnel Operations, ATTN: OPXC, Department of the Army, Washington, D.C., 20315, for decision.

69. Remarks (item 33). Only those entries * * * the Ready Reserve.

a. Permanent home address. (Superseded) Immediately following the caption of this item, record *in pencil* the permanent home address where the officer may be reached during periods when contact cannot be established through the unit of assignment.

* * * * *

ab. Special counterinsurgency training. (Added) Custodians will take particular care to insure that a "Counterinsurgency" entry is made as stated in *a* above for individuals who have successfully completed, as a member of a Special Action Force or a back-up brigade for a Special Action Force, an appropriate Army training program; are area oriented; and are qualified for deployment as members of a mobile training team.

ac. Defense Officer Record Examination. (Added) When an officer is administered the Defense Officer Record Examination, an entry will be made as follows: "DORE administered
-----"

(Date)

83. Aircraft qualification, aerial gunnery, instructor pilot training. (Superseded) The right side of Section III, Insert Sheet to DA Form 66 (OPXC)

By Order of the Secretary of the Army:

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

Distribution:

To be distributed in accordance with DA Form 12-9 requirements for Military Personnel Procedures, Officer:
Active Army: B. NG: B. USAR: A.

(DA Form 66B) will be modified locally to provide a separate place to record aircraft qualifications, aerial gunnery, or instructor pilot training. An entry will be made *in pencil* upon—

a. Qualification of an aviator as first pilot in various military aircraft. Indicate type of aircraft, model and series.

b. Completion of training in aerial gunnery. Indicate type of system.

c. Completion of formal gunnery instructor training. Indicate training by type of system.

d. Completion of formal training as instructor pilot. Indicate instructor pilot training by type of aircraft.

Example:

Aircraft qualification		Instructor pilot		Gunnery training	Gunnery instructor
F/W	R/W	F/W	R/W	Type of system	
O-1A	OH-13G	U8-D	CH/37A	SS 11	
U-8D	CH-37A	O-1	OH-13		XMS

89. Submission of reports of change.

* * * * *

d. Immediate submission of reports of change concerning command positions. (Added) The custodian of the DA Form 66 will pay particular attention to every change in assignment concerning command positions. Assignment to or relief from a command position will be entered on the DA Form 66 without delay. A report of change then will be submitted immediately by airmail letter. The change will not be combined with other routine changes. To facilitate immediate identification of such reports of change, the words "COMMAND POSITION CHANGE" will be the opening remark in the description of change portion of the report form.

HAROLD K. JOHNSON,
General, United States Army,
Chief of Staff.

ARMY REGULATIONS

No. 611-103

*See CR 1
5/18/64*

*Superseded by
issue dated
21 July 67*

HEADQUARTERS,
DEPARTMENT OF THE ARMY
WASHINGTON 25, D.C., 6 November 1962

PERSONNEL SELECTION AND CLASSIFICATION

OFFICER QUALIFICATION AND CLASSIFICATION

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*These regulations supersede AR 611-103, 6 December 1954, including C 3, 25 June 1956; C 8, 17 March 1958; C 9, 21 April 1958; C 10, 9 March 1959; C 11, 27 May 1959; C 14, 19 July 1962; and so much of AR 140-138, 8 August 1955, and C 1 thereto, 28 June 1962, as pertains to initiation and maintenance of Officer Qualification Record (DA Form 66).

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SECTION I

INTRODUCTION

1. Purpose. These regulations provide for the—

a. Classification of commissioned and warrant officers.

b. Preparation and maintenance of DA Form 66 (Officer Qualification Record), with insert sheets, DA Form 66B and DA Form 66C.

c. Preparation and disposition of DA Form 66A, Report of Change for DA Form 66.

2. Applicability. *a.* Except where specifically indicated, these regulations are applicable to both commissioned and warrant officers on active duty or active duty for training (ACDUTRA) in excess of 90 days.

b. Sections V, VI, VII, and VIII are also applicable to Army Reserve officers of the Ready Reserve. Section III will be used as a guide for the classification of Army Medical Service officers in the Army Reserve.

3. Responsibility. Classification of officers is a responsibility of command within the basic policies and procedures prescribed by Department of the Army.

a. Except as indicated below, control branch functions for all officers and warrant officers are the responsibility of the Chief, Office of Personnel Operations, Department of the Army. Control branch functions for chaplains, and officers and warrant officers of the Army Medical Service and Judge Advocate General's Corps are the responsibility of the Chief of Chaplains, The Surgeon General and The Judge Advocate General, respectively.

b. The Surgeon General is the classification authority for Army Medical Service (AMEDS) officers and warrant officers, including the award and withdrawal of all special qualifications and proficiency prefix digits and letters. Commanders at all echelons having AMEDS officers under their jurisdiction are responsible for continuous review

of the MOS held by these officers and for recommending changes in MOS to The Surgeon General in accordance with procedures prescribed herein.

c. The active Army or Army Reserve unit commander is responsible for the preparation and maintenance of the Officer Qualification Record (DA Form 66). Commanding Generals, U.S. Army Corps, are responsible for classification and preparation and maintenance of DA Forms 66 for officers within their jurisdiction who are assigned to Ready Reserve control groups.

d. Commanders will designate custodial officers to be responsible for the maintenance, transmission, and disposition of DA Form 66 and the prompt submission of Reports of Change (DA Forms 66A). Correspondence and reports, including DA Forms 66A, to Department of the Army control branches, will be addressed as follows:

- (1) For officers and warrant officers of the Army Medical Service—The Surgeon General, ATTN: MEDPT, Department of the Army, Washington 25, D.C.
- (2) For chaplains—The Chief of Chaplains, Department of the Army, ATTN: CHPE, Washington 25, D.C.
- (3) For officers and warrant officers of The Judge Advocate General's Corps—The Judge Advocate General, ATTN: JAGC, Department of the Army, Washington 25, D.C.
- (4) For officers and warrant officers not assigned to or monitored by a branch of service indicated in (1), (2), or (3) above—Chief, Office of Personnel Operations, ATTN: OPD- (appropriate control branch as shown in Item 8, DA Form 66), Department of the Army, Washington 25, D.C.

SECTION II

CLASSIFICATION OF COMMISSIONED OFFICERS, EXCEPT AMEDS OFFICERS

4. Award of military occupational specialties.

Authorized MOS and job specifications are contained in AR 611-101 and AR 611-102. The award of an MOS will be based on qualification in the MOS job specifications. The award of an MOS or designation of an MOS as primary will not be published in written orders; however, the unit commander is responsible for notifying the officer concerned.

a. Award through service. An officer may acquire an MOS through service in a unit when, in the opinion of his immediate superior, he has demonstrated qualification by appropriate performance on the job for a minimum of 60 days. The commander of an officer who has failed to qualify in an MOS after 6 months' performance will—

- (1) Reassign the officer locally to another MOS requiring less training or experience; or
- (2) Report the officer to higher headquarters for reassignment; or
- (3) Retain the officer on his present assignment when a longer period of training is justified by the technical nature of the MOS.

b. Award upon completion of MOS-qualifying course at Army service schools. Upon successful completion of an MOS-qualifying course at an Army service school, the school commandant will award the MOS pertinent to the course. When the award is not made by the school commandant, it will be made by the commander of the unit to which the officer is assigned, based on course completion data recorded in item 16, Officer Qualification Record (DA Form 66).

c. Award to USMA graduates. Upon graduation, the Superintendent, U.S. Military Academy, will award an MOS appropriate to the basic branch in which the graduate is commissioned.

d. Award to ROTC graduates. The commanding officer of the first duty station will award an

MOS appropriate to the basic branch in which the graduate is commissioned.

e. Award upon appointment in the USAR, except ROTC graduates. Appointing authorities authorized to tender appointments in the USAR under the provisions of AR 140-100 will award appointees an MOS appropriate to the basic branch in which the individual is commissioned.

f. Award to Officer Candidate School graduates. Upon graduation, the commandant of the Army Officer Candidate School will award an MOS appropriate to the basic branch in which the graduate is commissioned.

g. Award upon completion of basic or associate course. Upon completion of the basic or associate course, the qualification of each officer will be evaluated and, if appropriate, an additional MOS will be awarded by the school commandant.

h. Award for duty performed under a previous commander. These awards will be made only upon approval by the Department of the Army. Requests for such awards will be submitted to the appropriate Department of the Army control branch (par. 3).

i. Award of MOS 8503, 9316, and 9318. Award and designation of these MOS as primary for officers will be restricted to officers commissioned in the Army Intelligence and Security branch.

j. Award of MOS 9666 or 9668. The award or withdrawal of MOS 9666 or 9668 will be accomplished only under the provisions of AR 381-101 and AR 614-40, as applicable.

k. Award to chaplains. Chaplains assigned to the Department of the Army, major headquarters, U.S. Army Chaplain School, U.S. Army Chaplain Board or similar headquarters, may be awarded additional MOS other than 5310.

l. Award to civil school graduates. Control branches will direct the award of an MOS to officers as the result of successful completion of appropriate civil schooling.

m. Award of MOS directed by Headquarters, Department of the Army. Headquarters, Department of the Army, may direct the award of an MOS based on a review of an officer's qualifications. The appropriate commander will be informed of the reason for the award by Department of the Army letter.

5. Review of military occupational specialties. MOS recorded in item 9, DA Form 66, will be reviewed when an officer is transferred, reassigned, or when an efficiency report is rendered, to determine whether an additional MOS should be awarded, a different MOS should be designated as primary, or an awarded MOS should be deleted. When a change in primary MOS is made or a review of awarded MOS is conducted to determine that the proper MOS is designated as primary, the date of the action will be entered *in pencil* in the caption of item 9 immediately following the item number. The date of action will not be reported by report of change.

6. Withdrawal of military occupational specialties. a. MOS will be withdrawn for any of the following reasons:

- (1) When, in the judgment of the rating officer, an officer is no longer qualified in the specialty.
- (2) When the MOS is deleted.
- (3) When directed by the control branch.
- (4) When a pilot is indefinitely suspended from flying status, any MOS denoting

pilot qualifications will be withdrawn immediately. If restriction is subsequently lifted, such MOS will again be awarded, effective the date the restriction is lifted, provided the officer is otherwise qualified.

b. The withdrawal of an MOS will not be published in written orders; however, the unit commander is responsible for informing the officer concerned.

7. Five-digit military occupational specialties.

a. A prefix digit added to a basic MOS creates an additional five-digit MOS which carries the appropriate prefix title indicated in AR 611-101. The basic four-digit MOS with its proper title is retained as originally awarded. The provisions for the award, designation as primary, withdrawal, and reporting of MOS apply equally to both four and five-digit MOS. Six-digit MOS are not authorized; i.e., two prefix digits will not be added to a basic MOS to form a six-digit MOS.

Example:

Basic MOS.....1542 Infantry Unit commander
Five-digit MOS....31542 Special Forces

b. Item 9, DA Form 66, will reflect both the four-digit basic MOS code and, when appropriate, the five-digit code. The four-digit MOS code must be awarded prior to or simultaneously with the five-digit MOS code. The concurrent award of more than one five-digit MOS code with the same prefix is not authorized. Example:

9. MILITARY OCCUPATIONAL SPECIALTIES			
CODE	TITLE	DATE	QUALIFYING AUTHORITY
1542	Inf Unit Cmdr	8 Sep 51	Hq 2d Inf Div
51542	Nuclear Wpns Empl	2 May 60	TSB, USAIS

c. The following special provisions pertain to the prefixes enumerated below:

- (1) Prefix 3 will be awarded only upon completion of training prescribed by ATP 33-300, except that parachute-qualified field grade officers of the combat arms, Signal Corps or Corps of Engineers may be awarded prefix 3 upon completion of the Special Forces Officer Course 33-G-F3. Prefix 3 will be withdrawn when an

officer is no longer qualified for Special Forces assignment in accordance with AR 614-62.

- (2) The prefix digit 5, Nuclear Weapons Employment, will be awarded to officer personnel who, through practical experience or successful completion of the Nuclear Weapons Employment Course CGSC 250-A-F1, Nuclear Weapons Employment Course USAAMS 6-A-F26, or

similar service school courses of equivalent scope and duration, have acquired knowledge of the characteristics, capabilities, limitations and delivery systems of nuclear weapons, and are considered qualified to perform the duties of Nuclear Weapons Employment Officer. Officers awarded the prefix digit 5 who are serving in or being assigned to positions requiring prefix digit 5 qualifications will be considered for attendance at an appropriate refresher training course at least once every 2 years. The prefix 5 will be withdrawn if the refresher training is not completed within any period of 4 consecutive years. Date of completion of refresher training will be recorded in item 9, DA Form 66, as prescribed in paragraph 45.

- (3) Prefix 6 will be utilized to identify personnel who possess an aeronautical rating granted in accordance with AR 600-106 and who are serving in an MOS that does not require an aeronautical designation. The prefix 6 will be withdrawn when rated personnel are indefinitely suspended from flying status in accordance with AR 600-107.
- (4) Prefix 7, Parachutist, will be awarded in accordance with AR 614-110, upon successful completion of airborne training. The prefix 7 will be withdrawn under the following conditions:
 - (a) When an officer is removed from airborne duty in accordance with AR 614-110.
 - (b) When an officer refuses to jump, the commanding officer will investigate the circumstances and, if the refusal is recurrent, constitutes a serious morale problem, or endangers any member of the command, the prefix 7 will be withdrawn.

8. Primary military occupational specialties.

a. Designation and redesignation. Each officer will have one MOS designated as primary except those who do not have an awarded MOS. The MOS initially awarded will be designated as primary. However, when other MOS are awarded, the individual's record will be re-evaluated to de-

termine whether redesignation of the primary MOS is appropriate.

- (1) The following factors will be considered in designating or redesignating a primary MOS:
 - (a) Needs of the service.
 - (b) Demonstrated ability.
 - (c) Technical training.
 - (d) Length and recency of experience or training.
 - (e) Wartime, combat, or counterinsurgency assignments.
 - (f) Desires of the individual (if qualified).
 - (g) Civilian experience.
 - (h) Physical qualifications.
- (2) A recommended MOS will not be designated as a primary MOS until such time as it has been awarded; however, it will be considered as the primary MOS for strength accounting and reporting purposes when an officer has not yet been awarded an MOS.
- (3) When a primary MOS is withdrawn, another MOS will be simultaneously designated primary for the officer concerned.
- (4) The Department of the Army may designate an MOS as primary based on a review of an officer's qualification record. The appropriate commander will be informed of the reason for the designation by Department of the Army letter.

b. Five-digit MOS. A five-digit MOS, with the title of the prefix digit, may be awarded and designated as primary.

c. General officers. MOS 0002 will be designated as primary for both temporary and permanent officers.

d. Duty MOS as distinguished from primary MOS. The duty MOS represents the principal duty currently being performed, and it will not change the primary MOS, except as indicated in *a* above.

9. Conversion of military occupational specialties. MOS will be converted in accordance with published changes to AR 611-101 or AR 611-102. In the event the local commander is unable to determine an appropriate conversion, a request will be made to the appropriate Department of the Army control branch (par. 3) for a recommended or directed MOS.

SECTION III

CLASSIFICATION OF ARMY MEDICAL SERVICE OFFICERS

10. Award of military occupational specialties. Each officer of the Army Medical Service will be awarded one or more MOS in accordance with standards prescribed by The Surgeon General and AR 611-101. The designation "(P)" for primary, "(S)" for secondary, and "(T)" for tertiary will be used to indicate relative priority when so determined. Prefix digits for use with the basic four-digit MOS code may be used to identify additional qualifications of personnel. The letter prefixes A, B, C, and D as defined in Figure 1 will be used to designate degree of proficiency in certain specified MOS.

11. Procedures for classification. *a. Initial classification.* The Surgeon General will accomplish initial classification of officers entering active military service upon receipt of such officers' Qualification Record (DA Form 66). The MOS for officers whose first active duty assignment is preceded by attendance at the AMEDS Officer Orientation Course at the Medical Field Service School (MFSS) will be furnished to the MFSS commandant who will cause the classification to be entered in item 9, DA Form 66, prior to the officers' departure from school.

b. Change in classification. Changes subsequent to initial classification will be accomplished, based on a continuing evaluation of demonstrated professional competence.

- (1) Commanders will submit recommendations for changes in MOS classification when an officer is considered qualified for the award of an additional MOS or when a change in his primary or proficiency designation is considered appropriate.
- (2) Between 1 January and 31 March an annual review and evaluation of the classification of each officer of the Army Medical Service will be made by the appropriate commander. This review does not obviate the requirement for continuous review and submission of recom-

mended changes in MOS classification prescribed by paragraph 3*b*. The date of latest review will be entered *in pencil* in the caption of item 9, DA Form 66.

c. Forwarding recommended changes in MOS classification.

- (1) Recommendations for change in MOS classification will be forwarded by letter to The Surgeon General, Department of the Army, Washington 25, D.C. Each recommendation will include specific reasons for the change. Direct correspondence is authorized between commanders responsible for maintenance of the organization copy of DA Form 66 and the Office of The Surgeon General.
- (2) Recommendations for changes based on the annual review of classification (*b*(2) above) will be prepared, consolidated by separate corps, and forwarded not later than 15 April of each year.

12. Use of prefixes. Prefix digits 1, 2, 3, 4, 5, 7, and 8 are authorized for officers of the AMEDS (see AR 611-101). They will not be used in combination with the letter prefixes A, B, C, and D. Prefixes (numerical or letter) may be awarded and withdrawn only by The Surgeon General.

13. Designation of degrees of proficiency. *a.* The initial and reevaluation standards for determining the appropriate prefix ratings to denote degrees of proficiency are in terms of formal training and professional experience. Assignment, with satisfactory results, to a certain professional duty does not entitle an officer to the rating unless he has demonstrated the professional competence normally associated with that position and, in addition, has demonstrated evidence of superior professional abilities and progressive experience commensurate with the responsibilities of the position held. Further, the officer need not be assigned to a specific duty in order to be eligible for change in proficiency designation. The posi-

tion currently occupied by an officer should not influence a commander in recommending such change.

b. The criteria for determining proficiency designations for Army Medical Service officers are shown in figure 1.

14. Military occupational specialties without proficiency designation. Letter prefixes denoting degree of proficiency are not applicable and will not be used in conjunction with the classification of the following:

a. Medical Corps officers classified in MOS 3000, Medical Staff Officer, or MOS 3500, Medical Unit Commander.

b. Dental Corps officers classified in MOS 3178, Dental Staff Officer.

c. Veterinary Corps officers classified in MOS 3200, General Veterinary Officer, or MOS 3203, Veterinary Staff Officer.

d. Army Nurse Corps officers classified in MOS 3430, Nurse Administrator, or MOS 3449, General Duty Nurse.

e. Army Medical Specialist Corps officers.

f. Medical Service Corps officers classified in the following categories:

- (1) Administration.
- (2) Optometry.
- (3) Pharmacy.
- (4) Supply.

15. Criteria for classification of certain Army Medical Service officers. a. *Medical Corps.*

(1) *Medical Staff Officer (3000) and Medical Unit Commander (3500).* Officers selected for classification in these MOS must have demonstrated ability in military medical administration and have had training or staff and command experience.

(2) *General Medical Officer (3100).* This MOS is initially awarded without prefix as a basic MOS to all medical officers not qualified in a professional specialty in accordance with criteria established by The Surgeon General. This denotes that the officer is qualified to perform a variety of duties of a general practice nature and assignments are not limited to one particular field. Letter prefixes may be awarded in accordance with criteria established in figure 1.

b. *Dental Corps.*

(1) *Dental Staff Officer (3178).*

(a) Officers with a primary classification in a specialty field will have such primary classification changed to Dental Staff Officer (3178) upon assignment to such duty, provided it has been determined that the future career of the officer will continue along staff channels. In such cases, the former professional specialty classification held by the officer may be designated as a secondary MOS.

(b) In the event the career pattern of an officer in the category described in (a) above is again changed to professional duty, his former specialty classification will be redesignated as primary, unless other classification is indicated.

(2) *Dental Officer (3170).* This MOS indicates that an officer performs the duties incumbent upon a general practitioner of dentistry, rather than being limited to one particular field. In addition, Dental Officer (3170) without prefix will be the primary classification of interns, officers who are not otherwise classified, and officers who are not eligible for a prefix as indicated in figure 1.

c. *Veterinary Corps.*

(1) *Veterinary Staff Officer (3203).*

(a) Officers with a primary classification in a professional field will have such primary classification changed to Veterinary Staff Officer (3203) upon assignment to such duty, provided it has been determined that the future career of the officer will continue along staff channels. In such cases, the former professional classification held by the officer may be designated as a secondary MOS.

(b) In the event the career pattern of an officer in the category described in (a) above is again changed to professional duty, his former professional classification will be redesignated as primary, unless other classification is indicated.

	D	C
M E D I C A L C O R P S O F F I C E R S	<p>a. Residency or fellowship of 12 months' duration in a recognized teaching center or completion of 18 months of duty or practice limited to the professional specialty indicated by MOS 3006, 3108, 3111, 3112, 3115, 3116, 3125, 3126, 3128, 3129, 3131, 3139, 3150, 3152, 3153, 3180, 3306, or 3325.</p> <p>b. Nuclear Medical Officers (3004)—Completion of training at postgraduate level in an institution the curriculum and faculty of which are devoted specifically to training in nuclear medicine.</p> <p>c. Preventive Medicine Officer (3004)—Approved residency or fellowship in public health of 1 years' duration, degree of Master of Public Health, or graduate of Preventive Medicine Orientation Course (8-A-F11) at Medical Field Service School.</p> <p>d. Aviation Medical Officers (3160)—Course in aviation medicine at the USAF or USN School of Aviation Medicine and medically qualified for flying duty.</p> <p>e. General Medical Officers (3100)—Two years of approved rotating internship, 1 year of approved general practice residency in a recognized teaching center, or 2 years' experience in general practice subsequent to internship.</p>	<p>a. Completion of formal training to meet the American Specialty Board requirements of approved residency or fellowship in a recognized teaching center in his professional field.</p> <p>b. Nuclear Medical Officers (3004)—Participation in field testing of atomic weapons in a position of responsibility involving the exercise of technical judgment, or experience in the handling of radioactive materials under laboratory or field conditions.</p> <p>c. Aviation Medical Officers (3100)—Surgeons who are awarded this prefix will be known as Flight Surgeons. Officer must be on flight status and:</p> <ol style="list-style-type: none"> 1. If graduate of USN School of Aviation Medicine, completion of at least 6 months' active practice as Aviation Medical Officer and credited with 50 or more hours of flying in Army aircraft as Aviation Medical Officer on DA Form 759. 2. If graduate of primary course, USAF School of Aviation Medicine, completion of at least 1 year of active practice as Aviation Medical Officer and credited with at least 100 hours of flying time in Army aircraft as Aviation Medical Officer on DA Form 759. 3. Medically qualified for flying duty in accordance with AR 40-501. <p>d. General Medical Officers (3100)—Two years of an approved general practice residency in a recognized teaching center or 4 years' experience in general practice subsequent to eligibility for award of prefix D.</p>
D E N T A L C O R P S O F F I C E R S	<p>a. Officers classified in MOS 3167, 3171, 3172, 3174, 3175, 3176, or 3179—Completion of intensive course of at least 4 months' duration designed to augment their proficiency in their MOS.</p> <p>b. Officers classified in MOS 3173 or 3174—Completion of intensive course of at least 9 months' duration designed to augment their proficiency in their MOS.</p> <p>c. Completion of straight internship, residency or fellowship of 12 months' duration in a recognized teaching center related to MOS listed in a and b above.</p> <p>d. At least 24 months' professional duty or practice limited to one of the professional fields listed in a and b above.</p> <p>e. Dental Officer (3170)—Completion of a course of instruction designed to augment their proficiency in general dentistry of at least 4 months' duration, or 3 years' experience in general clinical practice.</p>	<p>a. Completion of residency or fellowship of approved formal training of 2 years' duration in a recognized teaching center in a professional field directly related to the MOS in which classified.</p> <p>b. Completion of an intensive course of at least 9 months' duration in an institution of recognized superior standards and at least 4 years' duty or practice in MOS 3167, 3171, 3172, 3174, 3175, 3176, 3177, or 3179.</p> <p>c. At least 6 consecutive years' duty or professional practice in one of the MOS listed in b above.</p> <p>d. Dental Officer (3170)—Completion of an intensive course of at least 9 months' duration in a recognized teaching center and at least 4 years' experience in general clinical practice or 2 years of an approved general dentistry residency. Officers awarded prefix "D" on basis of 3 years' experience in general clinical practice will upon completion of 4 years' experience in general clinical experience subsequent to this award be considered on an individual basis as determined by The Surgeon General's Classification Board.</p>

CLASSIFICATION OF ARMY MEDICAL SERVICE OFFICERS

B	A
<ul style="list-style-type: none"> a. Certification by the American Specialty Board in a particular specialty. b. Nuclear Medical Officers (3004) who have had duty as a medical staff officer advising on matters pertaining to radiological defense and nuclear medical matters or duty as an instructor teaching these subjects. In order to retain the prefix B in this field, an officer must keep constantly abreast of latest developments in the field of radiological defense and nuclear medicine. c. Neuropsychiatrist (3130) who are certified in both psychiatry and neurology. d. General Medical Officers (3100)—Determination on an individual basis by The Surgeon General's Classification Board. e. Aviation Medical Officers (3160)—Flight Surgeons who are awarded this prefix will be known as Senior Flight Surgeons. Must be on flight status and have completed the following: <ul style="list-style-type: none"> 1. Completed 6 or more years in active practice in MOS 3160 and during that time have participated in frequent and regular aerial flights and be credited with 600 or more hours of flying time on Individual Flight Record (DA Form 759); and 2. Successfully completed the aviation medicine specialty training program; or 3. Possess an American Board of Preventive Medicine certificate in aviation medicine; or 4. Satisfactorily completed the professional examination directed by The Surgeon General for this rating. 5. Medically qualified for flying duty in accordance with AR 40-501. 6. Currently on flight status as a flight surgeon. 	<p style="text-align: center;">Determination by The Surgeon General's Classification Board on an individual basis.</p>
<ul style="list-style-type: none"> a. Certification by the American Specialty Board for their particular specialty. b. Officers classified in an MOS for which there is no American Specialty Board, who present evidence of additional superior performance and extensive training or experience beyond that required for the award of the "C" prefix indicated above. Determination to be made on an individual basis by The Surgeon General's Classification Board. 	<p style="text-align: center;">Determination by The Surgeon General's Classification Board on an individual basis.</p>

	D	C
A R M Y N U R S E C O R P S	<p>a. Officers classified in MOS 3437, 3442, 3443, 3446—completion of formal MOS training of at least 6 months duration plus completion of at least 2 years satisfactory experience in MOS; or completion of 4 years satisfactory experience in MOS.</p> <p>b. Officers classified in MOS 3445—completion of a course in anesthesiology approved by the American Association of Nurse Anesthetists, plus at least 12 months satisfactory experience in MOS.</p> <p>c. Officers classified in MOS 3448—completion of 3 years satisfactory experience in MOS or completion of intensive course of instruction of not less than 2 months duration plus at least 2 years satisfactory experience.</p> <p>d. Officers classified in MOS 3431—completion of 3 years satisfactory experience, one of which may include Army Health Nurse Training Program.</p>	<p>a. Officers classified in MOS 3437, 3442, 3445, 3446, 3448—bachelor's degree in nursing or related field plus at least 4 years satisfactory experience directly related to MOS, or master's degree in clinical or related field plus 2 years satisfactory experience directly related to MOS.</p> <p>b. Officers classified in MOS 3443—bachelor's degree in nursing or related field, or advanced training in operating room nursing of at least 9 months duration plus 4 years satisfactory experience directly related to MOS; or master's degree in clinical or related field plus 2 years satisfactory experience directly related to MOS.</p> <p>c. Officers classified in MOS 3431—bachelor's degree with preparation in Public Health Nursing and 4 years satisfactory experience in Army/Public Health Nursing; or a master's degree in Public Health and 2 years in Army/Public Health Nursing.</p>
V E T E R I N A R Y C O R P S	<p>a. Officers classified in MOS 3201, 3202, 3221, and 3231—completion of intensive course of instruction of at least 2 months' duration designed to augment their proficiency in their MOS.</p> <p>b. Completion of at least 12 months' satisfactory service in MOS listed above.</p>	<p>a. Officers classified in MOS 3201, 3202, 3221, and 3231—completion of at least 9 months' approved graduate training in a related field at a recognized teaching center with subsequent duty or practice of at least 3 years in a field directly related to the MOS in which classified to include at least 12 months' military service.</p> <p>b. Officers classified in MOS listed in a above with at least 7 years' duty or practice in a field directly related to the MOS in which classified to include 12 months military service.</p>
M E D I C A L S E R V I C E C O R P S	<p>a. Officers classified in MOS 2232, 3307, 3308, 3309, 3310, 3311, 3314, 3315, 3316, 3327, 3606, and 7960—bachelor's degree with 6 years of experience, master's degree with 4 years of experience, or doctor's degree with 1 year of experience.</p>	<p>a. Officers classified in MOS 2232, 3307, 3308, 3309, 3310, 3311, 3314, 3315, 3316, 3327, 3606, and 7960—bachelor's degree with 10 years of experience master's degree with 8 years of experience, or doctor's degree with 4 years of experience.</p>

CLASSIFICATION OF ARMY MEDICAL SERVICE OFFICERS

B	A
<p>a. Officers classified in MOS 3437, 3442, 3443, 3445, 3446, 3448—who have demonstrated competency in their clinical nursing specialty and are capable of performance in supervision, education, consultation and/or research; plus bachelor's degree in nursing or related field and 10 years satisfactory experience in assignments related to MOS; or master's degree in clinical or related field plus 5 years satisfactory experience in assignments related to MOS.</p> <p>b. Officers classified in MOS 3431—who have demonstrated exceptional ability to function as a member of the coordinated team of professional workers and in advanced positions in supervision, education, consultation or as a staff officer; completed a master's degree in public health or public health nursing plus a minimum of 5 years progressive experience in Public Health Nursing to include 2 years in Army Health Nursing.</p>	<p>Determination by The Surgeon General's Classification Board on an individual basis.</p>
<p>a. Officers classified in MOS 3201, 3202, 3221, and 3231—at least 12 months' approved graduate training in a related field at a recognized teaching center; at least 8 years of duty or practice in a field pertinent to the MOS in which classified and sufficient experience to assure high standards in professional knowledge and techniques in the specialty concerned; or</p> <p>b. At least 14 years of duty or practice in a field related to the MOS in which classified, and sufficient experience to assure high standards in professional knowledge and techniques in the specialty concerned.</p>	<p>Determination by The Surgeon General's Classification Board on an individual basis.</p>
<p>a. Officers classified in MOS 2232, 3307, 3308, 3309, 3310, 3311, 3314, 3315, 3316, 3327, 3606, and 7960 who continue to progress and demonstrate good judgment, who possess sufficient technical ability to function without professional supervision, and who have contributed to scientific advancement in field of specialization. Normally, must have a bachelor's degree with 20 years of experience, a master's degree with 16 years of experience, or a doctor's degree with 10 years experience; or certification in a specialty by a recognized national professional board; or, in fields where no specialty board exists, a doctor's degree and recognition by The Surgeon General as having achieved an equivalent level of professional ability.</p>	<p>Determination by The Surgeon General's Classification Board on an individual basis.</p>

- (2) *General Veterinary Officer (3200)*. This MOS indicates that an officer is qualified to perform general veterinary duties that do not require specialized training or experience in one of the professional fields related to military-veterinary duties rather than being limited to one particular field. Ordinarily this MOS will be awarded upon initial appointment unless the officer is qualified by civilian training or experience for a specialty classification. This MOS will not be used as a primary or secondary classification when it has been determined that the officer is qualified in a specialty field or as a staff officer.

d. Army Nurse Corps.

- (1) *Nurse Administrator (3430)*. The officers selected for classification in this MOS must have demonstrated ability in military nursing service administration at

hospital or staff level and have had suitable civilian and military training.

- (2) *General Duty Nurse (3449)*. Officers who have had little or no prior military or graduate nursing experience and who do not meet the criteria for classification in other Army Nurse Corps MOS described in AR 611-101 will be classified as General Duty Nurse (3449).
- (3) *Instructors*. The prefix digit "8" affixed to an MOS of an officer of the Army Nurse Corps will indicate a minimum of 1 year in general military nursing and qualification for assignment as a full time instructor in nursing subjects at an Army service school or other organized training facility. Classification as an instructor normally will be designated as a secondary MOS rather than the officers' primary MOS.

SECTION IV

CLASSIFICATION OF WARRANT OFFICERS

16. Award of military occupational specialties. MOS authorized for classification of warrant officers are contained in AR 611-112 and AR 611-113. The award, designation as primary, or withdrawal of MOS is subject to approval by the Department of the Army. Appropriate commanders will submit recommendations for award, designation as primary, or withdrawal of MOS to the appropriate Department of the Army control branch (par. 3).

a. On completion of Army service school course. Upon successful completion of an Army service school course listed in DA Pamphlet 20-21 as training for an authorized warrant officer MOS the school commandant will submit a recommendation for award of MOS to the appropriate Department of the Army control branch (par. 3) when he has custody of DA Form 66. Otherwise, the recommendation will be made by the unit of assignment based upon course completion data recorded in item 16, DA Form 66.

b. Involving an examining board. Examining boards, as provided for in AR 15-6, will be convened to consider the qualifications of warrant officers for award of MOS, both in response to individual requests and the recommendations of the immediate superior of the warrant officer concerned. Findings of the board will then be submitted, with the recommendation for award of MOS, through channels to the appropriate Department of the Army control branch (par. 3).

c. Through service. In accordance with provisions of AR 611-112, personnel who cannot be assigned to positions classified in one of their awarded MOS will be reported through channels to the appropriate Department of the Army control branch (par. 3). When an assignment is made and approved by the Department of the Army for the purpose of on-the-job training for eventual qualification in an authorized warrant officer MOS, the individual warrant officer must perform in such a position for a minimum of 6 months in order to merit consideration for award

of MOS. At the end of such time, or later as determined by his immediate superior, the individual may be considered for award of the MOS through the procedure outlined in *b* above.

d. Directed by control branch. The appropriate control branch is authorized to direct award of an MOS based upon a review of an individual's qualification records. A letter directing the award will be forwarded to the appropriate commander, indicating reasons for this action and citing this paragraph as authority.

e. Award upon appointment in the USAR. Area commanders, authorized to tender appointments as Reserve warrant officers of the Army under the provisions of AR 140-106, will award appointees an appropriate MOS in accordance with AR 611-112 or AR 611-113.

17. Designation of primary military occupational specialty. The primary MOS will be that MOS designated by Department of the Army. If, for any reason, a warrant officer does not possess a designated primary MOS, he will submit a request, through channels, to the appropriate Department of the Army control branch (par. 3), for designation of one of his awarded MOS as primary. The immediate commander will attach comment as to the individual's qualifications. If, for any reason, an individual does not possess an awarded MOS, he will be classified in reporting code 001A0 (Unqualified in Authorized Warrant Officer MOS), pending determination of appropriate MOS.

18. Redesignation of primary military occupational specialty. Changes in primary MOS designation of warrant officers will be accomplished by Department of the Army only. Requests for change of primary MOS will state the reasons therefor and be forwarded through channels to the appropriate Department of the Army control branch (par. 3). Each request will contain current primary MOS, primary MOS for which request is submitted, and reason for request for change of primary MOS. When examining

board action is not required, the forwarding indorsement of the immediate commander will contain a comment as to the individual's qualifications. Upon announcement of redesignation of primary MOS by the Department of the Army, the custodian will immediately complete the necessary entries on DA Form 66 to reflect the change of primary MOS and submit a report of change (DA Form 66A).

19. Military occupational specialty suffix digits. *a.* A special qualification suffix digit added to the basic four-character MOS code creates an additional MOS which carries the title of its suffix. The digit "0" is used as a fifth character in recording the MOS when no special qualifications are involved. *Example:*

MOS (no special qualifications involved)----- 281A0 Radio Repair Technician.

MOS (with suffix digit)---- 281A8 Instructor.

b. A five-character MOS with the title of the suffix digit may be awarded and designated as primary without reference to the Department of the Army when it is composed of the four-digit code designated as primary by the Department of the Army and a suffix digit for which qualified.

20. Duty military occupational specialty. The duty MOS is the MOS which identifies the authorized manning table position to which the individual is assigned. In accordance with the principles outlined in AR 611-112, this should always be a currently authorized warrant officer MOS. If the position is not classified as a currently authorized warrant officer MOS and there is no emergency requiring such assignment for accomplishment of the immediate mission of the unit, the circumstances will be reported to the ap-

propriate Department of the Army control branch (par. 3). Pending receipt of directions from the Department of the Army, the MOS of the position to which the individual is assigned will be reported as his duty MOS.

21. Withdrawal of military occupational specialty. *a.* Withdrawal of MOS will be accomplished by unit commanders under the following conditions:

- (1) When the MOS is deleted.
- (2) When withdrawal is directed by the control branch.

b. Withdrawal of MOS due to lack of qualifications or inefficiency will be directed by the Department of the Army, based on recommendations submitted by appropriate unit commanders. Prior to initiating such requests, the unit commander will notify the warrant officer concerned, by letter, of his right to appear before an examining board. The warrant officer will acknowledge receipt of the communication and indicate by indorsement thereon whether he desires to waive or exercise his right to appear before a board. Unit commanders will submit, through channels to the appropriate control branch, requests for withdrawal of MOS, accompanied by the unit commander's letter of notification to the warrant officer concerned and, when appropriate, the findings and recommendations of the examining board. The control branch will review the request and will direct withdrawal of the MOS or take such other action as may be appropriate.

c. The withdrawal of an MOS will not be published in written orders; however, the unit commander is responsible for informing the warrant officer concerned.

SECTION V

OFFICER QUALIFICATION RECORD, DA FORM 66

22. Basic record. Officer Qualification Record (DA Form 66), with insert sheets, DA Form 66B and DA Form 66C, when applicable, are the basic documents for maintaining a record of officer qualifications.

23. Restricted use. Officers are authorized to examine their own DA Forms 66. Information pertaining to, or access to, another officer's DA Form 66 is authorized for official purposes only.

24. Security classification. DA Forms 66 and 66A will not be classified except as directed by the Department of the Army.

25. Inserts. The following insert sheets are authorized for use with the DA Form 66. As they are added, insert sheets will be numbered in sequence at the top of each sheet.

a. DA FORM 66B.

(1) This insert will be used to complete the qualification records of Army Medical Service officers (sec. I) or Army aviators (sec. II). The reverse of the form will be used in the same manner as DA Form 66C. Should entries be required in only items 41, 42, and 43, such entries will be made in item 33, Remarks, of DA Form 66, to preclude the addition of an otherwise unnecessary DA Form 66B.

(2) DA Form 66B will be initiated but not maintained for USAR medical officers of the Ready Reserve. Data for medical officers will be furnished in accordance with AR 140-25.

b. DA Form 66C. The insert will contain additional entries from overflow items of DA Form 66.

26. Preparation. *a. General.* Two copies of the DA Form 66 will be prepared for each officer. The organizational copy (original) will be retained by the unit. For those officers ordered to extended active duty, the control branch copy (duplicate) will be forwarded to the appropriate Department of the Army control branch (par. 3)

within 13 workdays after effective date of active duty, except as otherwise prescribed in *b, c, and d* below. For Army Reserve officers of the Ready Reserve who are assigned to units, the control branch copy will be maintained by the appropriate U.S. Army Corps or oversea area commander. For Army Reserve officers of the Ready Reserve who are assigned to USAR control groups, the control branch copy will be retained with the organization copy by the appropriate U.S. Army or oversea area commander.

b. ROTC graduates. DA Forms 66 for senior ROTC students will be prepared at the first duty station (branch service school). ROTC graduates commissioned and ordered to 6 months' ACDUTRA will be considered to be entering on active duty so far as the preparation, distribution, and maintenance of DA Form 66 is concerned. DA Forms 66 will not be remade for officers entering on active duty immediately following completion of 6 months' ACDUTRA.

c. First classmen, United States Military Academy. DA Forms 66 will be prepared for all first classmen, U.S. Military Academy. Upon graduation, the organization copy will be forwarded to the first duty station and the control branch copy to the appropriate control branch.

d. Officer Candidate School graduates. DA Forms 66 will be prepared by the school commandant for all students who will receive commissions. The control branch copy will be forwarded to the appropriate Department of the Army control branch (par. 3), with request for assignment instructions under provisions of AR 350-50. A pencil entry will be made above item 2 on organization copy of DA Form 66 as follows: "Copy forwarded to OPO (date)." The organization copy will be forwarded to the first duty station in the manner prescribed by paragraph 28.

e. Change in status. When warrant officers are ordered to active duty in a commissioned status, or officers are ordered to active duty in a warrant

officer status, final entries will be made in item 18 in accordance with paragraph 54d and a new DA Form 66 will be initiated in accordance with a above.

27. Navy and Marine Corps personnel on duty with Army. DA Forms 66 will be prepared for Navy or Marine Corps officers attached or assigned for duty with the Army Medical Service. Control branch copies will be forwarded to The Surgeon General. When duty is not with the Army Medical Service, one copy of the DA Form 66 may be prepared by the unit when the commanding officer desires a copy for use within his organization. Under these circumstances, control branch copies will not be prepared unless specifically directed by Headquarters, Department of the Army.

28. Transmission. *a. Upon reassignment.* When an officer is reassigned, the organization copy of DA Form 66 will be placed in DA Form 201 (Personnel Records Jacket, United States Army) and transmitted in accordance with AR 640-10. DA Form 66 will neither be perforated nor fastened to DA Form 201. Custodial officers will insure that the last entry in item 18 has been completed and that the primary MOS is correctly recorded. The losing unit may extract such information from the qualification record as is necessary to provide essential strength accounting data.

b. Upon transfer in basic branch or change in control branch. The following will be effected upon transfer between basic branches or change in control branches as authorized in AR 614-100.

- (1) The organization copy of the DA Form 66 will be changed and reports of change submitted to the gaining control branch.
- (2) The losing control branch will forward the branch copy of the DA Form 66 to the gaining control branch.

c. Upon order to active duty.

(1) *Army Reserve.*

(a) *USAR officers of the Ready Reserve.*

A copy of the active duty order will be forwarded to the appropriate U.S. Army Corps (see AR 135-306) or over-sea area commander. Upon receipt of of active duty order, the Corps or Area Commander will forward the organization and control branch copies of DA

Form 66 to the active duty station.

(b) *USAR officers of the Standby or Retired Reserve.* A copy of the active duty order will be forwarded to the Commanding Officer, U.S. Army Records Center. Upon receipt of the active duty order, the commanding officer of the U.S. Army Records Center will forward DA Form 66, if available, to the active duty station.

(c) *Mobilization designees.* Upon receipt of announcement that mobilization designees have been ordered to comply with U.S. Army Advance Emergency Order to Active Duty (DA Form 2292-1), commanding generals, U.S. Army Corps, will forward the organization copy of DA Form 66 to the mobilization reporting station shown in DA Form 2292 and the control branch copy of DA Form 66 to the appropriate Department of the Army control branch. (See AR 140-10.)

(2) *Army National Guard of the United States.* The Adjutant General, Department of the Army, will forward a copy of the active duty orders to the appropriate State Adjutant General. State adjutants general will forward both the control branch copy and the organization copy of the DA Form 66 to the first duty station.

(3) *Retired officers.* The Commanding Officer, U.S. Army Records Center, will forward a true copy of DA Form 66 to the first duty station. The unit of assignment will prepare a new qualification record as provided in paragraph 33b.

d. Upon return to duty from missing or missing in action. The organization copy of DA Form 66 for officers returned to duty from missing, missing in action or internment (AR 640-10) will be requested by the commander of the officer's organization from The Adjutant General, ATTN: AGPF-O, Department of the Army. Upon receipt of request, The Adjutant General will transmit the organization copy to the unit of assignment and return the control branch copy of DA Form 66 to the appropriate control branch. Temporary records will be maintained in the interim

pending arrival of DA Form 66. Reports of change will be submitted as required and pertinent information contained on temporary records will be transcribed to the permanent records when they are received.

29. Disposition. *a.* Disposition of DA Form 66 will be accomplished in accordance with AR 640-10. Prior to effecting disposition, the custodian will—

(1) Review the DA Form 66 and make final entries, including the disposition and filing entries in item 18 (par. 54*d*).

(2) Prepare final reports of change for control branch as provided in paragraph 89*c*.

b. The control branch, upon receipt of final report of change, will—

(1) Make entries on DA Form 66 reported by report of change and filing instructions in item 18.

(2) Forward the control branch copy of DA Form 66 to The Adjutant General, ATTN: AGPF-O, Department of the Army, for filing.

c. The control branch, upon receipt of the organization copy of DA Form 66 for officers missing, missing in action, captured, or interned, will—

(1) Make appropriate filing notations in item 18.

(2) Forward the organization copy and the control branch copy to The Adjutant General, ATTN: AGPF-O, Department of the Army, for filing.

30. True copies. True copies of DA Form 66 will be prepared only when specifically authorized by these regulations or subsequent Department of the Army directives. Photostats, microfilm, and thermofax copies are considered to be true copies.

a. Preparation and disposition.

(1) True copies will contain, in exact manner, all entries recorded on the original record unless otherwise directed by these regulations.

(2) All true copies except those prepared for the official internal use of Headquarters, Department of the Army, or those forwarded to major commands for assignment purposes will contain an entry in item 18 as follows: "TRUE COPY AUTHORIZED ONLY FOR (enter office

or organization for which the true copy is authorized). TO BE DESTROYED BY SUCH AGENCY UPON COMPLETION OF ADMINISTRATIVE ACTION REQUIRED (date)." The following entry will be made in the right margin of page 1 of the true copy: "A true copy." The typed name, grade, and branch of the certifying officer will follow.

(3) The information contained in items 19 and 20 will be omitted from true copies prepared by control branches for use outside of Headquarters, Department of the Army.

(4) True copies will not be filed in field military 201 files.

(5) True copies will be destroyed immediately following fulfillment of the purpose for which prepared.

b. True copies furnished overseas commands.

(1) The appropriate Department of the Army control branch will forward, in advance, a reproduction of the individual's DA Form 66 to the commander concerned when an officer or warrant officer is assigned to one of the following overseas commands and the specific duty organization is not included in the individual's DA orders.

(a) USAREUR.

(b) USARPAC.

(c) USARCARIB.

(d) USARAL.

(e) EUSA.

(f) USARJ.

(g) MAAG JAPAN.

(h) USARYIS.

(i) MAAG REPUBLIC OF CHINA.

(j) MAAG VIETNAM.

(k) USARMIS SAUDI ARABIA.

(2) The appropriate Department of the Army control branch will furnish the Chief, U.S. Army Security Agency reproductions of DA Form 66 for officers and warrant officers assigned overseas with the U.S. Army Security Agency.

(3) Installation commanders will furnish the Commander in Chief, U.S. Army, Europe, copies of DA Form 66 as prescribed

by AR 612-105 for officers ordered to active duty for subsequent assignment to U.S. Army, Europe.

c. True copies furnished major CONUS commands. The appropriate Department of the Army control branch will furnish major CONUS commanders reproductions of DA Forms 66 for all officers being assigned or attached to a major CONUS command except as listed below:

- (1) Students to service schools.
- (2) Staff and faculty for branch schools or schools of higher level, with the exception of the U.S. Army Information School.
- (3) ACDUTRA lieutenants.
- (4) Lieutenants graduating from OCS or from branch officers' basic course.
- (5) Students to civilian educational institutions.

31. Lost or destroyed records. When the organization copy of DA Form 66 is not received within 20 days following EDCSA, every effort will be made to locate and obtain it. Tracers will be sent to previous organizations, including replacement units or hospitals, when applicable. When DA Forms 66 are admittedly lost, destroyed, or are not found within 45 days, the custodian of DA Forms 66 will—

a. Initiate a temporary qualification record as provided in paragraph 32.

b. Submit a request for a copy of DA Form 66 direct to the appropriate Department of the Army control branch (par. 3).

c. Upon receipt of the true copy, prepare a new organization copy of DA Form 66.

32. Temporary records. A temporary DA Form 66 will be prepared to record personnel information pending receipt of the original qualification record or initiation of a new record. Temporary records will be marked "Temporary" in the right margin of page 1. Copies of temporary records will not be forwarded to higher echelons. Information for the temporary record will be obtained through interview and other available sources, including the field military 201 file and information obtained from the previous organization. Pertinent information recorded on the temporary record will be transcribed to the original record when received or to the new record when initiated and reported by report of change.

The temporary record will be destroyed upon completion of such action.

33. Remaking records. *a. When required.* New organization and control branch copies of DA Form 66 will not be prepared to correct minor errors but will be prepared by the custodial officer when—

- (1) An officer reports for active duty (par. 28c (1)(b), or c(3)). This provision is not applicable to ROTC, USMA, or OCS graduates reporting to their active duty station (pars. 26b, c, and d) or USAR officers of the Ready Reserve. New DA Forms 66 will be prepared for officers of the Army National Guard of the United States reporting for active duty only in those instances where the DA Form 66 forwarded by State adjutants general have not been maintained in accordance with these regulations (par. 28c(2)).
- (2) Required to replace a record that is lost or destroyed.
- (3) Requested by a control branch.
- (4) The old record becomes illegible or excessively worn.
- (5) Errors are so numerous that corrections by reports of change are impracticable.
- (6) Numerous errors will not permit legible correction on the original record.

b. Action by custodians of organization copy. When a new DA Form 66 is required, the custodian will—

- (1) Prepare both organization and control branch copies.
- (2) Transcribe pertinent information from the old record to the new record in accordance with these regulations.
- (3) Forward the control branch copy to the appropriate Department of the Army control branch (par. 3) within 3 work-days after preparation (applicable to active Army personnel only).
- (4) Destroy the old organization copy and related reports of change 30 days after the new record is forwarded to the control branch.
- (5) For members of Reserve units, forward the control branch copy to the USAR

corps or oversea commander. For members of the Ready Reserve, control groups retain the control branch copy with the organization copy.

- (6) Insure that no change numbers are blacked out in the "change" item. Reports of change will begin with number "1" after a new qualification record is prepared.

c. Action by control branch. Upon receipt of a new control branch copy of DA Form 66, the control branch will—

- (1) Transcribe the OEI entries from the old record to the new record.
- (2) Destroy the old control branch copy after comparison with the remade DA Form 66.

34. Correction of records. *a.* Control branches will notify units of errors or discrepancies by letter, subject: DA Form 66, Officer Qualification Record. Upon receipt of such letter, the custodian of the organization copy will—

- (1) Correct the organization copy as requested.
- (2) Submit a report of change indicating completion of the correction.
- (3) Explain by indorsement any disagreement between the information on the form letter and the information available in the organization.

b. Inaccuracies discovered in DA Form 66 due to failure to record or report information which should have been previously entered, will be corrected by making an appropriate entry and submission of a report of change indicating the omitted entry.

c. Unless otherwise directed by Headquarters, Department of the Army, entries made in compliance with previous editions of these regulations will not be altered solely to conform with the format of entry samples contained in these regulations. This does not obviate the requirement to correct erroneous entries.

SECTION VI

METHOD OF RECORDING ENTRIES ON DA FORM 66

35. Authorized and prohibited entries. *a. Authorized.* Only those entries authorized by these regulations and subsequent Department of the Army directives will be recorded. Commanders desiring to record information not specifically authorized will submit their recommendations to Chief, Office of Personnel Operations, ATTN: OPXC, Department of the Army.

b. Prohibited. The following types of information will not be recorded on DA Forms 66:

- (1) Confinement in a penal or correctional institution.
- (2) Unfavorable or incomplete loyalty investigation.
- (3) Derogatory information of any nature.
- (4) Reprimands or admonitions.
- (5) Disciplinary action.
- (6) Convictions by courts-martial or civil courts.

36. Recording entries. *a. Methods.* Typed entries are preferred. If not typed, entries will be hand-printed in black or blue-black ink, except when penciled entries are authorized. Rubber stamp entries are authorized in black ink, provided the stamped entry fits the space. When entries for any item of DA Form 66 are continued on an insert sheet, the last line of the item will contain a reference to the insert sheet number upon which the item is continued. *Example:* "Continued on insert No. 1."

b. Dates. Dates will be recorded by entering the day, month, and year in that order. The month will be expressed by the first three letters and the year by the last two digits. *Example:* "12Nov62."

c. Corrections, changes, and deletions. Erasures on the DA Form 66 and insert sheets will be limited to pencil entries. Typed, stamped, or ink entries will be corrected, changed, or deleted by drawing a single line through the entry. The use of ink eradicator is prohibited.

d. Abbreviations. Only abbreviations authorized by AR 320-50 will be used.

37. Name and service number (item 1). Record the last name, first name, and middle name in capital letters. For married female personnel, enter the present last name, first name, maiden name, and when applicable, enter in parentheses the name from any previous marriage. *Example:* "JONES, HANNAH RUSSELL (SMITH)." In names prefixed with "MAC," "MC," "VAN," etc., the prefix will be entered in capital letters and separated by a space from the balance of the name. *Examples:* "MC AFFEE," "MAC BETH."

a. Change of name. When an individual's name has been changed (AR 600-2), the DA Form 66 (items 1 and 34) and DA Forms 66B and 66C, if any, will be changed accordingly.

b. Recording service numbers. The complete service number will be entered as prescribed in AR 600-2.

38. Grade (item 2). *a. Entry of grade.* The grade in which the officer is currently serving will be entered in abbreviated form in pencil.

b. AUS promotion eligibility date. When an officer enters active duty, the promotion eligibility date (PED) will be computed in accordance with AR 624-115 and entered in pencil for all officers except general officers, second lieutenants, and warrant officers. *Example:* "PED 2Nov59." Upon promotion in AUS, the PED entry will be erased.

39. Component (item 3). Indicate in pencil the component of which the individual is currently a member by entering "RA," "USAR," "ARNGUS" or "AUS."

40. Date of birth (item 4). Enter the day, month, and year in the manner provided by paragraph 36b.

41. Race (item 5). Enter the first three letters of one of the following: Caucasian, Negroid, Mon-

golian, Indian (American) or Malayan. The officer's statement will be taken as evidence for the appropriate entry in this item.

42. Date of current tour (item 6). The current tour is the present period of continuous active duty as a commissioned officer or as a warrant officer. The current tour does not include service as both a commissioned officer and warrant officer. Make no entry for USAR officers of the Ready Reserve.

a. Regular Army. Enter the date the officer accepted appointment in the Regular Army unless the current tour began in another component. In this event, the original date will remain unchanged.

b. Other than Regular Army. Enter the effective date of the current tour. See AR 135-210 for determination of effective date.

c. State from which ordered to active duty. In addition to the date required above, enter in abbreviated form the State or area from which ordered to active duty. For non-Regular Army officers, enter the State or area in which the officer's home of record is located. The above information will be obtained from the active duty order and will be entered in abbreviated form.

43. Religion (item 7). Each officer will be invited, but not required, to state his religious preference and he will be informed that this information will be entered in his records. Entry indicating religious preference should be as specific as possible. When a particular denomination is given, it will be identified in the manner prescribed in AR 606-5. For officers who have a preference but do not desire to designate that preference, enter "Not stated." For officers who state they have no religious preference, the entry will be "None."

44. Branch (item 8). Entries will be made *in pencil* in abbreviated form. Army General Staff, General Staff with Troops, National Guard Bureau, or Inspector General will not be designated as either basic or control branches.

a. Basic branch. Except for general officers and warrant officers, enter the basic or special branch as determined by AR 614-100 or AR 140-10. No entry will be made for general officers or warrant officers. For officers of the Army Medical Spe-

cialist Corps, in addition to the basic branch (AMSC), enter one of the following as appropriate:

Dietitian..... (Diet)
Physical therapist..... (PT)
Occupational therapist..... (OT)

b. Control branch. Control branch will be recorded as indicated below. Details by oversea commands will not change the control branch.

- (1) *All general officers.* Enter "Gen. O."
- (2) *Officers with basic branch Staff Specialist.* Enter the branch to which detailed as required by AR 614-100.
- (3) *Officers detailed by Department of the Army.* Enter the branch to which detailed.
- (4) *Officers without detail.* Enter the basic branch.
- (5) *Warrant officers.* Enter the monitor branch designation listed in AR 611-112 or 611-113 for the primary MOS involved.

45. Military occupational specialties (item 9). Only MOS codes and titles authorized by AR 611-101, AR 611-102, AR 611-112, and AR 611-113 will be recorded.

a. Awarded MOS.

- (1) *Code.* Enter the authorized MOS Code.
- (2) *Title.*

(a) *Four-digit MOS.* Enter the authorized title. If the authorized title is classified, the entry on an otherwise unclassified DA Form 66 will be "(classified)."

(b) *Five-digit MOS for commissioned officers.* Enter the prefix title indicated by AR 611-101 or AR 611-102 (par. 7).

(a) *Five-character MOS for warrant officers.* When the digit "O" is used as a fifth character, enter the title of the MOS as shown in AR 611-112. When the suffix digit is other than an "O", enter the suffix title indicated in AR 611-112. The original entry for the MOS containing the suffix "O" as a fifth character will not be deleted when an MOS containing a suffix digit other than "O" is awarded. *Example:*

9. MILITARY OCCUPATIONAL SPECIALTIES			
CODE	TITLE	DATE	QUALIFYING AUTHORITY
281A0	Radio Repair Technician	15 Jun 60	21st Sig Bn, DA
281A8	Instructor	21 May 62	USASCS, DA

(3) *Date.*

(a) *Four-digit MOS.* Enter the date award of MOS was authorized.

(b) *Five-digit or five-character MOS.* Enter the date award of a five-digit or five-character MOS was authorized. For officers awarded five-digit MOS employing prefix digit 5 with title "Nuclear Weapons Employment," the date will be entered *in pencil*. Pencil entry will be erased and new date entered *in pencil* when the officer completes refresher training referred to in paragraph 7c.

(4) *Qualifying authority.*

(a) Enter the unit of the officer authorizing the award.

(b) Enter "DA" for warrant officer MOS, except when a five-character MOS is awarded under provisions of paragraph 19b.

b. Withdrawal or rescission of MOS. An MOS withdrawn or rescinded will be lined out.

c. Identifying primary, secondary, and tertiary MOS.

(1) The primary MOS will be designated by recording *in pencil* the letter "P" in parentheses in front of the appropriate MOS code.

(2) The designation of secondary (S) or tertiary (T) MOS is applicable only to branches of service or categories of officers specifically authorized the use of such designations by Headquarters, Department of the Army.

d. Redesignation of primary, secondary, and tertiary MOS. When a change is made in a primary, secondary, or tertiary MOS designation, the existing "(P)," "(S)," or "(T)," as appropriate will be erased and a new MOS identified as prescribed in paragraph c above.

e. Recommended MOS. A recommended MOS will be entered *in pencil* in the same manner as prescribed for an awarded MOS and, if subsequently awarded, the pencil entry will be converted to a permanent entry. In the event performance of duty does not warrant the award of a recommended MOS, the pencil entry will be erased.

f. Recording prefix letters for Army Medical Service officers. Prefixes indicating degree of proficiency (A, B, C, and D) will be recorded *in pencil* immediately preceding the appropriate MOS code and following the primary designation (P), if appropriate. *Example:* (P) D 3116.

46. Assignment limitations (item 10). Assignment limitations of a temporary nature will be entered *in pencil* and will be erased when the restriction or limitation terminates. A type-written or ink entry will be made for assignment restrictions of a permanent nature.

a. Assignment of sole surviving son. The following entry will be made when restrictive assignment of sole surviving son is authorized: "Not to be asg active combat area UP AR 614-75." When such entitlement is waived, the following entry will be made: "Noncombat area asg restr auth by AR 614-75 waived (date)."

b. Partially disabled personnel. For officers continued on active duty under AR 616-41, enter "partially disabled, AR 616-41," followed by a statement in nontechnical language of the disability (e.g., artificial left leg), including specific assignment limitations.

c. Personnel disqualified for airborne training or duty. When an officer is disqualified from airborne training or duty, an entry will be made to show the disqualification, the reason or authority therefor, and the date. *Examples:* "Temp disqual abn tng, phys fitness test, 24Jan59," and "Perm disqual abn tng, AR 40-501, 25Apr59."

d. Physical limitations. When a digit 3 or 4, with or without modifiers "R" or "T," appears in the physical profile (item 14), an entry will be made to include a description of the defect in non-technical language and the assignment limitation pertaining thereto. The information for this entry will be obtained from item 74, Report of Medical Examination (Standard Form 88) or from Medical Condition—Physical Profile Record (DA Form 8-274). For example, if item 14 should indicate a profile serial of 1|1|3T|1|2|1, an appropriate description of the defect and explanation of assignment limitations will be entered in item 10, such as "Fracture of right ankle—no prolonged standing and no walking over half a mile." Physical limitations entered in this item will be consistent with current entry in item 14 (Physical Status) and will be deleted when limitations are removed. See paragraph 50.

e. Restrictions on assignment and travel. When assignment or travel of an officer is restricted by the Department of the Army, an entry will be made to indicate the restriction, authority therefor and, where applicable, the date the restriction will terminate. *Example:* "Asg and tvl rstr by AR 614-31 until (date)."

f. Personnel disqualified for explosive ordnance disposal training. When an officer or warrant officer fails to complete a prescribed course of EOD training and is disqualified and relieved therefrom, an entry will be made to show the disqualification, the reason or authority therefor, and the date. *Example:* "Temp disqual EOD tng, (Phys) 24Jan62" or "Perm disqual EOD tng, AR 611-25, 24Jan62."

47. Investigations and clearances (item 11). Each favorable security investigation (including National Agency Checks accomplished for the purpose of commissioning an officer and character investigations conducted under the provisions of Department of the Army directives) and each current final clearance certificate will be recorded. When action is initiated to revoke a security clearance under AR 604-5, the complete entry of investigation and clearance will be lined out. When a DA Form 66 is remade, only current clearances and the investigations or authority upon which they are based will be entered on the new DA Form 66. The types of investigations authorized in AR 604-5 will be abbreviated as follows:

"NAC" for National Agency Check, "NAC/WT" for National Agency Check with Written Inquiries, and "BI" for Background Investigation.

a. Recording.

- (1) Indicate favorable security investigations by entering the type of investigation, date completed, and the major command or Federal agency which conducted the investigation. Complete the entry by entering *in pencil* the degree of access indicated on Certificate of Clearance and/or Security Determination under EO 10450 (DA Form 873). Where access to CONFIDENTIAL material is involved, no DA Form 873 is required. Entry denoting confidential clearance is authorized upon notification by the unit commander that the provisions of AR 604-5 have been met and CONFIDENTIAL clearance has been granted. *Example:* "BI 22Aug57 3A TS" or "NAC 22Sep57 2A Secret." In the event a clearance certificate is withdrawn or notification is received from the unit commander that access to Confidential information is denied, the pencil entry indicating the degree of access will be erased or, if the degree of access has been entered permanently in accordance with prior instructions, it will be lined out.
- (2) If a clearance certificate was granted without formal investigation under prior Department of the Army policy and is still valid, enter the degree of access, "DA policy," date and the agency or command granting the clearance. *Example:* "TS clnc pley 10Jan59 I Corps."
- (3) Indicate cryptographic clearance by entering the type of investigation, the regulations under which it was conducted, date completed, the certifying headquarters, and the date of certification to The Adjutant General. *Example:* "BI compl 4A per AR 604-5 12Sep59 Cert by Hq V Corps to TAG for crypto clnc 15Oct59."
- (4) For atomic clearance, enter the type of clearance, the specific clearance number identifying the officer, and the date. When such clearance is withdrawn, the

entry will be deleted without further notation.

b. Execution of DD Form 398. Whenever a DD Form 398 (Statement of Personal History) is executed by the individual, either in connection with appointment as a commissioned or warrant officer or for the purpose of security clearance investigation, a permanent entry will be made as follows: "SPH 1May59 cmpl (date)." When a DD Form 398 is subsequently executed by the individual to cover only the period since the date of submission of a previous form, an additional entry will be made as follows: "Latest SPH cmpl (date *in pencil*)." Thereafter, each time a DD Form 398 is executed to cover only an intervening period of time, the pencil date will be erased and replaced by the date of the latest executed DD Form 398. This entry will not be reported by report of change.

c. Favorable character investigations. Enter the type of investigation, authority, date completed, and Army area or oversea command which conducted the investigation. *Example:* "Char inv (PMG) per AR 195-11 cmpl 10Jan52 2A."

48. Appointments (item 12). Each appointment accepted by the officer and each promotion or reduction will be recorded in chronological order.

a. Recording.

- (1) **Grade.** Enter the grade in abbreviated form.
- (2) **Type.** Enter "RA," "USAR," "ARN-GUS," or "AUS," as applicable. When an ARNGUS officer reverts to USAR status, an entry will be made in this item to reflect such change in component.
- (3) **Date of appointment.** Enter the effective date indicated in the instrument of appointment, promotion, or reduction (or the date of the instrument, if appropriate), except when acceptance by execution of the oath of office is required. When execution of the oath of office is required the effective date of appointment is the date appointment is accepted, as evidenced by signed oath of office.
- (4) **Date of eligibility.** (USAR and ARNGUS officers only) Enter the date of eligibility for permanent promotion as indicated in the instrument of appointment.

(5) **Date of rank.** Enter the date of rank in accordance with AR 600-20 for each officer on active duty. No entry will be made in this item for officers not on active duty.

b. Termination of appointment. When an appointment is terminated by resignation or discharge, the entry in item 12 indicating such an appointment will be deleted. If all appointments are terminated and the individual is not simultaneously appointed in another component, an entry will be made without respect to columns. *Example:* "20Apr62 all apmts term."

c. Branch transfer. Enter, without respect to columns, the effective date of transfer, and indicate the basic branch from which and to which transfer was accomplished. *Example:* "7Jun61 trfd fr Inf to CE."

d. Computation of adjusted date of rank. The date of rank for officers ordered to active duty will be computed in accordance with AR 600-20.

49. Service agreement (item 13). No entry will be made in this item for Regular Army officers.

a. Entries will be made *in pencil* in this item to reflect:

- (1) Service agreements approved by the Department of the Army as provided by AR 135-215. Existing entries denoting category commitments will remain in this item until they expire or are superseded by a service agreement approved in accordance with AR 135-215.
- (2) Training and service obligation for members of the Ready Reserve. Upon expiration of Reserve training and service obligations, such entries will be erased, and the expiration date of the Ready Reserve participation agreement (DA Form 1140) and date of mandatory removal from active status will be entered. Reports of change will not be submitted for this item.

b. Recording.

- (1) **Type.**
 - (a) For Reserve officers on active duty, enter "OBV" for obligated-volunteer officers, "OBI" for obligated-involuntary officers, and "VOL" for volunteer officers who are not obligated or who volunteer to extend a previous period of involuntary service.

- (b) For members of the Ready Reserve, enter "Rdy Res Oblg," "Svc Oblg," or "Mand rmvlt."
- (2) *Terminates.* Enter the date the service agreement or obligation expires or the date of mandatory removal from active status. When a definite date is not established or is not specified in the approval of the Department of the Army, enter "Indef."

50. Physical status (item 14). Entries in this item reflecting the results of the most current medical examination will be made *in pencil* as determined and furnished by the examining medical officer. Previous entries will be erased as required to enter current information. Enter the physical profile and the date shown on the SF 88 or Medical Condition-Physical Profile Record (DA Form 8-274). When a temporary or remedial condition is recorded, the modifier "T" or "R" will be entered with the appropriate numerical designation in the space for the specific PULHES factor. Height will be entered in feet and inches. Weight will be entered in pounds. Physical limitations will be recorded in item 10 as indicated in paragraph 46d. Reports of change for physical profile and date of last physical examination will be submitted for this item on completion of each annual medical examination even though no change in the officer's physical profile is indicated. Reports of change will also be submitted each time there is a change in the officer's physical profile.

51. Ratings, specialties, and designations (item 15). These terms are used interchangeably in these regulations and no effort is made to provide for separate and specific meanings for each term.

a. Entries. Entries will be made for—

- (1) All ratings and specialties, including army aviator, senior army aviator, helicopter pilot, parachutist, senior parachutist, master parachutist, glider, and diver.
- (2) Warrant officers designated as master, mate, or marine engineer.
- (3) Officers authorized to participate in a specialist program, such as Atomic Energy, Research and Development, Logis-

tics, Foreign Area, Intelligence, Civil Affairs, Information, and Army Security.

b. Recording.

- (1) *Type.* Identify the rating, specialty, or designation.
- (2) *Date.* Enter the date the officer qualified in the rating specialty or designation, as indicated by appropriate orders or letter of authorization. For master, mate, or marine engineer, record the date of the license issued by the U.S. Coast Guard.
- (3) *Authority.* Enter the paragraph and order number, headquarters, and date of the order authorizing a rating, specialty, or designation, or indicate the Department of the Army letter and date authorizing participation in a specialist program. For master, mate, or marine engineer, record "USCG" followed by the license number. If the license is limited, specify the limitation on the next line.

c. Deletions. When an officer is no longer qualified in a rating, specialty, or designation entered in this item, such entry will be deleted.

52. Civilian education and military schooling (item 16). For the purpose of these regulations, the terms "colleges" and "universities" are used interchangeably, and are defined as colleges and universities accredited by the appropriate regional accrediting associations as listed in *Accredited Higher Institutions*, published by the Office of Education, U.S. Department of Health, Education, and Welfare.

a. Entries. Entries in this item will be made in chronological order. For noncollege graduates, the initial entry will indicate the highest level of education completed. Entries for graduates of 3-year hospital school of nursing will reflect 2-year college level. For college graduates, the initial entry will indicate the college from which the individual graduated. Postgraduate education will be recorded by separate entries for each college attended. Additional entries will be made for education acquired subsequent to that indicated by the initial entry. These entries will include the following:

- (1) Courses of instruction completed at an accredited college.

- (2) Military schools and courses of 40 hours' or more duration and those listed in DA Pam 20-21.
- (3) Army extension courses—upon completion of an entire series only.
- (4) High School General Education Development Test Battery. *Example:* "HS GED—HS Equiv 59."
- (5) College General Educational Development Test Battery. *Example:* "Col GED—1 yr equiv 60."
- (6) Department of the Army 2-year college evaluation or 2cx tests.
- (7) All short courses completed by Army Medical Service officers in compliance with Department of the Army orders while on active duty.
- (8) Vocational or technical schools.
- (9) Constructive and equivalent school credit for Army service school courses.
- (10) Schools approved by the Department of Defense.
- (11) Internship in industry.
- (12) Courses in atomic devices.
- (13) Courses in the Emergency Management of the National Economy, conducted at the Industrial College of the Armed Forces. *Example:* "Emerg Mgt Nat Econ."
- (14) Chemical, Biological, Radiological Defense Course (CBR)—AR 220-58.
- (15) Ordnance Command and Staff Field Maintenance and General Supply Courses conducted at the Ordnance School, Aberdeen Proving Ground, Md. *Example:* "Fld Maint & Gen Sup."
- (16) Specialist courses at the United States Air Force Air Ground School.
- (17) Military Creative Problem Solving Seminars of 20 or more hours' duration conducted at the U.S. Army Management School.

b. Recording. The recording of courses of instruction other than those listed in *a* above is prohibited, except upon approval by the Department of the Army. Requests for authority to record courses of instruction not listed in *a* above will be submitted to Chief, Office of Personnel Operations, ATTN: OPXC, Department of the Army. A description of the course content will be included

in the request. Requests pertaining to courses of instruction of less than 40 hours' duration will not be approved unless they are considered to be of exceptional significance to the military service. Recording will be accomplished as follows:

(1) *School column.*

- (a) For high school, enter the city and state in which the school is located. For other civilian schools, enter the name and location of the school, except that state universities will be designated by name only. For military schools and courses completed, enter the name of the school. For General Educational Development (GED) Tests indicating equivalent schooling, enter the name of the test and the equivalent (HS or 1 yr Col).
- (b) The educational level of courses pursued in civilian institutions will be indicated in this column, whenever applicable, by means of an abbreviation in parentheses following the entries prescribed in (a) above. The following abbreviations will be used as indicated:

1. *HS*—High School.
2. *Voc-tech*—Vocational or technical schools.
3. *Col*—College. Academic years or courses completed at the baccalaureate level in accredited civilian educational institutions.
4. *Grad*—Graduate. Academic years or courses pursued on the graduate level (beyond the baccalaureate degree) at an accredited university offering advanced degrees.

- (c) For internship in industry, enter the name of the industry in lieu of the school name.

(2) *Major or course column.*

- (a) Enter the type of specialization, if any, which applies to the school attendance recorded or the name of the specific course attended. If no specialization applies, enter the word "General."
- (b) High School specialization normally will be indicated by one of several entries such as vocational, commercial, academic, or agriculture.

- (c) For college and graduate study, enter the name of the major subject or curriculum, followed by the minor subject in parentheses. *Example:* Civil Engineering (Geodesy).
- (d) When completion of a military course qualifies the officer for the award of an MOS, enter the name of the course followed by the MOS code in parentheses.
- (e) When an officer has been awarded constructive school credit, enter "constr" following the course title.
- (f) For correspondence courses, except USAFI, enter "Corr" in parentheses following the course title.
- (g) For Army extension courses, enter the abbreviated extension course title as shown in Announcement of Army Extension Courses (DA Pam 350-60). *Example:* "TAGSUSA: Company Officer (Ext)."
- (h) For internship in industry, enter "intern" in parentheses following the title of internship.
- (3) *Duration column.* Enter the number of academic years completed or the number of calendar months, weeks, or hours of actual attendance. For this entry, indicate the abbreviations, "Yrs," "Mos," "Wks," or "Hrs," whichever applies.
- (4) *Completed column.* Enter "Yes" to indicate successful completion of any course of instruction, or "No" to indicate non-completion or unsuccessful completion, except that vocational-technical, junior college, college, and graduate courses will be recorded as follows:
- (a) If a degree is awarded, enter the degree.
- (b) If a diploma or certificate was awarded, enter "Dipl" or "Cert," whichever applies.
- (c) If institutional credit only was awarded, enter the number of semester hours followed by the abbreviation "SH." For such entries, quarter hours will be converted to semester hours by multiplying by two and dividing by three.
- (d) When professional chaplains are awarded certificates or licentiates instead of degrees for training beyond the college level, the abbreviation "Cert" or "Lic," as appropriate, followed by the number of semester hours, will be entered in this column.
- (5) *Year column.* Enter the last year of attendance.
- (6) *GED Tests and DA evaluations.* Entries indicating successful completion of General Educational Development tests or Department of the Army evaluations will be made without regard to columnar headings to indicate name of test, grade equivalent, and year test was completed.
- (7) *Accounting for college courses completed subsequent to education recorded upon initiation of DA Form 66.*
- (a) When an officer completes a course, an initial pencil entry will be made indicating the school attended, semester hours credited, and year course was completed. No entry will be made in the "Major or Course," or "Durat" column. *Example:*

SCHOOL	MAJOR OR COURSE	DURAT	COMP	YEAR
American Univ.....			6SH	1961

- (b) As additional courses are completed, the entry in the "SCHOOL" column will be changed *in pencil* as required to reflect changes in the schools attended; the entry in the "COMP" column will be changed *in pencil* to reflect the

cumulative number of semester hours credited, and the entry in the "YEAR" column will be changed to show the year the last course was completed. Upon award of a degree toward which the semester hours indicated in the

"COMP" column were credited the temporary pencil entry will be erased and replaced by a permanent entry, as prescribed for college graduates.

- (c) Report of Change (DA Form 66A) will be submitted whenever a change occurs in the cumulative number of semester hours credited or upon the successful completion of a degree program. For example, the officer con-

cerned in the sample entry ((a) above) subsequently completed a 3-semester hour course at George Washington University in June 1962. The sample entry is changed to reflect change in school attended, accumulation of 3 additional semester hours, and change in the year the last course was completed.
Example:

SCHOOL	MAJOR OR COURSE	DURAT	COMP	YEAR
G. Washington Univ.....	9SH	1962

53. Foreign service (item 17). Record all foreign service performed on or after 7 December 1941 as defined in AR 614-30.

a. *Method for computing service.* In computing oversea service, subtract the date of departure from the date of return and add 1 day, in order to include both day of departure and day of return. Add a month for 15 days or more. *Example:* Departed continental United States 5 February 1959 and returned to continental United States 20 October 1959.

	Year	Month	Day
Returned	1959	10	20
Departed	1959	-2	-5
		8	15
		1	+1
		—	—
Total oversea service.....	9	16	

¹ Equals 1 month.

b. *Recording.*

- (1) *From.* Enter date officer departs from a port for foreign service. For those officers who, on 7 December 1941, were in

foreign service status, enter "F/S" (foreign service).

(2) *Through.*

- (a) Enter in pencil the date the officer is eligible for return from a foreign service tour to the continental United States or area of residence under provisions of AR 614-30. When curtailment or extension of the foreign service tour is granted, the new date on which the individual is eligible for return will be entered in pencil. When the officer returns from a foreign service tour to the continental United States or area of residence, the actual date of return will be recorded by the custodian of the record at the first organization to which returned. When appropriate, the adjusted date of return computed in accordance with AR 614-30, followed by the key letter "A," will be entered in pencil in the next available space in the "THROUGH" column.
Example:

FROM	THROUGH	OVERSEA COMMAND	PCS	TDY	TOTAL
4Apr52	5Apr55	USAREUR	36		36
1Jun59	1Oct59	USARPAC (Japan)		4	4
	6Aug55 A				

- (b) For officers on sea duty, where such duty is not continuous, only the date indicating the *final* return from such duty, prior to reassignment, will be recorded. No date will be entered under "FROM."
- (3) *Oversea command.* Enter the abbreviation for the oversea command. Make one entry in this column for service in more than one oversea command during the same uninterrupted tour of foreign service, e.g., USAREUR-USARCARIIB. When tour of service is in a subcommand of USARPAC, the subcommand will be entered in parentheses. *Example:* "USARPAC(JAPAN)." The dates indicated include periods of temporary duty or leave in CONUS for periods of 60 days or less. Separate entries are required for periods of temporary duty or leave in CONUS that exceed 60 days. "NTC" will be entered in parentheses immediately following the oversea command upon completion of normal tour of foreign service as prescribed in AR 614-30 when the losing oversea unit makes the last report of change for DA Form 66. *Example:* "USARPAC(NTC)." Sea duty will be indicated as "Sea duty." Enter "NON-D" to indicate completion of a normal nondependent overseas tour. *Example:* "USARPAC(NTC, NON-D)."
- (4) *Months.* The type of duty being performed while an officer is serving overseas may be identified by a pencil check mark in the "PCS" or "TDY" column. This entry will be erased when the permanent entry is recorded. Permanent entry will be made under "MONTHS" only upon completion of the tour of duty.
- (a) Under "PCS" (permanent change of station), enter the number of actual months spent overseas on PCS orders.
- (b) Under "TDY" (temporary duty), enter only periods of foreign service under temporary duty orders where the period covers 90 days or more of uninterrupted foreign service.
- (c) Under "TOTAL," enter the number of actual months spent in a foreign service tour by adding the entries under "PCS" and "TDY." The total months of foreign service will be recorded for officers regularly assigned to sea duty aboard ocean going vessels for a period of 1 year or more. The custodian of DA Form 66 will maintain a separate record of this service when not continuous and enter only the total months' service allowed in this capacity upon final termination of such duty. See AR 614-30.
- c. Combat area.* When an area within an oversea command is designated as a combat area by the Department of the Army, a separate entry will be required for service in that area. In such cases, a new line entry will be opened on the date the officer arrived in the combat area. The number of months served in the oversea command will be totaled and entered as one entry. For the purpose of these regulations, Korea is designated as a combat area for the period 27 June 1950 to 27 July 1953, inclusive. *Example:*

17. FOREIGN SERVICE			MONTHS		
FROM	THROUGH	OVERSEA COMMAND	PCS	TDY	TOTAL
1 Sep 50		FECOM-(Japan)			
11 Oct 50		FECOM-(Korea)			
10 Apr 51	30 Apr 51	FECOM-(Japan)	8		8

d. *Intra-oversea command transfer involving areas of different tour lengths.* A separate entry will be required when an officer is reassigned with-

in an oversea command to an area having a normal foreign service tour of different length from his previous area or assignment. *Example:*

17. FOREIGN SERVICE			MONTHS		
FROM	THROUGH	OVERSEA COMMAND	PCS	TDY	TOTAL
15 Feb 61	9 Mar 62	USARPAC (Korea) (NTC, NON-D)	13	-----	-----
10 Mar 62	11 Mar 65	USARPAC (Hawaii) (NTC)	36	-----	49

54. Record of assignments (item 18). Entries in this item will be recorded in chronological order. All active Federal service will be recorded. Service in the following capacities will be included:

- Air Force (include Reserve service)
- Navy (include Reserve service)
- Marine Corps (include Reserve service)
- Coast Guard (include Reserve service)
- Army Reserve
- National Guard of the United States
- Inactive service in the AUS
- Thomason Act
- Cadet USMA, USAFA, USCGA, or USNA
- Women's Army Auxiliary Corps
- Army Nurse Corps
- Physical Therapists
- Physical Therapy Aides
- Occupational Therapists
- Dietitians
- Hospital Dietitians
- Service in Army, Navy, or Air Force of a foreign country
- Civilian Conservation Corps
- United States Public Health Service
- Enlisted Service

a. *Recording prior service upon initiation of DA Form 66.* The following instructions indicate the manner of recording certain types of service. These instructions will be used as a guide for recording circumstances of similar nature for which specific instructions and examples are not given. Certain entries for prior service will be made in summary form without regard to columns as indicated below:

- (1) *Active duty of Army officer prior to 1 July 1942.* Indicate officer or warrant officer experience, the duty, year or years of such duty, and number of months' duty. Begin the entry with "RA" when recording Regular Army experience. A similar designation is not required for other than Regular Army experience. Entry will be ended by placing inclusive dates in parentheses. *Example:* "RA Off Exp—Inf Unit Cmdr 1916-1922 (78 mos); Tng O 1922-1924 (24 mos); Adm O 1924-1926 (20 mos); Inf Bn Cmdr 1927-1933 (50 mos); Sch Cndt 1933-1936 (48 mos); Asst G-3 Div 1937-1942 (54 mos); CofStaff Div 1942 (6 mos); (10 Apr 1916-1 July 42)."
- (2) *Officer with prior warrant officer service or warrant officer with prior officer service.* When initiating or remaking a DA Form 66, all the prior warrant officer service of an officer or all the prior officer service of a warrant officer will be recorded in the manner prescribed by (1) above. The date "1 July 1942" does not apply to the provisions of this subparagraph.
- (3) *USAR or ARNGUS service not on active duty.* Enter inclusive dates of service, status (officer or enlisted), Reserve component, followed by "svc not on active duty," duty assignments as officers, and periods of active duty for training in calendar year increments. *Example:*

- "6Mar57-30Sep58 Off USAR svc not on active duty: inf unit cmdr, MOS 1542: ACDUTRA 12 dys 1957: 24 dys 1958."
- (4) *Enlisted service.* Enter enlisted status, inclusive dates of such service, highest grade, and branch. *Example:* "Enl Svc: 10Oct47-5Mar60 MSgt (Inf)."
 - (5) *Civilian Conservation Corps.* Enter "CCC", followed by inclusive dates of military service and type of duty. *Example:* "CCC 1Jan34-10Jun39 Co Cmdr."
 - (6) *Navy, Marine Corps, Air Force, Coast Guard.* Enter "USN," "USMC," "USAF," or "USCG," followed by inclusive dates of service and highest duty. *Example:* "USN 7Dec37-10Feb39 Seaman 2d/C Storekpr."
 - (7) *Women's Army Auxiliary Corps.* Enter "WAAC," inclusive dates of service and highest duty held. *Example:* "WAAC 1Nov42-7Jun43 Instr (Co Adm & Sup)—2d WAAC TC."
 - (8) *Service in Armed Forces of foreign country.* Enter in abbreviated style the type military establishment, inclusive dates of service and duty performed. *Example:* "Brit A 1Nov41-10Dec42 Inf Co Cmdr."
 - (9) *United States Public Health Service.* Enter "USPHS," followed by inclusive dates of service and full grade. *Example:* "USPHS 3Jun43-5Sept45 (full grade)."
 - (10) *ROTC graduate.* A line entry preceding the first commissioned duty assignment will be recorded, indicating graduation from ROTC. *Example:* "12Jun49 Commissioned Inf-USAR fr Sr ROTC."
 - (11) *Cadet USMA, USAFA, USNA or USCG.* Enter "Cadet" or "Midshipman," as appropriate, followed by the abbreviation for the academy attended and the inclusive dates of attendance. *Example:* "USMA 10Sep56-10Jun60."
- b. Recording current assignments.**
- (1) *Separate line entries.* A new line entry is required under the following circumstances:
 - (a) Upon assignment to duty after reporting to a new station (fig. 2, note a).
 - (b) When principal duty assignment is changed (fig. 2, note b).
 - (c) At any time an efficiency report is submitted under the provisions of AR 623-105, AR 623-105-1 or AR 623-106 (fig. 2, note c).
 - (d) Upon reassignment as an individual. When travel or delay en route is involved, a separate entry will be made to indicate such status. The losing organization will close current entry and open an en route entry indicating the date of departure and the new station of assignment. Only the oversea theater will be indicated for officers in CONUS being reassigned overseas. No additional entries will be made at processing centers (oversea replacement stations, etc.) (fig. 2, note d).
 - (e) When missing, missing in action, captured or interned. When restored to duty the entry will be closed and a new entry opened (fig. 2, note e).
 - (f) Upon assignment to the medical holding detachment of a hospital (fig. 2, note f).
 - (g) Attendance at a military or civilian school (fig. 2, notes g and l).
 - (h) When an officer remains assigned to and travels with a unit upon change of station (fig. 2, note h).
 - (i) When placed on temporary duty with special mission or task force (fig. 2, note i).
 - (j) Upon entrance on and completion of a Judge Advocate General's Corps qualification tour (AR 601-125). If the tour is not completed, a notation will be entered to that effect when entry is closed (fig. 2, note j).
 - (k) Upon redesignation of name of unit to which assigned (fig. 2, note k).
 - (l) Attendance at a military school on a temporary duty status (fig. 2, note l).
 - (2) *Effective date.* Enter the effective date of the new status.

(3) *MOS.* Enter the MOS code for the principal duty entered in the "DUTIES PERFORMED" column.

(4) *Duties performed.*

(a) *Principal duty.* The title of the principal duty performed by the officer and the echelon of command or staff responsibility being exercised, regardless of TD or TOE position being occupied, will be recorded. *Examples:* "Plat Ldr," "Co Cmdr," "Bn Ex," and "Ex JA Sec."

(b) *Additional duties.* Secondary and tertiary duty titles will be entered immediately following the principal duty only if such duties are of sufficient importance and difference in nature to reflect additional qualifications. When additional duties are recorded, the principal duty will be recorded first, preceded by "(1)." Secondary and tertiary duties will be identified by "(2)" and "(3)," respectively (fig. 2, note m).

(c) When an officer is attending school, enter "Stu O," followed by the course and class number, if applicable.

(5) *Organization and station or theater.*

(a) Enter the specific unit or organization of assignment and the station or theater, whichever is applicable, using only abbreviations that permit complete and positive identification at all echelons of command. The numerical designation of table of distribution units, including suffix digits, will be included. APO numbers will not be used. Major oversea command and subcommand will be entered when appropriate.

(b) When an officer is assigned to a unit but is performing duty elsewhere, the entry will include the assigned unit and place of duty. *Example:* "Hq 1st A GI NY dy w/USATTC, Atlantic."

(6) *Nonduty days.* Nonduty days, such as leave, travel, hospitalization, confinement, awaiting assignment to a specific duty, or convalescent leave, will be accumulated and entered *in pencil*. When the line

entry is closed, the total number of nonduty days will be entered in ink or by typewriter. Absences granted under the provisions of AR 630-20 or periods of "sick in quarters" under the provisions of AR 40-3, will not be considered nonduty days.

(7) *Type of report.* Indicate the type of report submitted, e.g., "67-5," "Acad," "Adm," or "Ltr." Enter "None" when no report is required or when a period is closed out that will not be rated. Enter a dash (-) when a period is closed which will be included in the period covered by an efficiency report submitted in conjunction with a following entry.

c. Entries peculiar to service in the USAR. Service in the Ready Reserve will be identified by entering the branch to which assigned, followed by the parenthetical abbreviation (USAR-Ready) in the "DUTIES PERFORMED" column. When applicable, the type of officer evaluation report rendered in accordance with AR 623-105-1 will be recorded. A separate line entry is required under the following circumstances:

(1) Upon initial duty assignment (fig. 2, note n).

(2) Upon active duty for training for less than 90 days (fig. 2, note o).

(3) Upon relief from active duty for training, an entry will be made showing the date of relief from active duty, followed by an entry reflecting the reservist's current assignment status (fig. 2, note p).

(4) Upon transfer within USAR, entries will be made in summary form, without regard to columns (fig. 2, notes q, r, and s).

(5) Upon discharge from USAR (fig. 2, note t).

d. Entries required on separation.

(1) When an officer is separated from active duty for any reason, a separate line entry will be made to indicate the effective date and the reason for separation (deceased, retired, released from AD, etc.) and the authority therefor, if appropriate.

(2) The following entries will be made *in pencil* on the organization copy of the

DA Form 66 by the custodial officers after the final report of change is prepared.

(a) *When missing, missing in action, captured, or interned.* Enter the notation "To Department of the Army control branch for disposition" (par. 3).

(b) *Upon relief from active duty.*

1. *Army Reserve.* Enter "To (designate the appropriate U.S. Army Corps) for file."

2. *Army National Guard of the United States.* Enter "To (designate the appropriate State Adjutant General) for file."

(c) *Upon relief after completion of over 90 days of active duty for training.* Enter "Checked by (enter unit designation) prior to forwarding to (designate appropriate U.S. Army Corps)."

e. *Consolidation or elimination of entries upon remaking DA Form 66 for officers on active duty.* When DA Form 66 is remade, certain entries appearing in item 18 will be omitted or consolidated.

(1) *Entries to be omitted.* Casual, en route, and travel entries will be omitted and the number of days for the period eliminated will be added to the nonduty days in the preceding entry.

(2) *Entries to be consolidated.*

(a) Duty assignments of ARNGUS and USAR officers not on active duty will be summarized without regard to columnar headings, as prescribed in paragraph 54a(3).

(b) Consecutive line entries in which the MOS, duties, organization and station are the same will be consolidated. The total of nonduty days for the consolidated period will be entered and "TYPE OF REPORT" will be omitted.

55. **Efficiency ratings (item 19).** For Headquarters, Department of the Army use only.

56. **Coding (item 20).** For Headquarters, Department of the Army use only.

57. **Awards and decorations (item 21).** All awards, decorations, service medals, badges, and citations (including unit citations) which the officer is authorized will be recorded. Letters of

commendation, certificates of achievement, bronze service stars, or arrowheads will not be entered. The revocation of an award, decoration, or citation and the authority therefor, will be recorded. Recording will be accomplished as follows:

a. *Type.* List the award, decoration, medal, citation, oak-leaf cluster, or oversea stripes only if specifically authorized by Department of the Army regulations or approved for acceptance by the Department of the Army. A separate entry will be made for each award of an Oak-Leaf Cluster. Foreign decorations will not be recorded until approved by Department of the Army.

b. *Authority.* Indicate the general order or letter, the date and the headquarters authorizing the award. When this information is not available, the appropriate Army regulations will be cited as the authority. Authority for foreign decorations is the Department of the Army communication approving the award.

c. *Issued.* Enter "Yes" for service medal or badge issued to the officer. Enter "No" in pencil for those that have not been issued. Reports of change are not required for entries in the "ISSUED" column.

58. **Campaigns (item 22).** a. *Designation.* Enter the campaign designation for all authorized campaigns in which the individual participated. After World War II campaign designations, enter (in parentheses), when authorized, the notation "(Ar)" to indicate Arrowhead. No further entry is required for bronze service stars, since campaign designations indicate bronze service stars.

b. *Authority.* World War I campaign authorizations will be indicated by the year of the award. For World War II campaigns, the theater letter or orders will be entered or appropriate Department of the Army general orders will be used. The year the authorizing instrument was issued will complete the entry. See DA Pam 672-1.

59. **Qualification in arms (item 23).** Entries will be made in pencil showing the most recent completion of qualification and familiarization firing prescribed by AR 370-5. Reports of change will not be submitted for this item.

a. *Qualification firing.* Record the weapon, course, qualification score and date weapon was fired for qualification.

1B. RECORD OF ASSIGNMENTS						
NOTE	EFFECTIVE DATE	MOS	DUTIES PERFORMED	ORGANIZATION AND STATION OR THEATER	NON-DUTY DAYS	TYPE OF REPORT
	Enl Svc	18Mar45-	1Aug46 M Sgt (Inf)			
	2Jun50	Commissioned	Armor USAR fr Sr ROTC			
	2Jun50-	18 Aug50	USAR svc not on active duty			
a.	19Aug50	0001	Casual	En route to Ft Riley, Kans	3	None
b.	22Aug50	1203	Plat Ldr	1st Inf Div, Ft Riley, Kans.	0	67-3
c.	22Dec50	1203	Exec Off	1st Inf Div, Ft Riley, Kans.	0	None
d.	11Jan51	1203	Plat Ldr	Co A, 1st MIB, 1st Inf Div, Ft Riley, Kans.	5	67-3
	20Jan52	0001	Casual	En route to FECOM	45	None
	6Mar52	1204	Exec Off	Co C, 6th Tk Bn, FECOM	9	67-3
e.	8Sep52		Missing in action		30	
f.	9Oct52	0003	Patient	MHD, 7th Evac Hosp	43	None
	21Nov52	0001	Casual	En route to CONUS	10	None
	1Dec52	Reid fr AD, Par 58, SO 97, Hq Ft McPherson, Ga		28 Nov 52		
g.	2Dec52-	6Jun56	Off: USAR svc not on active duty; Inf unit cmdr MOS 1542: ACDUTRA 15 dys 1953; 15 dys 1955			
	7Jun56	0006	Stu O, Off Adv Crse #2	USAARMS, Ft Knox, Ky	0	Acad
	1Dec56	2110	Asst Adjutant	Hq 1st Bn, 2d Armd Cav, Ft Meade, Md.	12	67-4
	1Feb57	1204	Co Comdr	Co A, 1st Bn, 2d Armd Cav, Ft Meade, Md.	11	-
h.	5May57	1204	Co Comdr	Co A, 1st Bn, 2d Armd Cav, USAREUR	0	67-4
	1May59	4010	S-4	3d Inf Div, Ft Jackson, S. C.	0	-
i.	20May59	1723	Nuclear Wpns Sup Co Comd	TDY JTF 7, Opn Sandstone	0	67-4
	3Aug59	1542	Co Comdr	Co B, 3d Inf Div, Ft Jackson, S.C.	0	67-4
j.	10Nov59	8103	Asst JA (JAGC qual tour)	Hq, Ft Jackson, S. C.	15	67-4
	10Nov60	8103	Asst JA	Hq, Ft Jackson, S. C.	0	-
k.	1Feb61	8103	Asst JA (Unit redesign)	Hq, III Corps, Ft Jackson, S. C.	12	67-4
l.	6Jun61	0006	Stu O Assoc QM (TDY QM Sch Ft Lee VA)	Hq, III Corps, Ft Jackson, S. C.	0	Acad
m.	7Oct61	4220	(1) Post QM, (2) Commissary Off	Hq, Ft Belvoir, Va.	10	67-5
			Above note references are applicable to subparagraphs of paragraph 54b(1).			
			Following note references are peculiar to services in the Army Reserve (reference paragraph 54c).			
n.	1May62	2110	Inf (USAR-Ready) Adjutant	313 BG, 202 Inf Div	0	None
o.	7Jun62	1542	Inf (USAR-Ready) Plat Ldr (ACDUTRA)	Co A, 212 Inf Ft Meade, Md.	0	67-5
p.	1Jul62		Rel fr ACDUTRA & rtn to USAR XI US Army Corps			
	2Jul62	2110	Inf (USAR-Ready) Adjutant	47th BG, 87th Inf Div	0	-
q.	10Aug62		Trf to inactive status list of Standby Res (SO 72 XI US Army Corps)			
r.	13Aug62		Trf to Retired Res (SO 103 XI US Army Corps)			
s.	23Aug62		Trf to 1st How Bn 229th Art 28 Inf Div ARNGUS (SO 111 XI US Army Corps)			
t.	1Sep62		Disch fr USAR (Termination of category & apmt) (SO 125 XXI US Army Corps)			

Figure 2

b. Familiarization firing. Record the weapon, course (Fam), and date weapon was fired for familiarization.

60. Details (item 24). *a. Opening entry.* An opening entry is required when an officer is—

- (1) Detailed or assigned to duty on the Army General Staff.
- (2) Detailed to General Staff with troops, National Guard Bureau, or as an inspector general.
- (3) Detailed by Headquarters, Department of the Army, or by an oversea commander to a branch other than his basic branch.
- (4) Assigned to duty with another of the Armed Forces.

b. Closing entry. A closing entry is required when an officer is relieved from detail or assignment in *a* above.

c. Recording an opening entry.

- (1) *Branch.* Enter the branch, service, or agency to which the officer is detailed or placed on duty.
- (2) *From.* Enter the date of the detail or the effective date of assignment with another of the Armed Forces.
- (3) *Authority.* Enter paragraph, special order, headquarters and date.

d. Recording a closing entry.

- (1) *Through.* Enter the date the detail or duty terminated.
- (2) *Authority.* Enter the authority for termination of the detail. Termination of detail to General Staff with troops, required due to permanent change of station orders (PCS), will be considered terminated effective the date the officer departs for his new station. This paragraph will be cited as authority for termination of detail.
- (3) *Detail authorized but not terminated by oversea commander.* The termination date of such details will be the date of completion of foreign service tour. A closing entry will be accomplished in which the date of completion of foreign service will be recorded. This paragraph will be cited as authority for termination of the detail.

61. Birthplace and citizenship (item 25). *a. Place of birth.* Enter the city and State or the

foreign country or area in which the individual was born. The name of the country at time of birth will be used.

b. Citizen of. For citizens of the United States of America, enter "U.S." For noncitizens, including persons in the process of obtaining citizenship, enter "Noncit." In addition to the above, enter "Decd" for deceased spouse or parents.

62. Marital status (item 26). Indicate the current marital status of the officer by entering one of the following terms *in pencil*: Single; Married; Married (separated); Divorced; Widower; Widow. A change in marital status will be indicated by erasing the previous entry and recording current marital status.

63. Dependents (item 27). Indicate by category *in pencil* the number of dependents whose dependency status is recognized for pay purposes. Upon a change in the number of dependents, erase the previous entry and reenter as appropriate.

64. Main civilian occupation (item 28). The main civilian occupation will be determined by reference to the Dictionary of Occupational Titles (DOT).

a. Factors to be considered in determining main civilian occupation are as follows:

- (1) Duties performed on each job.
- (2) Length of time in each job.
- (3) Recency of experience.
- (4) Techniques and skill involved.
- (5) Degree of skill required.
- (6) Degree of authority or responsibility required.
- (7) Background of experience or education required.
- (8) Specialized training possessed by the individual.
- (9) Avocations and hobbies which have occupational significance.

b. Recording.

- (1) *Title and industry.* Enter the job title most appropriate to the main civilian occupation, followed by the industrial designation as shown in the DOT. If a job definition cannot be found in the DOT which adequately describes the work done by the individual, enter a descriptive title, preferably the one held by the individual when employed. For those officers whose only work experience is mili-

tary service, enter "Military service." If the officer has had no civilian work experience and does not possess any qualification for employment based on military service, education, or training, enter the word "None."

- (2) *DOT code.* Enter the code number which identifies the occupational title. If a descriptive title not listed in the DOT was recorded, enter the highest code number of the subgroup of occupations found in Volume II of the DOT which most nearly identifies the occupation. For military service, enter "2-68.00." If the word "None" was entered under "TITLE and INDUSTRY," enter "None" also in the space provided for the DOT code.
- (3) *Months employed.* Enter the total number of months the officer was employed in the occupation. If the individual was never employed in the occupation recorded, enter a zero. For part-time employment, indicate the approximate number of months reduced to a full-time basis. For Ready Reserve officers, enter *in pencil* the beginning date of employment, if currently employed in main civilian occupation.
- (4) *Duties performed.* Record a brief description of the work actually performed. If the individual was never employed in the occupation, enter "Training only."
- (5) *Principal employer.* Record the name and address of the employer for whom the individual worked during the greater portion of time employed or, when applicable, the employer at the time the individual worked at the highest level of skill attained in the job. For Ready Reserve officers, enter the current employer. If the individual was self-employed, enter the word "Self", followed by the address at which employed.

65. Second best civilian occupation (item 29). The second best civilian occupation will be identified and recorded in the same manner as provided in paragraph 64. If an entry "None" is recorded in item 28, MAIN CIVILIAN OCCUPATION, this item will be left blank.

66. Avocations (item 30). List only active avocations with concise descriptions, particularly as to the extent of the activity. If performance of the avocation requires a high degree of technical skill, the entry will indicate also the specific skill. *Example:* "Photography—5 yrs—makes own prints and enlarges."

67. Sports (item 31). Limit entries to the three principal sports in which the officer is active or has been active recently and in which he has the greatest proficiency. Indicate the types of participation by checking the appropriate column "AMAT." (Amateur), "PROF." (Professional), or "CH." (Coach). Reports of change will not be submitted for this item.

68. Languages (item 32). When the officer claims, or when personnel records, efficiency reports or other official documents indicate, that he possesses knowledge of one or more foreign languages listed in appendix I, AR 611-6, an appropriate entry will be made in item 32, and an evaluation will be made as prescribed in AR 611-6. Upon administration of language proficiency tests under AR 611-6, the ratings and scores attained on the tests and date of testing will be recorded. If the degree of proficiency in the language is determined by interview, as prescribed in AR 611-6, proficiency ratings and date of interview will be recorded. The provisions of this paragraph do not apply to USAR officers of the Ready Reserve; language proficiency of these officers will be determined as prescribed by AR 140-25.

a. Change in item format. The format of this item will be manually changed as follows:

- (1) "UNDERSTANDS" will be changed to read "LISTENING COMPREHENSION." This may be abbreviated as "LIST COM."
- (2) "READS" will be changed to read "READING COMPREHENSION." This may be abbreviated as "READ COM."
- (3) "WRITES" and subheadings "PROF." and "SCR" will be changed to read "DATE."

b. Recording.

- (1) *Languages.* Enter languages in which the individual claims proficiency. En-

tries will agree with languages and dialects listed in appendix I, AR 611-6.

- (2) *Interpreter-translator.* If the individual has been assigned as an interpreter or translator of the language(s) recorded or has had formal training in these duties while on active duty, enter an "X" in the appropriate column.
- (3) *Listening comprehension and reading comprehension.*
 - (a) *Proficiency.* Enter in pencil degrees of proficiency by "G" for good, "F" for fair, and "P" for poor, as prescribed in AR 611-6.
 - (b) *Score.* For individuals tested by a language proficiency test, enter in pencil the attained score.
- (4) *Date.* Enter in pencil the date on which the language proficiency test or interview was accomplished.

69. Remarks (item 33). Only those entries specifically authorized by the Department of the Army will be recorded in this item. Subparagraphs *c, d, m, n, q, r, t, v,* and *aa* below are not applicable to USAR officers of the Ready Reserve.

a. Address. Immediately following the caption of this item, record in pencil the address where officer may be reached during periods when contact cannot be established through unit of assignment.

b. Amphibious operations. Whenever an officer becomes qualified in amphibious operations as indicated below, an entry will be made in this item as follows: "Qual in amph op (date)." The date will be entered in pencil since an officer, once qualified, must participate in amphibious activities or receive school training every 3 years. To be qualified in amphibious operations, the officer must—

- (1) Be qualified in either an actual or anticipated duty assignment directly related to an amphibious operation.
- (2) Have successfully completed either a course of instruction or a period of on-the-job training in one of the amphibious specialties listed in (a) below which is related to duty assignment. Course instruction must be followed by practical application in duty assignment. On-the-job training may include 1 year's satis-

factory service in one of the following assignments:

- (a) Service in an element of Navy Amphibious Forces in any one of the following amphibious operations: Operational Planning, Intelligence Planning, Fire Support Planning, or Communications Planning.
- (b) Service in a Navy Amphibious Training Command as an instructor in one of specialties listed in (a) above.
- (c) Service in an Army service school as instructor primarily concerned with an amphibious specialty listed in (a) above.

c. Army Language Aptitude Test. When an officer is administered the Army Language Aptitude Test, ALAT-1 or 2, an entry will be made identifying the test administered, the score attained and date of administration. *Example:* "ALAT-1, 32 (date)."

d. Arrival of dependents overseas. An entry indicating the date an officer's dependents join him in an oversea command will be made similar to the following: "Depn jd in USAREUR 31Jul59."

e. Assignment in research and development. Whenever an officer completes an assignment where the primary duties were in the area of research and development and is selected for a further assignment, the custodian of DA Form 66 will make an appropriate entry in this item. The entry will include the statement, "Selected for RD at (appropriate level, either intermediate or top)," and designate the selecting agency and date of selection. Sufficient space will be left after the initial entry for one additional entry to denote further selection. *Examples:* "Selected for RD Intermediate supervisory level, DA 27Oct60" and "Selected for R&D top level, OSD, 9Jun61."

f. Basic pay entry date. An entry indicating the basic pay entry date will be made for each officer. *Example:* "BPED 22Oct51." This is the date from which creditable service for basic pay purposes is calculated. See section II, chapter 1, AR 37-104.

g. Battle indoctrination. Completion of each battle indoctrination course prescribed by United States Continental Army Command will be recorded by entering the course in abbreviated form

and the date completed. *Example*: "Battle Indoc: Infil Crse 1Oct59, Cls Comb 7Oct59." Space will be left after initial entry to accommodate subsequent entries as courses are completed. A waiver for these courses granted World War II or Korean veterans will be indicated. *Example*: "Battle Indoc Crses waived—WWII (or Korean) vet (date)." The following entry will be made for medical waiver: "Battle Indoc: (Infil or Cls Comb Crse, or both) not required, med (date)." These entries will not be reported by report of change.

h. Chemical, biological and radiological instruction (CBR). Completion of annual individual CBR refresher instruction, prescribed by AR 220-58, will be recorded by a permanent entry for the instruction title, followed by a pencil entry reflecting the latest date instruction was completed. *Example*: "CBR instr compl 6Jun62." These entries will not be reported by report of change.

i. Code of Conduct instructions. Completion of initial instruction in the Code of Conduct for members of the Armed Forces of the United States prescribed by AR 350-30 will be recorded as follows: "Code of Conduct (date)." This entry will not be reported by report of change.

j. Eligibility to perform duty to receive incentive pay or diving duty pay.

(1) *Recording of eligibility.* A pencil entry will be made to indicate the type of eligibility and date established for individuals (except army aviators) eligible to receive pay for aerial flight duty-crewmember (FLT/CRMN); aerial flight duty-non-crew member (FLT-N/CRMN); parachute duty (PRCHT); demolition duty (DML); thermal stress duty (TS); diving duty (DV); in accordance with AR 37-104. *Example*: "Elig FLT-N/CRMN 20Jun62." Eligibility will be based on competent orders issued on or after date of arrival of individual at a duty station, except that eligibility for aerial flight duty personnel may be based on competent orders issued upon PCS which specify that aerial flight duty status will continue on new assignment.

(2) *Change in type of eligibility, erroneous entry, and termination or withdrawal of eligibility.*

(a) When, upon issuance of competent orders, an individual has a change in type of eligibility previously recorded, previous entry will be erased and new entry made as indicated in (1) above.

(b) When it is determined that eligibility previously recorded is in error, entry will be erased.

(c) When eligibility to receive incentive or diving pay listed herein is withdrawn or terminated under conditions indicated in AR 37-104, the entry will be erased. Entry will be erased in all instances upon departure of an individual on PCS, except for aerial flight duty personnel whose orders specify that aerial flight duty status will continue on new assignment.

(3) *Report of change.* This entry will not be reported by report of change.

k. Home of record of USAR and ARNGUS officers not on active duty. Enter the complete mailing address of the officer's home of record and the date address was furnished (see par. 1150-3, JTR). *Example*: "HOR 802 Oak St., Chicago, Ill., 12Apr62."

l. Individuals ordered to active duty as members of a Reserve Component. Any entry indicating an officer was ordered to active duty with an Army Reserve or National Guard of the United States unit will include the name of the unit, Reserve Component, number of months for which ordered to duty, reporting date, and public law under which officer was ordered to active duty. *Example*: "EOD w/414 TC Co (USAR) for 12 mos rept 10Oct61 PL 87-117."

m. Language Fluency Questionnaire. When a Language Fluency Questionnaire is submitted under provisions of AR 611-6, enter "Lang-Fluency Ques sbm (date in pencil)."

n. Letters of eligibility. Upon receipt of a letter of eligibility issued by The Provost Marshal General under provisions of AR 195-11, an entry will be made as follows: "Ltr of elig for accreditation as MP criminal investigator iss by PMG (date)" or "Ltr of elig for selection as MP Laboratory tech (appropriate laboratory field) iss by PMG (date)", whichever applies.

o. Military justice matters. Completion of the course in military justice matters prescribed by

AR 350-212 for officer personnel will be recorded as follows: "Crs A, mil justice tng (date)." This entry will not be reported by report of change.

p. Miscellaneous insignia. Authority to wear photographer's sleeve insignia will be entered as follows: "Auth to wear off USA Photo Insignia (designating authority)." Foreign insignia, as distinguished from decorations and awards, of the armed forces of other countries will be entered when specifically authorized by the Department of the Army. *Example:* "Auth RAF wings (authority)."

g. Mortgage insurance. Section 124, Housing Act of 1954 (68 Stat. 603), as amended (12 USC 1715M), provides mortgage insurance for service members. Upon receipt of an indorsed Request for and Certificate of Eligibility (DD Form 802) from the Finance Center, U.S. Army, an entry will be made in this item similar to the following: "Cert of Elig ind FHA (enter date recorded in item 13, DD Form 802)." Upon forwarding a Certification of Termination to the FHA, a remark similar to the following will be entered: "Cert of Term initiated (enter the date appearing in item 5, DD Form 803)." These entries will not be reported by report of change.

r. Non-CONUS residents. For non-CONUS residents, as defined in AR 614-30, enter a remark to denote such residence. *Example:* "Non-CONUS resident: (area of residence)."

s. Photographs. An entry will be made as follows: "Photo taken (date in pencil)," when officers have photographs taken as provided in AR 640-140. Pencil entry will be changed to reflect the date a photograph is taken. This entry will not be reported by report of change.

t. Procurement program number. An entry indicating the applicable procurement program number for officer personnel will be made at time of entry on active duty, active duty for training, or appointment in Regular Army from other components. *Example:* "PPN S1 (effective date)."

u. Professional or educational societies, professional licenses, and professional books or articles written (by other than Army Medical Service officers).

- (1) Enter the name of the professional or educational societies in which the officer holds membership. *Example:* "Mbr,

American Institute of Certified Public Accountants."

- (2) Enter the professional field in which licensed, licensing authority, and year license was issued. *Example:* "Certified Public Accountant, Penna., 1958."
- (3) Enter the title of published professional articles written by the officer, followed by the abbreviation "Bk" for book, or "Art" for article, in parentheses, the name of the publisher or of the publication in which the article appeared and the date of publication. *Examples:* "Leadership at Leavenworth, (Art) Military Review, June 62" or "The Soldier, (Bk), Ward Publishing Co., 62."

v. Retirement eligibility date. For non-Regular Army officers, enter in pencil the date officer is eligible to retire when announced by DA circular or DA letter of notification. For Regular Army officers, enter in pencil the statutory retirement date when furnished in Department of the Army letter of notification. *Example:* "Ret elig date Dec 64 (Auth)." This entry will not be reported by report of change.

w. Retirement year ending date. For Army Reserve officers not on active duty, a permanent entry will be made indicating retirement year ending date as determined in accordance with AR 140-185. *Example:* "RYE 16Jul."

x. Selective Service number. For individuals registered with the Selective Service, enter the Selective Service number; the Selective Service local board number; and the city, county, and state in which the local board is located.

y. Social Security account numbers. Enter the officer's Social Security account number. *Example:* "SSAN 12-345-6789."

z. Specialized training. An entry will be made for specialized training received in particular combat techniques, such as amphibious, mountain, arctic, desert, jungle, ranger, commando, counter insurgency, and guerrilla warfare. The entry will include a descriptive title indicating the special type of training received, number of weeks the individual was in training and the date training was completed. *Example:* "Arctic tng, 8 wks, 15 Jun59."

aa. Statement of continued service by officers attending schools. An entry will be made for

officers attending schools who have signed a certificate of retention in service. *Example:* "Cert signed to remain on AD until (date *in pencil*)."
When a certificate of later date is executed, the pencil entry will be erased and the new date entered.

70. Signature of officer (item 34). *a. Signature.* When DA Forms 66 are prepared, both copies will be reviewed, signed, and dated by the officer concerned.

b. Change of name. When a change of name is authorized, the officer will re-sign the organization copy with his new name. The copy maintained by the control branch will be changed by

deleting the old signature and typing in the new name.

71. Date of annual audit (item 35). Each officer will audit his DA Form 66 at the time of preparation and annually thereafter, during the month in which his birthday occurs. The date of the most recent audit will be entered *in pencil*. Report of change (DA Form 66A) will be submitted for this item. This requirement may be waived by ZI army commanders and the Commanding General, Military District of Washington, for officers assigned to student detachments who are attending civilian educational institutions. Provisions of this paragraph do not apply to USAR officers of the Ready Reserve.

SECTION VII

METHOD OF RECORDING ENTRIES ON DA FORM 66B

72. Name and service number. Enter the name and service number in the same manner as recorded in item 1, DA Form 66.

73. Internships (item 36). Internship completed at recognized hospitals for training will be recorded.

a. Hospital. Enter the name and location of the hospital where the internship was taken.

b. Type. Indicate type of internship training received. *Examples:* mixed, straight, medical, surgery, dietetic, clinical psychology, occupational therapy, clinical affiliation, etc.

c. Months. Enter the number of months of training.

d. Year. Enter the year in which the training was completed.

74. Residencies and fellowships (item 37). Residencies and teaching fellowships will be recorded in the same manner as internships (par. 73). Following the name and location of the hospital, indicate a residency by the letter "R" in parentheses. Indicate a fellowship by the letter "F" in parentheses. Under "Service," enter the name of the specialty or branch of medicine in which the residency or fellowship was held.

75. Hospital and teaching appointments (item 38). Staff positions held by the officer after completion of internship and residencies will be recorded.

a. From—through. Enter the inclusive dates (month and year only) of service at the particular institution.

b. Institution. Enter the name and location of the hospital or medical institution in which the staff or teaching position was held.

c. Type. Enter the kind of staff position held. For teaching positions, include the subject or specialty taught.

d. Hours weekly. Enter the number of hours.

76. Private practice (item 39). Record periods of employment as a private practitioner in chronological order. If private practice has been in several locations, the entries will be limited to

not more than five lines. Do not record employment for a governmental agency, industrial organization, corporation or similar employment on a salary basis in this item. Such employment will be entered in item 28 or 29 (pars. 64 and 65).

a. From—through. Enter the inclusive dates (months and years only) that the individual was engaged in private practice.

b. Location and type. Enter the location at which the individual was engaged in private practice, followed by an abbreviated notation to indicate the type of practice. If a specialty was practiced, enter the name of the specialty.

c. Percentage of time. Enter the approximate percentage of time devoted to the type of practice recorded.

77. American board certification (item 40). Enter the title of the board, the specialty in which certified and year of certification. *Example:* "American Board of Radiology—Roentgenology 1957."

78. Licenses (item 41). Types of licenses issued by the States, District of Columbia, United States possessions, the National Board of Medical Examiners and foreign countries will be recorded.

a. Type. Enter the name of the professional field in which licensed, such as medicine, dentistry, nursing, veterinary medicine, etc.

b. Licensing authority. Enter the name of the licensing agency.

c. Year. Enter the year the license was issued.

79. Professional and educational societies (item 42). Membership in professional and educational societies of national scope and standing will be recorded.

a. Name of organization. Enter the name of the organization in full.

b. Type of membership. Enter the type of membership, such as annual, life, honorary, associate, or inactive.

c. Year. Enter the first year of the current continuous membership.

80. Books and technical papers published (item 43). Publications of a technical nature or research under the name of the officer will be recorded, when applicable to professional, business, and military fields.

a. *Title.* Enter the title of the publication, followed by the abbreviation "Bk" indicating book, or "Art" indicating article in parentheses. If the officer is coauthor, so indicate.

b. *Publisher.* Enter in abbreviated form the name of the publisher or the periodical in which an article appears.

c. *Date.* Enter the year of publication.

81. Flying hours (item 44). A line entry is required in this item each time DA Form 759 (Individual Flight Record—Army Aviator) is closed out in accordance with AR 95-64.

a. *Date.* Enter the date DA Form 759 is closed out.

b. *Total.* Enter the grand total of flying hours reflected on the most recent DA Form 759.

c. *Single engine (fixed-wing aircraft), multi-engine (fixed-wing aircraft), single rotor and multirotor helicopter, weather instrument, instructor pilot.* Enter in the appropriate column the flying hours for each type aircraft as determined from the aviator's most recent DA Form 759. When required, the helicopter column will be divided in half by a vertical ink line to provide separate columns for recording single rotor or multirotor helicopter flying time. When the helicopter column is subdivided, the single rotor column will be identified by the letters "SR" and the multirotor column by the letters "MR." *Example:*

SR	HELI-COPTER	MR

82. Pilot rating (item 45). a. *Original.* Enter on this line the original type of rating, authority, and date. Type of rating and date will be that contained in item 6, DA Form 759.

b. *Current.* Enter in pencil the current type of rating, authority, and date. Type of rating and date will be that contained in item 7, DA Form 759.

83. Aircraft qualification. The right side of Section III, Insert Sheet to DA Form 66 (DA Form 66B) will be locally modified as indicated in the following example to provide a separate place to record aircraft qualifications. Upon qualification of an aviator as first pilot in various military aircraft, an entry will be made in pencil to indicate type of aircraft, model and series. *Example:*

AIRCRAFT QUALIFICATION	
F/W	R/W
L-19 A	H-13 E
L-19 D	H-37 A

84. Flying status and ground assignments (item 46). a. A record of flying status and ground assignments will be maintained, to include the following:

- (1) Initial flying status and type of restriction. If not restricted, denote "Unrestricted."
- (2) Rotation to ground duty and selection to maintain pilot proficiency.
- (3) Reassignment from ground duty to aviation duty.
- (4) Indefinite suspension from flying status.
- (5) Intermediate suspension from flying status.
- (6) Reinstatement to flying status after suspension.

b. Recording will be accomplished as follows:

- (1) *Status.* Enter status in abbreviated form.
- (2) *Authority.* Enter the identity of the authority establishing the status.
- (3) *Date.* Enter the date of authorization.

85. Instrument certification (item 47). Certificates issued under the provisions of AR 95-63 will be recorded. Entries in this item will be made in pencil.

a. *Type.* Enter type of certificate, "Standard" or "Special", and category of aircraft, fixed wing

(F/W) or rotary wing (R/W). *Example:* "Standard R/W or Special F/W." The word "None" will be entered for army aviators who have not been instrument rated under the provi-

sions of AR 95-63 or whose instrument certificate has expired.

b. Date of expiration. Enter the date the certificate expires.

SECTION VIII
METHOD OF RECORDING ENTRIES ON DA FORM 66C

86. Name and service number. Enter the name and service number in the same manner as recorded in item 1, DA Form 66.

87. Recording entries. *a.* Enter the number of the item being continued in the "ITEM NO." column.

b. Enter the pertinent data as prescribed in sections VI or VII of these regulations in the "DATA" column.

SECTION IX

PREPARATION AND TRANSMISSION OF REPORTS OF CHANGE (DA FORM 66A)

88. Purpose. Report of Change for DA Form 66 (DA Form 66A) is used to keep the control branch copy of DA Form 66 current and identical to the organization copy. With the exceptions noted in paragraph 89*b*, every entry, deletion, or change on the organization copy of DA Form 66 or inserts thereto will be promptly, accurately, and clearly reported on reports of change.

89. Submission of reports of change. *a. When required.* The custodian of the DA Form 66 will immediately submit reports of change each time an entry is added, deleted, or changed on DA Form 66, except as provided in *b* below. Reports of changes will not be used for Reserve officers unless they are on active duty or on active duty for training in excess of 90 days.

b. Entries not to be reported by report of change.

- (1) *Item 11.* Changes in submission date of DD Form 398.
- (2) *Item 13.*
- (3) *Item 21.* Entries in "ISSUED" column.
- (4) *Item 23.*
- (5) *Item 31.*
- (6) *Item 33.* Entries required by paragraph 60 *g, h, i, j, p, o, q, e, and v.*

c. Final report of change. Care will be exercised to insure that final report is submitted immediately upon discharge, relief from active duty, or when an officer is otherwise separated from the service. The word "Final" will be entered immediately following the change number. A copy of relief orders will be attached to the control branch copy of the report of change when it is forwarded.

90. Number of copies required. Two copies of the DA Form 66A are always required. Preparation or disposition of reports of change other than as prescribed by these regulations is prohibited.

a. Control branch copy. The original of each report of change will be forwarded to the control branch.

b. Field 201 file copy. The duplicate of each report of change will be filed and retained in the officer's or warrant officer's field military 201 file for 1 year and destroyed thereafter. When an officer is reassigned, all reports of change prepared within the past year will be forwarded with the qualification record to the new station.

91. Manner of preparation. Typewritten reports of change are preferred. When a typewriter is not available, the report of change may be printed *in pencil*. Script is prohibited. Carbon copies will be carefully checked to insure all entries are distinct and recorded in appropriate spaces. The coded sections at the bottom of the form are reserved for the use of Headquarters, Department of the Army, and will not be used by any other agency.

92. Entries. *a. Identification of types.* Changes reported on DA Form 66A are recorded on DA Form 66 by the use of four types of entries. The type of entry appropriate for each change will be identified by placing one of the following verbs in front of each change reported on DA Form 66A:

- (1) "ENTER" for changes containing information being reported for the first time, or information previously entered on DA Form 66 and subsequently deleted or erased.
- (2) "DELETE" for changes reporting entries to be completely deleted from DA Form 66.
- (3) "ERASE" for changes reporting pencil entries to be erased from DA Form 66.
- (4) "CLOSE" for changes reporting the consummation of a time period, tour, assignment, status or other factors required to be reported upon completion.

b. Continuation of entries. When entries are too numerous to record on the face of DA Form 66A, they may be continued on the reverse side of the form. If more space is required, additional

reports of change will be prepared and numbered in sequence.

c. Examples of entries. Examples of recording entries are shown in figure 3.

93. Completion of items. *a. TO: (Addressee).* Enter the address of the control branch designated in item 8, DA Form 66 (par. 3).

b. Date of change. Enter the date that the report of change is accomplished.

c. Change number. Each report of change prepared will be assigned the next unused number appearing in the "CHANGES" block in the lower left corner of page 1 of DA Form 66. This number will be immediately blocked out when used. Under no circumstances will a report of change be submitted without being assigned a change number.

d. Last name, first name, middle initial. Enter the name from item 1, DA Form 66.

e. Army service number. Enter the service number from item 1, DA Form 66.

f. Grade. Enter the grade from item 2, DA Form 66.

g. Organization and station. Enter the appropriate organization and station or organization and major oversea command, as appropriate.

h. Basic branch. For commissioned officers, enter basic branch from item 8, DA Form 66. No entry will be made for warrant officers.

i. Control branches. Enter the control branch as indicated in item 8, DA Form 66.

j. Item number. Enter in numerical order each item number of DA Form 66 in which a change was made. When a change results in multiple entries within the same item, the item number will be repeated for each entry.

k. Description of change as recorded on DA Form 66.

- (1) Enter the verb appropriate for the change, followed by the change to be made. Changes identified by "ENTER" or "CLOSE" will show the complete line entry to be recorded or closed exactly as it was entered on the organization copy of DA Form 66. Changes identified by "DELETE" or "ERASE" will show the complete line entry to be deleted or erased exactly as it appeared on the organiza-

tion copy of DA Form 66. When a change results in multiple entries within the same item, the verb appropriate for each entry will be used.

- (2) Column boundaries within each item will be shown by a slash (/). *Example:* (Item 18) "ENTER; 10Aug57/4514/ Ordnance Ammunition Officer/124th Ord Bn, Ft Knox, Ky."
- (3) When there is a change in unit or station, the first report of change submitted by the gaining organization will indicate the gaining organization and station.
- (4) The first report of change submitted after the addition of an insert sheet will indicate that an insert sheet has been added, together with the insert sheet number and the form number in parentheses. Subsequent reports of change involving entries on insert sheets will indicate the number of the insert sheet concerned.

94. Checking prior to dispatch. The officer responsible for preparing DA Forms 66A will insure that the information contained on each copy of the report of change is accurate and complete so that entries can be transcribed to the control branch copy of the DA Form 66 without need for interpretation.

95. Control branch procedures. The control branch will transcribe the information on the report of change to the control branch copy of the DA Form 66. The appropriate number in the "CHANGES" space will be blocked out. When all administrative processing is completed by the control branch, the report of change will be forwarded to U.S. Army Data Services and Administrative Systems Command for processing to the Master Tape Record.

96. Corrections. *a. Action by control branch.* Control branches receiving reports of change containing incorrect or inadequate information will request the custodian of the organization copy of DA Form 66 to make corrections.

b. Action by unit. The unit will forward a new report of change correcting or completing the information. This report of change will be given a new change number and have the following entered at the top of the form: "Correction to Change No. ----."

TO: Chief, OPO		Department of the Army, Washington 25, D. C.		ATTN: OPD-DMF	DATE OF CHANGE 31 Jan 1962	CHANGE NUMBER 21										
LAST NAME - FIRST NAME - MIDDLE INITIAL JONES, HARRY W				SERVICE NUMBER 0 23 990	GRADE COL											
ORGANIZATION AND STATION Hq USAG (5023) Ft Carson, Colo				BASIC BRANCH INF	CONTROL BRANCH INF											
ITEM NO.	DESCRIPTION OF CHANGE AS RECORDED ON DA FORM 66															
10	Insert No 1 added (66C)															
10	ERASE: Deafness (3999)															
10	ENTER: (in pencil) - Ears-Hearing loss to high pitched sounds bilaterally.															
21	ENTER: (on Insert No 1) Armed Forces Res Medal / AR 600-65 / Yes															
NAME, GRADE, AND BRANCH OF AUTHENTICATING OFFICER (TYPE OF PRINT)				SIGNATURE OF AUTHENTICATING OFFICER												
John E. Doe, 1st Lt, AGC				<i>John E. Doe</i>												
DO NOT USE	LINE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	DO NOT USE
	A															
	B															

DA FORM 66A 1 NOV 57 PREVIOUS EDITIONS ARE OBSOLETE. REPORT OF CHANGE FOR DA FORM 66 (AR 611-103)

TO: TSG,		Department of the Army, Washington 25, D. C.		ATTN: MEOPT	DATE OF CHANGE 10 Feb 62	CHANGE NUMBER 22										
LAST NAME - FIRST NAME - MIDDLE INITIAL HESS, ROBERT L				SERVICE NUMBER 0 24 183	GRADE COL											
ORGANIZATION AND STATION US Army Hospital, Ft Wayne, Mich				BASIC BRANCH MC	CONTROL BRANCH MC											
ITEM NO.	DESCRIPTION OF CHANGE AS RECORDED ON DA FORM 66															
18	DELETE: 26Sep61 / 3000 / Med Staff Off / Us Army Hospital Ft Wayne, Mich.															
18	ENTER: 26Sep61 / 0003 / Patient / US Army Hospital, Ft Wayne, Mich															
18	CLOSE: 26Sep61 / 0003 / Patient / US Army Hospital Ft Wayne, Mich / 42 / -															
NAME, GRADE, AND BRANCH OF AUTHENTICATING OFFICER (TYPE OF PRINT)				SIGNATURE OF AUTHENTICATING OFFICER												
John E. Doe, 1st Lt, MSC				<i>John E. Doe</i>												
DO NOT USE	LINE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	DO NOT USE
	A															
	B															

DA FORM 66A 1 NOV 57 PREVIOUS EDITIONS ARE OBSOLETE. REPORT OF CHANGE FOR DA FORM 66 (AR 611-103)

TO: TJAG,		Department of the Army, Washington 25, D. C.		ATTN: TJAG	DATE OF CHANGE 15 Mar 1962	CHANGE NUMBER 5										
LAST NAME - FIRST NAME - MIDDLE INITIAL ARMSTRONG, JAMES G				SERVICE NUMBER 04 501 289	GRADE CAPT											
ORGANIZATION AND STATION Hq USATC, Ft Dix, N. J.				BASIC BRANCH JAGC	CONTROL BRANCH JAGC											
ITEM NO.	DESCRIPTION OF CHANGE AS RECORDED ON DA FORM 66															
17	ERASE: Mar 62															
17	CLOSE: 1Mar59 / 1Mar62 / USAREUR / 36 / / 36															
33	ERASE: (pencil entry after "Cert signed to remain on AD until") 2Jun59															
33	ENTER: (in Pencil after "Cert signed to remain on AD until") 2Jun62															
NAME, GRADE, AND BRANCH OF AUTHENTICATING OFFICER (TYPE OF PRINT)				SIGNATURE OF AUTHENTICATING OFFICER												
John E. Doe, 1st Lt, AGC				<i>John E. Doe</i>												
DO NOT USE	LINE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	DO NOT USE
	A															
	B															

DA FORM 66A 1 NOV 57 PREVIOUS EDITIONS ARE OBSOLETE. REPORT OF CHANGE FOR DA FORM 66 (AR 611-103)

Figure 3. Examples of method of recording entries on DA Form 66A.

97. Procedure when report of change numbers do not agree. *a. Action by control branch.* Whenever a report of change received by a control branch contains a change number which is not identical with the next unused number indicated on the control branch copy of DA Form 66, the control branch will inform the unit concerned and request corrective action.

b. Action by unit. Upon receipt of such notification, the unit will make an immediate check for possible clerical error. If such is the case, the unit

[AG 210.01 (7 Sep 62) OPOSS]

By Order of the Secretary of the Army:

Official:

J. C. LAMBERT,
*Major General, United States Army,
The Adjutant General.*

will indorse the notification to the agency from which received as follows: "DA Form 66A dated -----, Number ----, should be 66A dated -----, Number ----." If the discrepancy is due to the failure of a report of change to reach the control branch, the unit will prepare a copy of the missing report of change. The following notation will precede normal entries in the "Description of Change" space: "66A Number ----, resubmitted at request of (indicate control branch initiating request)."

EARLE G. WHEELER,
*General, United States Army,
Chief of Staff.*

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