

Personnel--General
**PERSONNEL AND ADMINISTRATION PROCEDURES FOR
ACTIVE COMPONENT FULL-TIME SUPPORT (AC FTS) PERSONNEL**

History. This is the initial printing of USARC Pamphlet 600-1.

Summary. This pamphlet contains administrative procedures for MUSARC personnel managers who directly support Active Component (AC) Full-Time Support (FTS) personnel. The pamphlet provides a ready reference to resolve common personnel problems. It prescribes use of USARC Forms 10-R, 48-R and 49-R (copies located at back of publication).

Applicability. This pamphlet applies to Headquarters, USARC, and all MUSARC personnel having responsibility for administration, direction, discipline, morale and welfare of AC FTS soldiers. Local reproduction is authorized.

Interim changes. Interim changes to this pamphlet are not official unless authenticated by the Deputy Chief of Staff, Information Management (DCSIM). Users will destroy interim changes on their expiration date unless superseded or rescinded. This pamphlet supersedes the previous personnel and administration handbook for AC FTS soldiers, 1 Nov 92.

Suggested improvements. The proponent of this pamphlet is the Deputy Chief of Staff, Personnel (DCSPER). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USARC, ATTN: AFRC-PRP-F, 3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099.

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Chapter 1

Introduction

1-1. Purpose

The purpose of this pamphlet is to provide MUSARC military personnel offices and support units, guidance, functional responsibilities, and operational procedures applicable to AC Full-Time Support (FTS) personnel. This pamphlet is a joint effort among MUSARC managers, Fort McPherson Military Personnel Office (MILPO), individual soldiers assigned to the USARC, and the USARC AC FTS Management Branch. Frequent issues of concern/question by subordinate units and soldiers are addressed in this pamphlet with applicable processing procedures and/or relevant facts provided. The administrative guidance and operational procedures contained in this pamphlet will assist MUSARC AC FTS managers. Deviations from this pamphlet to meet local requirements are authorized provided support units are given written guidance explaining the deviation and support to the soldier and commander is not diminished.

1-2. References

Appendix A lists the required and related references.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms are explained in the glossary.

Chapter 2

Management of AC FTS Personnel

2-1. Role of the AC FTS Soldier

a. Active Component soldiers make-up a segment of the Army Reserve's FTS force. Full-Time Support personnel provide direct support to Army Reserve units by performing administrative, planning, maintenance, and training functions essential to maintaining required levels of unit readiness, to facilitate the transition to wartime, and to maximizing limited training time. The FTS personnel at HQ USARC provide both direct and indirect support to units by performing administrative, requisition, and instructional functions, and by developing and implementing policies and procedures that affect Army Reserve readiness.

b. The FTS force is a "force multiplier" that enables drilling Reserve soldiers to take maximum advantage of the

limited training time available to them. It also makes it possible for the Army Reserve to sustain readiness levels essential to accomplishing its assigned missions in the Total Force. An adequate level of FTS helps make the USAR a cost-effective alternative to maintaining a large standing Army. In recent years, Army Reserve responsibilities for individual and unit readiness have increased dramatically. Training requirements have grown in realism and length, participation in AC exercises and overseas deployment training has increased, and levels of equipment and requirements for maintenance have also increased. The need for technically trained and experienced soldiers within Army Reserve units is growing rapidly. Concurrently, competing demands on individual Reserve soldiers have not diminished. The requirements of a civilian career, family, and other community obligations limit the time that even the most dedicated individuals can devote to their Reserve commitments. For these reasons, the need for adequate levels of full-time support has assumed critical importance.

c. Army Reg 135-2 establishes guidance for identifying FTS requirements in support of the USAR. To assist commanders in developing FTS requirements, the ODCSPER developed FTS Table of Distribution and Allowances (TDA) staffing standards for USARC units.

2-2. Officer Requisitions

a. Six months before the report date, HQ, USARC submits AC officer requisitions through FORSCOM to PERSCOM on the Total Officer Personnel Management Information System (TOPMIS). Submission frequency is every other month.

b. At PERSCOM, requisitions are treated as invalidated requirements until validated. Validation depends on the command ODP balance for each rank and specialty and on the number of available officers in each rank/specialty on that requisition cycle. Validated requisitions are forwarded to the assignment branches. Requisitions that are not validated must be resubmitted on succeeding cycles.

c. Since only a limited number of officer requisitions are validated on each requisition cycle, all officer requirements are prioritized at HQ USARC. Priorities are

indicated for each rank/AOC combination and are based on whether the requirement is in a CFP unit. Priorities are also indicated on the projected rate of officer fill for each MUSARC. All MUSARCs with lower projected fill rates are given higher priorities. Projections are developed each month in conjunction with the AC strength reports.

d. To ensure timely fill of AC officer positions, the MUSARCs advise HQ USARC of all actions that affect officer fill (e.g., position changes, retirements, PCS orders, voluntary or involuntary separations). See paras 2-13 and 2-42 concerning review of AC personnel rosters and monthly personnel status reports. No other MUSARC actions are required.

2-3. Enlisted Requisitions

a. Headquarters, USARC, ATTN: AFRC-PRP-F, submits AC enlisted requisitions for the Command directly to PERSCOM. Requisitions are normally submitted twice a month via EDAS.

b. To provide the assignment system with enough time, HQ USARC submits CONUS requisitions 8 months before the requirement month and OCONUS requisitions 10 months before the requirement month.

c. A personnel requisition defines a requirement for a soldier in a specific rank/MOS needed in a specific unit during a given month. A requirement exists when a known or projected vacancy exists against a position authorized on the MUSARC FTS TDA. The Personnel Information Roster (PIR) reflects the most current authorization data and is the driving document for AC requisitions. At figure C-1 is a format of enlisted requisitions generated from the PIR and entered to EDAS.

d. The Enlisted Personnel Management Directorate (EPMD) requisition control and serial number provide a unique identification number for each requisition sent to PERSCOM. It permits rapid and easy identification when USARC queries PERSCOM on the status of a requisition.

e. The control and serial number is explained as follows:

(1) The first two digits identify the requisitioning activity (codes listed in AR 614-200, appendix B).

(2) The third digit is the cycle indicator and identifies the requirement month of the requisition--

(a) Codes "A" through "L" represent the months January through December for the first year of a 3-year cycle beginning in 1989 and repeating every third year (e.g., 1989, 1992, 1995).

(b) Codes "M" through "X" represent the months January through December for the second year of a 3-year cycle beginning in 1990 and repeating every third year (e.g., 1990, 1993, 1996).

(c) Codes "Y," "Z," and "0" through "9" represents the months January through December for the third year of a 3-year cycle beginning in 1991 and repeating every third year (e.g., 1991, 1994, 1997).

f. The last four digits are the serial number. The serial number provides a unique identifier when used in conjunction with the rest of the code. Serial numbers are explained in AR 614-200, table 2-2.

2-4. Enlisted Distribution Assignment System (EDAS)

a. The Enlisted Distribution Assignment System (EDAS) is the principal source for information concerning enlisted assignment actions. The EDAS is an interactive, on-line database driven system designed to incorporate all the enlisted assignment and distribution functions within a single personnel system.

b. The EDAS uses three interactive databases (Personnel, Unit/ Organization, and Requisitions) to store and update data. The databases are interactive, and stored in a single location to ensure all managers use synchronized data when making assignment decisions. The EDAS has the ability to query, create, and/or modify all data within its databases. The EDAS also uses several non-TAPDB databases to assist in the management process.

c. The EDAS field users (HQ USARC) can access information on their subordinate units and on soldiers assigned to or on assignment orders to those units. Additionally, field users can create requisitions for vacant/known loss positions.

d. Neither EDAS nor TOPMIS are real time systems. Data accuracy in both systems is strongly dependent upon the timeliness and accuracy of field input to SIDPERS and VTAADS. If, for example, a unit fails to depart soldiers in SIDPERS in a timely manner, the reports available to assignment and distribution managers may indicate that the unit is at or above strength in a particular rank/MOS, which may preclude validation of critical requisitions or may prompt the assignment manager to PCS more soldiers in that rank/MOS.

e. The FY 94-95 AC enlisted distribution policy will have an impact on the way enlisted requisitions are managed by the AC FTS Branch. With limited personnel resources, HQDA continues to require distribution by unit priority. Fill priority 1 is to Personnel Priority Group (PPG) 1 and 2 units, excepted MOS/positions/units, and directed military overstrength (DMO) positions. Fill priority 2 is to Contingency Force Pool (CFP) units and to Contingency Force Echelons Above Division (EAD) Support Package number 1 units. The EAD units need close attention based on specialized skills and a reduced support base. Fill Priority 3 is to the remainder of FORSCOM units.

(1) Authorizations. The Personnel Management Authorization Document (PMAD) is the single source of personnel authorizations for the Army. It serves as the basis for distribution of soldiers to MACOMs/installations.

(2) Unit priorities. Unit priorities for personnel are prescribed in the Department of the Army Master Priority List (DAMPL) by the Personnel Priority Group (PPG) designator (fifth digit of the DAMPL sequence number). For FY 94-95, Enlisted Distribution Guidance incorporates three categories for priority of fill. Two categories have a direct impact on the USARC. The first is fill priority 1 (AC Support to RC). These positions are filled at 98 to 100% at rank and MOS throughout the fiscal year. The FORSCOM requisitions for AC/RC positions directly to PERSCOM. The

AC FTS Branch monitors the status of each AC/RC requisition. The second is fill priority 3, which is distributed to the remainder of the Army and the USARC. Fill priority 3 will receive an equitable distribution of assets remaining after fill of priority 1 and 2 organizations. Refer to figure C-2 for distribution methodology (fill priority 2 and 3).

Note: New or changed positions identified in DARMS and not entered in VTAADS are not reflected in the EDAS unit/organization database. Requisitions are submitted for these new/changed positions when they are reflected in approved TDAs.

2-5. Officer Distribution Plan (ODP)

a. The ODP is an annual PERSCOM projection of the Army's ability to fill authorizations with the correct rank/branch/MOS. The DAMPL and ODP Policy Guidance from HQDA DCSPER provide priorities. Further guidance is provided by the FORSCOM Commander and the USARC Commander. The ODP projects officer inventories 2 years into the future (e.g., FY 94 ODP development began in May 1992).

b. The ODP uses the Officer Master File (OMF) and projects officer personnel data by rank/branch/MOS to the end strength (mandated by Congress) of the budget year.

c. The Personnel Management Authorization Database (PMAD) is the basis for authorizations used in the ODP. The PMAD is updated from quarter-end September submissions of authorization documents to The Army Authorization Document System (TAADS); authorizations are projected to end FY. Adjustments are made to accommodate near-term support requirements such as unsupported general officer and directed military overstrength positions.

d. The Asset Utilization Model (AUM) is an automated comparison of total available officer inventory to authorization requirements. It determines single skill utilization from a multiple skill officer inventory to establish branch utilization goals and ultimate distribution to MACOMs.

e. The Personnel Priority Model (PPM) is an automated tool to allocate the single skill AUM inventory to the MACOMs according to established HQDA priorities. The PPM is adjusted to ensure support for centrally selected brigade/battalion command positions, Army Educational Requirements System (AERS) positions, HQDA directed fill levels, and MACOM-identified, geographically isolated one-of-a-kind positions. The adjusted report is the MACOM ODP. The MACOM then allocates shares of its ODP support to its Major Subordinate Commands, to include the USARC.

f. The assignment divisions, less Health Services Division but including Colonels and Warrant Officer Divisions, participate in the ODP process. An ODP Goaling and Monitoring System is developed in coordination with the assignment divisions. The system provides the numbers of officers by rank/branch/MOS to achieve the ODP. The Goaling and Monitoring System provide each assignment officer continuous visibility of the available and stabilized

officer inventory, completed assignment actions, and remaining assignment actions to achieve the ODP.

g. Note the direct tie between TAADS and the ODP. Only changes in TAADS affect the ODP. Failure to document authorization changes properly and in a timely manner result in a lower ODP share.

h. As a rule, officer requirements exceed the content of the officer corps, by rank, by branch, and in the aggregate. The ODP is the bridge between changing requirements (i.e., authorizations) and changing officer end strengths. The draw-down of the Army, which began in 1991, has had a significant impact on ODP. When the draw-down is complete (30 Sep 95), the size of the Army, both the end-strength (faces) and the structure (spaces), will be reduced by about 33%. By design, the draw-down in Army strength is being implemented much faster than the programmed force structure reductions. In the short term, the difference between officer requirements and officer end-strength has increased dramatically. As force structure actions (e.g., unit inactivation's and realignments, post closures) are implemented, the difference between requirements and availability will be steadily reduced, and ODP support and officer fill will improve for the units that remain in the structure. The Army draw-down plan calls for officer operating strength (the content of the officer corps minus those in transient, training, hospital, schools) accounts to equal total officer requirements, by rank, by the end of FY 95. The ODP "bridge" will become much shorter, and will be used to manage branch/AOC shortages.

i. Since most AC FTS program authorizations are not included in programmed force structure reductions, USARC elements will see ODP support levels and officer fill rates begin to improve in FY 95.

2-6. Sponsorship Program (AC FTS Soldiers)

a. Inadequate sponsorship and orientation are regularly identified as problems during IG inspections. Because AC FTS soldiers are unfamiliar with the Reserve environment, sponsorship and orientation programs are especially critical. These programs ease the transition into RC duties, shorten the normal "learning curve," improve morale, and reduce personnel problems.

b. When a soldier is identified for assignment, HQ USARC notifies the MUSARC via a request for sponsor (figure C-3), which identifies the unit of assignment, duty position, the soldier's mailing address, and report date. Each MUSARC is provided 30 calendar days to respond to HQ USARC with the name and rank of a sponsor (RCS Exempt in accordance with AR 335-15, para 5-2h(1)). The MUSARC reports the sponsor's name and rank on the preprinted return endorsement (sample format at figure C-4) provided. Enclosed with the sponsor tasker is the Sponsor Checklist, USARC Form 48-R, with part A already completed by the USARC. The checklist should be completed by the appointed sponsor and returned to the MUSARC, 5 workdays following the sponsored soldier's arrival into the

unit. The checklist is maintained on file for a period of 3 years or until completion of the soldier's assignment with the organization, whichever comes first.

c. When an assignment identification is accomplished, HQ USARC also sends a memorandum to the inbound soldier informing him of the assignment (figure C-5). The memorandum contains the MUSARC address, unit of assignment, and MUSARC telephone number. This is not a welcome letter, but merely a letter of notification of assignment.

d. The sponsor should contact the soldier immediately and provide assistance using the checklist as a guide. He should request a copy of the soldier's orders to ensure that proper trailer data regarding unit of assignment and location has been included. Contact HQ USARC (AFRC-PRP-F) for assistance if orders are incorrect. To provide continuity and standardization in the preparation of PCS order endorsements or amendments to PCS orders, HQ USARC (AFRC-PRP-F) prepares and distributes all endorsements and/or amendments to PCS orders (sample at figure C-6).

e. Following arrival, sponsorship actions should continue assistance with in-processing, a thorough orientation (to include discussions of the unit/MUSARC missions, special unit problems and priorities, duty position requirements, rating scheme), and a courtesy call on the Senior Army Advisor.

f. Attendance at the Reserve Orientation Course for Active Army (ROCAA) is **mandatory** for all AC soldiers assigned to USARC units. Attendance is accomplished within 90 days of arrival in the unit. As the final in-processing action, the soldier is then scheduled to attend the ROCAA course at the ARRTC, Fort McCoy, WI.

2-7. Inprocessing Instruction Procedures

a. All AC FTS soldiers process through their assigned MUSARC. If the soldier's unit of assignment is more than 50 miles from the MUSARC, 2 days TDY at the MUSARC is authorized for the purpose of in-processing. The TDY authorization must be stated on the soldier's PCS orders to ensure reimbursement.

b. The Inprocessing Checklist for AC FTS Personnel, USARC Form 49-R, is completed by the MUSARC administrator at the time of the soldier's inprocessing. The MUSARC administrator--

(1) Enters the soldier's name, rank, PMOS, SSN, unit of assignment, and date soldier in-processed into the MUSARC in the applicable areas.

(2) Ensures each block is checked when the processing procedure has been completed. If the procedure is not applicable or necessary, enter "NA" in the appropriate block.

(3) Signs the signature block and obtains the signature of the soldier.

(4) Provide one copy to the soldier, and file one copy in the temporary section of the soldier's military personnel records jacket (MPRJ).

c. The AC FTS soldiers are required to have the following documents for in-processing:

(1) The MPRJ, to include health/dental records and personal finance record.

(2) Certified proof of marriage, divorce decree, and/or certified birth certificates for dependent children, if applicable.

(3) PCS orders.

d. In-processing orientation by unit representative include the following:

(1) Purpose of the FTS program.

(2) Job description, responsibilities, and functions of the soldier's position.

(3) Evaluation Report Rating chain.

(4) Procedures for handling personnel and pay problems.

(5) Available health care services for soldiers and dependents. All AC FTS soldiers should receive a civilian health care booklet and a CHAMPUS pamphlet during in-processing.

(6) Educational opportunities, both military and civilian.

(7) Military support facilities.

(8) Discussion of pay and allowances, to include Variable Housing Allowance.

(9) Leave and Pass policy and procedures.

(10) Submission of household goods claims.

e. Required in-processing procedures and sample forms are identified in Fort McPherson Military Personnel Division Memorandum, subject: Procedures for Processing the Military Personnel Records Jacket (MPRJ).

f. The MUSARC AC FTS Personnel Managers must ensure timely mailing (within 24 hours) of completed in-processing forms and military records to the Fort McPherson MILPO.

g. During in-processing, special attention should be given to junior enlisted soldiers (SGT and below) who are on a Promotion Standing List (AAC-C10) and soldier's promotion package. When a soldier arrives at the MUSARC to in-process, MILPO is immediately notified ((404) 752-3530/3522). The MILPO representative reviews the AAC-C10 with the MUSARC to ensure the soldier's promotion standing and promotion points are transferred to the local standing list. Failure to complete this procedure places the soldier in a non-promotable status, and he/she will need to be re-boarded to regain promotion status.

2-8. Reserve Orientation Course for the Active Army (ROCAA)

a. The ROCAA is conducted at the Army Reserve Readiness Training Center (ARRTC), Fort McCoy, WI. The purpose of this course is to provide Active Army

soldiers with the skills and knowledge necessary to facilitate a smooth transition into a duty assignment that supports the Army Reserve Components.

b. This course includes mobilization, training administration, and support issues. There are no academic standards; however, students must meet all course requirements and standards as outlined in the ROCAA student achievement plan to graduate. The course is 40 hours in length and normal daily class hours are from 0730 to 1630 hours, Monday through Friday.

c. Attendance at the course is mandatory for AC soldiers assigned to USAR units under the command of HQ USARC. Soldiers who have previously completed a tour with a Readiness Group, CONUS, or in a Reserve Component unit, need not attend.

d. The parent unit should schedule attendance at ROCAA during the orientation of newly-assigned AC FTS soldiers. The soldier should attend during the first 90 days of his/her assignment. The MUSARCs (or equivalent headquarters) can request quotas by calling the Quota Manager at DSN 280-7257/7265 or (608) 388-7257/7265.

e. On a regular basis, the USARC DCSPER compares ROCAA class rosters to AC assignments to measure compliance with the above guidance.

2-9. The MILPO Responsibilities and Points of Contact

a. The records of all AC FTS soldiers assigned to USARC units are maintained at MILPO, Fort McPherson, GA. This means that most of our soldiers do not have ready access to their personnel records; however, by consolidating MILPO support at a single installation, we have improved the service to our AC FTS soldiers.

b. Because the records for our geographically dispersed soldiers are consolidated, close coordination between personnel managers and MILPO is critical. The MILPO points of contact for various functional areas are shown at figure C-7.

c. Although direct coordination is encouraged, send all personnel actions that may affect unit strength through HQ USARC.

2-10. Military Personnel Records Jacket (MPRJ)

a. All MUSARC personnel managers collect the MPRJs from soldiers in-processing into the unit and mail the MPRJs to the Fort McPherson MILPO (see para 2-7f). A soldier does **not** maintain his/her own MPRJ.

b. Only the documents listed in AR 600-8-104, table 6-1, are authorized for filing in or with the MPRJ. The MILPO Records Clerk is the **only** one authorized to remove documents from a soldier's MPRJ (unauthorized documents are removed and returned to the soldier by the Records Clerk).

c. There are three sections to an MPRJ:

(1) *Permanent section*. This section is located on the left side of the open MPRJ. Documents filed in this section are kept throughout the soldier's Army career, unless earlier removal is authorized.

(2) *Action pending section*. This is the topmost section located on the left side of the open MPRJ. It is

separated from the permanent documents by a DA Form 201A (Field Personnel File Divider). Documents filed in this section are kept until specific action is finished.

(3) *Temporary section*. This section is located on the right side of the open MPRJ. Documents not listed in the tables of AR 600-8-104 may be filed in this section only when they are needed during the soldier's current assignment. The decision to file a paper in this section is made by the custodian of the MPRJ according to local policy.

d. Missing MPRJ. Soldiers arriving in the command without their MPRJ are queried as to its whereabouts. Immediate action should be taken by the MUSARC personnel manager to identify the exact location and status of the MPRJ. Contact the appropriate records custodian, Fort McPherson MILPO, for further assistance.

e. When an MPRJ is lost or destroyed, it must be reconstructed by the MUSARC personnel manager. To reconstruct the MPRJ--

(1) Have the soldier complete a DD Form 93 and a SGLV Form 8286.

(2) Prepare a new DA Form 201 (the soldier's last name, first name, full middle name (if any), and social security number is legibly printed or typed on one line starting at the left side of the jacket tab).

(3) Try to find the missing original documents.

(4) Explore every source to get duplicate copies of missing documents (i.e., soldier, soldier's previous unit).

f. Close coordination with the records custodian, Fort McPherson MILPO, is necessary.

2-11. Personnel Actions

a. The MUSARC personnel manager is the key person for reviewing and processing AC FTS personnel actions for soldiers assigned to their headquarters and subordinate units.

b. The personnel action section:

(1) Prepares and processes requests for relief from active duty, retirement, resignation, and other types of separation.

(2) Prepares, processes, and monitors line of duty investigations, and ensures control of personnel actions in security cases and investigations.

(3) Processes special correspondence (e.g., congressional inquiries).

(4) Processes and monitors recommendation for award.

(5) Processes applications for warrant officer, aviation, and training.

(6) Processes and coordinates actions pertaining to reenlistment and assures timely assembly and transmittal of associated documents.

(7) Prepares and processes requests for exceptional family members.

(8) Processes and monitors suspensions of favorable personnel actions.

(9) Processes documents relating to casualty reporting as required.

(10) Prepares input and control data (personnel change sheets) for update of SIDPERS.

(11) Reviews and processes requests for extension/curtailment of stabilization.

2-12. Personnel Routing Guide

a. Established to assist MUSARC personnel managers process and route individual actions (evaluation reports, elimination actions, DA selection board processing) properly.

b. The AC FTS Personnel Action Routing Guide is provided at figure C-8.

2-13. Personnel Information Roster

a. The AC Personnel Information Roster is updated by HQ USARC as changes occur. Hard copy PIR is provided to each MUSARC every 60 days for review and update. Changes and/or corrections should be posted in red ink and returned to HQ USARC, ATTN: AFRC-PRP-F.

b. The following items of the PIR are considered "Critical" and should be reviewed by each MUSARC very carefully:

(1) Projected TDA changes. Future TDA position changes, additions, or deletions should be supported with a DA Form 2028.

(2) Loss Date. When an AC soldier is assigned, a projected loss date (report date plus 36 months) is annotated on the PIR. (Exceptions are Saudi Arabia, which is a 12-month unaccompanied overseas short-tour and unaccompanied tours to Puerto Rico, which are 24 months.) When a soldier requests retirement, separation or is alerted for PCS, the projected loss date is changed to reflect the known loss date. The known loss date is followed by an alpha character loss code (e.g., *R* for Retirement, *P* for PCS, *S* for Separation). As a general rule, MUSARCs become aware of known losses long before the USARC. Because requisitions must be submitted 6-10 months in advance of the requested report date, early notification of the USARC is critical.

2-14. Official DA Photograph

a. Each AC FTS soldier has an official photograph taken during his/her birth month, in accordance with the following schedule:

- (1) COL and above - every third year.
- (2) CW2 thru CW5 and ILT thru LTC - every third year.
- (3) Enlisted personnel (SSG thru SGM) - every third year.

b. Individuals are responsible for arranging to have a photograph taken when required, for wearing the Class "A" green uniform with insignia and ribbons correctly displayed, and for notifying the custodian of his/her MPRJ of the date the photograph was taken.

c. Commanders inform personnel concerned of individual responsibilities in accordance with the provisions of AR 640-30. The custodian of the MPRJ (MILPO) is responsible for notifying the soldier of the specific month when a new photograph is required.

d. Unit responsibilities include: notifying and scheduling soldiers for official photographs; coordinating with servicing photographic facilities; and ensuring that soldiers report for their photograph appointments as scheduled.

e. It is essential that periodic updates are accomplished and that the soldier's Official Military Personnel File (OMPF) is current. The official photograph is a significant element of the OMPF and is used by HQDA career management activities and HQDA selection boards. Lack of a current photograph in a soldier's OMPF and Career Management Individual File can have serious career consequences.

2-15. Evaluation Report - Processing

a. Evaluation reports are the most important documents in a soldier's official file. Evaluation reports identify soldiers who are best qualified for promotion, assignment to positions of higher responsibility, and attendance at service schools. Evaluations also identify soldiers who should be kept on active duty, those who should be retained in rank, and those who should be eliminated.

b. Because of the impact of evaluations, timely and accurate submission of reports is essential. Completed reports for AC soldiers must be forwarded expeditiously to the MILPO Fort McPherson, GA (AFZK-PA-PRE). The MILPO then ensures the completed report is forwarded to reach PERSCOM (for AC Officers), USAEREC (for AC Enlisted) not later than 60 days after the ending date of the report. **This suspense cannot be extended.**

c. Annual evaluation report shells are initiated by the MILPO Fort McPherson, GA, for AC soldiers. FTSMC provides the MUSARC with a listing of evaluation reports due for Active Guard/Reserve (AGR) soldiers. The MUSARC/supporting unit/administrative office prepares shells for AGR soldiers. All other reports, i.e., change of duty, change of rater, complete the record, rater option, and senior rater option, require special handling. Therefore, the report shell is initiated by the MUSARC/subordinate command's evaluation monitor.

d. Relief for Cause: (AR 623-105, chapter 5, para 5-18 and AR 623-205, para 2-10).

(1) A report is required when an officer is relieved for cause regardless of the rating period. NCOs may also be relieved for cause.

(2) Action to relieve an officer from any command position is not taken without written approval by the first general officer in the chain of command, in accordance with AR 600-20.

(3) The minimum rater and senior rater qualification and the minimum rating period are 30 days for enlisted personnel. This restriction allows the rated NCO a sufficient period to react to performance counseling during the rating period. A general officer in the chain of command or having general courts-martial jurisdiction over the relieved NCO may waive the 30-day period in

clear cut cases. The waiver memorandum is attached as an enclosure to the completed report.

(4) If the relief for cause is contemplated on the basis of an informal AR 15-6 investigation, the referral procedures in AR 15-6 must be complied with **before** the act of initiating or directing the relief. This does not preclude temporarily suspending the rated officer/NCO from assigned duties pending application of the procedural safeguards contained in AR 15-6. Close coordination with JAG is encouraged.

e. Procedures governing appeals can be found in AR 623-105, chapter 9 (officers/warrant officers) and AR 623-205, chapter 4 (enlisted).

f. Forces Command has established the following rating chains:

(1) All MUSARC commanders - the USARC Deputy Commanding General serves as rater, the CONUSA commanding general serves as intermediate rater, and the USARC Commanding General serves as senior rater.

(2) All MUSARC deputy commanders, assistant division commanders (operations), and officers assigned to general officer positions subordinate to MUSARCs - the MUSARC commander serves as rater and USARC Deputy Commanding General serves as senior rater.

(3) Senior Army Advisors - the MUSARC commander serves as rater and the CONUSA commander serves as senior rater.

g. Concurrence must be granted by the USARC **prior** to appointing a member of the USARC command group as a rating official for persons other than those mentioned above. Requests to include members of the USARC command group in other rating chains are to be forwarded to HQ, USARC, ATTN: AFRC-PRP-F.

2-16. Evaluation Reports - Common Errors

a. The most important document in a soldier's OMPF is his/her evaluation reports (OERs/NCO-ERs). These reports document a history of performance, assignments, schooling, personal quality traits, and comments regarding a soldier's potential for increased responsibility that are invaluable in the selection for promotion, schooling, and assignments.

b. Delinquent evaluation reports are a serious problem for both soldiers and for boards considering those soldiers. Proper initiation and use of the OER Support Form (DA Form 67-8-1) and NCO Counseling Checklist/Record (DA Form 2166-7-1) results in a documented audit trail of objectives, standards and contributions, and will greatly help in expediting completion of the final evaluation report.

c. Emphasis on the proper, timely, complete and accurate preparation of evaluation reports must be stressed by the leadership at all levels.

d. Listed below are some of the recurring administrative errors that also preclude timely processing of these documents:

(1) Incorrect spelling of name and incorrect SSN.

(2) Incorrect beginning/ending dates (e.g. gaps/overlaps). Often problems exist due to nonrated periods. Army Reg 623-105/AR 623-205 provide instructions for determining nonrated periods and initial evaluation reports. Subsequent reports for officers begin the day after the end date of the last report; for enlisted the month after the end month of the last report (AC/AGR).

(3) Army Reg 623-205, table 5-1, chapter 5, specifies the end month of annual reports for USAR enlisted personnel. All USAR change-of-rater reports are no longer optional (i.e. CR = CR/CDY/TRF/PCS-/Retirement/Discharge).

(4) On NCO-ERs use a small letter "o" for bullets. Do not use the degree symbol (°).

(5) Reports should be typed, or printed, using a laser or dot matrix printer, in either (10 pitch) or elite (12 pitch) type face. Compressed type face or spacing is not used. Care must be taken for reports that are printed on automated equipment to ensure the ink does not print too light. When the print is too light, the form may not be legible when copying or recording on the soldier's microfiche. Evaluation reports that cannot be properly microfiched may be rejected and returned to the unit for corrective action.

(6) Do not detach NCO-ERs. The form fold should be at the bottom of page 1 (between Part IVa and Part IVb).

(7) Profile. Enter the year and month the profile was awarded. Also enter required comment(s) to describe the soldier's ability to perform assigned duties.

(8) APFT. Enter the status and year/month of the most recent APFT administered by the unit within the 12 month period preceding the end date of the report. If the APFT was not taken during this timeframe, the APFT data is left blank and the rater explains the absence of the APFT in Part IVb, DA Form 67-8 (OER), or Part IVc, DA Form 2166-7 (NCO-ER).

(9) Height/Weight. If the soldier has been taped and meets the body fat percent standard, enter "Meets body fat standard of AR 600-9." See AR 623-105/AR 623-205 for required comments when the soldier does not meet the body fat percent standard.

(10) Counseling is required for **all** noncommissioned officers. The counseling is documented on DA Form 2166-7-1. The rated NCO initials the counseling record. The counseling date(s) is(are) entered on the NCO-ER in accordance with AR 623-205. For AC/AGR soldiers, the annual report should reflect a minimum of **three** counseling dates.

(11) Overall Performance and Potential (Part Ve, DA Form 2166-7). **Bullets should focus on potential** (e.g., o Promote now, o Send to ANCOC with peers, o Recommend appointment as Warrant Officer, o Recommend attendance at OCS, o Assign to MACOM Special Staff). Too often this item only reflects general statements on performance or appearance. The rater and senior rater should clearly communicate to managers and boards. General statements carry little or no weight.

(12) Bullets must be **double** spaced, no more than two lines, and no more than one bullet to a line. Excellence and needs improvement must be specifically justified. Bullets such as "o The best NCO I know," "o Does a super job," "o Completes all assigned tasks," do not warrant an "X" in the excellence block. Appropriate examples of standards for excellence are listed on the DA Form 2166-7-1 and in other documents published since 1987. It is better to place the "X" in success and use bullets that direct the "X" to lean toward excellence or needs improvement, as appropriate. **Note:** Boards have been instructed that an "X" in excellence is treated as "success" when not clearly justified.

(13) Transfer to Retired Reserve. The end date/month is the date/month transition leave begins or the date/month that retirement is effective if transition leave is not taken. The report should also reflect the rank and assignment for which the soldier should be recalled to active duty in the event of mobilization (e.g., LTC, installation DPCA).

2-17. The OER Support Form Checklist and NCO Counseling Record

a. Support Forms: The rated officer/NCO and the rater are jointly responsible for initiating and completing the DA Form 67-8-1 (OER Support Form)/DA Form 2166-7-1 (NCO Counseling Checklist/Record), as appropriate.

b. The following is a listing of Support Form/counseling record areas MUSARC Personnel Managers need to pay close attention:

(1) The DA Form 67-8-1 and DA Form 2166-7 are developed during the first 30 days of the rating period.

(2) Part III of the DA form 67-8-1 includes the date of the initial discussion and reflects the initials of the rated officer and the rater in the space provided. The DA Form 2166-7-1 contains a similar requirement for NCOs.

(3) The OER Support Form/ NCO Counseling Checklist/Record should be updated when necessary to reflect changes in the duties and objectives as they occur during the rating period.

(4) On final preparation of the form, all or most of the significant objectives and contributions should be listed.

(5) Signatures and dates on the DA Form 67-8-1, part IVc, Va and Vb are required by the rated officer and rating officials as indicated on the form. For NCOs, counseling dates and initials are required on the DA Form 2166-7-1.

(6) The rater ensures the OER support form is forwarded to the rating officials along with the DA Form 67-8 (OER). The senior rater returns the DA Form 67-8-1 to the rated officer when the completed OER is forwarded for final processing.

(7) Nonavailability of the OER Support Form is not in itself a basis for an appeal. Also, no appeal may be filed solely because the information on the DA Form 67-8-1 is not repeated on the OER, or because the comments of rating officials on the DA Form 67-8 are not identical to

those in the DA Form 67-8-1. This also applies for the NCO Counseling Checklist/Record.

2-18. Evaluation Report Rating and Processing Norms

a. In accordance with AR 623-105 and AR 623-205, evaluation reports are processed in an accurate and timely manner. Evaluation reports are critical to every soldier's military career. The reports are reviewed by DA, ARPERCEN, USAEREC boards, and personnel managers, for promotions, command assignments, schools, and special assignments.

b. Commanders and Command Sergeants Major must take an active role in establishing controls to ensure processing requirements are met. This Headquarters continues to monitor evaluation report quality and timeliness.

c. Do not send completed evaluation reports to the USARC unless one of the rating officials is assigned to the USARC, or when otherwise directed to do so on a case by case basis. Send completed reports through the MUSARC for AC/AGR soldiers. Send TPU reports to the ARPERCEN address indicated above. Failure to send completed reports to the appropriate addressee will cause additional unnecessary delays in processing the reports to the soldier's official file.

d. Common questions relating to OER processing timeframes for AC, AGR, and USAR TPU soldiers; general officer OERs; rating frocked officers; command and MILPO codes; signature block; and duty AOC are:

(1) Active Component soldiers - all OERs and NCO-ERs are completed and forwarded to MILPO (AFZK-PE-PRE), Fort McPherson, GA, no later than 30 days from the end date of the report. These reports must reach PERSCOM/ USAEREC no later than 60 days from the end date of the report (per AR 623-105, para 1-4k, and AR 623-205, para 1-4b (h)).

(2) Active Guard/Reserve soldiers - all OERs and NCO-ERs are completed and forwarded to FTSMC (DARP-ART), no later than 30 days from the end date of the report. These reports must reach ARPERCEN no later than 60 days from the end date of the report (per AR 623-105, para 1-4k, and AR 623-205, para 1-4b(h)).

(3) USAR TPU (Ready-Reserve) soldiers - all OERs and NCO-ERs are completed and forwarded to ARPERCEN (DARP-PRE-O for officers and DARP-PRE-E for enlisted), no later than 90 days from the end date of the report (per AR 623-105, para 7-2a, and AR 623-205, para 1-4b(h)).

(4) General Officer OERs - evaluation reports are due to the USARC on the end date of the OER when the rater is assigned to the USARC. If the rater is assigned to the MUSARC, the OER is due to the USARC no later than 25 days from the end date of the report.

(5) Rated Officer Frocked - if the rated officer has been frocked to a higher rank and is serving in the authorized position for the rank to which frocked, enter the frocked rank and the effective date of the frocking (DA Form 67-8, part Ic and part Id); otherwise enter the officer's current rank and date of rank.

(6) Command Code/MILPO Code - all AC evaluation reports that are forwarded to MILPO Fort McPherson, GA, reflect Command Code "FC" and MILPO Code "FS26." All AGR evaluation reports that are forwarded to FTSMC, St. Louis, MO, reflect Command Code "FC" and MILPO Code "FS05." These items are left blank for USAR TPU (Ready-Reserve) evaluation reports. The Station Code for MILPO Fort McPherson, GA, is "13567." The Station Code for all AGR reports are left blank.

(7) Signature Blocks - enter the "Basic Branch" in the authentication block for officer signing the evaluation report.

(8) Duty AOC/MOS - the Duty AOC for the rated officer/WO/enlisted soldier contain, **as a minimum**, the first five characters of the position requirements' code, seven characters if an additional skill identifier, or nine characters if a language identifier is required (AR 623-105, para 4-12c and AR 623-205, para 6-11d(2)).

(9) USAR TPU (Ready-Reserve) officers - DA Form 67-8, part I, must reflect the total number of active duty days performed during the rating period (enter to the right of the words "period covered"). Part Vc of DA Form 67-8 reflect the number of scheduled drill assemblies and the number of drill assemblies the rated officer attended during the rating period (AR 623-105, para 7-8d and AR 623-105, para 7-11e).

(10) Period of Report - normally a soldier's next evaluation report is due 1 year from the end date of his/her last report. There seems to be some confusion regarding Academic Evaluation Reports (AERs) in that while the AER is a valid evaluation report, the soldier's next report is not necessarily due 1 year from the end date of the AER. Examples at appendix C should clear up problems in determining the period of a report and nonrated periods when an AER is involved.

2-19. Tour Stabilization Policy

a. To reduce turbulence and PCS costs, the Army has adopted the following general policies:

(1) CONUS time-on-station (TOS) goal is 48 months.

(2) CONUS FTS assignments: AR 614-5, chapter 3 specifies 36 months stabilization.

(3) Saudi Arabia assignments. A 12-month unaccompanied overseas short-tour.

(4) Puerto Rico assignments. A 36-month with dependents or 24 months without dependents.

(5) For CONUS-to-CONUS moves, 2-year service retainability is required.

(6) PCS prior to tour completion must be approved by PERSCOM. Requests from the field must be initiated or supported by a general officer.

(7) Within budget constraints, PERSCOM supports field commander requests for TOS waivers to meet extraordinary mission requirements.

b. Stabilization is defined as any action that extends the soldier's availability date beyond the established CONUS tour length. Stabilization fences the soldier from meeting

other requirements during the period of stabilization. An action to move a soldier prior to the established availability date is defined as a stabilization break. An Army requirement must exist before an assignment action is taken; personnel are not reassigned solely due to completion of a stabilized tour.

c. As in the past, time on station is controlled more by demand than any other factor. Skills that are in short supply and high demand tend to PCS more frequently.

d. Under the following circumstances, requests for extension are **not** normally approved:

(1) The soldier is in an excess and/or unauthorized position.

(2) The soldier holds a CMF/MOS/rank which is critical to overseas replacement.

(3) The soldier has been issued assignment instructions.

e. Under the following circumstances, requests for stabilization breaks (curtailment) is not normally approved:

(1) The soldier has less than 24 months time on station.

(2) The losing command requires a backfill.

f. See the appropriate procedures for processing requests for extensions or curtailments.

g. See the appropriate procedures for processing requests for deletion or deferment from assignment instructions.

h. See the appropriate procedures for processing requests for compassionate reassignment.

2-20. Tour Stabilization Extension Request

a. Requests for extension of the normal 36 month tour for AC FTS soldiers are submitted on DA Form 4187 (Personnel Action) (figure C-9) through the soldier's chain of command and HQ, USARC (ATTN: AFRC-PRP-F) to the Fort McPherson MILPO.

b. Requests should cite any personal and/or operational reasons supporting the request, and should indicate the soldier's current assignment data (e.g., unit, para/line numbers, duty position, date assigned).

c. Soldiers are advised not to take irreversible actions (e.g., buying/selling homes, signing leases or other long-term contracts) while pending approval of extension actions.

2-21. Tour Stabilization Curtailment Request

a. Requests for curtailment of the normal 36-month tour for AC FTS soldiers are submitted on DA Form 4187 (figure C-10) through the soldier's chain of command and HQ, USARC (ATTN: AFRC-PRP-F) to the Fort McPherson MILPO.

b. Requests should cite any personal and/or operational reasons supporting the request, and should indicate the soldier's current assignment data (e.g., unit, para/line numbers, duty position, date assigned).

c. Soldiers who are excess/surplus to the needs of the organization will normally warrant favorable consideration. When requesting curtailment of stabilization, the soldier's DA Form 4187 should include three CONUS and three

overseas areas of preference for future assignment consideration.

2-22. Deletion/Deferment From Assignment Instructions

a. Requests for deletion or deferment from assignment instructions are submitted through the soldier's chain of command and HQ, USARC, DCSPER (ATTN: AFRC-PRP-F) to Fort McPherson MILPO. Requests should include all relevant documentation (AR 600-8-11). Requests should cite the reasons supporting the request (figure C-11), and should indicate the soldier's current assignment data (e.g., unit, para/line numbers, duty position, date assigned, current status).

b. Rules for processing regulatory deletions and deferments:

(1) The DA Form 5118-R (Reassignment Status and Election Statement) is used in conjunction with AR 600-8-11, table 2-1, to determine if soldier requires a deletion or deferment.

(2) Deferment is used in lieu of deletion if the disqualifying factor can be resolved within **120** calendar days (4 months) of the requirement month.

(3) Request for a deletion or deferment may be initiated by the soldier, the soldier's commander, or HQ USARC.

(4) More than one deletion or deferment request may be submitted on a soldier, if the conditions are not related.

(5) Multiple deferments does not exceed **120** calendar days.

(6) Request for deletion or deferment includes all relevant documentation as prescribed in AR 600-8-11, table 2-1.

(7) Reassignment processing continues (except for requesting port call, moving family members, shipping household goods, and terminating quarters (if applicable)) until the deletion or deferment is approved.

(8) Soldiers are advised not to take irreversible actions (e.g., sale of house, POV, or other personal items) while pending approval of a request for deletion or deferment.

(9) Telephonic requests for deletion or deferment are not authorized.

(10) Request is submitted to arrive at PERSCOM within **30** calendar days of EDAS cycle date. If situation occurs after the initial **30** days, request is submitted within **72** hours after situation occurs (or becomes known to soldier).

(11) Disapproval of a request for deletion or deferment may be accomplished at any level. Disapproved cases are routed back to the originator of the request.

(12) Approval of a deletion or deferment request is governed by the criteria in AR 600-8-11, table 2-1.

(13) Requests that are incomplete or do not meet regulatory requirements are returned to the originator.

(14) All approved deletions and deferments are confirmed through EDAS.

(15) Soldiers comply with the original assignment instructions if a request is disapproved. If necessary, the Fort McPherson MILPO will ask PERSCOM to adjust the arrival month (exception rather than the rule).

(16) Soldiers comply with the original assignment instructions at the end of an authorized deferment.

c. The following are rules for processing **operational** deletions and deferments:

(1) The DA Form 5118-R is used in conjunction with AR 600-8-11, table 2-1, to determine if soldier requires a deletion or deferment.

(2) Request explains the rare and unusual circumstances which exist, and fully justify why PERSCOM should override the gaining command's priority.

(3) Only requests which are fully documented and clearly indicate that local mission requirements are more critical than those of the gaining command are approved.

(4) Deferment is used in lieu of deletion if the operational requirements can be fulfilled within **120** calendar days (4 months) of requirement month.

(5) Requests for operational deletion and deferment are only submitted by CONUS-based organizations.

(6) Requests are submitted to arrive at PERSCOM within **45** calendar days of the EDAS cycle date.

(7) All deletion and deferment requests are routed through command channels to the Fort McPherson MILPO.

(8) All requests **are personally endorsed by a general officer** in the local chain of command. **This signature authority cannot be delegated.**

(9) The PERSCOM is the final approval authority for all operational deletions and deferments.

(10) Disapproval of a request for operational deletion or deferment is authorized at any level. Disapproved cases are routed back to the originator of the request.

(11) If the soldier reenlisted for the assignment, the request for deletion must include a statement from the soldier indicating his/her willingness to waive the reenlistment option.

(12) Request for operational deletion or deferment must contain complete justification to include the following:

(a) Name, SSN, unit of assignment, PMOS, DMOS, position title, date assigned to installation, EDAS cycle and date, and new assignment area and report month.

(b) The MOS strength with a 6-month projection for current unit as well as requisitioning activity. This information is submitted by HQ USARC and identified on cover memorandum to the Fort McPherson MILPO.

(13) More than one deletion or deferment request may be submitted on a soldier if the conditions are not related.

(14) Multiple deferments does not exceed 120 calendar days total.

(15) Request for deletion or deferment includes all relevant documentation as prescribed in AR 600-8-11, table 2-1.

(16) Once a request for operational deletion or deferment has been submitted, the soldier is retained at the home station pending PERSCOM final approval.

(17) Reassignment processing continues except for requesting port call, moving family members, shipping household goods, and terminating quarters (if applicable), until the deletion or deferment is approved.

(18) Soldiers are advised not to take irreversible action (e.g., sale of house, POV, or other personal items) while pending a request for deletion or deferment.

(19) Requests that are incomplete or do not meet the regulatory requirements are returned to the originator.

(20) All PERSCOM approved deletions or deferments are confirmed through EDAS. This is accomplished by either HQ USARC or MILPO, Fort McPherson, GA.

(21) Soldiers comply with the original assignment instructions if a request is disapproved. If necessary, MILPO, Fort McPherson, will ask PERSCOM to adjust the arrival month (exception rather than the rule).

(22) Soldiers comply with the original assignment instructions at the end of an authorized deferment.

d. The following are rules for processing **compassionate** deletions and deferments:

(1) The DA Form 5118-R is used in conjunction with AR 600-8-11, table 2-1, to determine if a soldier requires a deletion or deferment.

(2) Deferment is used in lieu of deletion if the disqualifying factor can be resolved within **90** calendar days (3 months) of the requirement month.

(3) Request for a deletion or deferment can be initiated by the soldier, the soldier's commander, or HQ USARC.

(4) More than one deletion or deferment request may be submitted on a soldier, if the conditions are not related.

(5) Multiple deferments does not exceed 90 calendar days.

(6) Requests for deletion or deferment include all relevant documentation, as prescribed in AR 600-8-11, table 2-1.

(7) Reassignment processing continues (except for requesting port call, moving family members, shipping household goods, and terminating quarters (if applicable)) until the deletion or deferment is approved.

(8) Soldiers are advised not to take irreversible actions (e.g., sale of house, POV) while pending a request for deletion or deferment.

(9) Telephonic requests for deletion or deferment are not authorized.

(10) Request is submitted to arrive at PERSCOM within **45** calendar days of EDAS cycle date. If situation occurs after the initial 45 days, request is submitted within 72 hours after situation occurs (or becomes known to soldier). A "Deletion or Deferment" memo (figure C-11) is completed and forwarded through command channels to PERSCOM

within 4 calendar days of local approval of deletions and deferments.

(11) Disapproval of a request for deletion or deferment is authorized at any level. Disapproved cases are routed back to the originator of the request.

(12) Approval of a deletion or deferment request is governed by the criteria in AR 600-8-11, table 2-1.

(13) Requests that are incomplete or do not meet the regulatory requirements are returned to the originator.

(14) All approved deletions and deferments are confirmed through EDAS.

(15) Soldiers comply with the original assignment instructions if a request is disapproved. If necessary, Fort McPherson MILPO, will ask PERSCOM to adjust the arrival month (exception rather than the rule).

(16) Soldiers are to comply with the original assignment instructions at the end of an authorized deferment.

(17) If a request is based upon medical problems of a family member, a signed statement from the attending physician (giving the specific medical diagnosis and prognosis of illness, including date of onset, periods of hospitalization, and convalescence) must be included.

(18) If illness is terminal, the life expectancy must be included in the request.

(19) The medical statement must list any factors that establish the soldier's presence will have a bearing on the medical condition.

(20) If a request is based upon legal problems, it must include a signed statement from licensed attorney stating problems and reasons why soldier's presence is essential.

(21) If a request is based upon other than medical or legal problems, supporting statements from responsible persons (i.e., clergy, social workers, persons who have personal knowledge of the problem) must be included.

(22) If a soldier has an unfulfilled enlistment or reenlistment commitment that would be affected if request is approved, DA Form 3739 (Application for Assignment/Deletion/Deferment for Extreme Family Problems), item 28, must include the following statement: "If my request is approved, I will waive my enlistment/reenlistment commitment for (**identify commitment**)."

(23) If the soldier has received reassignment orders, a copy of the orders must be attached to the request for deletion or deferment.

(24) Requests for compassionate deletions and deferments must be submitted using DA Form 3739.

(25) Soldier must personally sign DA Form 3739 to request a compassionate deletion or deferment.

(26) If the problem involves the health and welfare of family members, the affected person must be the spouse, child, parent, minor brother or sister, person in loco parentis, or the only living blood relative of the soldier or other authorized dependent.

(27) If problem is based on the condition of a parent-in-law, no other member of the spouse's family must be available to help resolve the problem.

(28) Requests submitted after the initial 30 days and based on an event which took place after the EDAS cycle, are forwarded through command channels to reach PERSCOM within 7 calendar days after submission.

2-23. Enlisted Promotions - HQDA Centralized Promotion Selection Boards

a. Each AC Enlisted Promotion Selection Board has the mission to:

(1) Recommend the best qualified NCOs in the zone of consideration, by Military Occupational Specialty (MOS), for promotion to the next higher rank.

(2) Perform a qualitative screen for unsatisfactory performers on soldiers in the zone of consideration in accordance with AR 601-280, chapter 10.

(3) Review appeals from or on behalf of soldiers with DA bars to reenlistment to determine whether the QMP bar should be set aside.

(4) Review cases for removal from existing centralized promotion lists, for promotion consideration, and for initial promotion consideration.

b. Method of Selection. Boards organize into separate panels by career management fields (CMF). Boards are provided the performance portion (P-fiche) of the OMPF of all eligible NCOs. Consideration for promotion is accomplished by MOS and must be accomplished in complete objectivity with the good of the service and needs of the Army of primary importance. The best qualified NCOs in each MOS are recommended for promotion to the next higher rank in accordance with the needs of the Army.

c. Before the board determines which NCOs are among the "best qualified," it must first determine which NCOs are "fully qualified." To determine whether an NCO is fully qualified, the board must satisfy itself that the NCO is qualified professionally and morally, has demonstrated integrity, is physically fit, and is capable of performing the duties of the next higher rank or position. Selection is not intended as a reward for past performance.

d. Future Army strategy will be one of limited forward presence, quick and rapid power projection and expandability. Future conflicts will probably be of short duration. Board members are advised that many NCOs will not be involved, and that combat experience gained from participation in such conflicts as Operations JUST CAUSE or DESERT STORM is not reflected throughout the NCO corps. An NCO who did not participate in these campaigns is not necessarily less competent than an NCO who, because of assignment, participated in a particular campaign or conflict. Board members do not penalize NCOs who did not get the opportunity to participate in combat.

e. The following is a list of what board members look for:

(1) Each evaluation report in the file is examined carefully. Particular attention is given to the narrative comments, scope and degrees of responsibility in terms of resources, people, facilities and dollars managed, as outlined in the job description, trends in professional ability and performance, with special emphasis on the specifics of performance as they relate to the soldier's MOS and duty description, and specific potential recommendations by the rating officials. Since the format of the NCO-ER (DA Form 2166-7) is significantly different from the old EER, board members are instructed to review both carefully. Just as they consider the narrative of the EER to validate the numerical ratings, they study in detail the bullets of the NCO-ER to validate the rater and senior rater block marks. Board members determine if the bullets fully justify the particular block that has been checked. A justified rating of "success" or "successful" is an indication that the NCO is fully qualified.

(2) Self Development Test (SDT) score of 70% is the Army's minimum standard. Soldiers who have not been tested in an MOS for which there is no SDT or have been in assignments which may have prevented regularly scheduled testing will not be penalized by the board.

(3) Level of responsibility, trends in efficiency, military education, professional values, range and variety of assignments are considered by each selection board.

f. Members of HQDA selection boards are provided the following guidance on Reserve Component duty, "Reserve Component assignments play an important role in the Army's total force structure. An individual's ability to perform successfully in a Reserve Component assignment is a valued attribute. It reflects adaptability and special management skills, and broadens an NCO's perspective of the role of the total Army. As in any assignment, outstanding performance in Reserve Component duties reflects upon the soldier's potential for advancement."

g. Other assignments given careful consideration - drill sergeant duty, recruiting duty, ROTC duty, equal opportunity duty, special category (i.e., individuals assigned to classified special mission units), Lance/Pershing II duty, NCO Academy instructor duty, and Military Entrance Processing Station duty.

h. Army policy requires that every soldier be physically fit, regardless of age or duty assignment. Weight control and physical appearance are important indicators of an NCO's physical fitness.

i. As of 1 Oct 91, all official DA photographs are taken in color. Not all soldiers have color photographs; however, the black and white photograph on file is sufficient when reviewing an NCO's record. Nevertheless, it is recommended that soldiers update their OMPF with an official color photograph.

j. The GT score is intended as a trainability predictor. In the selection process, the decision is made based on demonstrated performance, not a test taken to assist in determining MOS classification or trainability.

k. To increase chances for selection, the following must be accomplished:

(1) Coordinate with Fort McPherson MILPO, to review and update your Personnel Qualification Record (PQR) to ensure the most current information is provided to the board. Signature authentication by the soldier is required for all PQRs submitted to USAEREC.

(2) Process complete-the-record evaluation report (if applicable). Complete-the-record reports are optional and authorized only for soldiers competing for promotion. They may be submitted only for NCOs who have completed at least 6 months in the current duty position under the same rater. Also, they must not have received a previous report for the current duty position.

(3) Ensure official photograph is current. Photographs must be submitted in accordance with AR 640-30. Photographs are addressed to Commander, ATTN: PCRE-BA, USAEREC, Fort Benjamin Harrison, IN 46249-5301.

(4) Soldiers should request a copy of their OMPF by writing to Commander, USAEREC, ATTN: PCRE-FF, Fort Benjamin Harrison, IN 46249-5301. Requests must contain full name, SSN, address where OMPF is to be sent, and soldier's signature. Soldiers may also request their OMPF by telephone (push-button only) by calling (317) 542-3714 or DSN 699-3714. and a recording will give instructions (there is no charge for this service).

(5) To call attention to any matter that is deemed important for the board's consideration, write to the President of the board. Memos must be addressed to: President (identify DA board, i.e., MSG Selection Board), C/O CDR, USAEREC, ATTN: PCRE-BA, Fort Benjamin Harrison, IN 46249-5301 (memo must be received no later than the suspense date set for the board and contain full name, SSN, and signature).

2-24. Self Development Test (SDT) Linkage to Enlisted Personnel Management System (EPMS)

a. Headquarters, DA, has announced implementation of the SDT and the linkage to the EPMS. The SDT results are used in board deliberations for Active Army and AGR promotions and schooling in FY 94.

b. A copy of the test results is provided to both the commander and soldier. In addition to providing the SDT results to commanders/supervisors, both Active Army and AGR SDT, results are used by promotion and school selection boards (starting second quarter, FY 94).

c. The SDT results are used as follows:

(1) Semi-centralized promotion system (to SSG). In local promotion boards, as one consideration when evaluating the soldier's record (whole-person concept).

(a) Assist commanders in determining appropriate promotion points for duty performance.

(b) To assist (local promotion board members) in determining appropriate board points for the board interview and evaluation.

(2) Provided to centralized promotions/

school selection boards (DA Form 2A) to assist board members in determining the best qualified NCO, using the whole-person concept.

d. Promotion/school selection boards do not penalize NCOs who were not tested in an MOS for which a SDT was not available in FY 94 or NCOs who received an exemption from taking their SDT.

e. Test results are provided on DA Form 2A (blocks 25 through 29) (as of Feb 94). Individual Soldier's Report distributed to commanders and NCOs may be used until the score appears on the DA Form 2A.

2-25. Centralized Selection Boards - Notification of HQDA Selects and Non-Selects (Officer and Enlisted)

a. The AC FTS Branch reviews all HQDA centralized selection board results for USARC soldiers in the zone of consideration.

b. The AC FTS Branch identifies soldiers, selected and not selected, by each board. All MUSARC personnel managers are notified, usually 48 hours prior to the official release date, of selected and non-selected soldiers in their organization. As a general rule soldiers considered and *not selected* by the board are notified by the MUSARC representative 24 hours prior to the official release date. Soldiers considered and *selected* are notified the morning of the official release date. The advance 48 hour notification provides the MUSARC representative adequate time to inform each considered soldier of the results.

c. Due to certain restrictions, photostat copies of the selection list cannot be provided to subordinate commands.

2-26. Official Military Personnel Files (OMPF) - Enlisted

a. The custodian of the Active Army OMPF is the Commander, USAEREC, ATTN: PCRE-F, Fort Benjamin Harrison, IN 46249-5301.

b. Only those documents listed in AR 600-8-104, tables 1-1 and 4-1, are authorized for filing in the OMPF. Depending on their purpose, the documents are filed in one of three sections:

(1) The performance (P) fiche. The *P* fiche of the OMPF is used for filing performance, commendatory, and disciplinary data. The *P* fiche is routinely used by career managers and selection boards. Documents placed on this fiche are limited to those that provide evidence of a member's demonstrated performance. These documents are used for evaluation and selection purposes.

(2) The service (S) fiche. The *S* fiche is the OMPF section where general information and service data are filed. This section is routinely given to career managers and it is also given on request to selection boards. All MPRJ custodians may request those documents from the service fiche that are authorized for file in the MPRJ in accordance with AR 600-8-104, table 3-1.

(3) The restricted (R) fiche. The *R* fiche is the OMPF section for historical data that may normally be improper for viewing by selection boards or career managers. The release of information on this fiche is controlled. Because of its

contents, it is not released without written approval from the HQDA selection board proponent.

c. Active Army soldiers should review their OMPF periodically for completeness and accuracy. Soldiers may request a copy of their OMPF by writing to Commander, USAEREC, ATTN: PCRE-FF, Fort Benjamin Harrison, IN 46249-5301. Requests must have the soldier's full name, SSN, address where OMPF is to be sent, and his/her signature. Soldiers may also request their OMPF by telephone (push-button phone) (317) 542-3714 or DSN 699-3714. A recording will give instructions (no charge for this service).

2-27. Enlisted Promotion Boards - SSG and Below

a. Promotions are accomplished in accordance with AR 600-8-19, Enlisted Promotions and Reductions. The AC FTS soldiers are geographically dispersed and not usually within commuting distance of the servicing Fort McPherson MILPO. Therefore, the MUSARCs may conduct promotion boards for promotion to SGT or SSG for assigned AC FTS soldiers. Guidance for conducting boards is provided in AR 600-8-19, para 3-16.

b. To conduct a local board, the MUSARCs are to send a memorandum to MILPO identifying the soldier(s) to be considered. A DA Form 3355 (Promotion Point Worksheet) is prepared for each soldier; only the Administrative Data (Items 1-9) and part A need be completed. The DA Form 2048 must also be completed to request the soldier's 201 file.

c. Since boards must be conducted prior to the 15th of the month, requests are to arrive at MILPO no later than the first day of the month the board is to be held.

d. The MILPO completes section B, DA Form 3355, and returns the form and the 201 files to the MUSARC.

e. After the board has been conducted, the MUSARC completes section C, DA Form 3355, and forwards the Report of Board Proceedings and the completed packets and 201 files to Fort McPherson MILPO. If the soldier attains recommended list status, the PSC authorizes his/her name to be added to the current recommended list for promotion. No further board action is required. When appropriate, MILPO issues promotion orders.

f. Rules for advancing AC enlisted soldiers to PFC and SPC are shown in AR 600-8-19, paras 2-5 and 2-6. Procedures for in-processing soldiers without promotion packets are discussed in para 2-7, this pamphlet.

2-28. Suspension of Favorable Personnel Actions (FLAGS)

a. Flagging actions are required to preclude execution of favorable personnel actions for soldiers not in good standing.

b. Nontransferable flags are not transferred to another unit and include the following actions/investigations:

- (1) Charges, restraint, or investigations.
- (2) Court Martial.
- (3) Non-judicial punishment.
- (4) Absence Without Leave (AWOL).
- (5) Administrative reduction.

- (6) Letters of admonition, censure, or reprimand.
- (7) Elimination (field initiated).
- (8) Security violation.
- (9) Removal from promotion/command school selection lists.

(10) Referred OER involving an officer on a promotion list.

c. Transferable flags may be transferred to another unit and include the following actions/investigations:

- (1) APFT failure.
- (2) Entry into Weight Control Program.

d. With some exceptions, flags prohibit the following actions:

- (1) Appointment, re-appointment, reenlistment, or extension.
- (2) Reassignment.
- (3) Promotion.
- (4) Awards and decorations.
- (5) Attendance at civil or military schooling.
- (6) Unqualified resignation or discharge.
- (7) Retirement.
- (8) Advanced or excess leave.
- (9) Payment of selective reenlistment bonus.
- (10) Assumption of command.

e. Separate flags are initiated on DA Form 268 (normally by the unit commander) for each investigation, incident, or action. Flags are removed immediately when a soldier's status changes from unfavorable to favorable. The effective date for removal of a flag is the date the soldier's status changes.

f. Management of flagging actions is critical, both to preclude the improper processing of favorable personnel actions for soldiers who are not in good standing and to ensure that soldiers who have regained favorable status are not improperly denied favorable personnel actions. Commanders are advised to review AR 600-8-2 for detailed guidance when contemplating flagging actions.

g. All MUSARCs are to provide copies of DA Form 268, imposing or removing flags for AC FTS soldiers, to HQ USARC (ATTN: AFRC-PRP-F).

2-29. Casualty Reporting

a. Casualty reporting is a command function at all levels. An efficient casualty reporting system provides prompt, continual flow of accurate casualty information through the chain of command to HQDA and the next-of-kin.

b. Commanders at all levels are to emphasize the importance of prompt and accurate casualty reporting. Special care is exercised to verify the spelling of the soldier's name and the accuracy of the SSN.

c. In accordance with AR 600-8-1, the following categories of casualties are reported through command channels to HQDA:

- (1) Deaths.
- (2) Missing soldiers (e.g., in cases of accident or natural disaster).
- (3) Seriously ill soldiers.

d. The following actions are taken by the MUSARC for casualty reporting:

(1) Obtain all available information concerning the circumstances surrounding a casualty as quickly as possible and contact the USARC, DCSPER immediately. If the death occurs after normal duty hours, the USARC Staff Duty Officer is contacted. Verify the spelling of the name and SSN of the casualty.

(2) The soldier's unit commander prepares a letter of sympathy or condolence to the next-of-kin. Army Reg 600-8-1 provides sample formats of letters. Letters are to be reviewed by HQ USARC (ATTN: AFRC-PRP-F) before forwarding to the soldier's next-of-kin.

(3) Notify the supporting MILPO. Appointment of a Casualty Assistance Officer (CAO) is a geographic area of responsibility (not command). Normally, the closest military installation to the casualty's location appoints a CAO.

2-30. Developmental Army Readiness and Mobilization System (DARMS)

Reserved for future use.

2-31. TDA Authorizations - Deletions, Additions, and Changes

a. The AC personnel system is driven by the VTAADS system which documents TDA authorizations. Changes that are not in VTAADS does not influence the personnel systems at HQDA.

b. DARMS is a purely RC management system and is only used for informational purposes. They must be entered into VTAADS.

c. Lead time for TDA changes can easily be 12-24 months (from the time the change is submitted to the effective date of the TDA on which the change appears). Lead time for AC requisitions is 7-10 months.

d. The AC positions being deleted or changed are posted as early as possible to ensure that no requisition action is taken and to plan for movement of incumbents (if required). Requisitions for AC positions being added are submitted to coincide with the effective date of the TDA. Fill of these added/changed requirements, however, is often slow because the added requirement is not yet reflected in the Personnel Management Authorization Document (PMAD) or the Officer Distribution Plan (ODP).

e. As a general rule, the AC Management Section will nonconcur with proposed changes to positions that are encumbered or for which a replacement has been identified. The AC FTS Management Branch generally concurs with changes to positions that are vacant or projected to be vacant.

f. Bottom line - force structure turbulence results in delayed fills. The effective dates of TDA changes should be planned (as much as possible) to coincide with projected vacancies; i.e., changes should be submitted about 18 months prior to the incumbent's projected loss date. Coordinate changes with the AC Management Section.

2-32. Reassignment Packets and Processing

a. A reassignment packet is required on each soldier who has received assignment instructions.

b. The minimum required forms to be completed are DA Form 5118-R and AFZK-PA FL 73 (Acknowledgment of Alert Notice for Reassignment). Refer to Fort McPherson Military Personnel Division Handbook for instructions on completing these documents.

c. Medical and dental screening. Soldiers identified for an OCONUS assignment must complete DA Form 4036-R before PCS orders can be published. The form must be completed by the soldier and returned to the Fort McPherson MILPO within 26 days from receipt of assignment instructions.

d. Human Immunodeficiency Virus (HIV) Testing. An HIV test must be completed on each soldier identified for an OCONUS assignment. A copy of the test results must be provided to MILPO before reassignment orders can be published. The HIV test results cannot be more than 6 months old as of the arrival date to the gaining overseas command.

e. Service remaining requirements are as follows (all requirements must be completed within 30 days from the date the soldier receives assignment instructions):

(1) A soldier is required to have 24 months remaining in the Army, as of the arrival date at the gaining unit, for a CONUS to CONUS tour.

(2) A soldier is required to have 12 months remaining in the Army as of the arrival date for an assignment to a dependent restricted area.

(3) A soldier is required to have 24 months remaining in the Army as of the arrival date to other OCONUS areas. If the soldier chooses to serve the with dependents tour, the service remaining obligation is 36 months.

(4) A soldier is required to have 36 months remaining in the Army, as of the arrival date, for assignments to Alaska or Hawaii.

f. SIDPERS transaction submissions. Departure SIDPERS transaction is submitted to Fort McPherson MILPO on the day the soldier signs out of the unit.

g. PCS orders. The Fort McPherson MILPO prepares all reassignment orders 60 to 120 days prior to the soldier's departure date.

2-33. Compassionate Reassignment Request

a. As a general rule, approval of compassionate assignments requires that:

(1) The problem is expected to be corrected within a reasonable period of time, normally 1 year.

(2) The problem can only be corrected by assignment to a particular geographic area.

(3) The problem neither existed nor was reasonably foreseeable at the time of the latest entry on active duty.

(4) The problem cannot be corrected through the use of leave, correspondence, power of attorney, or by another person.

b. Requests based on personal (compassionate) grounds are submitted using DA Form 3739 to the servicing MILPO and must conform to the guidance in AR 614-100 (officers), AR 614-200 (enlisted), and AR 600-8-11.

c. Criteria which would normally constitute grounds for compassionate reassignment can be found in AR 614-200 (enlisted), paras 3-5b and 3-5c(1), and AR 614-100 (officers), para 6-5c(1). Criteria which alone would normally not warrant approval are found in AR 614-200 (enlisted), para 3-5c(2), and AR 614-100 (officers), para 6-5c(2).

d. Requests should include all relevant documentation (see AR 600-8-11). Requests should cite the reasons supporting the request, and should indicate the soldier's current assignment data (unit, para/line numbers, duty position, date assigned, current status). Complete documentation is the most critical aspect to approval of compassionate actions.

e. Soldiers are advised not to take irreversible actions (e.g., buying/selling homes, signing leases or other long-term contracts) while pending approval of requests for compassionate assignments.

f. To ensure timely replacement actions, the USARC DCSPER should be advised of requests for compassionate reassignment submitted by soldiers assigned to AC FTS positions.

2-34. Emergency Leave - Processing

a. When a soldier is notified that an emergency situation exists and the soldier is in need of emergency leave orders, the MUSARC representative collects the following information from the soldier or other sources available:

- (1) Soldier's full name.
- (2) Social security number.
- (3) Rank.
- (4) Expiration term of service.
- (5) Months overseas (if applicable).
- (6) DEROS (if applicable).
- (7) Unit of assignment, city, state, zip code.
- (8) Unit identification code (UIC).
- (9) Period of emergency leave.
- (10) Total number of days.
- (11) Leave address/telephone number.
- (12) Identify name, relationship, DOB, citizenship

status of any dependent traveling with the soldier.
(13) Authority for emergency leave (i.e., Red Cross message, commander).

(14) Account classification number. In accordance with AR 630-5, para 6-10b, the accounting classification is provided by the TDY/TAD funds for the unit to which the soldier is assigned. The commander cannot refuse the soldier's request due to lack of funds.

(15) Local telephone number for soldier.

(16) A FAX number (include area code) for transmitting emergency leave orders.

b. The MUSARC representative contacts the Fort McPherson MILPO at (404) 752-2764 or (404) 752-2990 when above personnel data has been compiled. After normal duty hours contact the Fort McPherson Staff Duty Officer (SDO) or Staff Duty Noncommissioned Officer (SDNCO) at (404) 752-3602 or DSN 572-3602.

c. The military personnel office prepares and FAX the emergency leave orders within the hour of notification.

2-35. Retirement Applications - Officer

a. Regular Army (RA) officers may be mandatory retired for maximum service, maximum age, or after the second nonselection (2XNS) for RA promotion to major or lieutenant colonel. Any officer may request voluntary retirement after completing 20 years Active Federal Service (AFS), if otherwise eligible.

b. Voluntary retirement applications must be submitted not earlier than 12 months and no later than 4 months prior to the desired retirement date. PERSCOM notifies RA officers of mandatory retirement dates for maximum service or maximum age approximately 9 months in advance.

c. Retirements in lieu of Permanent Change of Station (PCS) must be submitted within 30 days from receipt of assignment notification (either verbal or written). Officers requesting retirement in lieu of PCS must have completed at least 19 years, 6 months AFS at the time of assignment notification. The retirement date cannot be more than 6 months from the date of notification.

d. Service obligations can only be waived by the Officer Personnel Management Directorate (OPMD) Special Review Board. Some service obligations may be waived during the current draw-down period. Affected officers are advised to discuss their career plans and service obligations with their PERSCOM career managers.

e. Retired ranks are established under the provisions of Title 10, USC as follows:

(1) LTG and above: Rank held while serving on active duty.

(2) LTC through MG: 3 years time in grade. This may be waived to 2 years time in grade during draw-downs in Army strength.

(3) 2LT through MAJ: 3 years time in grade.

(4) Permanent Professor: BG, at the discretion of the President.

(5) WO: Permanent Regular or Reserve grade held on the day before retirement or a higher grade held for 31 days while on active duty.

Note: During the draw-down period, limited numbers of time in grade waivers may be approved. Affected officers are advised to discuss their career plans with their PERSCOM career managers.

f. Tenure of officers to retirement is predicated on promotions. Maximum service tenure for mandatory retirement are as follows:

(1) LTG and above - not specified.

(2) MG - 5th anniversary of promotion or 35 years Active Federal Commissioned Service (AFCS), whichever is later.

(3) BG - 5th anniversary of promotion or 30 years AFCS, whichever is later.

(4) COL - 30 years AFCS.

(5) LTC - 28 years AFCS.

(6) MAJ - two-time nonselection (2XNS) for promotion to LTC retires after 20 years AFS. Pre-DOPMA RA majors retire upon 2XNS or 21 years AFCS, whichever is later.

g. Mandatory retirement for age: 2LT - MG may serve until age 62. The USMA professors and the Director of Admissions may serve until age 64. The President may defer no more than 10 LTG/GEN to age 64 at any one time. Medical, Dental, and Army Nurse Corps officers may be deferred to age 67.

h. Provisions in the law exist for the Secretary of the Army to convene selection boards for Selective Early Retirement (SERB) for RA officers. Officers selected for SERB must retire by the first day of the seventh month after the Secretary approves the list (first day of the tenth month for general officers).

i. A medical examination is required within 1-4 months prior to retirement. Officers are not retained beyond an approved mandatory or voluntary retirement date to complete a physical examination.

j. Immediate recall of RA officers from retired status to active duty is recommended by the appropriate career management division only in exceptional cases for the convenience of the government and requires Secretary of the Army approval.

k. Applications for voluntary retirement are submitted through the chain of command and the Commander, USARC (ATTN: AFRC-PRP-F) to MILPO, in accordance with AR 635-100. Requests for voluntary retirement are submitted using the memo format at figure C-12. The paragraphs in this memo are mandatory.

l. Mandatory retirements are initiated at HQDA. When an officer is advised of his/her mandatory retirement date, he/she may submit either the Pre-Retirement Information memo, figure C-13, or a request for voluntary retirement.

2-36. Retirement Applications - Enlisted

a. Enlisted soldiers may request voluntary retirement in accordance with Title 10 USC and AR 635-200. Requests are submitted on DA Form 2339 through the chain of command to HQ USARC (ATTN: AFRC-PRP-F). This Headquarters reviews the application and forwards it to the Fort McPherson MILPO for appropriate action.

b. Sergeants Major and Command Sergeants Major should submit requests for retirement through command channels so as to arrive at PERSCOM at least 9 months prior to the requested retirement date. Other requests should be submitted not earlier than 1 year and no later than 4 months prior to the desired retirement date.

c. The retiring soldier should complete DA Form 4187 (see figure C-14) and DA Form 2339 (Application for Voluntary Retirement) (figure C-15), when requesting retirement. Complete section I, blocks 1-13 of DA Form 2339

and leave blocks 14-18 blank. The service computation (blocks 14-18) is completed by the Fort McPherson Retirement Section. The MILPO also verifies other entries in section I and completes section II of the application.

d. Soldiers should be advised of service obligations that are incurred as a result of PCS, schools, and promotions. Requests for waivers are requested on DA Form 4187 through command channels and the MILPO to HQDA. A completed DA Form 2339 should be attached to the request for waiver. Waivers are granted for the best interests of the service and/or when a substantial hardship exists or would result if the soldier is not retired. Requests must be fully documented.

e. A soldier with 19 years, 6 months AFS may request retirement in lieu of PCS. The request is submitted and approved within 30 days of receipt of assignment instructions, and the retirement date is not more than 6 months from the date of notification, or the first day of the month following the month in which 20 years AFS is completed, whichever is later.

2-37. FY 94 Early Retirement Program - Officer and Enlisted

a. The purpose of early retirement is to provide a temporary management tool to reshape the Army through FY 95. The temporary early retirement authority is used to retire soldiers whose skills are excess to the Army's short-term and long-term needs.

b. Individuals approved for early retirement must depart active duty not later than 31 August 1994, but not earlier than the date they attain 15 years AFS.

c. Personnel approved for early retirement receive the same benefits as individuals with 20 or more years of service, except the retirement pay is reduced.

d. As a condition for early retirement, individuals must be on the Public and Community Service Personnel Registry. The intent is to accrue additional military retirement credit if they take critical jobs, such as in education, law enforcement, and health care.

e. Eligible officer personnel should contact Fort McPherson MILPO, at (404) 752-3555, for processing procedures. Eligible enlisted personnel should call (404) 752-2318 for processing procedures.

2-38. Selective Early Retirement Boards (SERB)

a. Under the provisions of Title 10, USC 611(b), the Secretary of the Army may convene selection boards to recommend officers for early retirement whenever the needs of the Army require. Title 10, USC 638 provides for selective early retirement of:

(1) Lieutenant colonels who have once failed selection for promotion to colonel and whose names are not on a recommended list for promotion; officers in the grade of LTC and below, within 2 years of retirement eligibility, may be selected for retirement at their earliest retirement date.

(2) Colonels who have served at least 2 years in their current grade who are not on a recommended list for promotion.

(3) Certain categories of brigadier generals and major generals.

b. Up to 30% of officers in the zone of consideration may be selected for early retirement. If approved by the Secretary of the Army (SA), officers receive personal notification at the highest level of the chain of command practical and are offered three retirement choices. These choices are:

(1) Mandatory retirement no later than the first day of the seventh month after the SA approved the board recommendations.

(2) Mandatory retirement on the first day of a chosen month prior to the seventh month after the SA approved the board results.

(3) Voluntary retirement on the first day of any month up to and including the first day of the seventh month after the SA approved the board results.

c. In every case, the law stipulates that selected officers must retire no later than the first day of the seventh month after the SA approves the board results.

2-39. SIDPERS Processing

a. The Standard Installation/Division Personnel System (SIDPERS) is the method by which the Army accomplishes strength accountability. The SIDPERS clerk at the MUSARC submits the transactions to the analyst at the Personnel Automation Section (PAS) at the Fort McPherson Military Personnel Division (MPD). The analyst enters the transactions in the proper format into the local computer system. This updates the local database which in turn updates the DA database. In return the local database produces output reports to help unit personnel managers better manage their personnel. It is critical that SIDPERS transactions be submitted in a timely manner.

b. The SIDPERS input is currently being accomplished in three ways.

(1) The preferred method is to fax the transactions and substantiating documents to the PAS.

(2) The second method is to report the transactions telephonically to the analyst and follow-up by mailing in the substantiating documents.

(3) The least desirable method is to mail in the transactions and substantiating documents.

c. At a minimum the MUSARCs should be receiving the following three reports from the PAS.

(1) Personnel Strength Zero Balance Report (C27). This report provides a means of reconciling the strength of a unit on a by-name basis for each individual assigned or attached to the unit. It is produced bi-monthly.

(2) Personnel Qualification Roster (C37). This alphabetical roster by unit lists personnel qualification data for all personnel assigned and attached to the unit. It is produced monthly.

(3) Unit Manning Report (C07) This report lists positions and personnel assets of each permanent party unit.

2-40. Strength Management

Reserved for future use.

2-41. AC/RC Positions

a. Congress has mandated increased AC support to the Reserve Components. This support has been allocated to specific positions within specific units (AC/RC positions), and PERSCOM is obligated to provide 100% fill, at grade, for these positions.

b. Some examples of AC/RC positions are:

(1) Certain CONUSA and Readiness Group (RG) positions whose primary duties involve direct support of RC elements.

(2) Resident Training Detachments (RTDs), which are collocated with and provide dedicated training support to specific RC units. The RTDs are subordinate elements of the RGs. The RTD soldiers are not members of the units they support.

(3) Regional Training Teams (RTTs), which provide training assistance to specific RC units on a regional basis. The RTTs are also subordinate to the RGs. The RTT soldiers are not members of the units they support.

(4) The AC/RC Augmentees to USAR units in the Third Army downtrace. These AC/RC augmentees are currently assigned to contingency cells in specific early-deploying USARC elements (generally CFP units) that are subordinate to HQ, Third Army in a number of contingency scenarios. These units include the 143rd Transportation Command, the 335th Signal Command, elements of the 377th TAACOM, the 416th Engineer Command, the 244th Aviation Group (86th ARCOM), and the 220th Military Police Brigade (97th ARCOM). These AC soldiers provide training and mobilization planning assistance to their USAR units and serve as immediately deployable assets prior to full mobilization of their units. The AC/RC Augmentees are assigned to MUSARC FTSTDA positions and are fully integrated into unit functions; they deploy as members of their USAR units.

2-42. Active Component Personnel Status Report, USARC Form 10-R

a. All MUSARC personnel managers are required to submit a monthly USARC Form 10-R (Active Component Personnel Status Report) (RCS: RCPR-010) to HQ USARC, ATTN: AFRC-PRP-F, not later than the fifth workday of each month.

b. The USARC Form 10-R may be typed or legibly handwritten. If any block is too small to accommodate all pertinent information, the entry may be completed on the back of the form.

c. Complete the USARC Form 10-R as follows:

(1) FROM block. Enter complete MUSARC mailing address.

(2) MONTH/YEAR block. Self explanatory.

(3) ASSIGNED (by rank/grade) blocks. Enter in applicable blocks the number of each rank/grade of personnel actually assigned to the MUSARC and its subordinate units. (DO NOT enter authorized strength)

(4) Item 1. ARRIVALS THIS REPORT PERIOD. Self explanatory. (Attach PCS orders, DA Forms 2 and 2-1 or ORB.)

(5) Item 2. PENDING GAINS. Enter requested information obtained from soldier's PCS orders or sponsorship taskings.

(6) Item 3. DEPARTURES THIS REPORTING PERIOD. Self explanatory. (Attach copy of PCS orders.)

(7) Item 4. PENDING 180-DAY LOSSES. Enter requested information obtained from reassignment orders.

(8) Item 5. TDA CHANGES. Enter information on approved or pending changes. Obtain this data from DA Form 2028.

(9) Item 6. SPECIAL NOTES/REMARKS. Enter any additional information, such as soldiers who may be flagged (attach DA Form 268), hospitalized or in a promotable status.

(10) Name, Rank, Title of Reporting Officer; Signature; and Date blocks. Self explanatory.

d. For negative (no change) reports, complete only the following blocks. Telephonic negative reports are not accepted:

- (1) From
- (2) Report Period
- (3) Assigned Strength
- (4) Signature Block

e. The Personnel Status Report assists AC FTS Management Section in monitoring gains, losses, arrivals, and departures from each subordinate MUSARC. The information is essential if we are to take timely action to fill AC FTS vacancies and projected vacancies.

2-43. Excess/Surplus Personnel

a. Soldiers who are slotted excess and have been assigned to the command for 24 months or more are reported to PERSCOM as available for immediate reassignment.

b. Soldiers with less than 24 months, but more than 12 months, on station may request voluntary reassignment by submitting a DA Form 4187 (see figure C-16) through command channels.

c. PERSCOM reassigns excess/surplus soldiers under distribution priorities and assignment policies.

2-44. Out-Processing Instruction Procedures

a. All MUSARC AC FTS managers coordinate directly with Out-Processing Branch, Fort McPherson MILPO on all issues relating to out-processing a soldier.

b. The following administrative actions should be accomplished in preparation of soldier's departure from the command:

- (1) Request MPRJ from MILPO 2 weeks prior to soldier's departure date.
- (2) Evaluation Report completed. Provide copy to the soldier and file a copy into his/her MPRJ.
- (3) The day soldier signs out of unit, call your SIDPERS analyst at Fort McPherson MILPO. Complete SIDPERS "departure" transaction.

Appendix A References

Section I

Required Publications

AR 600-8-1	(Army Casualty and Memorial Affairs and Line of Duty). Cited in para 2-29.
AR 600-8-11	(Reassignments). Cited in paras 2-22 and 2-33.
AR 600-8-19	(Enlisted Promotions and Reductions). Cited in para 2-27.
AR 600-8-104	(Military Personnel Information Management/Records). Cited in paras 2-1 and 2-26.
AR 614-100	(Officer Personnel). Cited in para 2-33.
AR 614-200	(Enlisted Personnel). Cited in paras 2-3 and 2-33.
AR 623-105	(Officer Evaluation Reporting System). Cited in paras 2-15, 2-16, and 2-18.
AR 623-205	(Noncommissioned Officer Evaluation Reporting System). Cited in paras 2-15, 2-16, 2-18, and B-5.
AR 635-100	(Officer Personnel). Cited in para 2-35 and fig C-12 and fig C-13.
AR 640-30	(Official Photographs). Cited in paras 2-14 and 2-23.
	Fort McPherson Military Personnel Division Handbook. Cited in para 2-32.

Section II

Related Publications

AR 40-501	(Standards of Medical Fitness)
AR 350-57	(Self-Development Test)
AR 600-8-10	(Personnel Processing (In & Out and MOB))
AR 600-8-23	(Standard Installation/Division Personnel System (SIDPERS) Database Management)
AR 608-2	(Government Life Insurance, Servicemen's Group Life Insurance, Veterans Group Life Insurance, United States Government Life Insurance, National Service Life Insurance)
AR 614-5	(Stabilization of Tours)
AR 614-6	(Permanent Change of Station Policy)
AR 670-1	(Wear and Appearance of Army Uniforms and Insignia)
DA Pam 600-8	(Management and Administrative Procedures)
DA Pam 600-8-1	(SIDPERS Unit Level Procedures)
DA Message 301441Z Sep 93	(Self-Development Test Implementation)
Title 10 USC	
USARC Reg 351-1	(Army Reserve Readiness Training Center (ARRTC) Course Catalog)

Appendix B

AER Rated and Nonrated Periods

B-1. Example #1: Officers.

End date of last report was 921231. Reported to school 930101 through 930630 and received AER. *Start of next evaluation report is 930701.*

B-2. Example #2: Officers.

End date of last report was 921231. Reported to school 930601 through 930831 and received an AER. If under the same rater for the period 930101 through 930531, should have received a depart TDY/CDY/PCS report, as appropriate, for the period 930101 through 930531.

Start date of the subsequent report is 930601. The period 930601 through 930831 reflected as nonrated time in Part Iq, DA Form 67-8, on the officer's next report (e.g., 930601-930831 92 days AER or 930601 - 930831 92 days CGSC).

B-3. Example #3: Officers.

End date of last report was 921231. Reported to school 930201 through 930430 and received an AER.

Start date of next report is 930101. The period 930101 through 930131 is nonrated time due to lack of rater qualification. The period 930201 through 930430 is also reflected as nonrated time on the officer's next report (e.g. 930101-930131 31 days LRQ; 930201-930430 89 days AER). Additional nonrated periods may also be involved such as another change of rater for the period 930501 - 930615. All nonrated periods must be reflected in Part Iq, DA Form 67-8.

B-4. Example #4: Enlisted.

End date of last report was 9212. Reported to U.S. Army Sergeants Major Academy course (USAMA) 930101 through 930630.

Start date of the next report is 9307. **Note:** The USASMA is longer than 20 weeks.

B-5. Example #5: Enlisted.

End date of last report was 9212. Reported to Advanced Noncommissioned Officer Course 930601 through 930816 (whether or not the NCO receives an AER). If under the same rater for the period 930101 through 930531, should have received a change of rater report for the period 9301 through 9305.

Start date of the subsequent report is 9306. The period 930601 through 930831 (3 months) is considered nonrated time and is reflected as Code "S", in Part Ij, DA Form 2166-7 on the next NCO-ER. **Note:** If the period was 930601 through 930814 the nonrated period is two months since the period 1 Aug 93 through 14 Aug 93 is less than 15 days (AR 623-205, chapter 2, section I, Table 2-2). Additional nonrated periods may also apply [e.g. 930817 through 930916 (one month) change of rater, Code Q]. In this case Part Ij, DA Form 2166-7 reflects Codes "S,Q" to account for both nonrated periods.

B-6. Example #6: Enlisted.

End date of last report was 9212. Reported to Advanced Noncommissioned Officer course 930201 through 930417 (Whether or not the NCO receives an AER).

Start date of the next report is 9301. The period 930101 through 930131 is nonrated time due to lack of rater qualification, Code "Q." The period 930201 through 930417 (3 months) should also be reflected as nonrated time, Code "S." Additional nonrated periods may also be involved as indicated above. All appropriate codes confirming nonrated periods must be reflected in Part Ij, DA Form 2166-7.

Appendix C FORMATS AND SAMPLES

(NOTE: Submit enlisted requisitions on the following positions.)

CMD	GRD	MOS	REQ MO	SPECIAL INSTRUCTIONS
083 3EFAA	SSG	92Y3O	9409	<p>Soldier is assigned to the organization indicated in the assignment instructions with duty at 682ND MAINT CO, Ravenna, OH.</p> <p>Soldier will occupy position SUPPLY SGT (para 143B, line 06), on the 83RD ARCOM 2094 TDA. The position is currently occupied by SSG Richardo Rodriguez, 000-11-1234. Incumbent's 3 year stabilization terminates 9409.</p> <p>Soldier will report to the 83rd ARCOM for the purpose of in-processing.</p> <p>Questions concerning duty assignment or in-processing can be directed to the 83rd ARCOM, at DSN: 850-2122 or (614) 238-2122.</p> <p>Questions concerning this requisition should be directed to Mr. Venza, USARC HQ, at (404) 629-8544.</p>
084 3DQAA	SFC	11B4X		<p>Soldier is assigned to the organization indicated in the assignment instructions with duty at 1ST AR BDE, Waukegan, IL.</p> <p>Soldier will occupy position TNG SGT (para 040, line 03), on the 84TH DIV TNG 2094 TDA. The position is currently vacant.</p> <p>Soldier will report to the 84TH DIV TNG for the purpose of in-processing. Soldier is authorized 2-days TDY to the 84TH DIV TNG for the purpose of in-processing.</p> <p>Questions concerning duty assignment or in-processing can be directed to the 84TH DIV TNG, at DSN: None or (414) 438-6145.</p> <p>Questions concerning this requisition should be directed to Mr. Venza, USARC HQ, at (404) 629-8544.</p>
085 3DRAA	SFC	11B4O		<p>Soldier is assigned to the organization indicated in the assignment instructions with duty at 5TH BDE HQ, Fort Snelling, MI.</p> <p>Soldier will occupy position OPNS NCO (para 050B, line 02), on the 85TH DIV TNG 2094 TDA. The position is currently vacant.</p> <p>Soldier will report to the 85th DIV TNG for the purpose of in-processing. Soldier is authorized 2-days TDY to the 85th DIV TNG for the purpose of in-processing.</p> <p>Questions concerning duty assignment or in-processing can be directed to the 85th DIV TNG, at DSN: None or (708) 506-2146.</p> <p>Questions concerning this requisition should be directed to Mr. Venza, USARC HQ, at (404) 629-8544.</p>

Figure C-1. Enlisted Requisitions Worksheet

DISTRIBUTION METHODOLOGY

Fill Priority 2 and 3

Enlisted personnel are distributed according to the following methodology:

Step 1: After targeting priority 1 units with 100% of their PMAD authorizations, the percentage of remaining projected enlisted inventory for each MOS and rank is determined. This percentage is referred to as Adjusted Average (AA).

$$AA(\%) = \frac{\text{Remaining Projected Inventory (each MOS and rank)}}{\text{Priority 2 and 3 Authorizations (each MOS and rank)}}$$

Step 2: Target each priority 2 unit to receive the AA for each MOS and rank authorized in the unit.

Example: (MOS 11B, Rank SGT AA) x (Authorizations) = Target 1
(MOS 19D, Rank SSG AA) x (Authorizations) = Target 2

Step 3: Sum all targets for each priority 2 unit (at division level) and compare this sum to the sum of the authorizations for the unit. If the "target sum" is not at least 98% of the "authorization sum", then each MOS/rank target for the unit is adjusted up an equal amount using the "Fair Share Factor" (FSF). The FSF is determined by dividing the "authorization sum" of the unit by the "target sum" of the unit.

$$FSF = \frac{\text{"Authorization Sum"}}{\text{"Target Sum"}}$$

Each MOS/rank target is then multiplied by the FSF of the unit to derive the "Adjusted Target."

$$\text{Adjusted Targets} = FSF \times \text{Targets (for each MOS and rank)}$$

When the adjusted targets for a priority 2 unit are added together this sum will equal the unit's "authorization sum" thus achieving a total target which is 100% of the units aggregate authorizations.

Step 4: After targeting the fill priority 1 and 2 units, the percentage of remaining projected enlisted inventory available (by MOS and rank) to distribute to priority 3 units is determined. This percentage is referred to as the Adjusted Army Average (AAA). Each priority 3 unit is then targeted to receive this percentage of fill.

$$AAA = \frac{\text{Remaining Projected Inventory (MOS/rank)}}{\text{Priority 3 Authorizations (MOS/rank)}}$$

Figure C-2. Distribution Methodology (Enlisted)

S: 29 December 1993

AFRC-PRP-F (612)

29 November 1993

MEMORANDUM FOR Commander, 85th DIV TNG, ATTN: AFRC-EIL-GA, 1515 West Central
Road, Arlington Heights, IL 60005-2475

SUBJECT: Notification of Assignment and Request for Sponsor

1. The following Active Component soldier is on assignment orders to your unit:

+ Name: **Smedlapp, Robert F** + Rank: **SFC**
+ SSN: **000-11-2222** + PMOS: **11B40**
+ Report Date: **9408** + Unit: **G3**
+ Position: **LANES TNG NCO** + Para: **005** Ln: **11 R**
+ Current Address: **U.S. Jungle Operations Training Center, APO AA 34005**

2. Request a sponsor be appointed to assist SFC Smedlapp not later than the suspense date indicated. To ensure continuity of the sponsorship effort, the sponsor should be a Full-Time Support soldier of equal rank, if at all possible. Complete the 1st endorsement, provided, and return it to this Headquarters.

3. Enclosed is a checklist that your sponsor may use for guidance. The sponsor checklist should be completed and returned to this office NLT 5 workdays following the soldier's arrival.

4. For additional information, contact Mr. Venza, this office, at Toll Free 1-800-359-8483 or (404) 629-8544/8532.

FOR THE COMMANDER:

2 Encls

1. _____
2. checklist

ALLEN D. CRANFORD
LTC, GS
Assistant Adjutant

Figure C-3. Notifications of Assignment and Request for Sponsor Format

AFRC-EIL-GA (AFRC-PRP-F/29 Nov 93) (612) 1st End
SUBJECT: Notification of Assignment and Request for Sponsor,
SFC Smedlapp, Robert F., SSN: 000-11-2222

Commander, 85th Division (Training), 1515 West Central Road,
Arlington Heights, IL 60005-2475

FOR Commander, U.S. Army Reserve Command, ATTN: AFRC-PRP-F,
3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099

In compliance with basic memorandum, the following is submitted:

Name of sponsor: _____ Rank: _____

Encl

Authorized Signature
Rank, Branch
Title

Figure C-4. Format for Notification of Assignment and Request for Sponsor



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
1401 DESHLER STREET SW
FORT MCPHERSON, GA 30330-2000

REPLY TO
ATTENTION OF

November 29, 1993

Deputy Chief of Staff, Personnel

Sergeant First Class Robert F. Smedlapp
U.S. Army Jungle Operations Training Center
APO AA 34005

Dear Sergeant Smedlapp:

This office recently received notification of your assignment to the U.S. Army Reserve Command. The following information will make your transition to the Command easier. Your assignment is as follows:

- + Assigned to: **85th DIV (TNG), 1515 West Central Road, Arlington Heights, IL 60005-2475 (UPC: W3DRAA)**
- + With duty at: **G3, Arlington Heights, IL**
- + Duty Title: **LANES TNG NCO**
- + Auth RANK/MOS: **SFC/11B40**

We have informed the 85th DIV (TNG) of your assignment. You will receive correspondence from the unit and/or your appointed sponsor in the near future.

You will in-process at the 85th DIV (TNG) prior to reporting to your unit of assignment. If you should have questions concerning in-processing procedures or your duty responsibilities, call the 85th DIV (TNG) at (708) 506-2146. As soon as the supporting MILPO prepares your PCS orders, forward a copy to this office, ATTN: AFRC-PRP-F.

Other questions may be directed to Mr. Venza or Mr. Hardy, this office, at Toll Free 1-800-359-8845 or (404) 629-8544/8532.

Sincerely,

Allen D. Cranford
Lieutenant Colonel, GS
Chief, Full-Time Support
Management Branch

Figure C-5. Sample Memo of Notification of Assignment

AFRC-PRP-F (Office Symbol/date of basic) (614) 1st End
SUBJECT: Orders 22-345, Department of the Army, Personnel Service
Company, Unit #2345, APO AA 34005, Dated 12 Dec 93

Commander, U.S. Army Reserve Command, 3800 North Camp Creek
Parkway SW, Atlanta, GA 30331-5099 **25 May 94**

FOR Sergeant First Class Robert F. Smedlapp, 000-11-2222, U.S.
Army Jungle Operations Training Center, APO AA 34005

1. The subject PCS order is amended as follows: You will be assigned to 85th DIV (TNG) (W3DRAA), 1515 West Central Road, Arlington Heights, IL 60005-2475, with duty at G3, Arlington Heights, IL. Your requisition Personnel Control Number is 8R5A002. Five copies of this endorsement are enclosed.*

2. You will report to 85th DIV (TNG), Arlington Heights, IL, for in-processing and orientation. If you should have questions concerning processing procedures or your duty responsibilities, you may call the 85th DIV (TNG) at (708) 506-2146.

3. All previous order endorsements prepared by this Headquarters are revoked.

4. Questions concerning this amendment/endorsement may be directed to Mr. Venza, this Headquarters, at (404) 629-8544.

FOR THE COMMANDER:

Encl
as

ALLEN D. CRANFORD
LTC, GS
Assistant Adjutant

CF:

USARC AC FTS Branch (2 cys)
Commander, 85th Div Tng, ATTN: AFRC-EIL-GA (1 cy)
Commander, Fort McPherson, ATTN: AFZK-PA-IOP (1 cy)

*or, Enclosed are five copies of this endorsement to be used as an amendment to subject orders.

OFFICE	OFFICE SYMBOL	PHONE NUMBER
Adjutant General Sergeant Major	AFZK-PAM	(404) 752-2561/3551 DSN: 572-XXXX
Personnel Services Branch	AFZK-PAM-PS	752-3514
• Records <i>Enlisted Records</i> <i>Officer Records</i>	AFZK-PAM-PS	752-3510 752-3509/07/01/02/3491 752-3515/3041
• Evaluations <i>Officer Evaluation Reports</i> <i>Enlisted Reports (NCO-ER)</i>	AFZK-PAM-PS	752-2169
• Promotions	AFZK-PAM-PS	752-3100
• Customer Service	AFZK-PAM-PS	752-2402
Personnel Operations Branch	AFZK-PAM-OP	
• Personnel Operations	AFZK-PAM-OP	752-2327
• Casualty & Memorial Affairs	AFZK-PAM-OP	752-2111
Personnel Processing Branch		
• Transition Point	AFZK-PAM-TP	752-3649/2965/2306/2514/2964
• In and Out Processing	AFZK-PAM-IO	752-3638
• Identification Card Section	AFZK-PAM-ID	752-2359/4379
Career Counselor - Total Army	AFZK-PAM-CC	752-2549
Personnel Automation Branch	AFZK-PAM-PA	752-2355
• SIDPERS Analyst • SIDPERS Analyst • SIDPERS Analyst • SIDPERS Analyst • SIDPERS Analyst		752-3718 752-3232 752-3953 752-3240 752-3047
Strength Management Branch	AFZK-PAM-SM	
• Strength Management • Reassignment	AFZK-PAM-SM AFZK-PAM-SM	752-2450/2337 752-4215
Support Branch	AFZK-PAM-SP	752-2764
Retirement Services	AFZK-PAM-RS	752-2879
• Officer	AFZK-PAM-RS	752-3555
• Enlisted	AFZK-PAM-RS	752-2318
Retention - Reenlistment	AFZK-PAM-RE	752-2809/2741
ACAP	AFZK-PAM-ACAP	752-2172

Figure C-7. Fort McPherson MILPO Points of Contacts.

ACTIVE COMPONENT FULL TIME SUPPORT PERSONNEL ACTION ROUTING GUIDE

ACTION	REFERENCE	FROM	THRU	TO	NOTES
Sponsorship appointment	AR 600-8-8 Sponsorship tasking memo, USARC. USARC Pam 600-1, para 2-6	MUSARC See Notes (1) & (2)	NA	USARC	(1) MUSARC completes endorsement (provided by the USARC as an enclosure) identifying sponsor's name and grade provided by the USARC. For the purpose of expediting the sponsor action, do not forward correspondence to unit of assignment. Call unit for sponsor. Complete endorsement and return to Commander, USARC, ATTN: AFRC-PRP-F. (2) The MUSARC provides the USARC, ATTN: AFRC-PRP-F, a copy of inbound's PCS.
In-processing	USARC Pam 600-1, para 2-7	MUSARC	See Notes (1)	MILPO	Close coordination between the MUSARC and the MILPO should be accomplished. The soldier's Emergency Data Card and Insurance Form is completed when the soldier secures a permanent mailing address. Mail Soldier's MPRJ with completed documents to: Commander, MILPO, ATTN: In/Out Processing, Fort McPherson, GA 30330-5000 (1) Provide copy of soldier's Form 2/2-1 or ORB, with one copy of PCS order to USARC, ATTN: AFRC-PRP-F.
Reassignment	MILPO, Ft McPherson Memorandum, subject: Guidelines for Reassignment Processing USARC Pam 600-1, para 2-32, 2-33	Soldier	MUSARC (See Note 1) USARC (See Note 2)	MILPO	Soldier's request for voluntary reassignment will be addressed: Thru: MUSARC (<i>Recommendation required</i>) Thru: Commander, USARC, ATTN: AFRC-PRP-F, 3800 N. Camp Creek Pkwy SW, Atlanta, GA 30331-5099 (<i>Recommendation required</i>) To: Commander, MILPO, ATTN: Strength Mgmt Work Center, Fort McPherson, GA 30330-5000
OER (WITHOUT HQ USARC rating official)	AR 623-105 USARC Pam 600-1, para 2-15	MUSARC		MILPO	Address cover memorandum: To: Commander, MILPO, ATTN: Officer Evaluations, Fort McPherson, GA 30330-5000
OER (WITH HQ USARC rating official)	AR 623-105 USARC Pam 600-1, para 2-15	MUSARC	USARC	MILPO	Address cover memorandum: Thru: Commander, USARC, ATTN: AFRC-PRP-F, 3800 N. Camp Creek Pkwy SW, Atlanta, GA 30331-5099 To: Commander, MILPO, ATTN: Officer Evaluations, Fort McPherson, GA 30330-5000
NCO-ER (WITHOUT HQ USARC rating official)	AR 623-205 USARC Pam 600-1, para 2-15	MUSARC		MILPO	Address cover memorandum: To: Commander, MILPO, ATTN: Enlisted Evaluations, Fort McPherson, GA 30330-5000

Figure C-8. AC FTS Personnel Action Routing Guide
USARC Pamphlet 600-1

ACTIVE COMPONENT FULL TIME SUPPORT PERSONNEL ACTION ROUTING GUIDE

ACTION	REFERENCE	FROM	THRU	TO	NOTES
NCO-ER (WITH HQ USARC rating official)	AR 623-205 USARC Pam 600-1, para 2-15	MUSARC	USARC	MILPO	Address cover memorandum: Thru: Commander, USARC, ATTN: AFRC-PRP-F, 3800 N. Camp Creek Pkwy SW, Atlanta, GA 30331-5099 To: Commander, MILPO, ATTN: Enlisted Evaluations, Fort McPherson, GA 30330-5000
Reenlistments	AR 601-280	MUSARC		MILPO	Address reenlistment packets to: Commander, Fort McPherson ATTN: AFZK-PA-PSB-E (MSG Elrod) Fort McPherson, GA 30330-5000
PCS - Normal Transition	USARC Pam 600-1, para 2-32 AR 614-100 AR 614-200 AR 600-9	Soldier	See Notes (1)	MILPO	Fort McPherson MILPO processes all levy packets for AC Full Time Support Soldiers. Commander, Fort McPherson Fort McPherson, GA 30330-5000 (1) Furnish copy of soldier's PCS order to USARC, ATTN: AFRC-PRP-F.
Casualty Reports	USARC Pam 600-1, para 2-29 AR 600-10 DA Pam 600-8, procedure 4-9	MUSARC See Notes (1), (2), (3), & (4)			(1) The MUSARC obtains all available information concerning the circumstances surrounding a casualty as quickly as possible and contact the USARC, DCSPER (Tel No (404) 629-8544/43/32) immediately. If the death occurs after normal duty hours, the USARC Staff Duty Officer will be contacted. Verify the spelling of the name and SSN of the casualty. (2) Soldier's unit commander prepares a letter of sympathy or condolence to the next-of-kin. AR 600-10 provides sample formats of letters. Letters will be reviewed by USARC, ATTN: AFRC-PRP-F, prior to forwarding to the soldier's next-of-kin. (3) The MUSARC notifies Fort McPherson MILPO, ATTN: Casualty Work Center, Fort McPherson, GA. (4) Appointment of a Notification Officer and Casualty Assistance Officer (CAO) are a geographic area of responsibility (not command). Normally, the closest military installation to the casualty's location will appoint an CAO.
Flagging Actions	USARC Pam 600-1, para 2-28 AR 600-8-2	Unit Cdr	MUSARC See Notes (1)	MILPO	Approval authority: Unit Commander, GCMCA, or HQDA, depending upon the type of action. (1) The MUSARC provides a copy of DA Form 268 imposing or removing flags to USARC, ATTN: AFRC-PRP-F.
Name Change, Date of Birth, SSN	AR 600-8 DA Pam 600-8	MUSARC	See Notes (1)	MILPO	Soldier submits DA Form 4187 with supporting documents through MUSARC to: Commander, MILPO, ATTN: Records Section, Fort McPherson, GA 30330-5000. Appropriate SIDPERS transaction should be included with name change action. (1) The MUSARC provides copy of DA Form 4187 to USARC, ATTN: AFRC-PRP-F.

Figure C-8. (continued) AC FTS Personnel Action Routing Guide

ACTIVE COMPONENT FULL TIME SUPPORT PERSONNEL ACTION ROUTING GUIDE

ACTION	REFERENCE	FROM	THRU	TO	NOTES
Elimination - Enlisted Personnel	AR 635-200	MUSARC	USARC	MILPO	Submit all elimination action requests to the USARC, ATTN: AFRC-PRP-F, for review.
Elimination - Officer Personnel	AR 635-100	MUSARC	USARC	MILPO	Submit all elimination action requests to the USARC, ATTN: AFRC-PRP-F, for review.
Enlisted Retirement Request	USARC Pam 600-1, para 2-36 AR 635-200	Soldier	MUSARC USARC See Notes (1) & (2)	MILPO	Soldier will request for retirement by completing DA Form 2339. Request for retirement will be submitted through the MUSARC to Fort McPherson, MILPO, ATTN: Personnel Operations Branch. (1) Request for retirement, as an exception to policy, will be submitted through the USARC, ATTN: AFRC-PRP-F. (2) Copy of soldier's retirement orders is provided to the USARC, ATTN: AFRC-PRP-F.
Officer Retirement Request	USARC Pam 600-1, para 2-35 AR 635-100	Officer	MUSARC See Notes (1) USARC	MILPO	(1) Applications for voluntary retirement are submitted through the chain of command to the MILPO, in accordance with AR 635-100. Requests are submitted using memorandum format.
Duty Position Change	USARC Pam 600-1, para 2-42 USARC memo subj: Monthly AC Personnel Status Report, dtd 10 Dec 92. AFRC Form 10-R (See Note 2). AC FTS Personnel Information Roster (See Note 1)	MUSARC		USARC	(1) The Personnel Status Report (AFRC Form 10-R) is submitted monthly so as to reach the USARC, ATTN: AFRC-PRP-F, no later than the 5th workday of the following month. (2) The Personnel Information Roster (PIR) is initiated by USARC, ATTN: AFRC-PRP-F on a quarterly basis. The MUSARC reviews the PIR and make appropriate corrections in accordance with basic cover memorandum of instructions.
Finance Actions	USARC Pam 600-1, para 2-7	Soldier	MUSARC See Notes (1)		(1) Supporting Finance and Accounting Offices are identified in FORSCOM Suppl 2 to AR 5-9.
Out-Processing	USARC Pam 600-1, para 2-44 MILPO MPD Handbook dtd 5 Feb 93	MUSARC See Notes (1)	USARC See Notes (2)	MILPO	(1) The MUSARC coordinates out-processing with Fort McPherson MILPO (Guidelines are addressed in MPD Handbook) (2) The MUSARC provides the USARC, ATTN: AFRC-PRP-F, a copy of soldier's PCS orders.
Request for Deletion or 120 day Deferment	USARC Pam 600-1, para 2-22 AR 600-8-11 AR 614-100 AR 614-200	Soldier See Notes (1) & (2)	MUSARC USARC	MILPO	(1) Requests based on operational reasons are submitted on DA Form 4187; they must be fully documented and clearly indicate that the unit's mission requirements are more critical than those of the gaining command. Requests for operation deletion or deferment must be personally endorsed by a General Officer in the immediate soldier's chain of command; this signature authority cannot be delegated. (2) Requests based on personal (compassionate) grounds are submitted using DA Form 3739 and must conform to the reference guidance identified.

Figure C-8 (continued) AC FTS Personnel Action Routing Guide

ACTIVE COMPONENT FULL TIME SUPPORT PERSONNEL ACTION ROUTING GUIDE					
ACTION	REFERENCE	FROM	THRU	TO	NOTES
Official Photograph	USARC Pam 600-1, para 2-23i AR 640-30	Soldier See Notes (1)	MUSARC See Notes (2)	MILPO	(1) Soldiers are responsible for arranging to have a photograph taken when required, for wearing the Class "A" green uniform with insignia and ribbons correctly displayed, and for notifying Fort McPherson MILPO, ATTN: Records Branch, when the photograph was taken. (2) The unit will notify and schedule soldiers for official photographs; coordinate with servicing photographic facility; and ensure the soldier reports for their photograph appointments as scheduled.
Promotion Consideration - DA Selection Board	USARC Pam 600-1, para 2-23 AR 600-200 AR 623-105 AR 623-205 AR 640-30	Soldier See Note (1)	MUSARC See Note (2)	MILPO	Official Military Personnel Records (OMPF): Soldiers concerned should review their OMPF prior to the convening board. They can do this by forwarding a personal request to Cdr, USAERC (PCRE-RF-I), Fort Benjamin Harrison, IN 46249-5301. Include a return envelope, Grd Name, SSN and current mailing address. (1) Soldiers are responsible for arranging to have a photograph taken when required, for wearing the Class "A" green uniform with insignia and ribbons correctly displayed, and for notifying Fort McPherson MILPO, ATTN: Records Branch, when the photograph was taken. (2) The unit will notify and schedule soldiers for official photographs; coordinate with servicing photographic facility; and ensure the soldier reports for their photograph appointments as scheduled.
Personnel Information Roster (PIR)	USARC Pam 600-1, para 2-13	MUSARC		USARC	The USARC will forward the PIR to each MUSARC for review and updating quarterly. Two items are critical and require close review: (1) Projected TDA changes, and (2) Soldier's loss date.
Personnel Status Report (AFRC Form 10-R)	USARC memo subj: Monthly AC Personnel Status Report, dtd 10 Dec 92. AFRC Form 10-R (See Note 2). USARC Pam 600-1, para 2-42	MUSARC		USARC	The Active Component Personnel Status Report (AFRC Form 10-R) is submitted monthly so as to reach the USARC, ATTN: AFRC-PRP-F, no later than the 5th workday of the following month.
Requisitions (Officer and Enlisted)	USARC Pam 600-1, para 2-2 and 2-3	MUSARC See Notes (1)	NA	NA	The USARC submits officer and enlisted requisitions to PERSCOM for the Command. (1) To ensure timely fill of AC positions, MUSARCs must advise USARC, ATTN: AFRC-PRP-F of all officer and enlisted actions (e.g., retirements, PCS orders, voluntary or involuntary separations) that affect position changes.

PERSONNEL ACTION			
For use of this form, see DA PAM 600-8 and AR 680-1; the proponent agency is MILPERCEN.			
DATA REQUIRED BY THE PRIVACY ACT			
Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9297. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 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 service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.			
THRU: (Include ZIP Code) Commander, USARC ATTN: AFRC-PRP-F 3800 N. Camp Creek Pkwy, SW Atlanta, Georgia 30331-5099	TO: (Include ZIP Code) Commander, Fort McPherson ATTN: AFZK-PAM-PSM Fort McPherson, GA 30330-5000	FROM: (Include ZIP Code) COMMANDER 85th Division Tng 1515 West Central Road Arlington Heights, IL 60005	
SECTION I - PERSONAL IDENTIFICATION			
NAME (Last, first, MI) Smedlapp, Robert F.	GRADE OR RANK/PMOS (Enl only) SFC/11B40	SOCIAL SECURITY NUMBER 000-11-2222	
SECTION II - DUTY STATUS CHANGE (Proc 9-1, DA Pam 600-8)			
The above member's duty status is changed from _____ _____ to _____ _____ effective _____ hours _____ 19____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
I request the following action:			
TYPE OF ACTION	Procedure	TYPE OF ACTION	Procedure
Service School (Enl only)		Reassignment Married Army Couples	
ROTC or Reserve Component Duty		Reclassification	
Volunteering For Overseas Service		Officer Candidate School	
Ranger Training		Assgmt of Pers with Exceptional Family Members	
Reasgmt Extreme Family Problems		Identification Card	
Exchange Reassignment (Enl only)		Identification Tags	
Airborne Training		Separate Rations	
Special Forces Training/Assignment		Leave - Excess/Advance/Outside CONUS	
On-the-Job Training (Enl only)		Change of Name/SSN/DOB	
Retesting in Army Personnel Tests		<input checked="" type="checkbox"/> Other (Specify) Ext of Stabilization	
SIGNATURE OF MEMBER (When required) "SOLDIER SIGNS"		DATE 15 November 1993	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
<p>1. Request my current stabilization be extended for a period of 12 months. The following additional information is provided under the provisions of AR 614-5, paragraph 3-9, Section III:</p> <p style="margin-left: 40px;">a. Duty MOS: 11B40 b. Current AEA Code (for enlisted personnel only) and termination date: "X"/20 Mar 94 c. Expiration term of service (ETS): 2 December 1997 d. Date returned from overseas: 19 March 1991 e. Date of last PCS and date assigned to current position: 20 March 1991 f. Period of requested stabilization: 21 March 1994 to 20 March 1995</p> <p>2. I occupy a valid position on the 2095 TDA. This position is not expected to be deleted or changed during the requested stabilization period.</p>			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -			
<input type="checkbox"/> HAS BEEN VERIFIED		<input checked="" type="checkbox"/> RECOMMEND APPROVAL	
<input type="checkbox"/> IS APPROVED		<input type="checkbox"/> RECOMMEND DISAPPROVAL	
<input type="checkbox"/> IS DISAPPROVED			
COMMANDER/AUTHORIZED REPRESENTATIVE R. C. Reynolds, LTC, Cdr	SIGNATURE	DATE 16 Nov 93	

DA FORM 4187
DEC 82

EDITION OF FEB 81 WILL BE USED.

COPY 1

Figure C-9. Sample DA Form 4187, Personnel Action (Extension of Stabilization)

PERSONNEL ACTION			
For use of this form, see DA PAM 600-8 and AR 680-1; the proponent agency is MILPERCEN.			
DATA REQUIRED BY THE PRIVACY ACT			
Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 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 service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.			
THRU: (Include ZIP Code) Commander, USARC ATTN: AFRC-PRP-F 3800 N. Camp Creek Pkwy, SW Atlanta, Georgia 30331-5099	TO: (Include ZIP Code) Commander, Fort McPherson ATTN: AFZK-PA-PSM Fort McPherson, GA 30330-5000	FROM: (Include ZIP Code) COMMANDER 85th Division Tng 1515 West Central Road Arlington Heights, IL 60005	
SECTION I - PERSONAL IDENTIFICATION			
NAME (Last, first, MI) Smedlapp, Robert F.	GRADE OR RANK/PMOS (Enl only) SFC/11B40	SOCIAL SECURITY NUMBER 000-11-2222	
SECTION II - DUTY STATUS CHANGE (Proc 9-1, DA Pam 600-8)			
The above member's duty status is changed from _____ _____ to _____ _____ effective _____ hours _____ 19____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
I request the following action:			
TYPE OF ACTION	Procedure	TYPE OF ACTION	Procedure
Service School (Enl only)		Reassignment Married Army Couples	
ROTC or Reserve Component Duty		Reclassification	
Volunteering For Oversea Service		Officer Candidate School	
Ranger Training		Assgmt of Pers with Exceptional Family Members	
Reasgmt Extreme Family Problems		Identification Card	
Exchange Reassignment (Enl only)		Identification Tags	
Airborne Training		Separate Rations	
Special Forces Training/Assignment		Leave - Excess/Advance/Outside CONUS	
On-the-Job Training (Enl only)		Change of Name/SSN/DOB	
Retesting in Army Personnel Tests		<input checked="" type="checkbox"/> Other (Specify) Curtailment	
SIGNATURE OF MEMBER (When required)		DATE 15 November 1993	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheets)			
<p>1. Request curtailment of the normal 36 month tour for the following reason(s):</p> <p style="margin-left: 20px;">a. Cite any personal and/or operational reasons supporting the request.</p> <p style="margin-left: 20px;">b. Identify current assignment data (unit, TDA para/line numbers, duty title).</p> <p style="margin-left: 20px;">c. Date assigned to current position.</p> <p style="margin-left: 20px;">d. "My current assignment status is excess" or "I occupy a valid position of my units current TDA."</p> <p>2. If my request is favorably considered, request assignment consideration to the following areas:</p> <p style="margin-left: 20px;">a. CONUS-- (1) Ft Bragg, (2) Ft Jackson, (3) Ft Stewart</p> <p style="margin-left: 20px;">b. Overseas-- (1) Hawaii, (2) Germany, (3) Korea</p>			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -			
<input type="checkbox"/> HAS BEEN VERIFIED		<input checked="" type="checkbox"/> RECOMMEND APPROVAL	
<input type="checkbox"/> IS APPROVED		<input type="checkbox"/> RECOMMEND DISAPPROVAL	
<input type="checkbox"/> IS DISAPPROVED			
COMMANDER/AUTHORIZED REPRESENTATIVE R.C. Reynolds, LTC, Commanding	SIGNATURE	DATE 16 Nov 93	

DA FORM 4187
DEC 82

EDITION OF FEB 81 WILL BE USED.

COPY 1

Figure C-10. Sample DA Form 4187, Personnel Action (Curtailment)

LETTERHEAD

(**Office Symbol**) (614-100a(officers/WO) or 614-200a (enlisted)) (date)

MEMORANDUM THRU Commander, U.S. Army Reserve Command, ATTN: AFRC-PRP-F,
3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099

FOR Commander, Fort McPherson, ATTN: AFZK-PA-PSM-R, Fort McPherson, GA
30330-5000

SUBJECT: Data to Support (**Deletion or Deferment**) - Local Approval

1. The following data/documents are forwarded to support the attached (**deletion or deferment**) request.
2. In accordance with AR 600-8-11, this request may be approved locally.
 - a. Name/Rank/SSN: (**Enter appropriate data**)
 - b. BASD/ETS: (**Enter appropriate data**)
 - c. PMOS/Assignment MOS: (**Enter appropriate data**)
 - d. EPMD Control and Line Number/Arrival Month: (**Enter appropriate data**)
(**Secure from PCS orders or MILPO**)
 - e. EDAS Cycle/Date Soldier Notified: (**Enter appropriate data**)
 - f. TDY Enroute: (**Yes or No**)
 - g. Course Number/Location of TDY/Report Date: (**Enter appropriate data, if TDY is authorized**)
 - h. (**Deletion or Deferment**) Code: FD
 - i. (**Deletion or Deferment**) Reason Statement: **Operational/ Medical/Legal.**
 - j. Requested new arrival month (if applicable): (**Enter appropriate data**)
 - k. Other pertinent information: (**Enter appropriate data**)

Encl Info
list encls

MUSARC Signature Authority
Rank, Branch
Title

Figure C-11. Sample Memo/Request for Deletion or Deferment

Figure C-12. Sample Voluntary Retirement Memo

LETTERHEAD	
(Office Symbol) (635-100a)	(date)
MEMORANDUM THRU Commander, U.S. Army Reserve Command, ATTN: APRC-PRP-F, 3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099	
FOR Commander, PERSCOM (TAPC-PDT-RR), 200 Stovall Street, Alexandria, VA 22332-0478	
SUBJECT: Voluntary Retirement	
1. Under the provisions of law cited in AR 635-100, paragraph (number), I request that I be released from active duty and assignment on (last day of the month which retirement would otherwise be effective) and placed on the retired list on (first day of the following month), or as soon thereafter as practical, and that I be transferred to the Retired Reserve immediately on retirement (Regular Army officers omit last phrase). I will have completed over (number) years of active Federal service on the requested retirement date.	
2. Assignment status: (Organization and station which current assigned and duty station which attached, if any.)	
3. Authorized place of retirement: (Enter the authorized and directed transfer activity where required to be processed - AR 635-10, para 2-18a. If applicable, identify the CONUSA debarkation area.)	
4. Location of choice transfer activity: (Members electing to be processed for retirement at a transfer activity other than the one prescribed by AR 635-10, para 2-18a--enter an appropriate transfer activity as provided by AR 635-10, para 2-19; otherwise enter "Not applicable.")	
5. I have been counseled as specified by AR 635-10, para 2-19. I fully understand the provisions of AR 635-10, chapter 2, section V, concerning entitlement to per diem, travel and transportation allowances based on retirement at a location of choice transfer activity.	
6. I have read AR 635-100, chapter 4, section V. I am responsible for ensuring that a physical examination is completed not earlier than 4 months nor later than 1 month prior to my approved retirement date (subject physical to be arranged through coordination with my unit of assignment). I am aware that the purpose of this examination is to ensure that my medical records reflect as accurately as possible my state of health on retirement and to protect my interests and those of the Government. I also understand that my retirement will take effect on the requested date and that I will not be held on active duty to complete this examination.	
7. In accordance with 10 USC, I understand that: <ol style="list-style-type: none"> a. Enrollment in the Survivor Benefit Plan (SBP) is the only way that I may continue a portion of my retirement pay to my family at my death. b. I must receive SBP counseling for myself and my spouse no less than 30 days before retirement. c. I will be enrolled in full SBP coverage if I fail to elect otherwise in writing before my retirement. d. I cannot elect less than full spouse SBP without my spouse's written agreement. I received a spousal concurrence for this purpose in conjunction with this application/letter. I realize there are other forms that must be completed during SBP counseling. e. Failure to return the completed spousal concurrence statement to the proper officials prior to my retirement packet being sent to the U.S. Army Finance & Accounting Center will result in my being irrevocably and irreversibly enrolled in SBP at full cost. 	
8. Address on retirement: (a reliable forwarding address for mail).	

(Office Symbol)
SUBJECT: Voluntary Retirement

9. I am familiar with AR 635-100, para 4-12 and understand that if this application for retirement is accepted by the Secretary of the Army it may not be withdrawn except for extreme compassionate reasons or for the definitely established convenience of the Government.

10. (Army Reg 635-100, para 4-16 is/is not applicable (if applicable continue with the information required by para 4-18)).

11. As of the date of this application, I have (number) days accrued leave. I (do/do not) plan to take terminal leave. If applicable, complete the following: I plan to take (number) days leave.

12. (For officers serving in ranks LTC through WO). I have read and understand the provisions of AR 635-100, para 4-31 pertaining to determination of my retired rank. Considering those provisions, and after a review of my records, I believe that I am entitled to retire in the rank of (rank), I understand that final determination of my retired rank will be made by HQDA, and that I will be informed if I am not entitled to retire in the rank I have specified in this paragraph.

13. This application (is/is not) submitted in lieu of complying with PCS instructions.

14. I understand that if I participated in certain advanced education programs, I may be required to reimburse the United States government as stated in written agreement made by me with the United States government under law and regulations.

FIRST MI LAST NAME
RANK, BRANCH
SOCIAL SECURITY NUMBER

LETTERHEAD

(OFFICE SYMBOL) (635-100a)

(date)

MEMORANDUM THRU Commander, U.S. Army Reserve Command, ATTN: AFRC-PRP-F,
3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099

FOR Commander, PERSCOM, ATTN: TAPC-PDT-RR, 200 Stovall Street,
Alexandria, VA 22332-0478

SUBJECT: Pre-Retirement Information

1. The following information is submitted in compliance with AR 635-100, para 4-22:

a. Assignment status: (organization and station which currently assigned and duty station which attached, if any)

b. Address on retirement: (a reliable forwarding address for mail)

c. Authorized place of retirement: (enter the authorized and directed transfer activity where required to be processed - AR 635-10, para 2-17. If applicable, identify the CONUS debarkation area)

d. Location of choice transfer activity: (members electing to be processed for retirement at a transfer activity other than one prescribed by AR 635-10, para 2-17 - enter an appropriate transfer activity as provided by AR 635-10, para 2-18; otherwise enter "Not applicable")

e. I have been counseled as specified by AR 635-10, para 2-18. I fully understand the provisions of AR 635-10, section V, chapter 2, concerning entitlement to per diem, travel and transportation allowances based on retirement at a location of choice transfer activity.

2. I have read AR 635-100, chapter 4, section V. I am responsible for completing the Medical Examination for Separation/Retirement Statement of option furnished by my unit of assignment, and I am responsible for ensuring that if a physical examination is desired that it is started not earlier than 4 months nor later than 1 month prior to my approved retirement date (subject physical to be arranged through coordination with my unit of assignment). I am aware that the purpose of this examination is to ensure that my medical records reflect as accurately as possible my state of health on retirement and to protect my interests and those of the Government. I also understand that my retirement will take effect on the scheduled date and that I will not be held on active duty to complete this examination.

3. In accordance with 10 USC, I understand that:

a. Enrollment in the Survivor Benefit Plan (SBP) is the only way that I may continue a portion of my retirement pay to my family at my death.

b. I must receive SBP counseling for myself and my spouse no less than 30-days before retirement.

c. I will be enrolled in full SBP coverage if I fail to elect otherwise in writing before my retirement.

d. I cannot elect less than full spouse SBP without my spouse's written agreement. I received a spousal concurrence for this purpose in conjunction with this application/letter. I realize there are other forms that must be completed during SBP counseling.

e. Failure to return the completed spousal concurrence statement to the proper officials prior to my retirement packet being sent to the U.S. Army Finance and Accounting Center will result in my being irrevocably and irreversibly enrolled in SBP at full cost.

FIRST MI LAST NAME

Rank, Branch

Social Security Number

PERSONNEL ACTION		
For use of this form, see DA PAM 600-8 and AR 600-1; the proponent agency is MILPERCEN.		
DATA REQUIRED BY THE PRIVACY ACT		
Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 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 service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.		
THRU: (Include ZIP Code) Commander, USARC ATTN: AFRC-PRP-F 3800 N. Camp Creek Pkwy Atlanta, Georgia 30331-5099	TO: (Include ZIP Code) Commander, Fort McPherson ATTN: APZK-PAM-OPS Fort McPherson, GA 30330-5000	FROM: (Include ZIP Code) COMMANDER 85th Division Tng 1515 West Central Road Arlington Heights, IL 60005
SECTION I - PERSONAL IDENTIFICATION		
NAME (Last, first, MI) Smedlapp, Robert F.	GRADE OR RANK/PMOS (Enl only) SFC/11B40	SOCIAL SECURITY NUMBER 000-11-2222
SECTION II - DUTY STATUS CHANGE (Proc 9-1, DA Pam 600-8)		
The above member's duty status is changed from _____ to _____ effective _____ hours _____ 19____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
I request the following action:		
TYPE OF ACTION	Procedure	TYPE OF ACTION
Service School (Enl only)		Reassignment Married Army Couples
ROTC or Reserve Component Duty		Reclassification
Volunteering For Oversea Service		Officer Candidate School
Ranger Training		Assgmt of Pers with Exceptional Family Members
Reasgmt Extreme Family Problems		Identification Card
Exchange Reassignment (Enl only)		Identification Tags
Airborne Training		Separate Rations
Special Forces Training/Assignment		Leave - Excess/Advance/Outside CONUS
On-the-Job Training (Enl only)		Change of Name/SSN/DOB
Retesting in Army Personnel Tests		<input checked="" type="checkbox"/> Other (Specify) Voluntary Retirement
SIGNATURE OF MEMBER (When required)		DATE
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
1. Desired date of retirement: 1 November 1994 2. Place of retirement: Fort Dix, New Jersey 3. Mailing address upon retirement: 159 Rudolf Road, Jackson Heights, NY 11501 4. Number of days accrued leave: 65.0 5. Number of days transition leave: 65.0 6. Duty telephone number: (708) 506-1234 7. Home telephone number: (708) 506-0001		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> IS APPROVED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS DISAPPROVED		
COMMANDER/AUTHORIZED REPRESENTATIVE	SIGNATURE	DATE
R. C. Reynolds, LTC, Cdr		1 Nov 93

DA FORM 4187
DEC 82

EDITION OF FEB 81 WILL BE USED.

COPY 3

Figure C-14. Sample DA Form 4187, Personnel Action (Voluntary Retirement)

Figure C-15. Sample DA Form 2339, Application for Voluntary Retirement

APPLICATION FOR VOLUNTARY RETIREMENT		DATE												
For use of this form, see AR 635-200; the appropriate agency is MILPERCEN.		30 Oct 93												
DATA REQUIRED BY THE PRIVACY ACT														
AUTHORITY: Title 10, United States Code, Chapters 61, 63 and 67.		To initiate necessary administrative action in regard to voluntary requests for retirement.												
PRINCIPAL PURPOSE: ROUTINE USES: DISCLOSURE:		Data contained on this form is used to complete administrative actions incident to retirement. Disclosure is voluntary. However, failure to disclose required information may result in service member not being considered for voluntary retirement.												
TO: (Include ZIP Code) Commander, USARC ATTN: AFRC-PRP-P 3800 N. Camp Crk Pkwy, Atlanta, Ga		THRU: (Include ZIP Code) Commander, 85th Div Tng 1515 West Central Road Arlington Heights, IL 60005												
SECTION I - (TO BE COMPLETED BY ALL APPLICANTS)														
1. NAME (Last, First, Middle) Smedlapp, Robert Felix	2. SSN 000-11-2222	3. ETS 951130	4. DESIRED RETIREMENT DATE 1 Nov 94											
5. CURRENT GRADE, PAY GRADE, (If effective date of promotion) AND MOS SPC E7, 1 Feb 89, 11B40	6. HIGHEST GRADE SERVED ON ACTIVE DUTY AND BRANCH OF SERVICE SPC, Regular Army													
7. UNIT OF ASSIGNMENT - DUTY STATION - MAJOR COMMAND 85th Division Tng Arlington Heights, IL 60005	8. DESIRE RETIREMENT AT CURRENT OVERSEAS ASSIGNMENT (CONUS Assignments only) <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> NOT APPLICABLE													
9. MAIL ADDRESS UPON RETIREMENT (RW not to be considered as home of selection) (Include ZIP Code) 159 Rudolf Road Jackson Heights, NY 11501	10. NON-CON US PERSONNEL STATIONED OVERSEAS DESIRE RETIREMENT N/A <input type="checkbox"/> NOR <input type="checkbox"/> CONUS <input type="checkbox"/> CURRENT OVERSEAS STATION													
11. REQUEST TRANSFER TO RETIRED RESERVE IN THE FOLLOWING STATUS <input type="checkbox"/> COMMISSIONED <input type="checkbox"/> WARRANT OFFICER <input checked="" type="checkbox"/> ENLISTED														
12. (TO BE COMPLETED ONLY BY RESERVE OFFICERS SERVING ON ACTIVE DUTY IN ENLISTED STATUS)														
a. RESERVE COMMISSIONED STATUS <input type="checkbox"/> RETIRED <input type="checkbox"/> ACTIVE		b. GRADE & PROMOTION ELIGIBILITY DATE												
13. AWARDS <input type="checkbox"/> MEDAL OF HONOR <input type="checkbox"/> DISTINGUISHED SERVICE CROSS <input type="checkbox"/> NAVY CROSS <input type="checkbox"/> NONE <input type="checkbox"/> SOLDIERS MEDAL <input type="checkbox"/> DISTINGUISHED FLYING CROSS OR EQUIVALENT NAVY DECORATION														
14. CHRONOLOGICAL DATES OF MILITARY SERVICE (Assignment and Discharge dates and change in status from active to inactive service and vice versa) (Form 12-10, AR 635-200)														
ENL. NO. COM (Include)	COM. POINT	FROM			TO			ACTIVE FEDERAL SERVICE			INACTIVE SERVICE			
		YEAR	MO	DAY	YEAR	MO	DAY	DAYS	YEARS	MONTHS	DAYS	YEARS	MONTHS	DAYS
15. TOTAL TIME LOST (If no time lost, enter "None")														
16. TOTAL ACTIVE SERVICE CREDITABLE FOR RETIREMENT (Do not include time lost)														
17. TOTAL INACTIVE SERVICE CREDITABLE FOR BASIC PAY ONLY														
18. TOTAL SERVICE FOR BASIC PAY PURPOSES (Item 16 + 17)														

DA FORM 2339 JUN 85

EDITION OF APR 78 WILL BE USED UNTIL EXHAUSTED.

12. CONUS LOCATION OF CHOICE TRANSFER ACTIVITY <input type="checkbox"/> I ELECT TO BE PROCESSED FOR RETIREMENT AT: Port Dix, New Jersey	
I ATTEST THAT I HAVE BEEN COUNSELLED AS SPECIFIED BY PARAGRAPH 9-16, AR 635-10. I ALSO FULLY UNDERSTAND THE PROVISIONS OF SECTION V, CHAPTER 2, AR 635-10 CONCERNING MY ENTITLEMENTS PERTAINING TO PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCES, BASED ON MY RETIREMENT AT A CONUS LOCATION OF CHOICE. <input type="checkbox"/> I DO NOT ELECT TO BE PROCESSED FOR RETIREMENT AT A CONUS LOCATION OF CHOICE.	
I am familiar with the provisions of AR 635-200 pertaining to withdrawal of this application for retirement once it has been accepted by the retirement approval authority.	SIGNATURE OF APPLICANT "SOLDIER SIGNS HERE"
SECTION II - (TO BE COMPLETED BY COMMANDER HAVING CUSTODY OF PERSONNEL RECORDS)	
TO: (Include ZIP Code) Commander, Port McPherson ATTN: AFKZ-PA-OPS Port McPherson, GA 30330	FROM: (Include ZIP Code) Commander, USARC ATTN: AFRC-PRP-P Atlanta, GA 30331-5099
20. RECOMMEND <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL (Indicate reason(s) in Remarks)	
21. AUTHORIZED TRANSFER ACTIVITY (If other than current installation, specify)	
22. APPLICANT <input type="checkbox"/> IS <input type="checkbox"/> IS NOT SUBMITTING REQUEST IN LIEU OF ELIMINATION OR FURTHER ELIMINATION PROCEEDINGS. (If "YES" application must be attached to board proceedings)	
23. APPLICANT <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT INCURRED A SERVICE OBLIGATION (If "HAS" indicate reason and expiration date in Remarks)	24. THIS ACTION <input type="checkbox"/> IS <input type="checkbox"/> IS NOT IN CONTRAVENTION WITH AR 600-21
25. SERVICE SHOWN (Form 1 & 1-B) HAS BEEN VERIFIED AS CORRECT BY: <input type="checkbox"/> MPRJ <input type="checkbox"/> ADPERCEN: <input type="checkbox"/> OTHER (Specify) (If other than MPRJ, attach verification)	
26. DATE APPLICANT ARRIVED AT PRESENT ASSIGNMENT (Other than Overseas Command - see Item 27)	
27. DATE APPLICANT OR DEPENDENT ARRIVED IN OVERSEAS COMMAND (Whichever is later - specify applicant or dependent) DATE: <input type="checkbox"/> NOT APPLICABLE	
28. DATE OF RECEIPT OF ALERT (Nomination for assignment) OR ASSIGNMENT ORDERS (Not applicable for unit alert - see Item 37)	
29. DATE MEMBERS OF UNIT WERE NOTIFIED OF UNIT ALERT DATE: <input type="checkbox"/> NOT APPLICABLE	
30. STATEMENT OF UNDERSTANDING: 1. I have read Section V, Chapter 12, AR 635-200. I understand that I must undergo a medical examination prior to my retirement. I am responsible for insuring that the examination is scheduled not earlier than 6 months, nor later than 1 month prior to my approved retirement date (subject examination to be arranged through coordination with my unit of assignment). I am aware that the purpose of this examination is to provide a better health assessment of me and, in particular, to continue cardiovascular attention, to record as accurately as possible my state of health on retirement and to protect my interests and those of the Government. I also understand that my retirement will take effect on the requested date and that I will not be held on active duty to complete this examination. 2. I have been briefed concerning the Survivor Benefit Plan. I understand that I will automatically be in the plan and will pay the full cost of coverage for my wife, and children if applicable, unless I submit an election form to the contrary prior to my retirement. 3. I am not (STRIKE THE INAPPROPRIATE WORDS) being considered by a HQDA Selection Board for advancement to the next higher grade. "SOLDIER SIGNS HERE" (Signature of member)	
31. REMARKS (Continue on additional sheet if necessary)	
TYPED NAME, GRADE AND TITLE OF COMMANDER/PERSONNEL OFFICER	SIGNATURE

8 U.S.P.O. 1987 - 101-002/61026

PERSONNEL ACTION		
For use of this form, see DA PAM 600-8 and AR 600-1; the proponent agency is MILPERCEN.		
DATA REQUIRED BY THE PRIVACY ACT		
Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 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 service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.		
THRU: (Include ZIP Code) Commander, USARC ATTN: APRC-PRP-F 3800 N. Camp Creek Pkwy, SW Atlanta, Georgia 30331-5099	TO: (Include ZIP Code) Commander, Fort McPherson ATTN: AFZK-PAM-PSM Fort McPherson, GA 30330-5000	FROM: (Include ZIP Code) COMMANDER 85th Division Tng 1515 West Central Road Arlington Heights, IL 60005
SECTION I - PERSONAL IDENTIFICATION		
NAME (Last, first, MI) Smedlapp, Robert F.	GRADE OR RANK/PMOS (Enl only) SFC/11B40	SOCIAL SECURITY NUMBER 000-11-2222
SECTION II - DUTY STATUS CHANGE (Proc 9-1, DA Pam 600-8)		
The above member's duty status is changed from _____ to _____ effective _____ hours _____ 19____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
I request the following action:		
TYPE OF ACTION	Procedure	TYPE OF ACTION
Service School (Enl only)		Reassignment Married Army Couples
ROTC or Reserve Component Duty		Reclassification
Volunteering For Oversea Service		Officer Candidate School
Ranger Training		Assgmt of Pers with Exceptional Family Members
Reasgmt Extreme Family Problems		Identification Card
Exchange Reassignment (Enl only)		Identification Tags
Airborne Training		Separate Rations
Special Forces Training/Assignment		Leave - Excess/Advance/Outside CONUS
On-the-Job Training (Enl only)		Change of Name/SSN/DOB
Retesting in Army Personnel Tests	X	Other (Specify) Voluntary Reassignment
SIGNATURE OF MEMBER (When required)		DATE
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
<p>1. Request immediate reassignment from my current duty location. The position I had occupied has been deleted from the 2095 TDA. Current duty status is excess/surplus to the needs of the organization.</p> <p>2. The following additional information is provided:</p> <p style="margin-left: 20px;">a. Current expiration of stabilization: 20 March 1994</p> <p style="margin-left: 20px;">b. Date assigned to current organization/last PCS: 21 March 1991</p> <p style="margin-left: 20px;">c. Expiration term of service: 2 December 1997</p> <p style="margin-left: 20px;">d. Date returned from overseas: 20 March 1991</p> <p style="margin-left: 20px;">e. CONUS area of preference: (1) Ft Campbell, (2) Ft Bliss, (3) Ft Jackson</p> <p style="margin-left: 20px;">f. Overseas area of preference: (1) Germany, (2) Japan, (3) Korea</p> <p>3. Request is not in contravention of AR 600-8-2.</p>		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input checked="" type="checkbox"/> IS APPROVED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS DISAPPROVED		
COMMANDER/AUTHORIZED REPRESENTATIVE	SIGNATURE	DATE
R. C. Reynolds, LTC, Cdr		20 Jan 94

DA FORM DEC 82 **4187**

EDITION OF FEB 81 WILL BE USED.

COPY 1

Figure C-16. Sample DA Form 4187, Personnel Actions (Voluntary Reassignment)

Glossary

Abbreviations

ABCMR.....	Army Board for Correction of Military Records	BESD.....	Basic Enlisted Service Date
AC.....	Active Component	BG.....	Brigadier General
ACR.....	Armored Cavalry Regiment	BI.....	Background Investigation
AC/RC.....	AC Support to RC	BNCOC.....	Basic Noncommissioned Officer Course
ACES.....	Army Continuing Education System	BOQ.....	Bachelor Officer Quarters
ACS.....	Army Community Service	C2.....	Command and Control
AD.....	Air Defense Artillery	CA.....	Combat Arms
ADAPCP.....	Alcohol and Drug Abuse Prevention and Control Program	CAC.....	Casualty Area Commander
ADC.....	Alcohol and Drug Coordinator	CAP.....	Centralized Assignment Procedure
ADP.....	Automatic Data Processing	CAR.....	Chief, Army Reserve
ADPE.....	Automatic Data Processing Equipment	CAS-3.....	Combined Arms and Service Staff School
ADT.....	Active Duty for Training	CBT.....	Combat
AEA.....	Assignment Eligibility and Availability	CCF.....	Central Clearance Facility
AEC.....	Army Education Center	CDR.....	Commander
AER.....	Academic Evaluation Report	CFP.....	Contingency Force Plan
AFCS.....	Active Federal Commissioned Service	CG.....	Commanding General
AFH.....	Army Family Housing	CGSC.....	Command and General Staff College
AFQT.....	Armed Forces Qualification Test	CI.....	Criminal Investigation
AFS.....	Active Federal Service	CID.....	Criminal Investigation Division
AG.....	Adjutant General	CIF.....	Central Issue Facility
AGR.....	Active Guard/Reserve	CINC.....	Commander In Chief
AI.....	Assignment Instructions	CIR.....	Circular
AIEP.....	Army Ideas for Excellence Program	CMD.....	Command
AIT.....	Advanced Individual Training	CMF.....	Career Management Field
ALAT.....	Army Language Aptitude Test	CMIF.....	Career Management Information File
AMEDD.....	Army Medical Department	CO.....	Company
AMV.....	Army Motor Vehicle	COG.....	Convenience of the Government
ANC.....	Army Nurse Corps	COHART.....	Cohesion, Operational Readiness, and Training
ANCOC.....	Advanced Noncommissioned Officer Course	CONAP.....	CONUS Area of Preference
APFT.....	Army Physical Fitness Test	CONUS.....	Continental U.S.
APO.....	Army Post Office	CONUSA.....	Continental U.S. Army
APO AP.....	Army Post Office Army Pacific	CPMOS.....	Career Progression Military Occupational Specialty
APO AA.....	Army Post Office Army Caribbean	CPU.....	Central Processing Unit
APO AE.....	Army Post Office Army Europe	CPX.....	Command Post Exercise
AR.....	Army Regulation	C/R.....	Change of Rater
ARNG.....	Army National Guard	CS.....	Combat Support
ARPERCEN..	Army Reserve Personnel Center	CSA.....	Chief of Staff, Army
ARR.....	Annual Recurring Requirement	CSS.....	Combat Service Support
ARRTC.....	Army Reserve Readiness Training Center	CTA.....	Common Table of Allowance
ASAP.....	Automated Support Activity Program	CTC.....	Combat Training Center
ASI.....	Additional Skill Identifier	CTF.....	Consolidated Training Facility
ASNJ.....	Assigned Not Joined	CY.....	Calendar Year
ASVAB.....	Armed Services Vocational Aptitude Battery	DAA.....	Designated Approving Authority
AT.....	Annual Training	DAIG.....	Department of the Army Inspector General
AUM.....	Asset Utilization Module	DAMPL.....	Department of the Army Master Priority List
AWOL.....	Absence Without Leave	DARMS.....	Developmental Army Readiness and Mobilization System
BAQ.....	Basic Allowance for Quarters	DC.....	Dental Corps
BASD.....	Basic Active Service Date	DCSCOMPT	Deputy Chief of Staff for Comptroller
BDE.....	Brigade	DCSENGR.....	Deputy Chief of Staff for Engineer
BDO.....	Battle Dress Overgarment	DCSFOR.....	Deputy Chief of Staff for Force Structure
BDU.....	Battle Dress Uniform	DCSIM.....	Deputy Chief of Staff for Information Management
BEQ.....	Bachelor Enlisted Quarters	DCSINT.....	Deputy Chief of Staff for Intelligence
		DCSLOG.....	Deputy Chief of Staff for Logistics

DCSOPS.....Deputy Chief of Staff for Operations
DCSPER.....Deputy Chief of Staff for Personnel
DCSSDeclination of Continued Service Statement
DEP.....Delayed Entry Program
DEROS.....Date Eligible to Return from Overseas tour
DFRDropped From Rolls
DFTDeployment For Training
DIA.....Date of Initial Appointment
DIV.....Division
DLAT.....Defense Language Aptitude Test
DLI.....Defense Language Institute
DLPT.....Defense Language Proficiency Test
DMODirect Military Overstrength
DMOS.....Duty Military Occupational Specialty
DODDepartment of Defense
DOR.....Date of Rank
DOT.....Directory of Occupational Titles
DRC.....District Recruiting Command
DROSDate of Return from Overseas
DSN.....Defense Switching Network
EAD.....Echelons Above Division
EDASEnlisted Distribution Assignment System
EEO.....Equal Employment Opportunity
EEOC.....Equal Employment Opportunity Commission
EER.....Enlisted Evaluation Report (now referred to as
NCO-ER)
EMF.....Enlisted Master File
ENEngineer
ENTNAC.....Entrance National Agency Check
EOEqual Opportunity/Executive Order
EPMD.....Enlisted Personnel Management Directorate
EPMSEnlisted Personnel Management System
ETS.....Expiration of Term of Service
FAField Artillery
FAO.....Finance and Accounting Office
FEMAFederal Emergency Management Agency
FMForce Modernization/Field Manual
FORSCOM ..U.S. Army Forces Command
FORSTARS..FORSCOM Strength Analysis and Reporting
System
FST.....Foreign Service Tour
FTMFull-Time Manning
FTS.....Full-Time Support
FTSMC.....Full-Time Support Management Center
FTTD.....Full-Time Training Duty
FTUSFull-Time Unit Support
FTXField Training Exercise
FYFiscal Year
GCM.....General Court-Martial
GCMCA.....General Court-Martial Convening Authority
GEDGeneral Education Development
GPGroup
GO.....General Officer
GOCOM.....General Officer Command
GSGeneral Support
GSAGeneral Services Administration
GTGeneral Technical
HAAP.....Homebase Advanced Assignment Program
HIV.....Human Immunodeficiency Virus
HSC.....U.S. Army Health Services Command
HSMHumanitarian Service Medal
IADTInitial Active Duty Training
IDT.....Inactive Duty Training
IG.....Inspector General
IMWRF.....Installation Morale, Welfare and Recreation
Fund
IRAC.....Internal Review and Audit Compliance
IRR.....Individual Ready Reserve
ITAADS.....Installation, The Army Authorization
Documents System
ITTInter-Theater Transfer
JCS.....Joint Chiefs of Staff
JTDJoint Table of Distribution
JTR.....Joint Travel Regulation
LDLine of Duty
LICLanguage Indicator Code
LOI.....Letter of Instruction
LOR.....Letter of Reprimand
MAC.....Maneuver Area Command/ Military Airlift
Command
MACOM.....Major U.S. Army Command
MCMManual for Courts Martial
M-DAYMobilization Day
MEDDAC.....Medical Department Activity
MEPS.....Military Entrance Processing Station
MIMilitary Intelligence
MILPO.....Military Personnel Office
MOBEX.....Mobilization Exercise
MOSMilitary Occupational Specialty
MOSQMilitary Occupational Specialty Qualified
MPC.....Military Personnel Class
MPRJMilitary Personnel Records Jacket
MRD.....Mandatory Removal Date
MSC.....Medical Service Corps
MTMaintenance Technician/Military Technician
MTOE.....Modified Table of Organization and
Equipment
MUSARC.....Major U.S. Army Reserve Command
NAC.....National Agency Check
NATO.....North Atlantic Treaty Organization
NBCNuclear, Biological, and Chemical
NCO.....Noncommissioned Officer
NCO-ER.....Noncommissioned Officer - Evaluation Report
NCOESNoncommissioned Officer Education System
NCOLPNCO Logistics Program
NGBNational Guard Bureau
NPDR.....Noncommissioned Officer Professional
Development Ribbon
NTC.....Normal Tour Completion
OAC.....Officer Advanced Course
OASD.....Office of the Assistant Secretary of Defense

OBC..... Officer Basic Course
OCAR..... Office of the Chief, Army Reserve
OCONUS..... Outside Continental U.S.
OCS..... Officer Candidate School
OCT..... Officer Candidate Test
ODP..... Officer Distribution Plan
ODT Overseas Deployment Training
OER..... Officer Evaluation Report
OMAR..... Operation and Maintenance, Army Reserve
OMF..... Officer Master File
OMPF Official Military Personnel File
OPM..... Office of Personnel Management
OPMD..... Officer Personnel Management Directorate
ORB..... Officer Record Brief
OS..... Overseas
OSD..... Office of the Secretary of Defense
OSR..... Overseas Service Ribbon
PAC..... Personnel Administration Center
PAO Public Affairs Office
PAS..... Personnel Automation Section
PC..... Personal Computer
PCS..... Permanent Change of Station
PDY..... Permanent Duty
PEB..... Physical Evaluation Board
PEBD..... Pay Entry Basic Date
PERSCOM... U.S. Army Total Personnel Command
PFR..... Personnel Finance Record
PIR..... Personnel Information Roster
PLDC..... Primary Leadership Development Course
PMAD Personnel Management Authorization Document
PMOS Primary Military Occupational Specialty
POC..... Point of Contact
POR..... Preparation of Replacements for Oversea Movement
POV..... Privately Owned Vehicle
PPAI..... Pinpoint Assignment Instruction
PPG..... Personnel Priority Group
PPL..... Pre-identified Position List
PPM Personnel Priority Model
PRP..... Personnel Reliability Program
PRSD..... Personnel Shipment Readiness Date
PSC..... Personnel Service Company/Center
PSCP Personnel Specialty Career Program
PSNCO..... Personnel Staff Noncommissioned Officer
PT Physical Training
PULHES..... Physical Profile Serial Code
QMP..... Qualitative Management Program
RA Regular Army
RC..... Reserve Component
R/C..... Relieved for Cause
RCAS..... Reserve Component Automation System
RCM..... Rule of Court-Martial
RCN..... Reenlistment Control Number
RCS Reports Control Symbol
REFRAD..... Released From Active Duty
RG..... Readiness Group
ROCAA Reserve Orientation Course for the Active Army
ROTC..... Reserve Officer Training Corps
RRB Regular Reenlistment Bonus
RTD..... Resident Training Detachments
RTT Regional Training Teams
SA..... Secretary of the Army
SAEDA Subversion and Espionage Directed Against the Army
CAO Casualty Assistance Officer
SBI..... Special Background Investigation
SDT Self Development Test
SERB Selective Early Retirement Board
SFC..... Sergeant First Class
SGT..... Sergeant
SGM Sergeant Major
SIB..... SIDPERS Interface Branch
SIDPERS..... Standard Installation/Division Personnel System
SJA Staff Judge Advocate
SM Soldiers Manual
SMA..... Sergeant Major of the Army
SMOS..... Secondary Military Occupational Specialty
SNA Statement of Non-Availability
SNCO..... Senior Noncommissioned Officer Course
SOJT..... Supervised On-the-job Training
SOP..... Standing Operating Procedures
SPF SIDPERS Personnel File
SPCM Special Court-Martial
SPCMCA Special Court-Martial Convening Authority
SQI..... Skill Qualification Identifier
SQT Skill Qualification Test
SRB..... Selective Reenlistment Bonus
SRCS Source of Commission
SSG..... Staff Sergeant
SSI Specialty Skill Identifier
T&E..... Training and Evaluation
TAACOM ... Theater Army Area Command
TAADS..... The Army Authorization Documents System
TAG..... The Adjutant General
TDA Table of Distribution and Allowances
TDY..... Temporary Duty
TIS..... Time In Service
TNG..... Training
TOE..... Table of Organization and Equipment
TOPMIS..... Total Officer Personnel Management Information System
TPU Troop Program Unit
TRADOC..... U.S. Army Training & Doctrine Command
TRANSCOM... Transportation Command
TY..... Training Year
UAS..... Unit Activation Schedule
UCMJ..... Uniform Code of Military Justice
UIC Unit Identification Code
UMS..... Unit Manning System
UPC Unit Processing Code
USAEAA U.S. Army Enlistment Eligibility Activity

USAEREC.....	U.S. Army Enlisted Records and Evaluation Center	UTL.....	Unit Transmittal Letter
USAFI.....	U.S. Armed Forces Institute	VCSA.....	Vice Chief of Staff, Army
USAR.....	U.S. Army Reserve	VRB.....	Variable Reenlistment Bonus
USARC	U.S. Army Reserve Command	VTAADS	Vertical, The Army Authorization Documents System
USAREC.....	U.S. Army Recruiting Command	WO	Warrant Officer
USASMA	U.S. Army Sergeants Major Academy	WOSC	Warrant Officer Senior Course
USC	U.S. Code	WOTS	Warrant Officer Training System
USEUCOM...	U.S. European Command	WRAMC.....	Walter Reed Army Medical Center
USPACOM...	U.S. Pacific Command	WWMCCS ...	World Wide Military Command and Control System
USR	Unit Status Report		