



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND  
4710 KNOX STREET  
FORT BRAGG, NC 28310-5010

AFRC-CG

30 December 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority #20-36: Voluntary Branch Transfers, Functional Area (FA) Designation Requests, and Awarding/Withdrawing Additional Skill Identifiers (ASIs) and Special Qualification Identifiers (SQIs) for U.S. Army Reserve Troop Program Unit Officers

1. References:

a. Memorandum, HQ USARC, AFRC-PRP, 2 Jun 17, Subject: Delegation of Authority for Voluntary Branch Transfer and Functional Area (FA) Designation Requests for Army Reserve (AR) Troop Program Unit (TPU) Officers.

b. Memorandum, HQ USARC, AFRC-PRP, 24 Oct 17, Subject: Delegation of Classification/Reclassification Authority for Army Reserve (AR) Troop Program Unit (TPU) Warrant Officers Under the Administrative Control of the United States Army Reserve Command (USARC).

c. Army Regulation (AR) 140-10, Assignments, Attachments, Details, and Transfers, 25 Apr 18.

d. AR 40-501, Medical Services Standard of Medical Fitness, 27 Jun 19.

e. AR 614-100, Officer Assignment Policies, Details, and Transfers, 3 Dec 19.

f. Department of the Army (DA) Pamphlet (PAM) 600-3, Commissioned Officer Professional Development and Career Management, 3 Apr 19.

g. DA PAM 611-21, Military Occupational Classification and Structure, 19 Jul 18.

h. MILPER Message 18-297, 19 Sep 18, Subject: Fiscal Year (FY) 19 Cyber Branch Transfer Eligibility Panel for United States Army Reserve (USAR) Officer/Warrant Officers.

i. U.S. Army Reserve (USAR) Personnel Actions Guide (PAG) for Army Reserve Units.

2. This memorandum supersedes references 1a and 1b, and remains in effect until superseded, rescinded, or withdrawn.

AFRC-CG

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3. I delegate authority to the Readiness Division (RD) Commanders to approve requests for voluntary branch transfer, FA designation, and award ASIs or SQIs in accordance with this policy/enclosures and current proponent guidance, except the classification of warrant officers of the Judge Advocate General's Corps (JAGC).
4. This authority only applies to USAR TPU officers under the administrative control of this Headquarters and rests solely at the RD level. Major Subordinate Commands (MSCs) will validate requirements and provide endorsements to the RDs. In addition, RDs have the authority to award Areas of Concentration (AOC) as required. This authority applies only to branch transfers that do not require new appointments (Chaplain, Army Medical Department (U.S. Army) branches, Cyber, and JAGC).
5. Officers and warrant officers must meet the requirements contained in references 1d and 1g. When processing branch transfers, both the losing and gaining proponents must concur prior to the transfer to a new AOC or FA.
6. Subordinate commands will submit all voluntary branch transfers, FA re-designation requests, and requests to award or withdraw ASIs/SQIs for TPU officers and warrant officers to the MSCs according to the USAR PAG. MSCs will validate Soldiers meet requirements and forward requests to the supporting RD for approval. RDs will provide justification when returning disapproved requests. For AMEDD requests, MSCs will utilize the specific formats located in the USAR PAG and submit packets to Human Resources Command, Health Services Division at [usarmy.knox.hrc.mbx.rpmd-hsd-career-mgt-br@mail.mil](mailto:usarmy.knox.hrc.mbx.rpmd-hsd-career-mgt-br@mail.mil). For JAGC requests, MSCs will coordinate with and forward request packets to the Office of the Judge Advocate General at [usarmy.pentagon.hqda-otjag.mbx.reserve-component@mail.mil](mailto:usarmy.pentagon.hqda-otjag.mbx.reserve-component@mail.mil).
7. For additional information, contact CW5 William L. Harshaw, USARC G-1, Officer Management Branch, at (910) 570-8033 or [usarmy.usarc.usarc-hq.mbx.pmd.omb@mail.mil](mailto:usarmy.usarc.usarc-hq.mbx.pmd.omb@mail.mil).

- 3 Encls
1. Approval Authority Matrix
  2. Example Designation Memorandum
  3. Example Request

DISTRIBUTION:  
(see next page)

DANIELS.JODY.J  
EAN.1048219280

Digitally signed by  
DANIELS.JODY.JEAN.10482192  
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Date: 2020.12.30 12:23:26 -05'00'

JODY J. DANIELS  
Lieutenant General, U.S. Army  
Commanding

AFRC-CG

SUBJECT: Delegation of Authority #20-36: Voluntary Branch Transfers, Functional Area (FA) Designation Requests, and Awarding/Withdrawing Additional Skill Identifiers (ASIs) and Special Qualification Identifiers (SQIs) for U.S. Army Reserve Troop Program Unit Officers

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Basic Branch Troop Program Unit Officers					
Categories	Branch / Functional Area	Approval(A) & Validation(V) Authority	Minimum Qual Req	Point of Contact	Remarks
Maneuver, Fires & Effects (MFE)	Infantry (11)	Not Authorized			
	Engineer (12)	Readiness Div (A), CDR MSC (V)	EN BOLC or CCC graduate; Assigned to an AOC 12 PSN in the officer's current or next grade.	MSC G-1	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit branch transfer and FA designation requests to the command G-1 via ePAT.
	Field Artillery (13)	Not Authorized			
	Air Defense Artillery (14)	Not Authorized			
	Aviation (15)	Readiness Div (A), CDR, ARAC (V)	See Remarks	CDR, Army Reserve Aviation Command (ARAC)	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit branch transfer designation requests to the ARAC G-1 via ePAT.
	Special Forces (18)	Not Authorized			
	Armor (19)	Not Authorized			
	Military Police (31)	Readiness Div (A), CDR MSC (V)	MP BOLC or CCC graduate; Assigned to an AOC 31 PSN in the officer's current or next grade.	MSC G-1	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit branch transfer and FA designation requests to the command G-1 via ePAT.
	PSYOP (37)	Readiness Div (A), CDR, USACAPOC (V)	PO CCC graduate; assigned to a valid AOC 37 authorization; eligible for TS security clearance; See Remarks	USACAPOC G-1	a. Possess a baccalaureate degree preferably in social/political science, international relations or information technologies. Past academic performance must have demonstrated potential for graduate-level study. b. Submit branch transfer designation requests to the USACAPOC G-1 via ePAT.
	Civil Affairs (38)	Readiness Div (A), CDR, USACAPOC (V)	CA CCC graduate; assigned to a valid AOC 38 authorization in the officer's current or next grade; See Remarks.	USACAPOC G-1	a. USAR eligible for TS/SCI security clearance only when required by position. b. Possess a baccalaureate degree preferably in social/political science, public administration, international relations, or related disciplines. Past academic performance must have demonstrated potential for graduate-level study. c. Submit branch transfer designation requests to the USACAPOC G-1 via ePAT.
Chemical (74)	Readiness Div (A), CDR MSC (V)	CBRN BOLC or CCC graduate; Assigned to an AOC 74 PSN in the officer's current or next grade.	MSC G-1	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit branch transfer and FA designation requests to the command G-1 via ePAT.	
Operations Support	Cyber (17)	Readiness Div (A), CDR, 335 SC(T) (V)	Must have/maintain TS clearance. Must pass a Counter Intel (CI) scope polygraph. Must have a Bachelors in Science or higher in electrical engineering, computer science, computer engineering, information technology, information systems, information assurance, cybersecurity or mathematics.	335 SC(T) G-1	a. MILPER Msg 17-260 lists qualifications, prerequisites, and application process for this branch. b. Submit completed application for Cyber branch panel consideration to MSC G-1 via EPAT. MSC will email SM's application packet to the U.S. Army Cyber Center of Excellence for review by Cyber Branch panel. c. Once approved, SM is may be required to attend BOLC, CCC, CYOOC, Cyber WOAC. Officers can submit request for constructive credit. These request are considered on a case-by-case basis.
	FA 24 -Telecomm Systems Engineer	Readiness Div (A), CDR, 335 SC(T) (V)	Must be awarded FA24 prior to assignment; Eligible for TS/SCI security clearance; see Remarks	335 SC(T) G-1	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit branch transfer and FA designation requests to the 335 SC(T) G-1 via ePAT. c. The 335 SC(T) will process the request with the US Army Signal School. d. Proponent may waive FA24 course completion for equivalent information systems training, education, and/or experience.
	Signal (25)	Readiness Div (A), CDR MSC (V)	SC BOLC or CCC graduate; Assigned to an AOC 25 PSN in the officer's current or next grade.	MSC G-1	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit branch transfer and FA designation requests to the MSC G-1 via ePAT.
	FA29 Electronic Warfare	Readiness Div (A), CDR, USACAPOC (V) with EPWO proponent endorsement	Completion of FA29 course; assigned to valid FA29 authorization.	Electronic Warfare Proponent Office (EWPO) Ft Leavenworth, KS 66027 (W) 913-684-9479/DSN 552-9479	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit branch transfer and FA designation requests to the USACAPOC G-1 via ePAT.
	FA30- Information Operations	Readiness Div (A), CDR, USACAPOC (V)	See Remarks	USACAPOC G-1	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit branch transfer and FA designation requests to the USACAPOC G-1 via ePAT.

Basic Branch Troop Program Unit Officers					
Categories	Branch / Functional Area	Approval(A) & Validation(V) Authority	Minimum Qual Req	Point of Contact	Remarks
Operations Support	FA34 - Strategic Intel	Readiness Div (A), CDR, MIRC (V)	Limited to MI branch qualified MAJ and LTCs. TS/SCI	MIRC G-1	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit FA designation requests to the MIRC G-1 via ePAT.
	Military Intelligence (35)	Readiness Div (A), CDR, MIRC (V)	Completion of AOC 35 BOLC or MICCC or MIOTC; TS-SS assigned to valid 35 authorization; see Remarks	MIRC G-1	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. A LT must successfully complete the MI BOLC III at the U.S. Army Intelligence Center, Ft Huachuca, AZ to be awarded AOC 35D. c. A CPT must successfully complete the MI Off Transition Course and MICCC (RC) at the U.S. Army Intelligence Center, Ft Huachuca, AZ to be awarded AOC 35D. d. Submit branch transfer requests to the MIRC G-1 via ePAT.
	FA40 - Space OPS	Readiness Div (A), CDR, 76 ORC (V)	Eligible for TS/SCI security clearance; See Remarks	76 ORC G-1	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit branch transfer and FA designation requests to the 76 ORC G-1 via ePAT.
	FA46 - Public Affairs	Readiness Div (A), CDR MSC (V)	PAO Qual Course graduate; assigned to a valid FA46 authorization in the officer's current or next grade; See Remarks.	MSC G-1	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit FA designation requests to the command G-1 via ePAT.
	FA47 - Academy Professor	Not Authorized			
	FA48 - Foreign Area Officer	HRC FAO Program Manager	See Remarks	HRC RC FAO Program Manager Comm: 502-613-6674 DSN: 983-6674	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. See the HRC FAO Webpage <a href="https://www.hrc.army.mil/officer/reserve%20fao%20accessions%20-%20foreign%20area%20officer%20assignments%20branch%20fa48">https://www.hrc.army.mil/officer/reserve%20fao%20accessions%20-%20foreign%20area%20officer%20assignments%20branch%20fa48</a> c. RC officers will be assigned FA48 only as a secondary AOC.
	FA49 - OPS Research & Systems Analysis	Readiness Div (A), MSC CDR (V) with proponent endorsement	Strong mathematics background (Calculus, Statistics, etc...)	Proponent OCAR PAE, (703) 806-6901	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit FA designation requests to the command G-1 via ePAT. c. The MSC G-1 will work directly with proponent to request the required endorsement.
	FA50 - Force Management	Readiness Div (A), CDR MSC (V) with Proponent endorsement	See Remarks	Proponent HQs USARC G3/5/7, Force Management Directorate	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. MSC will submit FA designation requests to the proponent. The proponent will endorse the request by memo. c. MSC will submit the approved request with the proponent endorsement via to the RD who will publish the designation memo.
	FA52 - Nuclear and Counter Proliferation	Not Authorized			
	FA53 - Info Systems Management	Readiness Div (A), CDR, 335 SC(T) (V)	Eligible for TS/SCI security clearance; See Remarks	335 SC(T) G-1	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit branch transfer and FA designation requests to the 335 SC(T) G-1 via ePAT: 335 SC(T) G1 ePAT c. The 335 SC(T) will process the request with the US Army Signal School.
	FA57 - Simulation OPS	Readiness Div (A), CDR, 75 TC (V)	See Remarks	75 TC G-1; Proponent, HQDA G-8 (703) 805-0366	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit FA designation requests to the 75 TC G-1 via ePAT.
	FA59 - Strategist	Readiness Div (A), CDR MSC (V) with Proponent Endorsement	See Remarks	Proponent HQs USARC G3/5	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit FA designation requests to directly to the proponent. The proponent will endorse the request by memorandum. c. MSC will submit the approved request with the proponent endorsement via ePAT to the RD who will publish the designation memo.

Basic Branch Troop Program Unit Officers					
Categories	Branch / Functional Area	Approval(A) & Validation(V) Authority	Minimum Qual Req	Point of Contact	Remarks
<b>Force Sustainment</b>	Finance (36)	Readiness Div (A), CDR MSC (V)	Assigned to a valid AOC 36 PSN. See Remarks.	MSC G-1	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Must have completed the Financial Management Officer Basic Course, Financial Management Qualification Course, or the Disbursing Course for an assignment as a Disbursing Officer. c. Must have completed the FI Mgmt CCC, or another branch CCC plus the Financial Management Branch Qualification Course for an assignment as a Financial Management Support Detachment or Financial Management Support Unit Commander.
	Adjutant General (42)	CDR, MSC (Except 42C, Army Bands)	Completion of AOC 42 BOLC, CCC or the HR Mgmt Qual Course; assigned to valid 42 authorization.	MSC G-1	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit branch transfer requests to the command G-1 via ePAT c. Army Bands (42C) proponent is the Chief, Army Bands.
	Acquisition (51)	CDR, HRC	See Remarks	See HRC Website <a href="https://www.hrc.army.mil/Officer/Acquisition%20Management%20Branch%20FA51">https://www.hrc.army.mil/Officer/Acquisition%20Management%20Branch%20FA51</a>	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit FA designation requests to HRC Acquisition Management Branch.
	Transportation (88)	Readiness Div (A), CDR MSC (V)	Completion of AOC 88 BOLC or CLCCC; assigned to valid 88 authorization.	MSC G-1	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit branch transfer requests to the command G-1 via ePAT.
	Logistician (90)	Readiness Div (A), CDR MSC (V)	Completion of AOC 88, 91, 92 CLCCC; assigned to valid 90 authorization.	MSC G-1	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit branch transfer requests to the command G-1 via ePAT.
	Ordnance (91)	Readiness Div (A), CDR MSC (V)	Completion of AOC 91 BOLC or CLCCC; assigned to valid 91 authorization	MSC G-1	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit branch transfer requests to the command G-1 via ePAT.
	Quartermaster (92)	Readiness Div (A), CDR MSC (V)	Completion of AOC 92 BOLC or CLCCC; assigned to valid 92 authorization	MSC G-1	a. DA PAMs 611-21 and 600-3 lists qualifications for entry and professional development in this branch. b. Submit branch transfer requests to the command G-1 via ePAT.
<b>AGR and RC on Active Duty List</b>	All	CDR, HRC	The approval authority for basic branch AGR officers and Reserve officers on the Active Duty List is HRC. Requests will be processed in accordance with HRC's Voluntary Transfer Incentive Program ( <a href="https://www.hrc.army.mil/officer/officers%20voluntary%20transfer%20incentive%20program%20vtip">https://www.hrc.army.mil/officer/officers%20voluntary%20transfer%20incentive%20program%20vtip</a> ). 888-276-9472		
<b>AMEDD</b>	All	CDR, HRC	TPU and AGR officers wishing to branch transfer within the AMEDD must coordinate their request direct through the HRC Health Services Division and their respective branch manager. 888-276-9472		
<b>Chaplain</b>	All	Chief of Chaplains	TPU and AGR officers wishing to become an Army Chaplain should contact a Chaplain Recruiter at <a href="http://www.goarmy.com/chaplain.html">http://www.goarmy.com/chaplain.html</a> .		
<b>JAG</b>	All	Office of the Judge Advocate General	TPU and AGR officers wishing to join the Judge Advocate General Corps should contact the Judge Advocate Recruiting Office at 866-276-9524 or <a href="mailto:army.jag.recruiting@us.army.mil">army.jag.recruiting@us.army.mil</a> .		
<b>Warrant Officers</b>	TPU	Designated Regional Division	Requests will be submitted directly to the Geographic and Functional Commands of the Army Reserve via the Electronic Personnel Action Tracker (ePAT) using the procedures and format in the USAR PAG. Item T-2-0-1 will be used for the reclassification of warrant officers that already possess a valid MOS, Item T-2-0-3 will be used for awarding the initial warrant officer MOS after completion of Warrant Officer Basic Course (WOBC). The Geographic and Functional Commands will forward approved requests to the appropriate Readiness Division (aka Regional Support Commands (RSC)) who will issue a memorandum for award, update the Regional Level Application Software (RLAS), and submit a copy of the memorandum to the interactive Personnel Electronic Records Management System (iPERMS).		



DEPARTMENT OF THE ARMY  
LETTERHEAD  
STREET ADDRESS  
CITY, STATE ZIP CODE

Office Symbol

XX August 20XX

MEMORANDUM THRU Commander, 335th Signal Command (AFRC-SGA-PRR),  
2323 Dauphine Street, Eastpoint, GA 30344

FOR (*Rank, Last Name, First Name, Soldier's Address, City, State, Zip Code*)

SUBJECT: Branch Transfer or Functional Area (FA) Redesignation

1. In accordance with DA Pam 600-3 and DA Pam 611-21, the following branch or FA is withdrawn and the area of concentration (AOC) is redesignated as follows:

	<u>Awarded</u>	<u>Secondary</u>
Branch / FA and AOC:	00A	00A (P)
	00A	00A (S)

2. You will retain \_\_\_\_ as a secondary branch/FA and you are authorized to request a reassignment to a position in that career field after completion of an initial two year utilization tour in your new branch/FA.

3. Your records will be updated to reflect this classification action and this memo will be added to your Army Military Human Resource Record (AMHRR).

4. If you have any career management related questions contact the Army Reserve Career Management Office at (855) 626-2450 or via email to [usarmy.usarc.arcd.mbx.hq-cmo@mail.mil](mailto:usarmy.usarc.arcd.mbx.hq-cmo@mail.mil). You can also visit their website at <http://stayarmyreserve.army.mil/cmo/cmo.html>.

5. The point of contact for this action is (*HR Specialist Name* at (123) 456-7890 or [full.time.tech.civ@mail.mil](mailto:full.time.tech.civ@mail.mil)).

FOR THE COMMANDER:

AUTHORIZED OFFICIAL  
Chief, Regional Personnel Support Center

NOTE: If necessary, this format may also be used to withdraw a branch or AOC.

### PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

#### DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** Title 5, Section 3012; Title 10, USC, E.O. 9397.  
**PRINCIPAL PURPOSE:** Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).  
**ROUTINE USES:** To initiate the processing of a personnel action being requested by the soldier.  
**DISCLOSURE:** Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) Approval Authority	3. FROM (Include ZIP Code) Unit Commander
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#### SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI) Doe, John A.	5. GRADE OR RANK/PMOS/AOC CPT/19A	6. SOCIAL SECURITY NUMBER 123-45-6789
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#### SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above soldier's duty status is changed from \_\_\_\_\_ to \_\_\_\_\_ effective \_\_\_\_\_ hours, \_\_\_\_\_

#### SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Branch/FA Transfer
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)
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#### SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

1. I request a voluntary branch/Functional Area (FA) transfer:  
a. From: \_\_\_\_\_ to \_\_\_\_\_  
b. Requested AOC within the new branch/FA: \_\_\_\_\_  
2. Current position of assignment: UIC \_\_\_\_\_ PARA \_\_\_\_\_, LINE \_\_\_\_\_, GRADE \_\_\_\_\_, BR/AOC \_\_\_\_\_  
3. I meet the Army's height and weight standards. \_\_\_\_\_ (initial)  
4. I do not have an open suspension of favorable personnel action (FLAG). \_\_\_\_\_ (initial)  
5. I am not pending a conditional release, retirement, resignation or involuntary separation. \_\_\_\_\_ (initial)  
6. If this request is approved, I agree to a minimum 2-year utilization tour in a position within my new branch/FA. \_\_\_\_\_ (initial)  
6. IAW DA PAM 611-21, the following supporting documentation is attached (mark all that apply):  
\_\_\_ DA Form 1059  
\_\_\_ Course Completion Memo/Certificate  
\_\_\_ Course Transcript  
\_\_\_ Certification(s)  
\_\_\_ Resume  
\_\_\_ Other documentation (list below):

#### SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -  
 HAS BEEN VERIFIED     RECOMMEND APPROVAL     RECOMMEND DISAPPROVAL     IS APPROVED     IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)
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**PERSONNEL ACTION FORM ADDENDUM**

For use of this form see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

1. NAME OF INDIVIDUAL Doe, John A	2. SSN 123-45-6789
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**3. RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL**

a. (1) ORGANIZATION MSC Command	(2) OFFICE SYMBOL AFRC-XXX	(3) DATE
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(4) ACTION

APPROVED  
  DISAPPROVED  
  RECOMMEND APPROVAL  
  RECOMMEND DISAPPROVAL  
  RETURNED

(5) COMMENTS  
I have verified that the officer meets the eligibility criteria in DA PAMs 600-3 and 611-21, and is not under a suspension of favorable action.

(6) NAME	(7) TITLE/POSITION/RANK
----------	-------------------------

(8) SIGNATURE	(9) HEADQUARTERS POC TELEPHONE NUMBER
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(10) FORWARDED TO XXth Regional Support Command	(11) ENCLOSURES <input type="checkbox"/> ADDED <input type="checkbox"/> WITHDRAWN <input type="checkbox"/> NO CHANGE
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b. (1) ORGANIZATION	(2) OFFICE SYMBOL	(3) DATE
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(4) ACTION

APPROVED  
  DISAPPROVED  
  RECOMMEND APPROVAL  
  RECOMMEND DISAPPROVAL  
  RETURNED

(5) COMMENTS

(6) NAME	(7) TITLE/POSITION/RANK
----------	-------------------------

(8) SIGNATURE	(9) HEADQUARTERS POC TELEPHONE NUMBER
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(10) FORWARDED TO	(11) ENCLOSURES <input type="checkbox"/> ADDED <input type="checkbox"/> WITHDRAWN <input type="checkbox"/> NO CHANGE
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c. (1) ORGANIZATION	(2) OFFICE SYMBOL	(3) DATE
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(4) ACTION

APPROVED  
  DISAPPROVED  
  RECOMMEND APPROVAL  
  RECOMMEND DISAPPROVAL  
  RETURNED

(5) COMMENTS

(6) NAME	(7) TITLE/POSITION/RANK
----------	-------------------------

(8) SIGNATURE	(9) HEADQUARTERS POC TELEPHONE NUMBER
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(10) FORWARDED TO	(11) ENCLOSURES <input type="checkbox"/> ADDED <input type="checkbox"/> WITHDRAWN <input type="checkbox"/> NO CHANGE
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4. DISTRIBUTION *(List all organizations to receive copy)*