

Department of the Army  
Pamphlet 600–8

Personnel—General

# **Military Human Resources Management Administrative Procedures**

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**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

DA PAM 600–8  
Military Human Resources Management Administrative Procedures

This regulation is certified current on 20 May 2019. Aside from the following administrative changes, no other changes were made to certify the currency of this regulation—

- o Corrects distribution statement (title page).
- o Removes references to obsolete forms (paras 3–4*b* and 4–6).
- o Updates publication type for ATP 1–0.1 (paras 1–5, 1–8*b*, 2–9, 2–11, 2–19*a*, 3–12*a*, and 3–13*a*).
- o Updates publication number for AR 25–22 (paras 2–3 and 4–12*b*).
- o Updates publication type for ADRP 1–03 (para 2–19*a*).
- o Updates form number for DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States) (table 3–3).
- o Updates publication number for AR 638–8 (paras 4–15, 4–16, and 4–17).
- o Updates references (app A).

**Personnel—General**


**Military Human Resources Management Administrative Procedures**

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**History.** This regulation is certified current on 20 May 2019. Aside from the changes listed on the summary of change page, no other changes were made to certify the currency of this regulation. No content has been changed.

**Summary.** This pamphlet defines procedures for the management and administration of military human resources offices and supported units and for functional and individual actions.

**Applicability.** This pamphlet applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

**Proponent and exception authority.** The proponent of this pamphlet is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this pamphlet

by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the U.S. Army Human Resources Command (AHRC–PDF), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407.

**Distribution.** This pamphlet is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This pamphlet supersedes DA Pam 600–8, dated 6 April 2016.

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## **Glossary**





# **Chapter 1**

## **The Military Human Resources Support Office**

### **Section I**

#### **Introduction**

##### **1–1. Purpose**

The purpose of this pamphlet is to provide guidance to military human resources (HR) support offices and supported units in the areas of internal organizational structure, functional responsibilities, and operational procedures applicable to the military HR support office. Deviations from this pamphlet to meet local requirements are authorized when the deviations do not conflict with regulatory guidance, supported units are given written guidance explaining the deviation, and support to the Soldier and commander is not diminished.

##### **1–2. References and forms**

See appendix A.

##### **1–3. Explanation of abbreviations and terms**

See the glossary.

##### **1–4. Pamphlet organization**

- a. Chapter 1 contains information regarding organization and the division of functions in HR support offices.
- b. Chapter 2 identifies management practices and tools associated with operating HR support offices.
- c. The remaining chapters list procedures normally completed in an HR support office and are organized according to core HR competencies described in both Army Regulation (AR) 600–8 and Field Manual (FM) 1–0. They provide guidance for tasks and functional responsibilities in processing personnel actions at all levels of command and support. The chapters are—
  - (1) Chapter 3–Manning the Force.
  - (2) Chapter 4–Providing HR Services.

### **Section II**

#### **Standardization of Support**

##### **1–5. Recommended organization of a human resources support office**

Recommended organization and task separation is described in both FM 1–0 and Army Techniques Publication (ATP) 1–0.1. Adhering to the recommended organization helps to facilitate the standardized delivery of HR support throughout the Army.

##### **1–6. Combining of functions**

AR 600–8 and FM 1–0 identify the core HR competencies and their subordinate functions. As an organization's supported population decreases, it may consider combining functions in order to operate more efficiently. This concept is better illustrated with the organizational design charts in FM 1–0.

### **Section III**

#### **Types of Human Resources Support Offices**

##### **1–7. General**

This section identifies the three major types of HR organizations and where additional organizational information can be obtained.

##### **1–8. Major types of human resources organizations**

- a. *Directorate of Human Resources.* DHRs accomplish the non-tactical HR functions for Soldiers and Families on an installation or geographical area of support. Some functions include in-out processing, transition services, mobilization,

and Family member Defense Enrollment Eligibility Reporting System (DEERS) support. The military personnel division (MPD) of a DHR provides limited HR support to units either not supported by a brigade or geographically separated from their headquarters.

*b. Human resources primary staff sections.* HR primary staff sections include S1s at battalion and brigade levels and G1s at echelons above brigade. The HR primary staff section in a joint environment is the J1. More information on HR primary staff sections can be found in AR 600–8, FM 1–0, and ATP 1–0.1.

*c. Human resources functional units.* HR functional units are elements that provide direct or area HR support as an integrated part of the sustainment warfighting function. They are supported by the sustainment community and provide tactical HR support in three specific areas: personnel accountability, casualty operations, and postal operations. HR functional units include the Human Resources Sustainment Center, Human Resources Operations Center, Human Resources Operations Branch, Human Resources Company, and Military Mail Terminal.

## **Section IV**

### **Team Concept**

#### **1–9. General**

Teams within the HR support office are organized according to the core competencies and key functions aligned under each. Teams generally align under two major functions: HR readiness and HR services and support. Leaders of each team are responsible for the technical supervision of the individuals on the team.

#### **1–10. Examples of teams**

*a. Personnel readiness team.* The personnel readiness team is identified in FM 1–0 and focuses on the core HR competency of manning the force and its key functions of personnel accounting, readiness management, strength reporting, and information management. The personnel readiness team manages procedures which affect strength and readiness to include processing daily strength or status reports, identifying projected gains and losses, managing absent without leave (AWOL) or dropped from rolls (DFR) cases, arrivals and departures, personnel register, coordinating for replacements, and others. The personnel readiness team maintains a key role in managing personnel information and may also manage casualty operations within the organization. Responsibilities and additional tasks performed by the personnel readiness team are listed in FM 1–0.

*b. Human resources services team.* The HR services team is identified in FM 1–0 focuses on the core HR competency of providing HR services and its key functions of essential personnel services and postal operations (casualty operations may be supported by the personnel readiness team). The HR services team manages procedures which directly affect Soldier quality of life and career progression to include evaluations, awards, promotions, military pay, Soldier applications, and others. Responsibilities and additional tasks performed by the HR services team are listed in FM 1–0.

*c. Personnel accountability team.* The personnel accountability team accomplishes accountability functions for personnel entering, transiting, and departing a theater of operations by coordinating and providing personnel accountability operations and database inputs at designated locations throughout the theater.

*d. Casualty liaison team.* The casualty liaison team supports the theater casualty operations mission by providing accurate casualty information (reporting and tracking) at medical treatment facilities, mortuary affairs collection points, higher headquarters HR staff sections, general officer commands, and other designated locations.

*e. Forward area support team.* A forward area support team (FAST) may be formed to provide specialized assistance to individuals remotely located from the support base or prevented (unit on alert and confined area) from visiting the support area for centralized service. A FAST may be composed of individuals from each element of the S1 or MPD and may be tailored to include representatives from other support elements such as finance, medical, and staff judge advocate. Assistance is provided at the unit's location only for a temporary period of time. Success of the FAST depends upon the ability of the organizer to schedule, coordinate, and time the arrival of the team at a location where it can best provide service. The HR supervisor, if appropriate, will coordinate with the finance officer, medical officer, and staff judge advocate on the issuance of instructions and the need for administrative reports prior to movement of the FAST.

## **Section V**

### **Unit Administration**

### **1–11. S1**

The S1 is the HR primary staff office at battalion, brigade, and special troops battalion levels and provides all HR supporting functions. It provides HR support to Soldiers within the unit and it assists commanders and first sergeants (1SGs) in maximizing the HR readiness of their units.

### **1–12. Units not supported by an S1**

Those units not supported by an S1 will generally receive administrative and HR support from clerks in the unit orderly room or receive limited HR support from an installation MPD or in some cases both.

## **Section VI**

### **Responsibilities**

#### **1–13. Commanders**

Commanders at all echelons have the authority and responsibility inherent in overall HR management of their commands even though they may not have the authority to directly supervise the office providing HR support. Commanders retain the prerogative to review and comment on items they feel have direct bearing on the efficiency of their organization. Each supported commander down to and including company level must establish a direct line of communication with the HR support office supporting his or her unit to facilitate the expeditious flow of personnel actions and HR reports.

#### **1–14. Human resources supervisors**

HR supervisors are directly responsible for the management and control of HR operations and resources. They maintain personnel records and are responsible for accuracy, completeness, and timeliness of transactions processed and records maintained. They also continuously attempt to improve the quality of data received, recorded, and reported. The HR supervisor also ensures that host-tenant and satellite agreements (see AR 5–9) are initiated and updated yearly for activities concerned. Most importantly, they are responsible for providing high quality support to commanders and Soldiers.

## **Chapter 2**

### **Managing Military Human Resources Support Offices**

#### **Section I**

##### **Introduction**

#### **2–1. General**

This chapter discusses some of the principles and tools used in managing HR support.

#### **2–2. Military human resources management**

Military HR management is the process of planning, organizing, coordinating, and controlling the procurement, training and education, utilization, separation and retirement, development, and motivation of military personnel to assist in the successful accomplishment of the organizational mission. It includes all procedures related to military job analysis and evaluation, position classification, personnel classification, assignment, utilization, and reports required for successful operation of the Army HR support system. It also assists in the development of individual potential and development of an organizational climate that enhances the attitude, motivation, commitment, and sense of well-being of Soldiers and their Families.

#### **2–3. Protecting personal privacy**

HR professionals will protect personal privacy. Personnel records and information will be treated and safeguarded as “for official use only” whether bearing special markings or unmarked (see AR 25–55). All reports that are produced containing name, social security number, or other personally identifiable information will be labeled “FOR OFFICIAL USE ONLY–PRIVACY ACT DATA.” Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 25–55 and AR 600–8–104. Information may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 25–22 and AR 25–55. Documents will be retained in accordance with AR 25–400–2 and applicable directives or destroyed by burning, shredding, or other appropriate method when no longer needed for business.

## **Section II**

### **Principles**

#### **2–4. Planning**

*a.* Planning is a continuing process by which HR supervisors select, define, and implement programs and objectives as well as the policies, directives, and procedures for achieving them. In many instances, the most important plan begins with the decision to delegate planning responsibility to subordinates. Essential to all plans is the clear recognition of the limitations within which the HR supervisor must operate and the objectives and the scope of the operation under consideration.

*b.* The HR support office can never totally escape the requirement for reacting to fluctuations in population and changes in available resources. HR supervisors can reduce the time spent in reacting to recurring requirements by planning peaks in workload and by cross-training HR professionals to work in several positions.

#### **2–5. Organizing**

*a.* The structured organization of the HR support office is directed by AR 600–8. Organization of special teams is discussed in chapter 1 of this pamphlet. This paragraph identifies organizing as a function of management in the sense that providing order to time and work will help to reduce turbulence and to stabilize operations as much as possible.

*b.* Suspense files, customer appointments, battle rhythms, and maximizing information technology applications are just a few examples of organizing to maximize use of time and work procedures.

#### **2–6. Directing**

*a.* Directing is providing the advice, information, and instructions necessary to smoothly and efficiently accomplish the mission. Successful HR supervisors issue instructions and delegate authority to subordinates while retaining the responsibility for their actions. This type of directing can be effectively used only when the HR supervisor has established performance standards, compliance measures, and corrective processes.

*b.* Examples of performance standards are timeliness and accuracy of electronic military personnel office (eMILPO) transactions, the time it takes to post and file documents received from outside the HR organization (like finance documents), and timeliness of evaluation report submission. Standards can be established from Department of the Army (DA) guidance or from local standard operating procedures (SOPs).

#### **2–7. Controlling**

Controlling is the action taken by a supervisor to ensure that plans, orders, directives, and policies are being accomplished in such a manner that the objectives will be achieved. As applied to the HR support office, controlling involves measuring job performance, ensuring that tasks are performed according to established plans, policies, and procedures, and that corrective action is taken whenever actual performance deviates from approved standards. The methods of controlling operations in an HR support office should be included in the SOP whenever possible. Widely used controls are logs, suspense files, checklists, check sheets, verification of one document against another containing similar information, metrics, and supervisory review.

#### **2–8. Coordinating**

*a.* Coordinating is the process of integrating the manpower and material resources necessary to accomplish a given objective. The purpose of coordination is to secure the cooperation and agreement of all individuals concerned in the activity in the furthering of the overall mission of the organization. Proper coordination prevents conflict and duplication by allowing adjustment in plans or policies before their implementation.

*b.* Examples of coordination are HR conferences, briefings, visits to support units and vice versa, written correspondence, and continuous liaison with the DHR, defense military pay office (DMPO), the installation transportation officer, and local medical department activity.

## **Section III**

### **Practical Management Tools**

#### **2–9. General**

HR supervisors develop tools for linking the theoretical principles above with the daily realities in their organization. Doctrine for these tools can be found in FM 1–0, ATP 1–0.1, and Soldier training publications for all skill levels. Additional tools for managing military HR support include suspense files, battle rhythms, forms, and the U.S. Army Human

Resources Command (HRC) Tools and Applications Directory web page (<https://www.hrc.army.mil/persinsd/tools> and Applications Directory).

## **2–10. Field Manual 1–0**

This publication provides fundamental principles to help guide actions, make decisions, and establish policies in support of national objectives.

## **2–11. Army Techniques Publication 1–0.1**

This publication provides doctrinal guidance and procedures designed to enhance the delivery of HR support in brigade and battalion S–1 sections. It helps HR supervisors to guide actions and provides procedures to enable decision making. It also contains a general checklist which may be used to assist supervisors in assessing the effectiveness of their HR operations.

## **2–12. Soldier training publications**

Soldier training publications contain standardized training objectives in the form of task summaries, which should be used to train and evaluate Soldiers on critical tasks that support the accomplishment of HR support.

## **2–13. Battle rhythms**

A battle rhythm is a deliberate cycle of command, staff, and unit activities intended to synchronize current and future operations. The battle rhythm can be expressed in visual form by creating a chart, document, or calendar which highlights required actions at given times of the day, week, or month.

## **2–14. Forms**

Unless otherwise indicated, all Soldier actions or requests for Soldier actions will be submitted using the DA Form 4187 (Personnel Action).

## **2–15. Suspense files**

Suspense files are used to remind individuals of actions yet to be completed. When used for the purposes of HR support, suspense files remind HR professionals that actions are either still pending finalization or require followup action. Suspense files are commonly used in conjunction with leave of absence programs, Soldier action requests, reassignments, and other programs requiring followup action.

## **2–16. Human resources metrics**

HR metrics apply a measurement to a standard. The standard may be defined locally or by the DA in regulations or other official publications. Measurements may be expressed in terms of either success or failure and may be represented in a number of formats including whole numbers, percentages, or time measurements. Measurements may serve as either indicators or measures of performance and should have a designated threshold which indicates a need for senior leader review. Metrics serve as management tools in terms not only as measures of performance, but also as measures of individual and unit readiness. HR metrics should be consolidated and reviewed on a recurring basis. Formal programs will include senior leader involvement; scorecards which compare multiple metrics, multiple organizations, or both; and trend analyses.

## **2–17. Summary**

The HR supervisor has at their disposal both principles and practical management tools as discussed above. Used properly and coupled with the idea that HR support worldwide is interdependent, they should facilitate only the best possible support to Soldiers and commanders.

# **Section IV**

## **Training**

## **2–18. General**

Training is a frequently neglected aspect of HR support. Many HR supervisors tend to think they do not have time to train and the quality of HR support tends to suffer. Given the complexity and ever-changing nature of our HR information systems (HRIS), no HR support office can ever reach its potential without constant training.

## 2-19. Assessing training needs

Training needs vary among HR support offices. Each supervisor must determine the training needs within their organization and provide the training needed. The process of assessing support and training needs is neither difficult nor complicated. It is basically a matter of determining which functions the HR support office is performing well and those it is not. Some important tools are summarized below:

*a. Self-assessment.* An HR support office self-assessment uses a standardized checklist to compare current operations with regulatory or local requirements. Many regulatory requirements are annotated in internal control sections of governing regulations. A basic consolidated assessment checklist is available in ATP 1-0.1. Army doctrine reference publication (ADRP) 1-03 also identifies a number of HR-related tasks and corresponding measurements which should be considered when conducting an organizational self-assessment. The supporting HR tasks identified in ADRP 1-03 are accompanied by measures of performance which enable HR support offices to develop standards for each task.

*b. Human resources metrics.* As noted above, HR metrics apply a measurement to a standard. By measuring standards, supervisors can assess support areas which require additional emphasis or training.

*c. Human resources supervisors.* HR supervisors are a prime source of assessment information. They supervise and monitor operations daily. They know the problem areas. They know those subordinates who are inexperienced, those who have not had formal training, and those who are perhaps overly specialized. HR supervisors should avail themselves of this information when assessing the training needs of their organization.

## 2-20. Approach to training

Once the training needs have been determined, HR supervisors should attempt to make optimum use of all available training methods. Such an approach will normally involve a combination of the following:

*a. Institutional.* The Soldier Support Institute in Fort Jackson, South Carolina, offers formal courses to train Soldiers as HR specialists. This method of training is ideal for those Soldiers who have no formal training in the field of HR support. The Army Training Requirements and Resource System lists the courses available and the prerequisites for attendance.

*b. Local training.* Many installations conduct local courses of instruction addressing various aspects of HR support. This method of training is especially suited in assisting HR professionals in identifying and complying with local requirements.

*c. On-the-job training.* This method of training is best suited for developing skills and improving S1 or MPD performance. It is especially effective in improving performance in those functional areas where assessments indicate poor performance. However, it must be noted that effective on-the-job training (OJT) involves much more than simply assigning one HR professional to work with another. Effective OJT emanates from the supervisory chain and will include supervisory assessments, open communication, planning, and preparation.

*d. Cross-training.* Cross-training is an extension of OJT. This method of training is the primary means used to train individuals to perform jobs outside their regularly assigned duties. Though it need not be as structured as an OJT program, the characteristics of effective OJT generally apply to cross-training as well. Cross-training increases the operational flexibility of the HR support office and enhances the professional development of its HR professionals.

## Section V

### Soldier Applications

## 2-21. General

Commanders are responsible to review and comment upon those personnel actions which will have a direct bearing on the efficiency and readiness of their organization. Commanders weigh the facts when commenting upon a Soldier's qualification or eligibility needed to meet specific application requirements contained in governing Army publications.

## 2-22. Guidance

*a.* Commanders must review each personnel action request to verify completeness, adequacy of justification, and that all factors bearing on the request are documented. Include comprehensive documentation which supports a waiver or exception to policy request. While some personnel action requests are governed by regulatory or statutory requirements and must be forwarded to Headquarters, Department of the Army (HQDA) for a final determination, not every request initiated by a Soldier requires it being forwarded up through the chain of command as an exception to policy. If the individual does not meet submission criteria, prepare correspondence returning the request to the applicant citing specific reasons for disapproval.

*b.* Once an action has been disapproved (either by local commanders or HQDA), 6 months must pass before resubmission. As an exception to this guidance, commanders may forward actions for reconsideration wherein circumstances have

developed which significantly alter the originally submitted request and where the local commander now recommends approval.

c. The following general guidance is provided to assist those responsible for reviewing personnel actions submitted by Soldiers. A commander should be able to answer yes to these questions. In most instances, a no response is sufficient grounds for disapproval at the installation level.

(1) Have all specific requirements and prerequisites contained in governing Army publications been met by the applicant (examples below)?

(a) Proper rank and military occupational specialty (MOS) needed for request.

(b) Required physical and weight standards.

(c) Required minimum military or civilian education.

(d) Leadership abilities or potential to perform in leadership positions.

(2) Do counselings and evaluation reports reflect favorably on the requested action?

(3) Are there other factors (financial irresponsibility, family problems, alcohol or drug-related problems, disciplinary problems, approved retirements, retention ineligibility limits reached, and so on) which may prevent favorable consideration of the request?

(4) Is proper documentation included which supports a waiver or exception to policy?

(5) If permanent change of station (PCS) movement is required, is the Soldier eligible and available for PCS movement?

## **Chapter 3**

### **Manning the Force**

#### **Section I**

#### **Introduction**

##### **3–1. General**

Effectively manning the force enables the Army to place the right people in the right place at the right time and with the proper skills. FM 1–0 provides detailed information on the core HR competency of manning the force.

##### **3–2. Functions**

Manning the force includes five supporting functions:

a. *Personnel readiness management.* Personnel readiness management involves analyzing personnel data to determine combat capabilities, projecting future requirements, and assessing conditions of individual readiness.

b. *Personnel accountability.* Personnel accountability is one of the most important functions a unit performs on a continuing basis, regardless of location or environment. It is the by-name management of the location and duty status of every person assigned or attached to a unit. It includes tracking the movement of personnel as they arrive to and depart from a unit for duty.

c. *Strength reporting.* Strength reporting is the numerical end product of the personnel accountability process. It is achieved by comparing the by-name data (faces) obtained during the accountability process against specified authorizations (spaces) to determine a percentage of fill.

d. *Retention operations.* Retention operations ensure all Soldiers have access to career counseling and retention processing. Career counseling provides commanders the command climate knowledge needed to adjust individual retention programs to ensure the needs of Soldiers and Families are met without jeopardizing manning requirements.

e. *Personnel information management.* Personnel information management is the process of collecting, processing, storing, displaying, and disseminating information about Soldiers, Department of Defense (DOD) Civilians, units, and other personnel as required. Personnel information management satisfies the Army's legal obligation to retain historical information about veterans, retirees, and civilians who deploy with the force.

##### **3–3. Processing actions related to personnel readiness management**

Actions relating to personnel readiness management are ongoing. Commanders, with the support of HR professionals, analyze current and future projected personnel strength data and take actions to achieve an optimum level of unit manning in order to accomplish the mission. Additional personnel readiness management focus areas include:

a. Combining current strength with future projected losses and gains to identify possible shortfalls.

b. Identifying Soldiers unable to deploy in support of the tactical mission.

c. Requesting replacements and identifying assignment priorities by using a unit fill plan.

d. Reconciling strength deviations between unit reports and automated system numbers.

### 3–4. Information management

a. Management decisions at all levels of the military service are made based on information contained in Soldier records and in HRIS. Information maintained in Soldier records also has significant impacts on promotions, selections, assignment opportunities, and post-service actions. It is imperative that commanders, HR professionals, and Soldiers take the necessary steps to ensure that Soldier records and HRIS contain accurate information.

b. Soldier records consist of the officer record brief (ORB) or enlisted record brief (ERB) for Active Component Soldiers, the personnel qualification record for Reserve Component (RC) Soldiers, the DA photo, and the Army Military Human Resources Record.

## Section II

### Procedures

### 3–5. Procedure 3–1, Conduct Personnel Management in Electronic Military Personnel Office

a. Primary reference for this procedure is the eMILPO Field User's Guide (FUG).

b. eMILPO is the Army's primary mechanism for updating Soldier data at the unit level and performing strength accountability.

c. The procedures in table 3–1 enable the Army to effectively man the force by giving authorized users the capability to update and manage Soldier data in eMILPO. Detailed steps and references are found in the eMILPO FUG by searching for the italicized text.

**Table 3–1**  
**Personnel management procedures in electronic military personnel office**

Procedure	Title
3–2	Process <i>Request for Access to the eMILPO System</i>
3–3	Process <i>Audit Report</i>
3–4	Process <i>Total Army Personnel Database Organization Change Report</i>
3–5	Process <i>Unresolved Error Report (AAA–351)</i>
3–6	Update <i>Service/Miscellaneous Dates</i>
3–7	Update <i>Family Member Information</i>
3–8	Update <i>Civilian Education and Level</i>
3–9	Update <i>Military Education</i>
3–10	Update <i>Army Correspondence Course Program/Distance Learning/eLearning</i>
3–11	Record <i>Lost Time</i>
3–12	Update <i>Field Determined Security Status</i>
3–13	Update <i>Citizenship Status (non-U.S. citizen)</i>
3–14	Update <i>Professional and Technical Certification</i>
3–15	Update <i>Army Physical Fitness Test (APFT)</i>
3–16	Update <i>Personnel Management Tests</i>
3–17	Update <i>Armed Services Vocational Aptitude Battery</i>
3–18	Update <i>Weapons Qualification</i>
3–19	Update <i>Military Occupational Specialty (MOS)/Area of Concentration Information</i>
3–20	Update <i>Assignment History</i>
3–21	Update <i>Overseas Assignment Data and Tour Credits</i>
3–22	Update <i>Soldier Duty Status</i>
3–23	Process <i>Soldier Arrival</i>



**Table 3–1**  
**Personnel management procedures in electronic military personnel office—Continued**

3–24	Process <i>Soldier PCS Departure/Revocation</i>
3–25	Process <i>Soldier Attachment</i>
3–26	Process <i>Soldier or Unit Mobilization/Demobilization RC</i>
3–27	Attach RC Soldier/ <i>Active Duty for Operational Support Soldier</i>
3–28	Process <i>Transition/Loss</i>
3–29	Process <i>Intact Unit Move</i>
3–30	Process Deployed Theater Accountability System <i>Soldier Record</i> Extract
3–31	Process Transfer File Upload from <i>Tactical Personnel System</i>
3–32	Manage <i>PERSTEMPO</i> Events
3–33	Process <i>Demographic Profile Report</i> (AAA–338)
3–34	Process <i>Alpha Roster</i> (AAA–342)
3–35	Process <i>Personnel Asset Visibility Report</i>
3–36	Process <i>Unit Personnel Accountability Report</i> (AAA–162)
3–37	Process <i>Enlisted MOS Inventory By Name Report</i> (AAA–163)
3–38	Process <i>Enlisted Skill Inventory and Projection by MOS Report</i> (AAA–223)
3–39	Process <i>Unit Identification Code Scrub</i>
3–40	Process <i>Unit Soldier Readiness Report</i> (AAA–167)
3–41	Manage <i>Soldier Availability Deployment Tracking</i>
3–42	Process <i>Skill Inventory by Grade Report</i> (AAA–164)
3–43	Process <i>Human Resource Authorization Report</i>

### 3–6. Procedure 3–44, Reconciling Reports

- a. Primary references for this procedure are AR 600–8–6 and the eMILPO FUG.
- b. Reconciliation is the process of checking for accuracy (usually by cross-referencing old and new reports) and resolving any identified errors. The reconciliation process occurs in a number of support areas within the Army.
- c. Reconciliation begins with accurately recording changes. HR professionals record all changes in one of two ways:
  - (1) Transactions submitted to a data repository.
  - (2) Transactions submitted to a data repository followed by pen and ink changes to a printed report.
- d. When a report requires authentication by an official (for example, a commander), HR professionals should forward the reconciled report to the authenticating official with specific instructions (see figure 3–1). Instructions should list required steps and a suspense date to return the report.
- e. Table 3–2 provides basic steps that HR professionals should take when reconciling reports.

**Table 3–2**  
**Procedure 3–44, Reconciling Reports**

Step	Responsibility	Description
1	S1/MPD	Print or obtain the requisite HR report.
2	S1/MPD	Compare the new report with changes posted to the old report.
3	S1/MPD	Use source documents to verify changes have posted to the data repository.
4	S1/MPD	Make any additional required changes to the data repository.


**Table 3–2**  
**Procedure 3–44, Reconciling Reports—Continued**

5	S1/MPD	Reprint or obtain new report.
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f. Typical reports which require reconciliation include, but are not limited to—

- (1) AAA–162 Unit Personnel Accountability Report.
- (2) AAA–199 Good Conduct Medal Roster.
- (3) AAA–165 Unit Personnel Accountability Notices Report.
- (4) AAA–117 Enlisted Advancement Report.
- (5) AAA–294 Enlisted Promotion Report.
- (6) AAA–095 Suspension of Favorable Personnel Actions Management Report.
- (7) Unit commander’s finance report (UCFR).

g. A listing of additional HR reports is located in the eMILPO FUG.

 <i>(Insert Office Symbol)</i>	<b>DEPARTMENT OF THE ARMY</b> <i>(INSERT UNIT)</i> <i>(INSERT UNIT ADDRESS)</i> <i>(INSERT UNIT CITY, STATE ZIP CODE)</i>	S: <i>(Insert Date)</i> <i>(Insert Date)</i>
MEMORANDUM FOR Commander, <i>(Insert unit and address)</i>		
SUBJECT: Required Actions – Good Conduct Medal Roster (AAA-199)		
1. The Good Conduct Medal Roster (AAA-199) for your unit is attached for your review and action. Please complete steps below and return to the S1 by the suspense indicated above:		
a. Circle and initial “Yes/No” for all Soldiers on the roster b. Attach counseling statements for all Soldiers circled “No” c. Authenticate the roster with commander’s signature		
2. Point of contact for this action is <i>(Insert name)</i> at <i>(Insert phone and/or email)</i> .		
Encl	<i>(Insert the appropriate signature block)</i>	

**Figure 3–1. Instructional memorandum example**

### 3-7. Procedure 3-45, Personnel Register

- a. Primary reference for this procedure is AR 600-8-6.
- b. The Personnel Register (DA Form 647 or DA Form 647-1) is a source document for recording strength transactions in eMILPO. The personnel register is used to record arrivals to or departures from units on PCS or temporary duty (TDY). It may also be used for recording passes, leaves, and visitors.
- c. Detailed instructions for maintaining the personnel register are listed in AR 600-8-6.

### 3-8. Procedure 3-46, Conduct a Personnel Asset Inventory

- a. Primary references for this procedure are AR 600-8-6 and the eMILPO FUG.
- b. A personnel asset inventory is required:
  - (1) At least once annually.
  - (2) At a change of command.
  - (3) 14 calendar days prior to a unit move, inactivation, discontinuance or redesignation, or a change in servicing personnel processing activity.
  - (4) At the direction of the chain of command.
  - (5) When the unit strength variance is two percent or more. Variance is described as the difference between a unit's reported strength and information contained in the Army's personnel database.
- c. Additional requirements and detailed steps for conducting a personnel asset inventory are listed in AR 600-8-6 and the eMILPO FUG.

### 3-9. Procedure 3-47, Duty Status

- a. Primary references for this procedure are AR 600-8-6 and the eMILPO FUG.
- b. Changes to a Soldier's duty status must be supported by authorizing documentation (for example, DA Form 31 (Request and Authority for Leave), DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel), and DA Form 4187). AR 600-8-6 defines duty status codes and provides rules for processing duty status changes. eMILPO FUG, provides detailed steps for changing a Soldier's duty status. Route the supporting documents to the S1, Finance (if required by AR 600-8-6), and file in local personnel files. S1s will follow steps in the eMILPO FUG to update duty status in eMILPO.
- c. When a change in duty status results in lost time (unexcused absence in accordance with DOD Financial Management Regulation (FMR) and AR 630-10), the S1 will record the lost time in eMILPO using the eMILPO FUG as a reference.

### 3-10. Procedure 3-48, Absent Without Leave and Dropped from Rolls

- a. Primary references for this procedure are AR 600-8-6, AR 630-10, and the eMILPO FUG.
- b. The steps in table 3-3 will be taken when a Soldier's duty status changes to AWOL.

**Table 3-3**  
**Procedure 3-48, Absent Without leave and Dropped from Rolls**

Step	Responsibility	Description
1	Unit	Conduct an investigation to determine Soldier's true status.
2		Prepare a DA Form 4187 changing duty status to AWOL and record results of the investigation in Section IV.
3		Prepare DA Form 268 (Report to Suspend Favorable Personnel Actions (Flag)).
4		Submit DA Form 4187 and DA Form 268 to the S1.
5		Notify the Provost Marshal (PM) within 24 hours of the Soldier's absence.
6		Notify retention office and security office.
7	S1	Update Soldier's duty status in eMILPO.
8		Submit suspension of favorable personnel actions (Flag) transaction in eMILPO.
9		Distribute DA Form 4187 to DMPO and DEERS.
10	Unit	If Soldier is still AWOL after 10 days, notify next of kin (NOK) by letter (see AR 630-10 for sample).
11		If Soldier is still AWOL after 30 days— – Prepare DA 4187 changing duty status to DFR (effective on day 31).

**Table 3–3**  
**Procedure 3–48, Absent Without leave and Dropped from Rolls—Continued**

		<ul style="list-style-type: none"> <li>– Notify NOK by letter (see AR 630–10 for sample).</li> <li>– Prepare DD Form 458 (Charge Sheet).</li> <li>– Prepare DD Form 553 (Deserter/Absentee Wanted by the Armed Forces).</li> </ul>
12		Submit documents in steps 2, 10, and 11 (DFR packet) to S1.
13	S1	Review DFR packet for completeness and accuracy. Verify presence of the following documents in Interactive Personnel Records Management System (iPERMS): DD Form 93 (Record of Emergency Data), DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States), DD Form 1966 (Record of Military Processing - Armed Forces of the United States), and SF 86 (Questionnaire for National Security Positions).
14		Submit DA 4187 to local finance office within 48 hours of DFR.
15		Scan DFR packet (step 12) and forward to local PM or deserter control officer.
16	PM or deserter control officer	Review DFR packet for completeness and accuracy and forward or scan to U.S. Army Deserter Information Point. Return DFR packet to S1 (minus DD Form 553).
17	S1	Forward DFR packet to Personnel Automation Section Chief.
18	Personnel Automation Section Chief	Submit DFR transaction in eMILPO and return DFR packet to S1 for submission to iPERMS. Transaction date will be DFR date.
19	S1	Submit DFR packet to iPERMS and verify DFR transaction was completed.

### 3–11. Procedure 3–49, Daily Strength Summary

- Primary reference for this procedure is AR 600–8–6.
- The purpose of the daily strength summary is to provide commanders with the authorized and assigned strength status of units (by military personnel category (MPC)) under their command. The summary is used in both garrison and tactical environments to assist in preparing readiness reports and in determining critical personnel shortages. The summary is also referred to as a personnel summary or daily personnel status.
- The daily strength summary is produced locally from information contained in eMILPO. Formats may vary between commands, but most will contain reporting unit; MPC code (enlisted, officer, warrant); authorized or required strength; assigned strength; and assigned strength percentage (assigned divided by authorized or required).
- A sample of a daily strength summary is shown in figure 3–2.

UNIT	AUTH	ASGN	ASSIGNED %
Unit A	100	90	90%
Unit B	100	100	100%
Unit C	100	95	95%
Unit D	100	105	105%
<b>TOTAL</b>	<b>400</b>	<b>390</b>	<b>97.5%</b>

**Figure 3–2. Daily strength summary example**

### 3-12. Procedure 3-50, Manage a Unit Fill Plan

- a. Primary references for this procedure are FM 1.0, ATP 1-0.1, and the Army Manning Guidance.
- b. A unit fill plan identifies the commander's priorities for assigning replacement personnel. HR professionals enable the commander to establish priorities by providing accurate personnel strength measurements and projections. Some factors which may contribute to a unit fill plan include—
  - (1) Unit mission or location.
  - (2) Aggregate strength, current and projected.
  - (3) Subordinate unit strength, current and projected.
  - (4) MPC strength, current and projected.
  - (5) Rank or skill level, current and projected.
  - (6) MOS or area of concentration strength, current and projected.
- c. Use the steps in table 3-4 to develop a unit fill plan.

**Table 3-4**  
**Procedure 3-50, Manage a Unit Fill Plan**

Step	Responsibility	Description
1	S1/S3/commander	Identify the mission of unit and subordinates.
2	S1/S3/commander	Identify key and critical ranks and skills.
3	S1	Coordinate with the S3, command sergeant major, and commander to establish priorities and expectations.
4	S1	Using the Army Manning Guidance as an example, establish a formal fill plan for the unit.
5	S1	Identify current and projected strength (aggregate, MPC, rank, and MOS) for unit and subordinates.
6	S1	Coordinate with higher level strength managers to requisition replacements or reallocate excess Soldiers.

### 3-13. Procedure 3-51, Review Projected Gains and Losses

- a. Primary references for this procedure are AR 600-8-6, the eMILPO FUG, the Army Manning Guidance, FM 1-0, and ATP 1-0.1.
- b. Strength managers use projected Soldier arrivals (gains) and departures (losses) in order to ensure the supported unit remains at an optimum level of readiness.
- c. When projected gains and losses combine with current assigned strength to reveal a strength shortage, strength managers work together with HRC to identify backfill or replacement Soldiers.
- d. The resources listed in table 3-5 enable strength managers to accurately identify projected gains and losses.
- e. Strength managers combine information contained in the daily strength summary with gains and losses gathered in this procedure to identify projected unit strength (see figure 3-3).

**Table 3-5**  
**Projected gains and losses resources**

Resource	Remarks
Common Operating Picture Synchronizer	Combines both enlisted and officer resources to identify authorizations, assigned numbers, projected losses, and projected gains.
eMILPO	Provides notices for enlisted Soldiers alerted for reassignment. Provides canned reports which include projected loss dates.
eMILPO Datastore	Provides the capability to query for losses based on a number of varying factors.
Total Officer Personnel Management Information System	Provides officer gains and losses in addition to various other management functions.
Enlisted Distribution and Assignment System (EDAS) and WebEDAS	Provides enlisted gains and losses in addition to various other strength management functions.

	Auth	Asgn	Gain (+)	Loss (-)	Proj
Unit A	100	90	1	1	90%
Unit B	100	95	2	1	96%
Unit C	100	105	0	5	100%
Total	300	290	3	7	95.3%

Figure 3–3. Projected unit strength example

### 3–14. Procedure 3–52, Photographs

- Primary reference for this procedure is AR 640–30.
- The photograph is an important representation of the Soldier, particularly during DA selection boards and career management activities.
- HR professionals will use steps in table 3–6 as a guide in developing procedures to ensure eligible Soldiers maintain an official photograph in accordance with AR 640–30. One management tool is to use the “Year/Month Last Official Photo” date in a Datastore query. Using the requirements listed in AR 640–30, HR professionals can develop suspense reports which identify Soldiers who are due to provide or update an official photograph.
- Commanders will ensure that eligible Soldiers schedule appointments to be photographed and report at the proper time and in the right uniform.

Table 3–6  
Procedure 3–52, Photographs

Step	Responsibility	Description
1	S1/MPD	Identify Soldiers due for a photograph using requirements identified in AR 640–30.
2	S1/MPD	Notify unit commander or ISG.
3	Commander/ISG	Direct Soldiers to schedule appointments for updating photographs.
4	Soldier	Schedule appointment using the Visual Information Ordering website ( <a href="http://www.vios.army.mil/">http://www.vios.army.mil/</a> ) internet application.
5	Soldier	Notify commander when complete.

### 3–15. Procedure 3–53, Service Date Computations

- Primary references for this procedure are AR 37–104–4 and DOD FMR 7000.14–R, Volume 7A.
- Service date verification or adjustment may be required when Soldiers enter active duty or when they accrue a period of lost time (unauthorized absence). When it becomes necessary to either verify or adjust Soldier service dates, the primary references above will be used to accomplish the task. DA Form 1506 (Statement of Service - For Computation of Length of Service for Pay Purposes) is the primary method of recording service date computations.
- Service dates are computed by either subtracting a period of creditable service from an established date or adding a period of lost time to an established date. The following general rules apply when computing periods of creditable service:
  - Consider each month as having 30 days, except when the period of active services ends on 28 February of a leap year (do not change to 30).
  - Convert 30 days and 12 months to full months and years after computation.
  - Add 1 day for inclusive dates after subtractions.

d. The primary references in paragraph 3–15a provide guidance on how to establish creditable service and identify which periods qualify. DOD FMR 7000.14–R (Volume 7A) provides examples of how to accomplish service date computations.

### 3–16. Procedure 3–53, Annual Personnel Records Review

a. Primary references for this procedure are AR 600–8–104, the eMILPO FUG, and the HRC Army Soldier Record Branch website ([https://www.hrc.army.mil/content/army Soldier Records Branch - ASRB](https://www.hrc.army.mil/content/army%20Soldier%20Records%20Branch%20-%20ASRB)).

b. Commanders and HR professionals will establish controls, using the steps in table 3–7 as a guide, to ensure that Soldiers review their military personnel records during their birth month, or at least annually, in accordance with applicable Army regulations. Personnel records will be reviewed and corrections submitted as early as possible during the audit month.

**Table 3–7**  
**Procedure 3–53, Annual Personnel Records Review**

Step	Responsibility	Description
1	S1	Identify Soldiers who are due to review their personnel records. Print ERBs and ORBs and distribute to the unit.
2	Commander	Distribute ERBs and ORBs to affected Soldiers and direct them to contact the S1 or MPD for an appointment to review and verify personnel data.
3	Soldiers	Contact S1 or MPD for an appointment. Review ERB or ORB and annotate any changes. Bring source documents to the appointment.
4	S1/MPD	Verify source documents and make appropriate updates in eMILPO. Assist the Soldier in verifying at a minimum: – Record of Emergency Data (procedure 4–34). – Servicemembers’ Group Life Insurance (SGLI) (procedure 4–35). – iPERMS Record (presence and accuracy of key supporting documents).
5	Soldiers	Retrieve any required source documents identified during the review process and return to the S1 or MPD for update.
6	S1/MPD	Complete any updates with returned source documents and update eMILPO with the date the Soldier verified their data.

*Note.* S1 must ensure Soldiers understand the data fields on their ERB or ORB. This can be accomplished in a number of ways. Two methods include: (1) attaching an information paper to each ERB and ORB or (2) scheduling multiple Soldiers for review at once and providing guidance during a briefing.

### 3–17. Procedure 3–54, Defense Language Aptitude Battery or Defense Language Proficiency Test

a. Primary references for this procedure are AR 11–6 and the eMILPO FUG.

b. Table 3–8 identifies actions required to record updated Defense Language Aptitude Battery or Defense Language Proficiency Test results in Soldier records.

**Table 3–8**  
**Procedure 3–54, Defense Language Aptitude Battery or Defense Language Proficiency Test**

Step	Responsibility	Description
1	Soldier	Notify supervisor, ISG, or commander of request to take Defense Language Aptitude Battery or Defense Language Proficiency Test.
2	Supervisor, ISG, or commander	Assist Soldier in scheduling a test date with the education center’s test control officer.
3	Soldier	Comply with test instructions.
4	Test control officer	Send results of the test to the Soldier’s S1 or MPD.
5	S1 or MPD	See eMILPO FUG for steps required to update the Soldier’s personnel record.



## Chapter 4

### Providing Human Resources Services

#### Section I

##### Introduction

#### 4–1. General

HR services are those functions which directly impact a Soldier's assignment, qualification, financial status, career progression, and quality of life.

#### 4–2. Functions

Providing HR services includes three supporting functions:

*a. Essential personnel services.* Essential personnel services represent the core of HR support provided at the unit level. The majority of this function's actions are completed using Army HRIS (eMILPO, Regional Level Application Software, Standard Installation/Division Personnel System-1, and so on) at the unit level. However, some actions may only be completed through HRC. Typical actions initiated by Soldiers include personnel action requests, leave of absence requests, financial updates, citizenship and naturalization requests, and so forth. Typical actions initiated by the commander or supervisor include evaluations and counselings, award requests, promotions, suspensions of favorable actions, and so on.

*b. Postal operations.* Postal operations enable the Army to operate as an extension of the United States Postal Service, ensuring authorized personnel receive efficient postal services both overseas and during normal and contingency operations. Postal operations directly affect Soldier morale.

*c. Casualty operations.* Casualty operations enable the Army to record, report, verify, and process casualty information from the unit level to the Casualty and Mortuary Affairs Operations Center (CMAOC), notify appropriate individuals, and provide casualty assistance to the NOK.

#### 4–3. Military pay

*a.* Unit commanders and HR professionals play key roles in military pay administration. Moreover, they provide source, supporting, and substantiating documents to the Finance and Accounting Office (FAO) or DMPO which form the basis for pay changes input to the U.S. Army Finance and Accounting Center.

*b.* Documents pertaining to pay must be processed in a timely and accurate manner by all responsible officials to assure receipt of the maximum number of pay actions by the Defense Finance and Accounting Service prior to the announced cutoff date of the processing month. Commanders will periodically advise (through command briefings, training, and so on) and ensure that Soldiers furnish supporting documents (that is, certificates of birth, death, marriage, divorce, and adoption) to the S1 when required. Commanders and HR professionals will forward all documents pertaining to pay no later than 1000 hours following the workday on which the documents were received to ensure that the member will receive timely action on pay entitlement.

*c.* HR professionals must have a clear understanding of the interrelationship of their duties. It is essential that periodic meetings be established by mutual agreement and held at least quarterly between FAO, DMPOs, and HR professionals to resolve outstanding problems and to discuss suggestions for the improvement of operations. All personnel involved in military pay administration must give the same degree of attention to proper pay actions as they would expect to be given to actions pertaining to their pay. Military pay administration responsibilities for commanders and HR professionals are listed in AR 37–104–4.

#### Section II

##### Procedures

#### 4–4. Procedure 4–1, Provide Human Resources Services in Electronic Military Personnel Office

*a.* Primary reference for this procedure is the eMILPO FUG.

*b.* The eMILPO is the Army's primary mechanism for updating Soldier data at the unit level and performing strength accountability.

*c.* The procedures listed in table 4–1 enable HR organizations to effectively provide Soldier support by giving authorized users the capability to process Soldier actions in eMILPO. Detailed steps, procedures, and additional references are found in the eMILPO FUG by searching for the italicized text.



**Table 4–1**  
**Human resources services procedures in electronic military personnel office**

Procedure	Title
4–2	Process <i>EDAS Audit Sheet</i> (AAA–002)
4–3	Process <i>Enlisted Levy Status Report</i> (AAA–008)
4–4	Process <i>EDAS Special Letter of Instruction</i> (AAA–069)
4–5	Process Request for <i>Deletion/Deferment/Curtailment</i>
4–6	Process <i>Assignment Instructions</i>
4–7	Process an <i>Overseas Tour Election</i>
4–8	Process Assignment Adjustment <i>Foreign Service Tour Extension</i>
4–9	Process a <i>Request for Early Arrival</i>
4–10	Schedule <i>Levy Briefing/Prepare Reassignment Checklist</i>
4–11	Track <i>Levy Briefing Attendance</i>
4–12	Complete <i>Medical and Dental Preparation</i> for Overseas Movement
4–13	Process eMILPO <i>HQDA Reassignment</i>
4–14	Update <i>Assignment Considerations</i>
4–15	Update <i>GI Bill</i>
4–16	Process <i>Enlisted Reductions</i>
4–17	Process <i>Lateral Appointments</i>
4–18	Process <i>Special Category Promotions</i>
4–19	Restore/Revoke <i>Previous Grade</i> (Enlisted)
4–20	<i>Correct Date of Rank/Rank History</i> (Enlisted)
4–21	Process <i>Good Conduct Medal Roster</i> (AAA–199)
4–22	Process <i>Requests for Married Army Couples Program Enrollment</i>

#### **4–5. Procedure 4–23, Preparing Evaluation Reports (Noncommissioned Officer Evaluation Report, Officer Evaluation Report, Academic Evaluation Report)**

- a. Primary references for this procedure are AR 623–3 and DA Pam 623–3.
- b. Detailed requirements and steps for processing evaluation reports are listed in AR 623–3 and DA Pam 623–3.

#### **4–6. Procedure 4–24, Manage Senior Rater Profile**

- a. Primary references for this procedure are AR 623–3, DA Pam 623–3, and the HRC Evaluations Branch website (<https://www.hrc.army.mil/tagd/evaluation> Systems Homepage).
- b. The Army senior rater profile is commonly referred to as the “Dash-2” and tracks the rating history of each senior rater for officers of all components by rank (second lieutenant through brigadier general) and warrant officers by rank (warrant officer one through chief warrant officer five). AR 623–3 describes the purpose of the senior rater profile.
- c. Senior raters may obtain a copy of their own senior rater profile at the following website: <https://knoxhrc16.hrc.army.mil/dash2/>.
- d. To manage a senior rater profile, the senior rater must know—
  - (1) What their current profile actually states.
  - (2) How many evaluations (by rank) are still processing (not posted to the report).
  - (3) How many officers are in their rating scheme (by rank) and when their reports are due.
  - (4) An additional consideration includes familiarity with upcoming promotion and selection boards.
- e. The senior rater uses the information above to project how many top block reports they may offer for a single rank without incurring a misfire. A misfire occurs when the percentage of top block assessments in a senior rater’s profile meets or exceeds 50 percent of the total number of officer evaluation reports for a particular grade.

*f.* Tools and additional information to assist senior raters in effectively managing their profiles is available on the HRC Evaluations Branch website.

#### **4-7. Procedure 4-25, Process Military Awards**

*a.* Primary references for this procedure are AR 600-8-22 and the eMILPO FUG. Permanent orders are issued in accordance with AR 600-8-105 to announce award of decorations and certain medals and badges, including amendment and revocation of award orders. The wear of decorations, medals, and badges (both U.S. and foreign) is contained in AR 670-1.

*b.* Detailed requirements and steps for processing recommendations for military awards are listed in AR 600-8-22. Steps for updating approved awards in eMILPO are listed in the eMILPO FUG.

#### **4-8. Procedure 4-26, Promotions**

*a.* Primary references for this procedure are AR 600-8-29, AR 600-8-19, and the eMILPO FUG.

*b.* Promotions fall into three distinct categories: decentralized, semi-centralized, and centralized.

(1) The decentralized promotions process involves recommending Soldiers in the ranks of private through private first class, warrant officer one, and second lieutenant for promotion to the next grade and occurs automatically on recommendation from the approval authorities listed in AR 600-8-19 (enlisted) and AR 600-8-29 (officers).

(2) The semi-centralized promotions process involves recommending Soldiers in the ranks of specialist/corporal through sergeant for promotion to the next grade and occurs based on a combination of board approval at the unit level and points determination at the HQDA level.

(3) The centralized promotions process involves the selection of Soldiers in the ranks of staff sergeant through master sergeant/1SG, chief warrant officer two through chief warrant officer four, and first lieutenant through brigadier general for promotion to the next higher grade and occurs based on review and selection by a centralized promotion selection board conducted at HQDA.

*c.* Detailed requirements and steps for managing promotions are listed in AR 600-8-19 (enlisted), AR 600-8-29 (officers) and the eMILPO FUG.

#### **4-9. Procedure 4-27, Process Military Pay Documents**

*a.* Primary reference for this procedure is AR 37-104-4.

*b.* Responsibility for the timely and accurate submission of pay-related documents rests at multiple levels.

(1) HR supervisor establishes tracking mechanisms for recording receipt of pay-related documents, reviews accuracy of documents being submitted to the finance office, and conducts periodic assessments to validate that documents are processed correctly and on time.

(2) HR professional collects pay-related documents, prepares transmittal documents and submits to finance office daily, and retains suspense copies of all documents sent to the finance office.

(3) Commander or 1SG ensures pay-related documents are sent to the S1 as expeditiously as possible, guides Soldiers in the proper preparation and submission of pay-related documents, and validates pay-related information monthly using the UCFR.

(4) Soldiers promptly and accurately report changes in their personal circumstances that affect their entitlement to pay.

*c.* Unit commanders and HR professionals will forward pay-related documents to the local finance office every duty day so that Soldiers may receive timely action on pay entitlements. Pay documents will be submitted using either a DA Form 200 (Transmittal Record) or unit transmittal memorandum (UTM) and document log (see fig 4-1 for an example UTM).

*d.* Documents commonly submitted to the finance office include—

(1) DA Form 4187 (when used for duty status; reassignment; as a promotion instrument; or initiating, terminating, or recouping basic allowance for subsistence (BAS)).

(2) DD Form 2558 (Authorization to Start, Stop, or Change an Allotment).

(3) DA Form 2627 (Record of Proceedings under Article 15, UCMJ).

(4) DA Form 2142 (Pay Inquiry).

(5) DA Form 31.

(6) Orders (proficiency pay, assignment, promotion, or reduction).

(7) DD Form 362 (Statement of Charges/Cash Collection Voucher).


(8) Report of AWOLs (AAA-160) eMILPO.

(9) DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA)).

e. Table 4–2 lists actions HR professionals must take when Soldiers or commanders submit pay-related documents to S1 or the supporting HR office.

**Table 4–2**  
**Procedure 4–27, Process Military Pay Documents**

Step	Responsibility	Description
1	S1	Validate that the pay-related document is sufficient and completed properly.
2	S1	Consolidate pay-related documents received and use them to complete a UTM and documents log (or DA Form 200). The documents log is a listing of all documents being submitted to the finance office and functions as a tracking mechanism for the unit.
3	S1	Assign a control number to the UTM before submitting to the finance office. Control numbers include the (numerical) month submitted and the number of the UTM for that month. For example, the first document in February receives control number 02–01.
4	HR supervisor	Review accuracy of documents being submitted to the finance office.
5	S1	Submit UTM and documents to finance no later than 1000 hours daily. Retain a copy of the UTM and all documents in a local suspense file.
6	S1	Obtain daily register of transactions (DROT) from finance office.
7	S1	Compare DROT with previously submitted UTMs in the suspense file to ensure pay-related actions occur (see procedure 4–31).

 <p><i>(Insert Office Symbol)</i></p>	<p><b>DEPARTMENT OF THE ARMY</b>  <i>(INSERT UNIT)</i>  <i>(INSERT UNIT ADDRESS)</i>  <i>(INSERT UNIT CITY, STATE ZIP CODE)</i></p>	<p>S: <i>(Insert Date)</i>  <i>(Insert Date)</i></p>
<p>MEMORANDUM FOR <i>(Insert local finance office and address)</i></p> <p>SUBJECT: Unit Transmittal of Pay and Other Documents</p> <p>1. The attached unit transmittal letter and accompanying pay-related documents are forwarded for your action.</p> <p>2. Point of contact for this action is <i>(Insert name)</i> at <i>(Insert phone and/or email)</i>.</p> <p style="margin-top: 40px;">Encl <span style="float: right;"><i>(Insert the appropriate signature block)</i></span></p>		

**Figure 4–1. Unit transmittal memorandum example**

#### 4–10. Procedure 4–28, Process Unit Commander’s Finance Report

- a. Primary reference for this procedure is AR 37–104–4.
- b. The UCFR is a major accountability tool which enables commanders to reduce fraud, waste, and abuse, overpayment to Soldiers, and to verify that their Soldiers are receiving authorized pay and allowances. The UCFR also enables commanders to efficiently manage their leave of absence program required in AR 600–8–10. The S1 generally facilitates the timely transmission of the UCFR from the finance office to the unit and from the unit back to the finance office.
- c. Procedures for processing the UCFR—
  - (1) The unit commander will review, annotate, sign, and date the monthly UCFR and return the certified copy with supporting documentation to the unit S1 or servicing HR support office in accordance with unit procedures. The following statement must be included in or attached to the UCFR: “I certify that I have reviewed the accountability and duty status of the Soldiers on this UCFR, and they are assigned or attached to my unit, unless annotated otherwise. To the best of my knowledge, this information is correct or has been corrected on this report.”
  - (2) S1s and units will use table 4–3 as a guideline for completing the commander’s review, return the certified original copy to the local finance office no later than the 10th day of the following month and maintain a copy of the certified report for 12 months.

**Table 4–3**  
**Procedure 4–28, Process Unit Commander’s Finance Report**

Step	Responsibility	Description
1	FAO/DMPO	Provide the monthly UCFR, leave and earning statement (if applicable), and requested reports to the units.
2	Unit/S1	<p>Use the AAA–162 to ensure all assigned Soldiers are accounted for on UCFR. Collect supporting documents for all discrepancies (grade change, duty status, new arrivals, and so on).</p> <p>a. If a Soldier is not assigned or attached to the unit, draw a line through the name on the UCFR and annotate reason the Soldier should be deleted and date of personnel action. Use the following codes: PCS permanent change of station; SEP separation; RET retirement; NIU not in unit. Attach orders as appropriate to the UCFR.</p> <p>b. If a Soldier is in the unit but not on the UCFR, type or print the complete name, social security number, and date of arrival after the last name on the last page of the UCFR. Attach a copy of assignment or attachment orders to the UCFR.</p>
3	Unit/S1	Review the GR column to ensure that the pay grade of each assigned or attached Soldier is correct. If the grade is incorrect, the S1 should ensure that eMILPO reflects the correct grade. If eMILPO is correct, the S1 should re-submit the promotion or reduction instrument (orders) to the finance office. If eMILPO is incorrect, the S1 should resubmit the appropriate promotion transaction in eMILPO and submit a copy of the promotion or reduction instrument (orders) to the finance office.
4	Unit/S1	<p>Ensure the duty/pay status (“STATUS”) is correct for all Soldiers in the unit. This column is critical because an incorrect duty status can result in either an overpayment or underpayment.</p> <p>a. Paid duty statuses (present for duty, TDY, leave, and hospitalization) are represented on the UCFR as “ON STATION,” “LEAVE,” “PCS MOVE,” or blank.</p> <p>b. Non-paid duty statuses (AWOL, DFR or deserter, or confinement) are represented on the UCFR as “AWOL,” “DEST,” or “CONF.” If duty/pay status is incorrect, attach appropriate documentation and return with the UCFR to the finance office.</p> <p>c. A suspended pay status (“SUSP”) freezes funds issued to a Soldier’s pay account and normally indicates a pay account postured for separation or retirement.</p> <p>(1) No action is required if this status appears for a Soldier who has separated, retired, or been reassigned. The account will drop upon completion of final processing by the finance office.</p> <p>(2) Contact the finance office immediately if this status is incorrect. The Soldier will not receive any payment until status is corrected.</p> <p>(3) If a commander begins processing a Soldier for an early separation (chapter) or suspects that a Soldier approaching separation owes a debt, the commander should submit a written request (with justification) to the finance office to place the Soldier’s account in a suspended pay status.</p>

**Table 4–3**  
**Procedure 4–28, Process Unit Commander’s Finance Report—Continued**

5	Unit/S1	<p>Review the basic allowance for housing (BAH) column to ensure the Soldier’s status and type of living quarters are correctly annotated on the UCFR. Commanders must review this area carefully because the constant and often unnoticed changes in dependency status (marriage, divorce, birth, adoption, legal separation, and enlistment) make it the most abused entitlement. If the information is incorrect, attach appropriate documents and return to finance office with UCFR.</p> <p>The following codes are used on the UCFR:</p> <p>a. REB partial BAH is for single Soldiers (officer or enlisted) living in “single type” quarters (barracks, bachelor enlisted quarters, or bachelor officer quarters) who are not otherwise entitled to receive another type of BAH.</p> <p>b. W/O BAH without dependent is for unmarried Soldiers without dependents who are not required to live in “single type” quarters due to space nonavailability or installation policy. Soldier married to Soldier and living off post without any other dependents also fall into this category.</p> <p>c. W/D BAH with dependents is payable to any Soldier having a lawful spouse (who is not active military); a legitimate, illegitimate, step, or adopted unmarried minor child or children, or secondary dependents (that is, parent, parent-in-law, stepparent, parent-by-adoption, in-loco-parentis; students 21 and 22 years of age; incapacitated children over 21 years of age; and ward of a court).</p> <p>d. DIF BAH is payable to any Soldier who shows proof of dependency and requirement for support. Soldiers are encouraged to start an allotment to the court or custodial guardian (someone having physical custody), depending on circumstances, in an amount not less than the amount for the Soldier’s pay grade. If the amount of support falls below the amount specified (due to the Soldier’s promotion or an annual pay increase, as examples), the entitlement will be stopped.</p> <p>e. QTR Quarters; Soldiers living in “Family type” quarters. BAH will stop effective the day prior to move in and will restart the day the Soldier is cleared by a housing official.</p> <p>f. Blank. If the BAH/BAQ column is blank, contact the finance office to determine what action or documents are required to update the account.</p>
6	Unit/S1	<p>Review BAS to ensure the correct status is listed. All Soldiers are authorized regular rations. The following codes are used on the UCFR:</p> <p>a. YES or OFF. Commissioned or warrant officers entitled to basic pay are entitled to full BAS at all times on a monthly basis. Officers are not entitled to partial BAS.</p> <p>b. Blank or STND. All enlisted Soldiers receiving BAS.</p> <p>c. Soldiers residing in the barracks or dormitory on a meal card receive a meal deduction and reflect as such on their leave and earning statement. However, the UCFR does not include this information. A separate report from the finance office is required to review Soldiers on meal deductions.</p>
7	Unit/S1	<p>Review the pay option (PAY OPT) column. In this column, ‘CHEK’ means the Soldier has an electronic funds transfer (EFT) going to a checking account; ‘SAVE’ means the Soldier has an EFT going to a savings account; and ‘ADDR’ means that the Soldier has a check mailed to an address. Commanders should use this information to direct those Soldiers who are required to use an EFT option but are not doing so to acquire one and to counsel those Soldiers using the savings account EFT option on the advantage of using the checking account option.</p>
8	Unit/S1	<p>Review the leave balance (LV BAL) column for excessive amounts (surplus or deficit) of leave. This column reflects the accumulated days of leave the Soldier has earned through the end of month (EOM). For example, 15.0 means the Soldier has 15 days accrued leave as of the EOM; 15.0- means the Soldier is fifteen days in the negative as of the EOM.</p> <p>Commanders must—</p> <p>a. Use this column to assist in managing the unit’s leave program, ensuring Soldiers get an opportunity to take leave and do not lose leave at the end of the fiscal year.</p>

**Table 4–3**  
**Procedure 4–28, Process Unit Commander’s Finance Report—Continued**

		<p>b. Forward a copy of DA Form 31 to the finance office on the day that Soldiers sign out on transition leave.</p> <p>c. Ensure all leaves taken are posted in a timely manner by comparing the leave balance from the previous month with the current month or copies of the DA Forms 31. Annotate any corrections or errors and submit a copy of the DA Forms 31 with the UCFR.</p>
9	Unit/S1	<p>Review incentive pay and special duty assignment pay (INCEN PAY) column. This column is most used in units that regularly receive incentive or special pay (that is, parachute duty, special duty assignment pay, flight duty, and so on) on a regular basis. Column should be blank unless Soldiers are entitled to incentive and special pay (indicated by a “YES” in the column).</p> <p>a. Verify if Soldiers in receipt of one or more special pays are assigned to duty positions classified as having the type of work required for eligibility for these entitlements.</p> <p>b. Check on the eligibility of Soldiers to continue receiving the entitlement. For example, if a Soldier receiving parachute duty pay has a profile and it precludes performance of the duty, attach a memorandum requesting collection of the entitlement.</p> <p>c. Some incentive pays do not terminate when a Soldier departs on a PCS. It is possible that newly arrived Soldiers could still receive payment although not currently assigned to an authorized position. If this occurs, attach a copy of the order terminating the entitlement to the UCFR.</p>
10	Unit/S1	<p>Review the expiration term of service (ETS) column to ensure ETS dates are correct. If Soldiers extend or reenlist, the transaction is processed by the Reenlistment/Reclassification System which updates the military pay system. If a Soldier plans to transition from the service and the separation date does not reflect on the UCFR, annotate the correct date on the UCFR and attach a copy of the separation or retirement order to the UCFR.</p>
11	Unit/S1	<p>Review the overseas housing allowance (OHA) and the cost of living allowance (COLA) columns. The “without dependent” rate for both columns is ‘wd0.’ Blank spaces in either of these two columns mean that the Soldier is not receiving the entitlement. The “with dependent” rate in the OHA column is always ‘wd1’; the “with dependent” rate in the COLA column is ‘wd1, wd2, wd3, wd4, or wd5.’ ‘B/C’ in the COLA column means that the Soldier is receiving the barracks rate COLA.</p> <p>a. OHA and COLA are authorized only for Soldiers stationed in designated areas. If anything other than a blank space appears in either of these two columns, the commander should verify the Soldier’s entitlement and annotate any error on the UCFR that is returned to the finance office.</p> <p>b. Verify that Soldiers receiving OHA are assigned to an overseas area and residing off post in approved housing on the economy. If any Soldier receiving OHA is found to be residing in the barracks or family living quarters, attach a copy of the memorandum requesting to terminate payment to the UCFR that is returned to the finance office.</p> <p>c. Verify that the number of command-sponsored dependents matches the number of dependents in the overseas area and the number in the COLA column. If there is a discrepancy, attach a copy of the DA Form 4187 stating the correct number of command-sponsored dependents to the UCFR that is returned to the finance office.</p>
12	Unit/S1	<p>Review the NET PAY and the BAL DUE U.S. (balance due the United States) column. Commanders can use this information to identify Soldiers with excessive debt so that steps can be taken to ensure that these Soldiers receive proper counseling and guidance on money management. A no pay due (NPD) entry in the net pay column is an especially strong indicator that the Soldier has excessive debt.</p>
13	Unit/S1	<p>Review the C/M ART 15 column for court-martial and Article 15 forfeitures. This column represents amounts for fines and forfeitures subject to collection from the Soldier’s pay. Depending on the effective date of the punishment, the collection may post in the month of or the month following the punishment. If no collection has taken place within 30 days from the effective date of punishment, annotate the correction or error on the UCFR and attach a copy of the Article 15 or court-martial order.</p>
14	Unit/S1	<p>Attach all supporting documentation to the corrected UCFR. Ensure the commander has signed the certification statement and make a copy. Forward the original corrected copy to the finance office by the 10th of the following month.</p>

**Table 4–3**  
**Procedure 4–28, Process Unit Commander’s Finance Report—Continued**

15	FAO/DMPO	Update the military pay system with the documentation and data furnished by the unit commander on the corrected UCFR.
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#### 4–11. Procedure 4–29, Reconcile Daily Register of Transactions

- a. There is no primary reference for this procedure.
- b. The DROT is a report of financial transactions which have been processed for Soldiers each day. HR professionals use the DROT to verify documents submitted on a unit transmittal letter (UTL) or UTM (procedure 4–27) have successfully processed through finance. See figure 4–2 for a sample DROT report.
- c. Use the steps in table 4–4 to reconcile the DROT report.

**Table 4–4**  
**Procedure 4–29, Reconcile Daily Register of Transactions**

Step	Responsibility	Description																										
1	S1	Obtain DROT from local finance office daily.																										
2	S1	Compare DROT with UTL or UTM in local suspense file.																										
3	S1	<p>Review these data points on the DROT— <b>Status:</b> REJ (Reject); PROC (Processed); RECY (Recycled) <b>Transaction (Tran):</b> Format ID (FID) + Action Indicator=XX00</p> <table><thead><tr><th>Format ID</th><th>Action Indicator</th></tr></thead><tbody><tr><td>AD=Dependent Allotment</td><td>01=Start</td></tr><tr><td>AS = Bank Allotment</td><td>02=Stop</td></tr><tr><td>DF=Monetary Punishment</td><td>03=Report</td></tr><tr><td>DN=Meal Deduction</td><td>04=Change</td></tr><tr><td>E8=Non-judicial Punishment</td><td>05=Correct</td></tr><tr><td>SB=Leave</td><td>06=Cancel</td></tr><tr><td>SC=Change PACID</td><td>07=Increase</td></tr><tr><td>35=BAH Marital Status</td><td>08=Decrease</td></tr><tr><td>40=BAS (Separate Rations)</td><td></td></tr><tr><td>43=OHA</td><td></td></tr><tr><td>46=COLA</td><td></td></tr><tr><td>68=BAH Zip code</td><td></td></tr></tbody></table> <p><b>Processed Date (Proc Date):</b> Date transaction was processed</p>	Format ID	Action Indicator	AD=Dependent Allotment	01=Start	AS = Bank Allotment	02=Stop	DF=Monetary Punishment	03=Report	DN=Meal Deduction	04=Change	E8=Non-judicial Punishment	05=Correct	SB=Leave	06=Cancel	SC=Change PACID	07=Increase	35=BAH Marital Status	08=Decrease	40=BAS (Separate Rations)		43=OHA		46=COLA		68=BAH Zip code	
Format ID	Action Indicator																											
AD=Dependent Allotment	01=Start																											
AS = Bank Allotment	02=Stop																											
DF=Monetary Punishment	03=Report																											
DN=Meal Deduction	04=Change																											
E8=Non-judicial Punishment	05=Correct																											
SB=Leave	06=Cancel																											
SC=Change PACID	07=Increase																											
35=BAH Marital Status	08=Decrease																											
40=BAS (Separate Rations)																												
43=OHA																												
46=COLA																												
68=BAH Zip code																												
4	S1	Annotate transactions which failed to process (REJ or RECY) on the UTL or UTM and return to local suspense file. Repeat the process for following DROT's until transactions process.																										
5	S1	If the document or transaction is not processed after 5 business days, submit an inquiry to request the status.																										



DATE: 110207 PAGE: 1

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Daily Register of Transactions (DROT)

ADSN 4834: Update No. 02-08  
Process Date : 2011-02-04

Status	SSAN	Name	Tran	UIC	Update	Proc Date	Err Code	SvcSta	Cycle	Seq	Variable Data	123456789	123456789	123456789	123456789	123456789	123456789
RECY	123456789	MENEZ	AS01	00	02-08	20110204	ZBO	EM55	35	00173	0A501017665539MENEZ11020408000	7111389	C H016693	38480035@5976			
* TRANSACTION OUT OF SEQUENCE. TRANSACTION BEING RECYCLED. TAKE NO ACT																	
RECY	123456789	MATHI	AS02	00	02-08	20110204	ZBO	EM55	35	00302	0A502082685671MATHI1101	6	H124612	38480035@6907			
* TRANSACTION OUT OF SEQUENCE. TRANSACTION BEING RECYCLED. TAKE NO ACT																	
RECY	123456789	MATHI	AD02	00	02-08	20110204	ZBO	EM55	35	00303	0AD02082685671MATHI1101	6	MATHI5 DH014490	38480035@6911			
* TRANSACTION OUT OF SEQUENCE. TRANSACTION BEING RECYCLED. TAKE NO ACT																	
RECY	123456789	HOLTZ	E503	15	02-08	20110204	RBP	8888	TF	00004	BE503085725755HOLTZ110216/JKK00000000000000000002	0000M100	0	888815TF00026			
* SEPTN TRANS WITH 2ND PAY PERIOD. DOS RECYCLED TO AFTER MM CUTOFF																	
RECY	123456789	PRADO	AS01	00	02-08	20110204	ZBO	EM55	35	00268	0A501104663871PRADO11021200000	76212120	C H015620	38480035@6743			
* TRANSACTION OUT OF SEQUENCE. TRANSACTION BEING RECYCLED. TAKE NO ACT																	
RECY	123456789	RODRI	E503	15	02-08	20110204	MSE	RBR	8888	TF	00009	BE503119704464RODRI110214/JKK00000000000000000002	0000M100	0	888815TF00049		
* ADD-ON 4 CHARACTERS OF THE ZIP CODE NOT FOUND ON DATA BASE. ADDRESS SHO																	
RECY	123456789	COTTO	E504	15	02-08	20110204	RBR	8888	TF	00005	BE504122729966COTTO110214/KBK00000000000000000001	0000M000	0	888815TF00038			
* SEPTN TRANS RECYCLED TO DOS PLUS 20																	
PROC	123456789	RICKM	E504	XP	02-08	20101227		4834	P5	00127	BE5041134723071RICKM110115/LBK00000000000000000001	0000M	0	4834XPP5@0127			

Figure 4–2. Daily register of transactions example

#### 4–12. Procedure 4–30, Special Duty Assignment Pay

- Primary references for this procedure are AR 614–200 and DOD FMR 7000.14–R (Volume 7A).
- Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 25–55 and AR 600–8–104. Information of a personal nature may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 25–22 and AR 25–55. Disposition of documents will be according to applicable directives or by destruction when the purpose for which authorized has been served. Destruction will be by burning, shredding, or other appropriate method.
- Special duty assignment pay is a monetary incentive paid to enlisted Soldiers who qualify for and serve in designated special duty assignments that have extremely demanding duties requiring extraordinary effort for satisfactory performance or an unusual degree of responsibility.
- Detailed requirements and steps for requesting and awarding special duty assignment pay are listed in AR 614–200.

#### 4–13. Procedure 4–31, Administer the Meal Card Management System

- Primary reference for this procedure is AR 600–38.
- HR professionals will oversee the management (issue and control) and review of the Meal Card Management System. AR 600–38 provides specific guidance on each component of the Meal Card Management System as indicated below—
  - Appointing personnel.
  - Requisitioning, issuing, controlling, and accounting for meal cards.
  - Identification and payment for meals made available for field training.
  - Meal card verification and reporting.
  - Meal card management system annual review.



#### **4-14. Procedure 4-32, Suspension of Favorable Personnel Actions**

- a. Primary references for this procedure are AR 600-8-2 and the eMILPO FUG.
- b. A Flag is designed to prevent or preclude the execution of favorable actions (awards, promotions, and so on) to a Soldier who may not be in good standing; or movement of a Soldier when it is in the best interest of the Army for the Soldier to remain in the current location.
- c. AR 600-8-2 contains the policy and requirements for managing Flags. Additional steps and references are listed in the eMILPO FUG.

#### **4-15. Procedure 4-33, Casualty Reporting**

- a. Primary reference for this procedure is AR 638-8. Additional information is available on the HRC CMAOC website (<https://www.hrc.army.mil/content/casualty> and Mortuary Affairs Operations Division (CMAOD)).
- b. AR 638-8 lists the categories of reportable casualties and the steps required for each. HR professionals will assist commanders in understanding required actions in the event of a casualty.

#### **4-16. Procedure 4-34, Record of Emergency Data (DD Form 93)**

- a. Primary references for this procedure are AR 638-8, the eMILPO FUG, and the HRC CMAOC website (<https://www.hrc.army.mil/content/casualty> and Mortuary Affairs Operations Division (CMAOD)).
- b. All Soldiers are required to have a completed DD Form 93 on file in iPERMS and to conduct periodic reviews and updates in accordance with AR 638-8. Updating the DD Form 93 is the Soldier's responsibility. Accurate and timely changes to casualty documents as a Soldier's life changes are critical to ensure accurateness.
  - (1) HR professionals will notify commanders and Soldiers when a periodic review and update is required. The periodic review will be captured using the "Review Date" data element in the eMILPO Emergency Notification List (see eMILPO FUG).
  - (2) Soldiers will inform commanders and HR professionals when an update is required due to a change in status.
- c. An HR professional will assist Soldiers in completing the form in accordance with AR 638-8 and submitting the form to iPERMS. eMILPO is the preferred method for updating, reviewing, and submitting the DD Form 93 to iPERMS. When eMILPO is not available, a current version of the form may be downloaded from the DOD Forms Management website (<https://www.esd.whs.mil/directives/forms/>). The following additional requirements apply when completing the DD Form 93:
  - (1) Spouse must be notified in writing when not designated to receive 100 percent of death gratuity (see fig 4-3).
  - (2) Soldier must be counseled in writing when designating a valid, but unusual, person authorized to designate disposition.



DEPARTMENT OF THE ARMY

(INSERT UNIT)

(INSERT UNIT ADDRESS)

(INSERT UNIT CITY, STATE ZIP CODE)

(Insert Date)

(Insert Office Symbol)

(Insert Addressee's name)

(Insert Address)

(Insert City, State Zip)

Dear (Insert Addressee's name)

The National Defense Authorization Act of 2008, Section 645, gave Soldiers the option to designate up to ten beneficiaries to receive a portion of the Death Gratuity in ten percent increments effective July 1, 2008. The National Defense Authorization Act of 2008 additionally requires the U.S. Army to notify a Soldier's spouse whenever the Soldier designates a recipient(s) for the Death Gratuity in addition to or in place of the Soldier's spouse on the Record of Emergency Data, DD Form 93.

The Death Gratuity is a lump sum payment of up to \$100,000 to the person(s) designated on the DD Form 93 if the Soldier dies while serving in the Army on active duty. This letter serves as notice to you, as the lawful spouse of (Insert Soldier's rank and full name), that (Insert Soldier's rank and last name) designated another beneficiary to receive all or a portion of the Death Gratuity benefit in the event of your spouse's death on active duty.

Your spouse is entitled to make the election and the Army is required to notify you of your spouse's decision. However, pursuant to the Privacy Act of 1974 (5 USC, §552a), the Army cannot disclose the identities of another designated beneficiary.

Should you have any questions relating to this letter, please contact (Insert POC rank and last name) at (Insert POC phone number and/or email address).

Sincerely,

(Insert the appropriate signature block  
IAW AR 25-50)

#### **4–17. Procedure 4–35, Servicemembers’ Group Life Insurance**

*a.* Primary references for this procedure are AR 638–8, the eMILPO FUG, and the HRC CMAOC website (<https://www.hrc.army.mil/content/casualty> and Mortuary Affairs Operations Division (CMAOD)).

*b.* All Soldiers are required to have a completed SGLI election on file in iPERMS and to conduct periodic reviews and updates in accordance with AR 638–8. The SGLI election either designates principal or contingent beneficiaries by name or identifies changes to coverage.

(1) HR professionals will notify commanders and Soldiers when a periodic review is required. The periodic review will be captured using the SGLI Election/Recertification Date data element in the eMILPO SGLI Listing.

(2) Soldiers will inform commanders and HR professionals when an update is required.

*c.* HR professionals will:

(1) Inform Soldiers of circumstances mandating automatic termination or forfeiture of coverage (see AR 638–8).

(2) Ensure Soldiers understand how to complete the form properly and implications of their elections.

(3) Forward all SGLI forms reflecting a change in coverage (increase, decrease, restore, or stop) to the local finance office. Forms affecting change in coverage include SGLV 8286 (Servicemembers’ Group Life Insurance Election and Certificate) and SGLV 8286S (Servicemembers’ Group Life Insurance Supplemental SGLI Beneficiary Form).

(4) Assist Soldiers in completing the form in accordance with AR 638–8 and submitting the form to iPERMS. eMILPO is the preferred method for updating, reviewing, and submitting the SGLI election to iPERMS. When eMILPO is not available, a current version of the form may be downloaded from the U.S. Department of Veterans Affairs SGLI website (<http://www.benefits.va.gov/insurance/resources-forms.asp#sgli>).

#### **4–18. Procedure 4–36, Preparation of the DA Form 4187**

*a.* There is no primary reference for this procedure.

*b.* The DA Form 4187 is the primary administrative instrument used for a number of HR supporting tasks including—

(1) Changing duty status—detailed steps are listed in AR 600–8–6 (AR 630–10 if returning from DFR).

(2) Requesting personnel action (reassignment, program enrollment, BAS, training, and so on)—steps are listed in this regulation and other applicable primary references.

(3) Announcing personnel actions (local assignment, promotion, and so on)—steps are listed in applicable regulations and primary references.

*c.* When used to request personnel actions, the S1 will maintain a copy of the DA Form 4187 in a suspense file until final approval or disapproval is determined.

*d.* When used to announce personnel actions, the DA Form 4187 will be filed in accordance with the applicable regulation governing the action.

*e.* The DA Form 4187 may be legibly handwritten when electronic means are unavailable.

#### **4–19. Procedure 4–37, Duty Appointment**

*a.* There is no primary reference for this procedure.

*b.* Additional duties are assigned tasks which are performed in addition to principal duty assignments. Formal appointment and termination of additional duties is completed using a memorandum format (see fig 4–4) and only when required by governing regulations. The requirement for additional duties exists in the regulation, policy, or SOP governing the duty.

*c.* Assumption of command is formally announced using a memorandum format (see AR 600–20 for example).



DEPARTMENT OF THE ARMY  
(INSERT UNIT)  
(INSERT UNIT ADDRESS)  
(INSERT UNIT CITY, ST ZIP CODE)

(Insert Office Symbol)

(Insert Date)

MEMORANDUM FOR (Insert Soldier standard name line IAW AR 600-8-105, para 2-5)

SUBJECT: Additional Duty Appointment

1. You are hereby appointed as the (Insert Additional Duty Title). Additional information is listed below:

- a. The effective date for this duty appointment is (Insert date).
- b. The period of this duty appointment is from (Insert from and through dates).
- c. The purpose of this duty is (Insert purpose of the duty).
- d. The authority for this duty appointment is (Insert appropriate regulation or reference).
- e. (Insert any special instructions if applicable).

2. Point of contact for this action is (Insert POC rank and last name) at (Insert phone number and/or email).

(Insert signature block of appointing  
Authority IAW AR 25-50)

Figure 4-4. Additional duty appointment example

#### 4-20. Procedure 4-38, Assignment Stabilization

- a. Primary references for this procedure are AR 614-200 and the eMILPO FUG.
- b. Assignment stabilization is identified using assignment eligibility and availability (AEA) codes. AEA codes are a management tool used to identify Soldier eligibility for reassignment.
- c. Detailed requirements and steps for requesting assignment stabilization (modification to AEA codes) for Soldiers are listed in AR 614-200 and the eMILPO FUG.

#### 4-21. Procedure 4-39, Identification Tags

- a. Primary reference for this procedure is AR 600-8-14.
- b. This procedure supplements AR 600-8-14. It prescribes guidance pertaining to the issuance of military identification tags. Identification tags must be worn by every member of the Army at all times when in the field, when engaged in field training, when traveling in aircraft, and when reporting to an Army medical treatment facility in the continental United States. Identification tags are required for mandatory wear when outside continental United States.
- c. Identification tags are used for identification, casualty reporting, and graves registration purposes. All Soldiers must have two identification tags with current information.
- d. This procedure is applicable if the S1 or MPD has an embossing machine. Otherwise the unit commander will initiate and send a DA Form 4187 through the S1 or MPD to the installation activity possessing such a machine.
- e. The actions listed in table 4-5 will be taken when processing military identification tags.

**Table 4-5**  
**Procedure 4-39, Identification Tags**

Step	Responsibility	Description
1	Unit	Obtain two blank identification tags (for each individual) from the unit supply office.
2	Unit	Submit a request for identification tags on a DA Form 4187 to the S1 or MPD (include two blank identification tags for each individual).
3	S1/MPD	Verify information included on the DA Form 4187 with information contained in Soldier's record. Take action to correct any deficiencies noted.
4	S1/MPD	Prepare identification tags in accordance with AR 600-8-14 and confirm tags are correct.
5	S1/MPD	Distribute completed identification tags to the requesting unit.

#### 4-22. Procedure 4-40, Identification Cards (Military)

- a. Primary references for this procedure are AR 600-8-14 and the Real-time Automated Personnel Identification System (RAPIDS) User Guide.
- b. This procedure supplements AR 600-8-14. It provides guidance for the preparation of applications for and the issuance of military identification cards to Army personnel on active duty or active duty training as indicated below. Normally, this function will be performed by the brigade S1 or MPD.
- c. Military identification cards will be issued—
  - (1) As soon as facilities permit after entry on active duty, initial active duty for training, special tour of active duty for training for more than 30 days, initial appointment, integration of an officer into the Regular Army, enlistment, or reenlistment (when there is a break in service of more than 24 hours). The card will not be issued to replacement stream personnel while being processed through Armed Forces Examining and Entrance Stations or recruiting main stations. Cards may be issued at reception stations, providing the 3-day processing schedule prescribed in AR 612-201 is not adversely affected.
  - (2) On reenlistment.
  - (3) Upon promotion to specialist or corporal and above.
  - (4) Upon demotion or reduction.
  - (5) Upon loss or theft.
  - (6) To correct error other than change in grade.
  - (7) Upon significant change in facial features (weight loss or gain, grow or cut mustache, and so on).
  - (8) To show a name change.
  - (9) To replace a mutilated card.
- d. Any person willfully altering, damaging, lending, counterfeiting, or using these cards in any unauthorized manner is subject to fine or imprisonment or both as prescribed by Section 499, Title 18, United States Code (18 USC 499), 18 USC 507, or 18 USC 701. 18 USC 701 prohibits photographing or otherwise reproducing or possessing uniform services identification cards in an unauthorized manner, under penalty of fine or imprisonment or both. Unauthorized or fraudulent use of the military identification card would exist when the bearer uses the card in a manner which would enable the bearer to obtain benefits and privileges to which he or she is not entitled. Photocopying of the military identification card to facilitate medical care processing, check cashing, or administering other military related benefits to eligible beneficiaries are examples of authorized photocopying.

*e.* Commanders, designated representatives, and issuing officials will maintain controls as required for control of blank forms, processing of applications and issuance of cards, disposition of completed forms, and that cards are surrendered and destroyed when their use is no longer authorized or entitlement no longer exists.

*f.* The RAPIDS User Guide provides step by step instructions for processing military identification cards. The RAPIDS User Guide is available from the RAPIDS Verifying Official's Information System website (<https://vois.dmdc.osd.mil/appj/vois>). Access to the site is restricted to authorized, registered users.

#### **4-23. Procedure 4-41, Identification Cards (Nonmilitary)**

*a.* Primary references for this procedure are AR 600-8-14 and the RAPIDS User Guide.

*b.* This procedure supplements AR 600-8-14. It provides guidance for the preparation of applications for and the issuance of identification cards to authorized nonmilitary beneficiaries. Normally, this function will be performed by the MPD. However, the brigade S3 May be required to provide support for contractors or DOD Civilians in deployed locations.

*c.* Any person willfully altering, damaging, lending, counterfeiting, or using these cards in any unauthorized manner is subject to fine or imprisonment or both as prescribed by 18 USC 499, 18 USC 507, or 18 USC 701. 18 USC 701 prohibits photographing or otherwise reproducing or possessing uniform services identification cards in an unauthorized manner, under penalty of fine or imprisonment or both. Unauthorized or fraudulent use of the identification card would exist when the bearer uses the card in a manner which would enable the bearer to obtain benefits and privileges to which he or she is not entitled. Photocopying of the identification card to facilitate medical care processing, check cashing, or administering other military related benefits to eligible beneficiaries are examples of authorized photocopying.

*d.* Commanders, designated representatives, and issuing officials will maintain controls as required for control of blank forms, processing of applications and issuance of cards, disposition of completed forms, and that cards are surrendered and destroyed when their use is no longer authorized or entitlement no longer exists.

*e.* The RAPIDS User Guide provides step by step instructions for processing identification cards for nonmilitary beneficiaries. The RAPIDS User Guide is available from the RAPIDS Verifying Official's Information System website (<https://vois.dmdc.osd.mil/appj/vois>). Access to the site is restricted to authorized, registered users.

#### **4-24. Procedure 4-42, Army Bands Career Program**

*a.* Primary references for this procedure are AR 220-90, AR 614-200, and the HRC website.

*b.* Soldiers requesting to enter the Army Bands Career Program must participate in supervised OJT. Soldiers should contact their local bandmaster or HRC for details. Additional requirements for participating in the Army Bands Career Program are listed in AR 614-200 and AR 220-90.

#### **4-25. Procedure 4-43, Assignment Preferences**

*a.* Primary references for this procedure are AR 614-100 and AR 614-200.

*b.* Preference statements are used to indicate a Soldier's desire for assignment to a certain installation or geographical area, long or short oversea tour, type of duty, service school, or functional training, and for personal or Family considerations. Soldiers volunteering for overseas duty, special assignments, participation in specific programs, or specific schooling should submit an application under the applicable regulation.

*c.* Officers may update their assignment preferences by contacting their respective assignment or branch manager.

*d.* Enlisted Soldiers may update their assignment preferences by visiting the Assignment Satisfaction Key application on the HRC website or by contacting their respective assignment or branch manager.

#### **4-26. Procedure 4-44, Drill Sergeant Program**

*a.* Primary references for this procedure are AR 614-200 and the HRC Drill Sergeant Assignment Team website ([https://www.hrc.army.mil/enlisted/drill sergeant team](https://www.hrc.army.mil/enlisted/drill%20sergeant%20team)).

*b.* Detailed requirements and steps for Soldiers requesting drill sergeant duty are listed in AR 614-200 and the HRC website. Soldiers volunteering for drill sergeant duty should contact the HRC Drill Sergeant Assignment Team for application instructions.

#### **4-27. Procedure 4-45, Explosive Ordnance Disposal Career Program**

*a.* Primary references for this procedure are AR 614-200 and the Army's Explosive Ordnance Disposal Recruiting website (<http://www.sorbrecruiting.com/eod.htm>).

*b.* Detailed qualification requirements and application steps are listed in AR 614-200 and on the Army's Explosive Ordnance Disposal Recruiting website.

#### 4–28. Procedure 4–46, Exchange Assignments (Enlisted)

- a. Primary reference for this procedure is AR 614–200.
- b. Steps for requesting an exchange assignment are listed in table 4–6.

**Table 4–6**  
**Procedure 4–46, Exchange Assignments (Enlisted)**

Step	Responsibility	Description
1	Soldier	Notify commander of request for exchange assignment.
2	Commander or ISG	<p>Counsel the Soldier on cost expectations for the move. Assist the Soldier in identifying a suitable exchange. Assist the Soldier in preparing and signing DA Form 4187. Recommend approval or disapproval as appropriate and sign. Be sure to include the following in section IV:</p> <p>1. I request approval of an exchange assignment with XXXXXX.</p> <p>2. I meet the requirements identified in AR 614–200.</p> <p>3. I have read and understand the provisions of AR 614–200 and hereby waive any and all claims against the U.S. Government for transportation for me, my Family members, my household goods, and my personal property incident to travel and shipment resulting from reassignment from (current station) to (new location), as requested by me. I further agree to waive any and all claims against the U.S. Government for mileage allowance and per diem allowance for me and my Family.</p> <p>Encls ERB Memorandum of Agreement (see fig 4–5)</p>
3	Soldier	Coordinate exchange assignment and retrieve memorandum of agreement from other Soldier. Submit documentation to unit.
4	Unit	Forward to S1.
5	S1	Verify documentation is complete in accordance with AR 614–200 and obtain commander’s signature. Forward through chain of command as required to appropriate HRC assignment manager.
6	HRC	Approve or disapprove the request. Notify the S1.
7	S1	Notify the Soldier of HRC decision. If approved, assist the Soldier in obtaining reassignment orders.



DEPARTMENT OF THE ARMY

(INSERT UNIT)  
(INSERT UNIT ADDRESS)  
(INSERT UNIT CITY, ST ZIP CODE)

(Insert Office Symbol)

(Insert Date)

MEMORANDUM FOR Commander, U.S. Army Human Resources Command, ATTN: (Insert Appropriate Career Branch), Fort Knox, KY 40122

SUBJECT: Exchange Assignment Memorandum of Agreement

1. (Insert RANK Name of Soldier 1) is released for the purposes of an exchange assignment with (Insert RANK Name of Soldier 2). His statement of understanding and pertinent information is listed below.

a. I agree to an exchange assignment with (Insert RANK Name of Soldier 2) presently stationed at (Insert Soldier 2 Unit and Station). If this request is approved, I understand that all expenses (including transportation of family members and household goods) incident to this reassignment will be borne by me. I further understand that any time used as travel time between duty stations will be charged against me as ordinary leave. (Insert RANK Full Name and Signature of Soldier 1)

2. Point of contact for this memorandum is the undersigned at (Insert telephone and/or email).

Encl  
ERB

(Insert Commander Signature Block)

Figure 4-5. Exchange assignment memorandum of agreement example

#### 4-29. Procedure 4-47, Naturalization and Citizenship

a. Primary reference for this procedure is the U.S. Citizenship and Immigration Services (USCIS) website (<https://www.uscis.gov/military>).

b. S1s and MPDs assist Soldiers in completing and validating USCIS Form N-426 (Request for Certification of Military or Naval Service), obtaining information about fingerprinting and how to comply with the requirement, and submitting the N-400 package to the Nebraska Service Center.

c. Soldiers desiring to apply for citizenship or naturalization for themselves or their Family members should complete the application listed at the USCIS website.



**4–30. Procedure 4–48, Assignment to Presidential Support Activities**

- a. Primary references for this procedure are AR 614–200 and the White House Communications Agency website (<http://www.disa.mil/careers/whca/how-to-apply/soldiers>).
- b. Detailed requirements and steps for requesting assignment to a Presidential support activity are listed in AR 614–200 and the White House Communications Agency website.

**4–31. Procedure 4–49, Process Requests for Separation (Discharge, Retirement, and so forth)**

- a. Primary references for this procedure are AR 600–8–24 and AR 635–200.
- b. Detailed steps and requirements for processing both voluntary and involuntary separations are listed in AR 600–8–24 (officers) and AR 635–200 (enlisted).

**4–32. Procedure 4–50, Requesting Assignment to Specific Organizations**

- a. Primary reference for this procedure is AR 614–200.
- b. Soldiers requesting assignment to one of the organizations listed in AR 614–200 must meet the criteria listed in AR 614–200 and contact their respective assignment or branch manager at HRC for application procedures.

**4–33. Procedure 4–51, Requesting Compassionate Actions**

- a. Primary references for this procedure are AR 614–100 and AR 614–200.
- b. Detailed steps required to process requests for compassionate actions (including reassignment, deferment, and deletion) are listed in AR 614–100 for officers and AR 614–200 for enlisted Soldiers.

**4–34. Procedure 4–52, Applying for Officer Candidate School**

- a. Primary references for this procedure are AR 350–51 and the HRC Officer Accessions Branch website (<https://www.hrc.army.mil/content/ord> Accessions Branch).
- b. Detailed requirements and steps for requesting selection for attendance at Officer Candidate School are listed in AR 350–51 and the HRC Officer Accessions Branch website.

**4–35. Procedure 4–53, Applying for Warrant Officer Selection**

- a. Primary references for this procedure are DA Pam 601–6 and the U.S. Army Warrant Officer Recruiting website (<http://www.usarec.army.mil/hq/warrant/>).
- b. Soldiers wanting to apply for selection as a warrant officer should visit the U.S. Army Warrant Officer Recruiting website for prerequisites and the application process. Prerequisites may vary between warrant officer MOSs.

**4–36. Procedure 4–54, Volunteering for Overseas Assignment**

- a. Primary references for this procedure are AR 614–30 and AR 600–8–11.
- b. Soldiers requesting overseas assignment must meet general requirements listed in AR 614–30. Enlisted Soldiers will request assignment using the Assignment Satisfaction Key application. Officers will contact their respective career or branch manager.

**4–37. Procedure 4–55, Requesting Airborne Training or Assignment**

- a. Primary references for this procedure are AR 614–100 and AR 614–200.
- b. Soldiers requesting airborne training or assignment must complete a volunteer packet and meet requirements in paragraph 4–37c. Requests for training will be submitted through the Army Training Requirements and Resource System. Requests for assignment will be submitted to the Soldier’s respective assignment or branch manager for consideration. An airborne packet includes—
  - (1) DA Form 4187 with volunteer statement (see para 4–37d).
  - (2) ERB or ORB as applicable.
  - (3) DD Form 2808 (Report of Medical Examination), which must reflect airborne physical.
  - (4) DA Form 705 (Army Physical Fitness Test Scorecard) (record APFT must be taken within 30 days of application).
- c. Additional requirements include—
  - (1) Volunteers must be less than 36 years of age on the date of application. Enlisted personnel in pay grade of sergeant and above may be considered for a waiver of age when the examining medical officer recommends to the unit commander that such a waiver be granted.
  - (2) Must meet the physical qualification for parachute duty established in AR 40–501.

(3) Male and female must pass the APFT with a score of 180 points (60 points in each event using the 17–21 year age group scale). Test must have been administered not more than 30 days prior to date of application.

(4) Meet the height and weight standard in accordance with AR 600–9.

(5) Applicants must be able to complete a 5-mile run within 45 minutes 30 days prior to the class start date. The sending unit commander will sign a memorandum attesting to the Soldier's successful completion of the 5-mile run and the memorandum will accompany the student to the course.

(6) Students must have a copy of their approved physical examination (DD Form 2808) prior to in-processing for airborne training. The physical exam is to indicate the applicant's fitness for airborne training. The exam must be administered within 12 months of enrollment. DD Form 2808 must indicate that "purpose of the exam is for airborne training," (fill in block 74A) and that the volunteer "is or is not qualified for airborne training" (check the box and write in "airborne" in block 77). Applicants over 35 years of age must also have an electrocardiogram and medical age waiver.

d. The DA Form 4187 will contain the following information in section IV (Remarks):

(1) "(1) I hereby volunteer for airborne training and/or assignment under the provisions of AR 614–200 (or AR 614–100 for officers)."

(2) "(2) I volunteer to perform frequent aircraft flights, parachute jumps, and to participate in realistic training while undergoing airborne training and/or performing airborne duty. I also understand that I may be assigned to an airborne unit for a period of not less than 12 months upon satisfactory completion of the prescribed course."

(3) "(3) My period of service expires on (*insert ETS date*). Upon approval of this application, I understand that I will be required to extend my enlistment or reenlist in accordance with AR 601–280 before my departure, if necessary to meet the length of service requirements (12 months after completion of training)."

(4) "(4) There has been no significant change in my physical condition since the time of the attached physical examination. I consider myself qualified for airborne training and/or assignment."

(5) "(5) Upon completion of airborne training, I agree to complete a minimum of 12 months in an airborne status. I may not voluntarily terminate my assignment unless physically disqualified."

(6) "Encls: ERB (or ORB); DA Form 705; DD Form 2808."

#### **4–38. Procedure 4–56, Requesting Special Forces Training and Assignment**

a. Primary references for this procedure are AR 614–200 and the Army's Special Forces Recruiting website (<http://www.sorbrecruiting.com/sf.htm>).

b. Detailed qualification requirements and application steps are listed in AR 614–200 and on the Army's Special Forces Recruiting website.

#### **4–39. Procedure 4–57, Requesting Ranger Training**

a. Primary references for this procedure are AR 614–100, AR 614–200, and the Ranger Training Brigade website (<http://www.benning.army.mil/infantry/rtb/>).

b. Applicants requesting ranger training will submit their request using a DA Form 4187 through their chain of command and contact their respective assignment manager at HRC for detailed requirements.

#### **4–40. Procedure 4–58, Requesting Regimental Affiliation**

a. Primary reference for this procedure is AR 670–1.

b. Soldiers in maneuver, fires, and effects career fields generally affiliate with a regiment on arrival at their first unit of assignment. This is not an automatic process and must be initiated by the unit. Soldiers in force sustainment and operational support career fields are generally affiliated with a regiment on completion of advanced individual training, the Officer Basic Course, or the Warrant Officer Candidate Course.

c. All requests for regimental affiliation will be submitted to the unit S1 using DA Form 4187.

(1) S1s and MPDs update HRIS with approved enlisted requests using the EDAS. Requests for EDAS update access should be emailed to [usarmy.knox.hrc.mbx.epmd-edas-team@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-edas-team@mail.mil).

(2) S1s submit officer requests to the appropriate career branch at HRC for approval and HRIS update.

d. A sample request for regimental affiliation and additional information is listed in AR 670–1. All approved regimental affiliations are loaded to Soldier records using iPERMS.

#### **4–41. Procedure 4–59, Requesting Reserve Officer Training Corps or Reserve Component Duty**

a. Primary reference for this procedure is AR 614–200.

*b.* Active duty staff sergeant and above requesting assignment as full time RC manning advisers or Reserve Officer Training Corps instructors must meet criteria in AR 614–200 and contact their respective career or branch manager for additional guidance.

**4–42. Procedure 4–60, Requesting Service School Instructor Assignment**

- a.* Primary references for this procedure are AR 614–100, AR 614–200, and the HRC website.
- b.* Soldiers requesting assignment as service school instructors must contact their respective assignment or branch manager at HRC for application procedures.

**4–43. Procedure 4–61, Requesting Service School Attendance (Enlisted)**

- a.* Primary reference for this procedure is AR 614–200.
- b.* Information on enlisted applications for service schools may be found in AR 614–200.

**4–44. Procedure 4–62, Requesting Special Assignments**

- a.* Primary references for this procedure are AR 614–100 and AR 614–200.
- b.* Soldiers requesting assignment to international and overseas headquarters, U.S. military missions, military assistance advisory groups, joint U.S. military advisory groups, or similar activities must meet the general requirements identified in AR 614–100 (officers) or AR 614–200 (enlisted) and contact their respective assignment or branch manager at HRC for application procedures.

**4–45. Procedure 4–63, Requesting Technical Escort Training and Assignment**

- a.* Primary reference for this procedure is AR 614–200.
- b.* Soldiers who want to apply for technical escort training and assignment must meet requirements listed in AR 614–200 and contact their respective assignment or branch manager for application procedures.

**4–46. Procedure 4–64, Requesting Sole Surviving Son or Daughter Status**

- a.* Primary references for this procedure are AR 614–100 and AR 614–200.
- b.* Detailed requirements and steps for Soldiers or Family members requesting sole surviving son or daughter status are listed in AR 614–100 (officers) and AR 614–200 (enlisted).

**4–47. Procedure 4–65, Conscientious Objector**

- a.* Primary reference for this procedure is AR 600–43.
- b.* AR 600–43 contains detailed instructions and requirements for Soldiers claiming conscientious objection to participation in war in any form or to the bearing of arms.

**4–48. Procedure 4–66, Family Care Plan**

- a.* Primary reference for this procedure is AR 600–20.
- b.* A Family care plan enables the Army to ensure Family members are properly and adequately cared for when Soldiers are deployed, on TDY, or otherwise not available due to military requirements.
- c.* Commanders are required to take specific actions regarding Soldiers who are required to maintain a Family care plan. AR 600–20 provides detailed information on who is required to maintain a Family care plan and what documents are required.

**4–49. Procedure 4–67, Qualitative Management Program**

- a.* Primary reference for this procedure is AR 635–200.
- b.* The qualitative management program is explained in AR 635–200. Detailed requirements and steps for administering the qualitative management program are published in all Army activities messages and HRC military personnel messages.

**4–50. Procedure 4–68, Inquiries Received in the S1 and Military Personnel Division**

- a.* There is no primary reference for this procedure.
- b.* Time management is essential to the successful operation of a supporting HR organization. Commanders and HR leaders must work together to identify and establish a schedule which enable HR professionals to effectively support Soldiers, accurately and efficiently manage and maintain Army HR systems, and train to maintain and increase proficiency in supporting HR functions and tasks.

- c. S1s and MPDs should incorporate the use of an appointment slip to manage Soldier inquiries. Using an appointment slip may assist in filtering out those day to day inquiries which might otherwise be resolved at a lower support level.
- d. The actions listed in table 4–7 should be taken to assist in controlling Soldier inquiries received in the S1/MPD.

**Table 4–7**  
**Procedure 4–68, Inquiries Received in the S1 and military personnel division**

Step	Responsibility	Description
1	Soldier	Contact the unit commander or ISG with all administrative matters.
2	Commander or ISG	If the administrative matter requires support which cannot be resolved with a phone call, prepare an appointment slip and send the Soldier to the S1.
3	S1	Assist the Soldier with the administrative matter. If the administrative matter cannot be resolved at the unit S1, provide the Soldier with an appointment slip and send them forward to the brigade S1 or MPD.

#### **4–51. Procedure 4–69, Unit Postal Operations**

- a. *Primary references.* Primary references for this procedure are AR 600–8–3 and DOD 4525.6–M.
- b. *Mailroom operations.* AR 600–8–3 identifies unit requirements in operating mailrooms to include designating personnel, duties and responsibilities, inspections, reporting offenses, receptacle management, and so forth. Even units not operating a unit mailroom are still required to have designated personnel.
- c. *Mail processing.* AR 600–8–3 identifies requirements for processing mail at the unit level including receiving, distributing, and accounting for mail, and so on.
- d. *Directory service.* Units with a mailroom are required to maintain a directory file. AR 600–8–3 identifies requirements for maintaining directory files including use, preparation, and disposition of the DA Form 3955 (Change of Address and Directory Card).
- e. *Redirecting and processing mail for casualties.* AR 600–8–3 identifies requirements for redirecting undeliverable mail and mail for casualties.
- f. *Conducting unit postal operations.* AR 600–8–3 identifies detailed steps and requirements for conducting unit postal operations. Additional guidance and requirements are listed in DOD 4525.6–M.

#### **4–52. Procedure 4–70, Voting Assistance**

- a. Primary references for this procedure are AR 608–20 and the HRC website.
- b. Detailed requirements for implementing and sustaining a unit voting assistance program are listed in AR 608–20. Additional information is available on the HRC website.

#### **4–53. Procedure 4–71, Review Selection Board File**

- a. Primary reference for this procedure is the HRC DA Secretariat website (<https://www.hrc.army.mil/tagd/> Selection Boards).
- b. Soldiers in the zone of consideration for a DA centralized selection board review and certify their selection board file by using the My Board File (MBF) application.
- c. Selection board zones of consideration are announced in military personnel (MILPER) messages from 90 to 120 days prior to each board. Soldiers eligible for consideration by a centralized selection board should obtain a copy of their respective board message from their supporting S1 or MPD or the HRC website.
- d. The MBF application retrieves files from iPERMs, DA Photograph Management Information System, Total Officer Personnel Management Information System, and eMILPO on the initial creation and periodically in the weeks leading up to the board convene date. The MBF application does not update in real time (as events occur). For this reason, it is essential for Soldiers to maintain a working knowledge of their iPERMS record and correct deficiencies as they occur.
- e. Table 4–8 provides a listing of requirements for completing the selection board file review.

**Table 4–8**  
**Procedure 4–71, Review Selection Board File**

Step	Responsibility	Description
1	Soldier	Monitor iPERMS record to ensure new documents are posted as events occur (award, evaluation, promotion, and so on).

**Table 4–8**  
**Procedure 4–71, Review Selection Board File—Continued**

Step	Responsibility	Description
2	HRC	Release MILPER message announcing zones of consideration.
3	HRC	Create MBF 65 days prior to board convene date. MBF consists of: – Official photograph. – Performance portion of iPERMS record includes commendatory, education and training, and any disciplinary data. – ORB or ERB (future Soldier record brief (SRB)).
4	S1/MPD	Identify Soldiers within the zones of consideration identified in MILPER message. Ensure Soldiers in the zone have a copy of the applicable MILPER message and advise them to review and certify their MBF.
5	Soldier	Access the MBF application from the HRC Tools and Applications Directory web page ( <a href="https://www.hrc.army.mil/PERSINSD/Tools and Applications Directory">https://www.hrc.army.mil/PERSINSD/Tools and Applications Directory</a> ), as outlined in each board’s MILPER message.
6	Soldier	Review all documents. Notify S1 or MPD of any discrepancies and provide source documents.
7	S1/MPD	Load requested update documents to Soldier’s iPERMS record. Ensure board documents are loaded separately from non-board documents and labeled as “Board” documents during the web upload process. Retain iPERMS batch number and provide to the Soldiers. Update ORB or ERB (future SRB) as needed.
8	Soldier	Continue to review iPERMS record and MBF application to ensure requested changes take effect. Communicate MBF review to HR techs, assignment managers, and board members by selecting one of the following options: – Certified. – Reviewed. – Reviewed with corrections.
9	S1 or MPD	Use the MBF certification report to provide commanders with measurements enabling them to identify certification status of Soldiers and provide the necessary emphasis.

*Note.* It is important for Soldiers to communicate their review to their HR provider, assignment managers, and board members, regardless of accuracy. This review communicates to HR providers, assignment managers, and board members the level of interest that Soldiers take in their potential for selection. The MBF application continues to receive updates regardless of certification.

#### **4–54. Procedure 4–72, Applying for Counterintelligence Agent Selection**

- a. Primary references for this procedure are AR 614–200, AR 381–20, DA Pam 611–21, and U.S. Army Counterintelligence Agent Recruiting Program website <https://ikn.army.mil/apps/iknwms/default.aspx?webid=2200>.
- b. Detailed qualification requirements and applicant packet steps for Active, National Guard, and Reserve Components are listed on the U.S. Army Counterintelligence Agent Recruiting Program website.
- c. Approval authority for 35L accessions is the U.S. Army Intelligence Center of Excellence, Office of the Chief of Military Intelligence (ATZS–MI), Fort Huachuca, AZ 85613–7080.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

###### **ADRP 1–03**

The Army Universal Task List (Cited in para 2–19*a*.)

###### **AR 5–9**

Installation Agreements (Cited in para 1–14.)

###### **AR 11–6**

Army Foreign Language Program (Cited in para 3–17*a*.)

###### **AR 25–22**

The Army Privacy Program (Cited in para 2–3.)

###### **AR 25–55**

The Department of the Army Freedom of Information Act Program (Cited in para 2–3.)

###### **AR 25–400–2**

The Army Records Information Management System (ARIMS) (Cited in para 2–3.)

###### **AR 37–104–4**

Military Pay and Allowances Policy (Cited in para 3–15*a*.)

###### **AR 40–501**

Standards of Medical Fitness (Cited in para 4–37*c*(2).)

###### **AR 220–90**

Army Music (Cited in para 4–24*a*.)

###### **AR 350–51**

United States Army Officer Candidate School (Cited in para 4–34*a*.)

###### **AR 381–20**

Army Counterintelligence Program (Cited in para 4–54*a*.)

###### **AR 600–8**

Military Human Resources Management (Cited in para 1–4*c*.)

###### **AR 600–8–2**

Suspension of Favorable Personnel Actions (Flag) (Cited in para 4–14*a*.)

###### **AR 600–8–3**

Postal Operations (Cited in para 4–51*a*.)

###### **AR 600–8–6**

Personnel Accounting and Strength Reporting (Cited in para 3–6*a*.)

###### **AR 600–8–10**

Leaves and Passes (Cited in para 4–10*b*.)

###### **AR 600–8–11**

Reassignment (Cited in para 4–36*a*.)

###### **AR 600–8–14**

Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel (Cited in para 4–21*a*.)

###### **AR 600–8–19**

Enlisted Promotions and Reductions (Cited in para 4–8*a*.)

###### **AR 600–8–22**

Military Awards (Cited in para 4–7*a*.)

**AR 600–8–24**

Officer Transfers and Discharges (Cited in para 4–31*a*.)

**AR 600–8–29**

Officer Promotions (Cited in para 4–8*a*.)

**AR 600–8–104**

Army Military Human Resource Records Management (Cited in para 2–3.)

**AR 600–8–105**

Military Orders (Cited in para 4–7*a*.)

**AR 600–9**

The Army Body Composition Program (Cited in para 4–37*c*(4).)

**AR 600–20**

Army Command Policy (Cited in para 4–19*c*.)

**AR 600–38**

The Meal Card Management System (Cited in para 4–13*a*.)

**AR 600–43**

Conscientious Objection (Cited in para 4–47*a*.)

**AR 601–280**

Army Retention Program (Cited in para 4–37*d*(3).)

**AR 608–20**

Army Voting Assistance Program (Cited in para 4–52*a*.)

**AR 612–201**

Initial Entry/Prior Service Trainee Support (Cited in para 4–22*c*(1).)

**AR 614–30**

Overseas Service (Cited in para 4–36*a*.)

**AR 614–100**

Officer Assignment Policies, Details, and Transfers (Cited in para 4–25*a*.)

**AR 614–200**

Enlisted Assignments and Utilization Management (Cited in para 4–12*a*.)

**AR 623–3**

Evaluation Reporting System (Cited in para 4–5*a*.)

**AR 630–10**

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings (Cited in para 3–9*c*.)

**AR 635–200**

Active Duty Enlisted Administrative Separations (Cited in para 4–31*a*.)

**AR 638–8**

Army Casualty Program (Cited in para 4–15*a*.)

**AR 640–30**

Official Army Photographs (Cited in para 3–14*a*.)

**AR 670–1**

Wear and Appearance of Army Uniforms and Insignia (Cited in para 4–7*a*.)

**Army Manning Guidance**

(Available in the Personnel Policy Guidance document at <http://www.armyg1.army.mil/militarypersonnel/ppg.asp>.) (Cited in para 3–12*a*.)

**ATP 1–0.1**

G–1/AG and S–1 Operations (Cited in para 1–5.)

**DA Pam 601–6**

Warrant Officer Procurement Program (Cited in para 4–35a.)

**DA Pam 611–21**

Military Occupational Classification and Structure (Cited in para 4–54a.)

**DA Pam 623–3**

Evaluation Reporting System (Cited in para 4–5a.)

**DOD FMR 7000.14–R, Volume 7A**

Military Pay Policy - Active Duty and Reserve Pay (Available at <http://comptroller.defense.gov/fmr/>.) (Cited in para 3–15a.)

**DOD 4525.6–M**

Department of Defense Postal Manual (Cited in para 4–51a.)

**eMILPO FUG**

Field User’s Guide (Available at <https://emilpo.ahrs.army.mil/>.) (Cited in para 3–5a.)

**FM 1–0**

Human Resources Support (Cited in para 1–4c.)

**RAPIDS User Guide**

(Available at <https://vois.dmdc.osd.mil/appj/vois/>.) (Cited in para 4–22a.)

**Section II****Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. Unless otherwise stated, publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil/>. DOD regulations are available at <https://armypubs.army.mil/>. USC is available at <http://www.gpo.gov/fdsys/search/home.action>.

**AR 11–2**

Managers’ Internal Control Program

**AR 15–1**

Department of the Army Federal Advisory Committee Management Program

**AR 25–30**

Army Publishing Program

**10 USC**

Armed Forces

**18 USC 499**

Military, naval, or official passes

**18 USC 507**

Ship’s papers

**18 USC 701**

Official badges, identification cards, other insignia

**Section III****Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil/>).

**DA Form 4187**

Personnel Action (Prescribed in para 2–14.)



## **Section IV**

### **Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil/>); DD forms are available on the Office of the Secretary of Defense website (<https://www.esd.whs.mil/directives/forms/>); and SFs are available on the U.S. General Services Administration website (<https://www.gsa.gov>).

#### **DA Form 31**

Request and Authority for Leave

#### **DA Form 200**

Transmittal Record

#### **DA Form 268**

Report to Suspend Favorable Personnel Actions (Flag)

#### **DA Form 647**

Personnel Register

#### **DA Form 647-1**

Personnel Register

#### **DA Form 705**

Army Physical Fitness Test Scorecard

#### **DA Form 1506**

Statement of Service - For Computation of Length of Service for Pay Purposes

#### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

#### **DA Form 2142**

Pay Inquiry

#### **DA Form 2627**

Record of Proceedings under Article 15, UCMJ

#### **DA Form 3955**

Change of Address and Directory Card

#### **DA Form 5960**

Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA)

#### **DD Form 4**

Enlistment/Reenlistment Document Armed Forces of the United States

#### **DD Form 93**

Record of Emergency Data

#### **DD Form 362**

Statement of Charges/Cash Collection Voucher

#### **DD Form 458**

Charge Sheet

#### **DD Form 553**

Deserter/Absentee Wanted by the Armed Forces

#### **DD Form 1610**

Request and Authorization for TDY Travel of DOD Personnel

#### **DD Form 1966**

Record of Military Processing - Armed Forces of the United States

#### **DD Form 2558**

Authorization to Start, Stop, or Change an Allotment

**DD Form 2808**

Report of Medical Examination

**SF 86**

Questionnaire for National Security Positions

**SGLV 8286**

Servicemembers' Group Life Insurance Election and Certificate (Available at <http://www.benefits.va.gov/insurance/resources-forms.asp#sqli>.)

**SGLV 8286S**

Servicemembers' Group Life Insurance Supplemental SGLI Beneficiary Form (Available at <http://www.benefits.va.gov/insurance/resources-forms.asp#sqli>.)

**USCIS Form N-426**

Request for Certification of Military or Naval Service (Available at <https://www.uscis.gov/military>.)

## **Glossary**

### **Section I**

#### **Abbreviations**

**ADRP**

Army doctrine reference publication

**AEA**

assignment eligibility and availability

**APFT**

Army physical fitness test

**AR**

Army regulation

**ATP**

Army Techniques Publication

**AWOL**

absent without leave

**BAH**

basic allowance for housing

**BAQ**

basic allowance for quarters

**BAS**

basic allowance for subsistence

**CMAOC**

Casualty and Mortuary Affairs Operations Center

**COLA**

cost of living allowance

**DA**

Department of the Army

**DA Pam**

Department of the Army pamphlet

**DD**

Department of Defense (forms)

**DEERS**

Defense Enrollment Eligibility Reporting System

**DFR**

dropped from rolls

**DHR**

Directorate of Human Resources

**DMPO**

Defense Military Pay Office

**DOD**

Department of Defense

**DROT**

daily register of transactions

**EDAS**

Enlisted Distribution and Assignment System

**EFT**

electronic funds transfer

**eMILPO**

electronic military personnel office

**EOM**

end of month

**ERB**

enlisted record brief

**ETS**

expiration term of service

**FAO**

Finance and Accounting Office

**FAST**

Forward Area Support Team

**Flag**

suspension of favorable personnel actions

**FM**

field manual

**FMR**

Financial Management Regulation

**FUG**

Field User's Guide

**HQDA**

Headquarters, Department of the Army

**HR**

human resources

**HRC**

U.S. Army Human Resources Command

**HRIS**

human resources information systems

**iPERMS**

Interactive Personnel Records Management System

**MBF**

My Board File

**MILPER**

military personnel

**MOS**

military occupational specialty

**MPC**

military personnel category

**MPD**

military personnel division

**NOK**

next of kin

**OHA**

overseas housing allowance

**OJT**

on-the-job training

**ORB**

officer record brief

**PCS**

permanent change of station

**PM**

Provost Marshal

**RAPIDS**

Real-time Automated Personnel Identification System

**RC**

Reserve Component

**SF**

standard form

**SGLI**

Servicemembers' Group Life Insurance

**SOP**

standard operating procedure

**SRB**

Solider record brief

**TDY**

temporary duty

**UCFR**

unit commander's finance report

**USC**

United States Code

**USCIS**

U.S. Citizenship and Immigration Services

**UTL**

unit transmittal letter

**UTM**

unit transmittal memorandum

**1SG**

first sergeant

**Section II****Terms**

This section contains no entries.



**UNCLASSIFIED**

**PIN 006990-000**