# Change To Organizational Data

*[For use of this form see USAR Pam 37-1; the proponent agency is the AR G-8.]*

**1. FROM** *(Unit Address to include PAS)*

*[In blocks containing parenthetical alpha codes, e.g., (a), refer to corresponding NOTE at the bottom of form.]*

## SECTION I - TYPE OF CHANGE

**2. CHECK APPLICABLE ITEM(S)**

| | | |
|---|---|---|
| ☐ ACTIVATED (a) | ☐ REDESIGNATED (Same UPC) (b) | ☐ ADDRESS CHANGE (d) |
| ☐ INACTIVATED (c) | ☐ REDESIGNATED (New UPC) (b) | ☐ PAS CHANGE (j) |
| ☐ MOBILIZED (f) | ☐ OTHER | ☐ CHANGE IN PHONE NOs. (e) |

**3. AUTHORITY (g)**

## SECTION II - OLD DATA

**4. UNIT DESIGNATION**

**5. PAYROLL NO.**

**6. PAS (j)**

**7. USAR CENTER NAME (h)**

**8. COMPLETE MAILING ADDRESS** *(Street, City, State, ZIP+4)*

## SECTION III - NEW DATA

**9. UNIT DESIGNATION**

**10. PAYROLL NO.**

**11. PAS (j)**

**12. CMD CD (i)**

**13. GEO CODE (k)**

**14. PHONE AND FACSIMILE NUMBERS**

COMM:

DSN:

FACSIMILE:

**15. USAR CENTER NAME (h)**

**16. COMPLETE MAILING ADDRESS (STREET, CITY, STATE, ZIP +4)**

**17. MOBILIZATION STATION**

**18. MOBILIZATION STATION DMPO/FAO** *(To be completed by UPC)*

**19. MOB ADSN** *(To be completed by UPC)*

## SECTION IV - INPUT OPTIONS

**20. BLANKET TRANSFER REQUIRED?** ☐ **YES** ☐ **NO**

**21. EFFECTIVE DATE**

## NOTES

(a) Complete items 9 - 16

(b) Complete Section II and items 9 - 16

(c) Complete Section II only

(d) Complete Section II and items 14 - 16

(e) Complete Section II and item 16

(f) Complete Section II and items 17 -19

(g) "NA" for phone/facsimile number change

(h) For mailing purpose only

(i) Entered by USAR Pay Center (UPC) only

(j) PAS (Site ID/UIC)

(k) All States -US; Guam -GQ; Puerto Rico -RQ; Virgin Islands -VQ; American Samoa -AS; Saipan-CM; United Kingdom -UK; Germany -GE

USAR FORM **29-R** 1 APR 07     Previous editions of this form are obsolete and will not be used.

# Instructions for USAR Form 29-R
## *(Change to Organizational Data)*

[Use - To establish, change and update a unit's organization data on DJMS-RC.]

**Block 1. From.** Enter unit address to include Personnel Accounting Symbol (PAS).

**Block 2. Check Applicable Item(s).** Mark any blocks that identify the reason for the change. Refer to Notes with corresponding letters (in parentheses) at the bottom of the form to determine which blocks must be completed.

**Block 3. Authority.** Enter the order number and publishing headquarters. Enter "NA" for changes to unit phone number(s).

**Block 4. Unit Designation.** Enter unit name.

**Block 5. Payroll Number.** Enter the unit's three-digit payroll number assigned to the unit by the UPC.

**Block 6. PAS.** Enter the Personnel Accounting Symbol (PAS). The PAS is an eight-digit (alphabetical and numerical) symbol. The first two digits are the Site ID and the last six digits are the unit identification code (UIC) minus the first digit "W".

**Blocks 7 and 8.** Self-explanatory.

**Block 9. Unit Designation.** Enter the name of the USAR unit.

**Block 10. Payroll Number.** Enter the three-digit payroll number assigned to the unit by the UPC.

**Block 11. PAS.** Enter the Personnel Accounting Symbol (PAS). The PAS is an eight-digit (alphabetical and numerical) symbol. The first two digits are the Site ID and the last six digits are the unit identification code (UIC) minus the first digit "W".

**Block 12. Command Code.** Enter the two-digit command code. If unknown, contact your DRC, RRC/RRSC.

**Block 13. GEO Code.** The UPC will enter the Geographic (GEO) code.

**Blocks 14-16.** Self-explanatory.

**Block 17. Mobilization Station.** Enter the name of the military installation the unit would report to if mobilized.

**Blocks 18 - 20.** Leave blank. The UPC will enter data for mobilization station Defense Military Pay Office/Finance and Accounting Office (DMPO/FAO) and mobilization accounting and disbursing symbol number (ADSN).

**Block 21. Effective Date.** Enter the effective date of the official order/change.