

Army Regulation 600–8–104

Personnel-General

Army Military Human Resource Records Management

**Headquarters
Department of the Army
Washington, DC
2 August 2012**

UNCLASSIFIED

SUMMARY of CHANGE

AR 600-8-104

Army Military Human Resource Records Management

This major revision, dated 2 August 2012--

- o Renames AR 600-8-104 from "Military Personnel Information Management/Records" to "Army Military Human Resource Records Management" (cover page).
- o Renames the official military personnel file to Army Military Human Resource Record (para 1-5).
- o Defines official records custodian (para 1-7).
- o Defines records manager (para 1-8).
- o Articulates responsibilities for the official records custodian (para 1-17).
- o Articulates responsibilities for the records manager (para 1-18).
- o Articulates Soldier responsibilities and transfers the responsibility for annual Army Military Human Resource Records audit to Soldiers (para 1-19).
- o Renames title "Official Military Personnel File" to "Access to the Interactive Personnel Electronic Records Management System" and prescribes policy for access to the interactive Personnel Electronic Records Management System and the Army Military Human Resource Records (chap 2).
- o Renames title "The Career Management Information File" to "Army Military Human Resource Records Management Program" (chap 3, title).
- o Defines the Army Military Human Resource Record and establishes folders disposition for Army Military Human Resource Records documents; and eliminates the official military personnel file and military personnel records jacket folders in the interactive Personnel Electronic Records Management System (chap 3).
- o Renames title "Officer MILPER Information/Management/Records-Personnel Qualification Record (PQR-Officer Record Brief)" to "Management of Additional Folders and Documents in the Interactive Personnel Electronic Records Management System" (chap 4, title).
- o Prescribes policy for the management of additional folders in the interactive Personnel Electronic Records Management System (chap 4).
- o Adds Internal Control Evaluations (apps D and E).
- o Makes administrative changes (throughout).

Effective 2 September 2012

Personnel-General

Army Military Human Resource Records Management

By Order of the Secretary of the Army:

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:


JOYCE E. MORROW
*Administrative Assistant to the
Secretary of the Army*

Proponent and exception authority.

The proponent of this regulation is the Deputy Chief of Staff, G-1. The proponent has the authority to approve exceptions or waivers to this regulation 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 regulation 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.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendices D and E).

Supplementation.

Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Commander, U.S. Army Human Resources Command (AHRC-PDR-R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5402.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Human Resources Command (AHRC-PDR-R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5402.

Distribution. This regulation is available in electronic media only and is intended for command levels A and B for the active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

History. This publication is a major revision.

Summary. This regulation prescribes policies, governing the Army Military Human Resource Records Management Program.

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

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*This regulation supersedes AR 600–8–104, dated 22 July 2004 and DA Memo 600–8–104, dated 26 June 2006

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Glossary

Chapter 1 Introduction

Section I Overview

1–1. Purpose

This regulation prescribes Army policy for the creation, utilization, administration, maintenance, and disposition of the Army Military Human Resource Record (AMHRR), formerly known as the official military personnel file (OMPF).

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1–4. Responsibilities

See section II for responsibilities.

1–5. Renaming of the official military personnel file to the Army Military Human Resource Record

The naming convention AMHRR replaces OMPF with the publishing of this regulation. Folders and documents previously authorized for filing in any part of the OMPF (reference app B) will remain in the AMHRR.

1–6. Army Military Human Resource Record purpose and definition

The AMHRR is an administrative record as well as the official permanent record of military Service belonging to a Soldier. It remains in Army control for 62 years from a Soldier's final separation date and, upon the 63rd year, is transferred to the control of the National Archives and Records Administration (NARA).

a. The AMHRR is the historical and authoritative source for authentication of veteran or Service-related benefits, entitlements, and services.

b. There is no maximum number of documents allowed for filing in the AMHRR.

c. The purpose of the AMHRR is to preserve permanent documents pertaining to enlistment, appointment, duty stations, assignments, training, qualifications, performance, awards, medals, disciplinary actions, insurance, emergency data, separation, retirement, casualty, administrative remarks, and any other personnel actions.

d. The statutory requirements for AMHRR information are as follows:

- (1) United States Code, Title 44, Chapters 29, 31, and 33 (44 USC 29, 31, and 33).
- (2) Army Regulation (AR) 25–400–2.
- (3) Department of Defense Directive (DODD) 5015.2.
- (4) Department of Defense Instruction (DODI) 1336.08.
- (5) The Privacy Act of 1974 (as amended) (5 USC 552a).

1–7. Official records custodian purpose and definition

The official records custodian (ORC) is defined as the Army Personnel Records Division (APRD) and its subsequent staff. The purpose of the ORC is to serve as the authoritative source for record and document filing into the interactive Personnel Electronic Records Management System (iPERMS) while facilitating document transmission and storage from various field locations and systems into the AMHRR.

1–8. Records manager purpose and definition

Records manager (RM) is defined as servicing military personnel division's adjutant (S1) personnel, human resources personnel, unit administrators, or any other individual authorized to service the AMHRR, regardless of component. The purpose of the RM is to serve as a conduit for the transference of Soldier records and documents from a physical location to their AMHRR and related files in iPERMS.

Section II Responsibilities

1–9. Deputy Chief of Staff, G–1

The DCS, G–1 establishes personnel policies, rules, and procedures relating to the AMHRR and its Management Program to support the statutory and Department of Defense (DOD) directed goals, objectives, and requirements.

1–10. Commanding General, U.S. Army Human Resources Command

The CG, HRC will establish standards and mandatory operating procedures for the AMHRR Management Program.

1–11. The Adjutant General and Directorate

The Adjutant General and Directorate, HRC (TAG–D), have been delegated as the personnel records custodian by the DCS, G–1. As such, HRC will participate, in conjunction with the DCS, G–1, in the development of policy to support the statutory and DOD directed goals, objectives, and requirements to ensure the operational efficiency of the AMHRR and its Management Program. The Adjutant General and Directorate, APRD will recommend policy changes and act as the executing agency for changes to the AMHRR while ensuring compliance with the provisions of this regulation and associated DODDs. The ORC (para 1–7) has responsibility for all hard copy Army personnel records belonging to Soldiers separated, retired, or deceased on or prior to 1 October 2002. These records are stored at the NARA, National Personnel Records Center for 62 years after Soldier’s separation, retirement, or death. Upon the 63rd year, records are transferred to the responsibility of NARA.

1–12. Chief, Army Personnel Records Division

Effective 4 April 2010, the Chief, APRD is designated as the Army’s personnel records custodian with authority pertaining to all Active and Reserve Soldiers, retired Soldiers, and Army veterans whose records are stored in the iPERMS and at the NARA. This authority may not be further delegated. The delegation of this authority does not affect the Army National Guard (ARNG) personnel records custodian responsibilities set forth in paragraph 1–13.

1–13. Director, Army National Guard

The Director, ARNG will participate, in conjunction with the DCS, G–1, in the development of policy to support the statutory and DOD directed goals, objectives, and requirements of the AMHRR and its Management Program. The Director, ARNG will recommend ARNG policy changes to the DCS, G–1 regarding the AMHRR and provide oversight to ensure compliance with the provisions of this regulation and associated DODDs.

1–14. Chief, Army Reserve

The Chief, Army Reserve will participate, in conjunction with the DCS, G–1, in the development of policy to support the statutory and DOD directed goals, objectives, and requirements of the AMHRR and its Management Program. The Chief, Army Reserve will recommend Army Reserve policy changes to the DCS, G–1 regarding the AMHRR and provide oversight to ensure compliance with the provisions of this regulation and associated DODDs.

1–15. Commanders of all Army commands and State Adjutants General

The CDRs of Army commands, Army Service component commands, and the State Adjutants General will monitor and assist in the administration of the AMHRR and its Management Program to ensure compliance with policies and mandated tasks established by this regulation.

1–16. Commandant, Adjutant General School

The Commandant, Adjutant General School (ATSG–AG) will ensure the development and dissemination of lesson programs of instruction that incorporate the provisions of this regulation.

1–17. Official records custodian

At a minimum, ORCs are responsible for—

- a.* Processing and indexing documents received from RMs and other sources in accordance with standard operating procedures and appendices B and C.
- b.* Providing customer service support to RMs and Soldiers regarding the AMHRR and subsequent documents stored in or Web uploaded to iPERMS.
- c.* Developing and managing policy related to the AMHRR.
- d.* Developing and executing training for RMs and internal staff to ensure updated processes, procedures, and guidelines are implemented in daily operations.
- e.* Providing technology support to RMs and internal staff.
- f.* Managing content on digital sources of information to ensure that the most accurate information is available and provided to RMs and Soldiers.
- g.* Managing the access control program and granting access to iPERMS in accordance with procedures outlined in paragraph 3–2.
- h.* Correcting duplicate, inverted, erroneous, or incorrectly filed documents per requests received from RMs and their subsequent Soldiers with the exception of DA Forms 67–9 (Officer Evaluation Report), DA Forms 2166–8 (NCO Evaluation Report), and DA Forms 1059 (Service School Academic Evaluation Report). (Chief, Appeals and Corrections Section of the Evaluations, Selections, and Promotions Division is responsible for the correction and management of DA Form 67–9, DA Form 2166–8, and DA Form 1059 appeals).

1–18. Records manager

At a minimum, RMs are responsible for—

- a.* Assisting Soldiers in their annual AMHRR review to ensure the record is accurate, free of errors, and representative of all authorized documents (see app B for the list of authorized documents).
- b.* Contacting the HRC Army Soldier Records Branch for questions regarding records processing to iPERMS and technical guidance related to this process.
- c.* Ensuring that all authorized documents are Web uploaded and verified in the AMHRR in accordance with local standard operating procedures for Web upload.
- d.* Assisting Soldiers in obtaining a copy of the AMHRR or missing documents from their AMHRR for personal use as part of their final out-processing upon separation or retirement from their component.
- e.* Maintaining records for units that do not possess human resources personnel (for example, Web upload, scanning capabilities).
- f.* Following local management control and safeguarding procedures.

1–19. Soldiers

All Soldiers, regardless of component, are responsible for updating their individual AMHRR. Soldiers must keep their personnel records updated at all times by routinely reviewing their record online. Soldiers are encouraged to maintain original copies of all documents submitted for Web upload to the AMHRR. At a minimum, Soldiers will—

- a.* Review the AMHRR annually to ensure the record is accurate, free of errors, and representative of all authorized documents (see app B for the list of authorized documents).
- b.* Contact their RM for guidance regarding AMHRR questions or to upload missing or new authorized documents to the AMHRR.
- c.* Engage their chain of command and/or noncommissioned officer support channel for assistance and guidance, as needed.
- d.* Print a copy of their AMHRR for personal use as part of their final out-processing upon separation or retirement from their component.

Chapter 2

Access to the Interactive Personnel Electronic Records Management System

Section I

Overview

2–1. Purpose

This chapter prescribes Army policy for granting levels of access to records within the iPERMS.

2–2. Privacy Act

Information and records contained in iPERMS are governed by the Privacy Act (1974) and the Army Privacy Act Program. The Privacy Act Statement in figure 2–1 identifies the information that will be used to verify an authorized official.

a. Authorized ORCs, RMs, authorized officials, and anyone else granted access to iPERMS will adhere to the Privacy Act and the Army Privacy Act Program to safeguard the privacy of current and former military Servicemembers.

b. No person is entitled or authorized to obtain or possess information contained in a Soldier's record solely by virtue of position. Records contained in iPERMS contain protected information and will only be made available to authorized and verified personnel, as required, in the performance of official business.

c. Records contained in iPERMS are designated "FOR OFFICIAL USE ONLY" regardless of classification and will be protected to prevent unauthorized access or disclosure.

| |
|---|
| PRIVACY ACT STATEMENT |
| <ul style="list-style-type: none"> • Authority: 10 USC 3013, AR 600-8-104, and Executive Order (EO) 9397. • Principal purpose: This information will be used to verify the identity of authorized official users of the Army Military Human Resource Record (AMHRR) and other personnel folders. • Routine uses: None. The “Blanket Routine Uses” set forth at the beginning of the Army’s Compilation of Systems of Record Notices also applies to this system. • Disclosure: Voluntary, however, failure to provide the requested information will result in denial of access to the AMHRR and other personnel folders. |
| REQUIRED INFORMATION |
| <ul style="list-style-type: none"> • Why do we need your name, social security number, and date of birth? We request your name, social security number (SSN), and date of birth (DOB) during the verification process only to authenticate who you are. The information you provide is compared with your information in the Interactive Total Army Personnel Database (ITAPDB) and the information is used solely to verify that you are authorized to have access to an AMHRR or personnel folder. The data exists in the ITAPDB, and the Secretary of the Army is authorized to use the data for verification purposes. Your name, SSN, and DOB are used only as a discriminator during multiple identity instances. • Is it safe? Security during registration is ensured via the usage of a 128-bit secure socket layer connection. This is the highest industry standard which allows the user to establish an encrypted session between your computer, the interactive Personnel Electronic Management System (iPERMS), and Army Knowledge Online (AKO). We use the same technology that other major companies operating on the World Wide Web use to protect personal information and guard against identity theft. Look for the little yellow padlock at the bottom of your browser window to ensure that you have established a secure connection. There are no alternate means of registration as this is the most secure method of protecting your information. |
| IDENTIFICATION |
| <p>Your name and SSN are used to identify you in ITAPDB.</p> <p>Date of Birth: Enter two digit day, two digit month, and four digit year (XX/XX/XXXX).</p> <p>Department of the Army civilians, enter service computation date for leave. Nonappropriated fund employees, enter start date.</p> |

Figure 2-1. Privacy Act

Section II
Access Control Managers and Supervisors

2-3. Official records custodians designated as access control managers

ORCs as defined in paragraph 1-17, are further designated as access control managers (ACMs) (ORC-ACM) by the Chief, APRD. Designated ORC-ACMs are responsible for granting iPERMS access to authorized RMs of active, Reserve Retired, and separated Soldiers.

- a. The National Guard State domain managers (ACMs) are responsible for granting access to Soldier records based

on an official need to know and when the request is related to the fulfillment of official duties. The access or permission to view a Servicemember's record will only be granted to complete a mission.

b. Authorized personnel records custodians and further designated ACMs are responsible for adhering to the procedural guidance for granting access to iPERMS.

c. The ORC-ACM must ensure that RMs, authorized officials, Soldiers, retirees, veterans, and anyone else requesting access to iPERMS or information contained in the AMHRR follow the process for obtaining access to the system and subsequent folder permissions.

d. The ORC-ACM and domain managers (ACMs) are responsible for verifying the identity of individuals requesting access to iPERMS and information contained in the AMHRR.

2-4. Supervisors

Supervisors of third party requestors are responsible for monitoring access activities conducted by subordinate personnel in iPERMS to ensure records are only accessed in performance of official duties and on a need to know basis. Supervisors are also responsible for notifying the ORC-ACM when a subordinate no longer requires a current level of access.

Section III Access

2-5. First party requestors defined

First party requestors are defined as individuals to whom the records pertain, including Soldiers in the following categories: active, reserve, National Guard, individual ready reserve, retiree, separated, or veteran. Soldiers may access information in their iPERMS file at any time after accession into the Army. Access to the individual record in iPERMS is automatic upon accession. Soldiers are authorized to download and make copies of their AMHRR as long as they have access to iPERMS. Separated or retired first party requestors may obtain access to their own personal AMHRR by logging into the e-benefits portal at www.ebenefits.va.gov.

2-6. Third party requestors

Third party requestors are defined as persons performing routine records maintenance, processing personnel actions, performing personnel management functions, or those with a demonstrated official need to know. Additionally, Soldiers, veterans, and retirees can designate a representative (for example, spouse, attorney, or other third party) to obtain information or documents contained in the AMHRR. All third party requests will be made in accordance with AR 25-55 and AR 340-21.

a. Access to iPERMS and the AMHRR are authorized for persons performing routine records maintenance, processing personnel actions, performance of personnel management functions, or with a demonstrated official need to know.

b. Soldiers, veterans, or retirees may designate a representative (for example, spouse, attorney, or other third party) to obtain documents, information or copies of the AMHRR by providing authorized representatives with a notarized special power of attorney.

c. All other third party requestors will submit DD Form 2875 (System Authorization Access Request (SAAR)) to the ORC-ACM in accordance with guidance for obtaining access to the iPERMS and the AMHRR, as outlined in paragraph 2-7. DD Form 2875 is the official form for requesting third party access to iPERMS and the AMHRR.

d. All personnel requesting access to the system are required to complete the Personal Identifiable Information and Information Assurance training, at a minimum, prior to accessing the system.

e. All third party access to any AMHRR in iPERMS is limited to a maximum of 365 days. Users will receive a 30-day advance notice of account expiration and must reapply for continuance of their iPERMS access by submitting a DD Form 2875 in accordance with procedures outlined in paragraph 2-7.

2-7. Submitting third party requests

Requests to view images in the AMHRR or other personnel files will be submitted to the ACM-ORC using DD Form 2875.

a. Requests must be sent via email, which must be digitally signed with approved Government Common Access Card software to ensure trusted authentication. A requestor must have a .mil address. When a requestor does not have an Army Knowledge Online (AKO) account, approval to access the iPERMS account must be granted before requesting an AKO account.

b. Requests will be accepted only from supervisors of personnel requesting access, not from the requesting individuals. Military supervisors must be in the rank of sergeant first class or above and Government employees must be General Schedule (GS) 11 equivalent or above.

c. Requests will include the following information:

- (1) Full name (last, first, middle initial, and suffixes, if applicable).
- (2) SSN.

- (3) Date of birth.
 - (4) Current position/title/rank/location.
 - (5) Duty/work telephone number.
 - (6) Unit identification codes of units serviced by requestor.
 - (7) Identification of folders and/or subfolders within AMHRR for which access is requested.
 - (8) Reason for access. Reason must clearly state the requesting official's functional requirement and official need for access to the AMHRR and/or other personnel records. Information will be verified against ITAPDB. When a requestor cannot be verified in ITAPDB the office/supervisor for the requestor must verify the requestor's security level before access to iPERMS is granted.
- d.* The requestor must use the AKO portal to gain access to iPERMS. AKO offers guest accounts for other agencies. Requestors that cannot be verified in ITAPDB must request a guest AKO account and obtain an AKO user identification and password. The link to request an account may be accessed at <https://akologin.us.army.mil/suite/login/html/login.html>.
- e.* The following email addresses may be used to request access:
- (1) For active and reserve personnel use usarmy.knox.hrc.mbx.iperms-accounts@mail.mil.
 - (2) For Army National Guard personnel use ngb_perms@ngb.army.mil.

2–8. Conflicts regarding access

Conflicts regarding access to iPERMS and subsequent folders within the system should be resolved locally. Conflicts that cannot be resolved through the designated RM chain of command or supervisor will be referred to the ORC–ACM. If the ORC–ACM cannot resolve the conflict, the Chief, APRD is the authorized denial authority in accordance with Part 505, Title 32, Code of Federal Regulation (32 CFR Part 505). The ORC–ACM, as authorized by the Chief, APRD, will provide requestors who have been denied access to iPERMS with a documented explanation regarding the access decision, along with a copy of their original request for access.

2–9. Safeguarding personal information

The ORC–ACMs performing duties in a supervisory capacity are responsible for developing procedural guidance for the safeguarding of documents and information contained in the AMHRR. Supervisors are responsible for ensuring subordinate compliance with safeguarding procedures in accordance with the Privacy Act (1974) and the Army Privacy Act Program.

Chapter 3 Army Military Human Resource Records Management Program

3–1. Overview

The AMHRR is a permanent record remaining under Army control for 62 years from a Soldier's final separation date to include retirement, separation, and death. Upon the first day of the 63rd year records are transferred to the control of NARA. The AMHRR Management Program is an essential military personnel information management program responsible for the archiving and storage of data, information, and documents authorized for filing in the AMHRR. Personnel information and documents that comprise the AMHRR are processed into iPERMS for storage and future use.

3–2. Responsibilities

The iPERMS system and associated ORCs are responsible for legally maintaining the AMHRR as an official Government record. The AMHRR Management Program is responsible at a minimum for—

- a.* Establishing policy and assigning responsibility for AMHRR management and processing in accordance with authority outlined in chapter 1.
- b.* Prescribing procedures for AMHRR life-cycle management, including the creation, maintenance, use, and disposition of the AMHRR in accordance with 44 USC 29 and 31.
- c.* Implementing, monitoring, and refining procedures for AMHRR life-cycle management.
- d.* Protecting personal information in accordance with the Privacy Act (1974) and the Army Privacy Act Program.
- e.* Ensuring that information or documents stored in the AMHRR are legally maintained and protected as an official Government record.

3–3. Initiation of the Army Military Human Resource Record

The AMHRR will be initiated upon the initial oath of enlistment, commission, or DA Service agreement of a person into any component of the Army. All existing inactive records and previous records of prior military Service will be

reactivated and used to create an updated AMHRR for prior Service Soldiers accessing into any component of the Army.

3-4. Maintaining the Army Military Human Resource Record

Records belonging to a Soldier currently serving, separating, or retiring on or after 1 October 2002 are maintained in the iPERMS. Information and documents stored in the AMHRR or other previously authorized files prior to 1 October 2002 are maintained at the National Personnel Record Center in St. Louis, Missouri and are in paper or microfiche format. Records belonging to individuals experiencing a break in Service that spanned the 1 October 2002 timeframe may have a paper, microfiche, and iPERMS record.

3-5. Authority for filing documents in the Army Military Human Resource Record folders

Only documents pertaining to a Soldier’s military career and listed in this regulation (app B) will be filed in the AMHRR. No more than one copy of a document will be uploaded into the AMHRR, although that document may be viewed in different folders within the record. Proponents of each form or document contained in the AMHRR will make recommendations to the ORC through the Army Soldier Records Branch, HRC. The ORC is the final authority for the disposition of documents into folders contained within the AMHRR.

3-6. Army Military Human Resource Record folders

The AMHRR is reflective of an individual Soldier record and is stored in iPERMS. Within the AMHRR there are various folders that house information regarding an individual military career. Not every Soldier and subsequent AMHRR will have the same number and type of folder. The type and number of folders contained within the AMHRR differ based on career path and status. For a complete listing of folders authorized for inclusion in the AMHRR see table 3-1.

Table 3-1
Army Military Human Resource

| | | |
|-----------------|---|--|
| Performance | Evaluation (EVAL) Education (EDUC) Commendatory (COMM) Disciplinary (DISC) | The “Performance” folder maintains performance related information to include evaluations, commendatory documents, and specific disciplinary information and training/education documents. The primary purpose of this folder is to provide necessary information to officials and selection boards tasked with assessing Soldiers for promotion, special programs, or tours of duty. This folder populates various board related applications (for example, Army Selection Board System, National Guard Army Board System). |
| Service | Service (SERV2) Administrative (ADMIN) | The “Service” folder maintains general, administrative, and Service documents. The “Administrative” folder maintains general administrative data. |
| Restricted | Restricted (REST2) | The “Restricted” folder maintains documents that may normally be considered improper for viewing by selection boards or career managers. |
| Medical | Health (HEA) Dental (DEN) | The “Medical” folder maintains permanent health information, such as a permanent physical profile or physical health assessment. |
| Other | Other (OTH) | The “Other” folder maintains finance documents. |
| State/Territory | State Awards (STATEA) State Misc. (STATEM) | The “State/Territory” folder maintains documents referencing State awards and personnel actions. |

3-7. Authorized Army Military Human Resource Record documents

The ORC is responsible for reviewing and validating the documents authorized for filing in the AMHRR. Document proponents will be included in the process if and when available. If documents are identified by proponents as necessary additions to the AMHRR, DA Form 2028 will be submitted to the ORC for approval and integration. Appendix B is the authoritative source for documents authorized for filing in the AMHRR and its subsequent folders.

3-8. Document masking in the interactive Personnel Electronic Records Management System

Document masking is the act of moving specifically identified documentation from the “Performance” folder to the “Restricted” folder within the AMHRR. Un-masking is the act of moving specifically identified documentation from the “Restricted” folder back to the “Performance” folder.

a. Masking of documentation will occur in the following manner:

- (1) DA Forms 67-9 for second lieutenant, first lieutenant, or warrant officer one will be moved to the “Restricted”

folder upon promotion and/or selection to captain and chief warrant officer three.

Note. First lieutenant promotable DA Forms 67–9 are not authorized for masking.

(2) For Soldiers transitioning from officer to enlisted or enlisted to officer military personnel classification: All Article 15 documents related to the previous military personnel classification will be moved to the "Restricted" folder. All performance documents including DA Forms 1059, which do not cross over from enlisted to officer or vice-versa, will be masked. If the document can be earned by both officer and enlisted ranks then the document will not be masked.

b. The lieutenant DA Form 67–9 that represents time in command may be un-masked as an exception to policy at the request of the rated officer. Submit requests to un-mask command DA Form 67–9 to usarmy.knox.hrc.mbx.tagd-eval-appeals@mail.mil.

3–9. Obsolete Army Military Human Resource Record documents

The ORC is responsible for identifying and deprecating documents no longer authorized for filing in the AMHRR. Documents will be periodically reviewed by the ORC for deprecation. If documents are identified by proponents as no longer necessary to the AMHRR, DA Form 2028 will be submitted to the ORC for approval and deprecation. Appendix C is the authoritative source for deprecated AMHRR documents.

3–10. Disposition of paper records

Paper or microfiche documents for Army Soldiers are not authorized for filing in the AMHRR. Existing paper or microfiche AMHRR documents will be disposed of upon discovery in the following manner:

a. The military personnel records jacket, military personnel file, or career management information file are no longer authorized for use by any component and will be disposed of in accordance with AR 25–400–2.

b. Any paper documents discovered with a separation date on or before 1 October 2002 will be mailed to Commander, U.S. Army Human Resources Command (AHRC–PDR–R), 1600 Spearhead Division Avenue, Department 420, Fort Knox, KY 40122–5402. Upon receipt, the ORC will ensure documents are filed with NARA for storage.

c. Any paper documents discovered with a separation date after 1 October 2002 will be Web uploaded to iPERMS by the RM. Once documents are uploaded, the RM will verify that the document resides in the AMHRR by manually checking the iPERMS system. Upon verification, paper documents that have been successfully uploaded will be destroyed.

d. Medical records and medical documentation included with the military personnel records jacket, military personnel file, or career management information file will be disposed of in accordance with AR 40–66. For assistance with this process please contact the Office of the Surgeon General (DASG–HS–AP), 5109 Leesburg Pike, Falls Church, VA 22041–3258.

Chapter 4

Management of Additional Folders and Documents in the Interactive Personnel Electronic Records Management System

4–1. Overview

Additional folders, aside from the AMHRR, are contained in iPERMS to assist the Army and other Government agencies in preserving valid information belonging to a Soldier for a specific period of time. Non-AMHRR folders are listed in table 4–1. Documents authorized for filing in non-AMHRR folders are listed in appendix B. Upon expiration, documents contained in these folders will be purged.

Table 4–1
Non-Army Military Human Resource Record folders

| Primary folder | Secondary folder | Description |
|-------------------------------------|---|---|
| DA Photograph | DA photograph (PHOTO2) | Maintains the official electronic photograph in accordance with AR 640–30 for 5 years from the date published. |
| Combat-Related Special Compensation | Combat-Related Special Compensation (CRSC2) | |
| Deployment/Mobilization | Deployment (DEP) | Contains active duty, Reserve, and National Guard deployment/mobilization documents in accordance with the Personnel Policy Guidance. |
| Administrative | Admin | DA level administrative documents not authorized for filing in the AMHRR. |
| Finance | Finance | Contains finance documents. |

4–2. Filing instructions for additional folders

Additional folders contained in iPERMS that are not included in the AMHRR are the “DA Photograph” folder (PHOTO) and “Combat-Related Special Compensation” folder.

a. The official DA photograph is governed by AR 640–30. As such, iPERMS will maintain the DA photo for all Soldiers authorized an official photograph except general officers, Regular Army second lieutenants, and warrant officers one (see AR 640–30). Photographs that have expired (over 5 years have passed since the date the photograph was taken) or photographs of separated Soldiers will be purged from the database by the ORC.

b. The “Combat-Related Special Compensation” folder in iPERMS is governed by 10 USC 1413a and the National Defense Authorization Act of 2008 (P. L. 110–181). Documents authorized for filing in the “Combat-Related Special Compensation” folder will be kept for 10 years from the creation of a “Combat-Related Special Compensation” folder. Authorized documents include:

- (1) DD Form 2860 (Claim for Combat-Related Special Compensation (CRSC)).
- (2) Copy of USC Chapter 61, Medical Board Results (Chapter 61 claimants only).
- (3) Copies of all Veterans Affairs rating decisions to include the letter, summary narratives, and screen page from VETSNET Web site (<http://www.nvti.ucdenver.edu/vetsnet/v19no5/about.html>).
- (4) Copies of all DD Forms 214 (Certificate of Release or Discharge from Active Duty) and DD Forms 215 (Correction to DD Form 214, Certificate of Release or Discharge from Active Duty), NGB Form 20 (Certificate of Accomplishment (Rescinded)), and NGB Form 22 (Report of Separation).
- (5) Medical records supporting how the disability being claimed was combat-related.
- (6) Current medical documentation related to injury.
- (7) Proof of being in the area where injury or illness occurred. Documents authorized for proof include:
 - (a)* DA Form 2–1 (Personnel Qualification Record).
 - (b)* Orders.
 - (c)* DA Form 2166–8 (NCO Evaluation Report) or DA Form 67–9 (Officer Evaluation Report).
 - (d)* Any other official document proving assignment to area.
- (8) Copies of medical and physical evaluation board proceedings (if applicable).
- (9) Army Review Board Agency results, if applicable.
- (10) Copies of all awards granted.
- (11) Copies of all military orders including separation orders.
- (12) Copies of line of duty.
- (13) Letter and comrade statements from veteran.
- (14) Copies of finance paperwork (compensation, correspondence, and Servicemember’s retirement information).

c. The “Deployment/Mobilization” folder is governed by the Department of the Army Personnel Policy Guidance for Overseas Contingency Operations. Documents authorized for filing in the “Deployment/Mobilization” folder are listed in appendix B.

d. The “Administrative” folder is governed by the ORC and is designed to store DA level documents that are not authorized for filing in the AMHRR. This folder will not be used as a local file. Documents authorized for filing in the “Administrative” folder are listed in appendix B.

e. The “Finance” folder contains finance documents.

Appendix A References

Section I Required Publications

DA Personnel Policy Guidance (PPG)

Department of the Army Personnel Policy Guidance for Overseas Contingency Operations (Available at <http://www.armyg1.army.mil/militarypersonnel/ppg.asp>.) (Cited in paras 4-1 (table 4-1), 4-2c.)

DODI 1336.08

Military Human Resource Records Life Cycle Management (Cited in para 1-6d(4).)

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. Army regulations and DA pamphlets (Pams) are available on the Army Publishing Directorate's Web site at <http://www.apd.army.mil>. Department of Defense directives, instructions, and manuals; and United States codes can be accessed from the Army Home page at <http://www.army.mil>. National Guard regulations are available at <http://www.ngbdc.ngb.army.mil>.

AR 15-6

Procedures for Investigating Officers and Boards of Officers

AR 15-180

Army Discharge Review Board

AR 15-185

Army Board for Correction of Military Records

AR 25-1

Army Knowledge Management and Information Technology

AR 25-30

Consolidated Index of Army Publications and Blank Forms

AR 25-51

Official Mail and Distribution Management

AR 25-55

The Department of the Army Freedom of Information Act Program

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 27-10

Military Justice

AR 40-66

Medical Record Administration and Health Care Documentation

AR 135-18

The Active Guard Reserve (AGR) Program

AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army

AR 135-101

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches

AR 135-133

Ready Reserve Screening, Qualification Records System, and Change of Address Reports

AR 135-155

Promotion of Commissioned Officers and Warrant Officers other than General Officers

AR 135-175

Separation of Officers

AR 135-178

Enlisted Administrative Separations

AR 135-205

Enlisted Personnel Management

AR 135-210

Order to Active Duty as Individuals for Other than a Presidential Selected Reserve Call-up, Partial or Full Mobilization

AR 140-10

Assignments, Attachments, Details, and Transfers

AR 140-30

Active Duty in Support of the United States Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program

AR 140-111

U.S. Army Reserve Reenlistment Program

AR 145-1

Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

AR 190-9

Absentee Deserter Apprehensive Program and Surrender of Military Personnel to Civilian Law Enforcement Agencies

AR 340-21

The Army Privacy Program

AR 350-1

Army Training and Leader Development

AR 350-100

Officer Active Duty Service Obligations

AR 380-5

Department of the Army Information Security Program

AR 380-67

Personnel Security Program

AR 600-8

Military Personnel Management

AR 600-8-1

Army Casualty Program

AR 600-8-2

Suspension of Favorable Personnel Actions (Flags)

AR 600–8–6

Personnel Accounting and Strength Reporting

AR 600–8–10

Leave and Passes

AR 600–8–14

Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel

AR 600–8–19

Enlisted Promotions and Reductions

AR 600–8–22

Military Awards

AR 600–8–24

Officer Transfers and Discharges

AR 600–8–29

Officer Promotions

AR 600–8–101

Personnel Processing (In-, Out-, Soldiers Readiness, Mobilization, and Deployment Processing)

AR 600–20

Army Command Policy

AR 600–37

Unfavorable Information

AR 601–1

Assignment of Enlisted Personnel to the U.S. Army Recruiting Command

AR 601–25

Delay in Reporting for and Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty

AR 601–100

Appointment of Commissioned and Warrant Officers in the Regular Army

AR 601–210

Active and Reserve Components Enlistment Program

AR 601–270

Military Entrance Processing Stations (MEPS)

AR 601–280

Army Retention Program

AR 611–5

Personnel and Classification Testing

AR 612–201

Initial Entry/Prior Service Trainee Support

AR 612–205

Appointment and Separation of Service Academy Attendees

AR 630–10

Absence without Leave, Desertion, and Administration of Personnel involved in Civilian Court Proceedings

AR 635-5
Separation Documents

AR 635-5-1
Separation Program Designator (SPD) Codes

AR 635-10
Processing Personnel for Separation

AR 635-40
Physical Evaluation for Retention, Retirement, or Separation

AR 635-200
Active Duty Enlisted Administrative Separations

AR 640-30
Photographs for Military Human Resources Records

AR 672-20
Incentive Awards

DA Pam 25-30
The Army Publishing Program

DA Pam 600-8-11
Military Personnel Office Separation Processing Procedures

DA Pam 640-1
Officers' Guide to the Officer Record Brief

DA Pam 672-3
Unit Citation and Campaign Participation Credit Register

DODD 5015.2
DOD Records Management Program

MCM Manual for Courts-Martial
United States (2008 Edition)

NGB Pam (AR) 25-10
Standard Installation/Division Personnel System-Army National Guard (SIDPERS-ARNG) Data Element Dictionary

NGR 37-104-3
Military Pay and Allowance Policy and Procedures (ARNG)

NGR 350-1
Army National Guard Training

NGR (AR) 600-5
The Active Guard/Reserve (AGR) Program, Title 32, Full-Time National Guard Duty (FTNGD)

NGR 600-10
ARNG Tour Program (NGB-Controlled Title 10 USC Tours)

NGR (AR) 600-100
Commissioned Officers - Federal Recognition and Related Personnel Actions

NGR 600-101
Warrant Officers - Federal Recognition and Related Personnel Actions

NGR 600–200

Enlisted Personnel Management

NGR 601–1

Army National Guard Strength Maintenance Program

NGR 614–1

Inactive Army National Guard

NGR 680–2

Automated Retirement Points Accounting Management

P.L. 110–181

National Defense Authorization Act for Fiscal Year 2008 (Available at <http://www.gpo.gov/>.)

5 USC 552a

The Privacy Act of 1974 (as amended)

10 USC 628a

Special selection boards

10 USC 972

Members: effect of time lost

10 USC 1034

Protected communications; prohibition of retaliatory personnel actions

10 USC 1413a

Combat-related special compensation

18 USC 1426

Reproduction of naturalization or citizenship papers

44 USC 29

Records Management by the Archivist of the United States and by the Administrator of General Services

44 USC 31

Records Management by Federal Agencies

44 USC 33

Disposal of Records

Section III**Prescribed Forms**

This section contains no entries.

Section IV**Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) Web site (<http://www.apd.army.mil/>); DD forms are available on the Office of the Secretary of Defense (OSD) Web site (<http://www.dtic.mil/whs/directives/infomtg/forms/formsprogram.htm>); and NGB forms are available on the National Guard Bureau Web site (<http://www.ngbpdc.ngb.army.mil/forms.htm>).

DA Form 2–1

Personnel Qualification Record

DA Form 11–2

Internal Control Evaluation Certification

DA Form 67-9

Officer Evaluation Report

DA Form 1059

Service School Academic Evaluation Report

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2166-8

NCO Evaluation Report

DD Form 214

Certificate of Release or Discharge from Active Duty

DD Form 215

Correction to DD Form 214, Certificate of Release or Discharge from Active Duty

DD Form 2860

Claim for Combat-Related Special Compensation (CRSC)

DD Form 2875

System Authorization Access Request

NGB Form 20

Certificate of Accomplishment (Rescinded)

NGB Form 22

Report of Separation

Appendix B

Documents Authorized for Filing in the Army Military Human Resource Record and/or Interactive Personnel Electronic Records Management System

This table is a compilation of all forms and documents which have been approved by DA for filing in the AMHRR and/or iPERMS. Questions concerning a particular document or form should be addressed to the document proponent (see DA Pam 25-30 for proponents). The composition of the AMHRR and non-AMHRR folders is as shown in appendix B, primary folder column. It is important to note that some documents are placed in multiple folders to assist RMs and ORCs in Soldier management.

Table B-1

Authorized documents

| Document type | Document title | Primary folder | Additional filing instructions |
|-----------------|--|---|---|
| 1AO-CLASS | Applications for Classification as Conscientious Objector (1-A-O) | Service, Mobilization/Deployment | |
| 1AO-NC | Agreement for Noncombatant Duty Assignment by Members Classified as a Conscientious Objector (1-A-O) | Service, Mobilization/Deployment | |
| 1AO-RMVL | Request for Removal of Identification from Conscientious Objector Status (1-A-O) (1-O) | Service, Mobilization/Deployment | |
| 1O-DISCH | Application (Approved/Disapproved) for Discharge as a Conscientious Objector (1-O) | Service, Mobilization/Deployment | |
| 670 USAREC | Moral Waiver Worksheet | Service | |
| AA DEGREE | Associates Degree | Performance | |
| ABCMR | Army Board for Correction of Military Records Decision and Record of Proceedings | Restricted unless otherwise directed by the ABCMR | File the ABCMR decision memorandum/letter, record of proceedings, and application (with continuation pages when provided). |
| ACCESSION BONUS | Written Agreement Officer Accession Bonus | Service | |
| ACSO MEMO | Adjustment to Contractual Service Obligation (DA 5658-R) | Service | |
| ADHOC BD | Secretary of the Army ADHOC Review Board Case Decision | Service, Restricted | File the decision memorandum signed "For the Secretary of the Army" in the "Service" folder. The remaining board proceedings and enclosures are filed in the "Restricted" folder. |
| ADMIN CRED | Administrative Determination of Credit for Service not Available from Records | Service | |
| ADMIN PAY DATA | Other Entitlements Verification of Administration Pay Data | Finance, Mobilization/Deployment | |
| ADOPT RCD | Adoption Record Certifying the Legal Parents of a Servicemember | Service | |
| ADRB | Army Review Board Case Decision | Restricted (O) unless otherwise directed by the Discharge Review Board. | File only with discharge review board decision memorandum/letter, record of proceedings, and application (with continuation pages when provided). |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|-------------------|--|----------------------------------|----------------------------------|
| ADRRB | Army Disability Rating Review Board (ADRRB) Decision | Service | |
| AECP | Contract for the Army Medical Department Enlisted Commissioning Program Over 10 Years Active Federal Service | Service | |
| AF 190 | Air Force Reserve Personnel Record Card | Service | |
| AF 7 | Airman Military Record | Service | |
| AF 712 | Air Force Reserve Personnel Report of Total Allowable Points and Service | Service | |
| AFFILIATION BONUS | Written Agreement Officer Affiliation Bonus | Service | |
| AMEDD COMM | Statement for Commissioning AMEDD Officer | Service | |
| ANNEX K SUP | Statement of Understanding - Army National Guard Montgomery GI Bill Kicker Program | Service | |
| ANNULMENT DECREE | Annulment Decree | Finance, Mobilization/Deployment | |
| AOC-SI | Area of Concentration-Skill Identifier (AOC-SI) Classification Award Letter | Service | |
| APDRB | Army Physical Disability Review Board (APDRB) Decision (Title 38 USC 59) | Service | |
| APL DNY-P | Document Deny/Partial Deny Appeal Removal Unfavorable Info | | |
| APP ST AG | General Agreement - Reserve Officer Training Corps (ROTC) | Service | |
| APPL AD | Application for Active Duty | Service | File only for enlisted Soldiers. |
| APPL RET BE | Application for Retirement Benefits | Service | |
| APPLIND ENL | Application for Determination of Eligibility for Induction/ Enlistment/Reenlistment | Service | |
| APPLTRS | Approved Requests, Letters, Applications for Resignation/Relief from Active Duty | Service | |
| APPRSEPS | Case Files for Approved Separations | Service | |
| APPT LTR | Department of the Army Appointment Letter | Service | |
| APPT ORDER | Appointment Orders (Regular Army) | Service | |
| APPT RA | Letter of Appointment (Regular Army) | Service | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|------------------|---|--|---|
| APPT USAR | Letter of Appointment (U.S. Army Reserve) | Service | |
| APT ORD AMD | Amended Appointment Orders (Regular Army) | Service | |
| ARNG GO APP | Extract of State Code Pertinent to Rank and Tenure for Army National Guard General Officer Appointees | Service | |
| ARRR | Aviation Retire Recall Record | Flight | |
| ATSC 157 | Personal in Nature | Service | |
| AVN AWD DOC | Documents Awarding Aviation Badges, Service Medals, Tabs or Non-Army Awards no Orders Published | Performance, Service, Flight | |
| AVN SVC | Orders Relating to Aviation Service of Aviators and Flight Surgeons | Service, Flight | |
| AVN SVC AMD | Amend Orders Relating to Aviation Service of Aviators and Flight Surgeons | Service, Flight | |
| AWARD POSTHUMOUS | Documents Concerning Posthumous Awards | Service | |
| AWD DOC | Documents that Award Badges, Awards, Service Medals, Tabs or Non-Army Awards no Orders Published | Performance, Service | Unit awards for permanent wear only are authorized for filing. On orders listing more than one award, it must identify which award /unit is applicable. |
| AWD OR AMND | Amend Orders Announcing the Award of Badges, Bars, Tabs, Etcetera | Performance, Service, Mobilization/ Deployment | |
| AWD ORDER | Orders Announcing the Award of Badges, Bars, Tabs, Etcetera | Performance, Service, Mobilization/ Deployment | File in "Service" (M) and "Deployment/Mobilization" (3) folder unless there is no award certificate. If there is no award certificate, file in "Performance" (D) folder in lieu of award certificate. |
| AWD/MOS-ASI | Award/Military Occupational Specialty-Additional Skill Identifier Order | Performance, Service | |
| AWOL CHANGE | Documents that Amend/ Change/Make Good/Correct Mistaken Reports of Absent Without Leave | Service | See filing instructions for DA Form 4187 in this table. |
| BIO SKETCH | Biographical Sketch | Service | |
| BOARD INST | Correspondence Special Selection, Promotion, Promotion Revocation, Standby Advisory Board | | File allied documents in the "Restricted" folder. |
| BRANCH TRF | Branch Transfer, Detail, or Relief from Detail | Service | |
| CAS REPT | Casualty Report | Service | |
| CAS STAT | Correspondence or Messages Regarding Casualty Status Including Notification to Kin | Service | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|--------------------|--|---|--|
| CC 202R/203R/204R | Guaranteed Reserve Forces Duty Contract Endorsement | Service | |
| CDCC | Documents from Court Agencies Concerning Waiverable Offenses | Service | |
| CERT 5YR NG | Certification from State Adjutant General's that an Officer has 5 Years to Serve after Appointment | Service | |
| CERT ACHV | Certificate of Achievement, Appreciation, or Commendation | Performance, Service | AR 600-8-22, section III applies. File a memorandum for the award when the certificate is too large to file. |
| CERT BIRTH SOLDIER | Birth Certificate/Proof of Birth (Soldier) | Service, Mobilization/Deployment | |
| CERT BIRTH DEPN | Birth Certificate/Proof of Birth (Dependent) | Service, Mobilization/Deployment, Finance | |
| CERT NGB | Certificate of Statement of Service | Service | |
| CERT RESID | Certificate Residency Medical Department Officer | Performance | |
| CERT SVC | Record of Discharge, Release from Active Duty, or Death - Other Service | Service | |
| CHANGE REQ | Document Granting Authority to Change Personal Data | | |
| CHILD SPT DOC | Child Support Document | Mobilization/ Deployment | |
| CITATION | Copy of Award Citation When not Included in the Award Order | Performance, Service | |
| CITZ STMT | Statement of Citizenship | Service, Mobilization/Deployment | |
| CIVIL CONV | Records of Civil Conviction | Performance, Service | |
| CLEP/DANTES | CLEP and DANTES Completion Certificates | Mobilization/ Deployment | |
| COMP SVC | Computation of Service, Service by Category, or Service for Pay Purposes | Service | |
| COMPL DENT | Evidence of Completion of Dental Course for Dental Corps Officers | Performance | |
| CONFMT DEC | Headquarters, Department of the Army Document - Secretary of the Army Decision on Confinement | Performance | |
| CONSENT ETS | Consent Affidavit of Members Held Beyond Expiration Term of Service or Release Date | Service | |
| CONSTR ENL | Constructive Enlistment | Service | |
| CORRECT | Record of Determination for Correction of Errors - Official Military Personnel File | | File in the folder location where the correction occurs. Include correction of time lost to be made good due to an erroneous report of AWOL. |

**Table B-1
Authorized documents—Continued**

| Document type | Document title | Primary folder | Additional filing instructions |
|----------------------|---|--------------------------|--|
| COTTAD LTR | Justification Letter | Mobilization/ Deployment | |
| COURT MAMD | Amend Court Martial Orders (General, Special, Summary) | | |
| COURT MART | Court Martial Orders (General, Special, Summary) | | File in the "Performance" folder when there is an approved finding of guilty on at least one specification. If all approved findings are not guilty, file the order in the "Restricted" folder. If all charges and specifications are later dismissed or if all findings of guilty have been reversed in a supplemental order, remove all related orders from the "Performance" folder and transfer them to the "Restricted" folder. |
| CRBA | Command Review Board Actions | Restricted | File letter notifying officer of results, boards evaluation, board recommendation, officer response to the board, legal review (if included), and a summary of the unfavorable information. |
| CRNA | Certified Registered Nurse Anesthetist Bonus (CRNA) | Service | |
| CRS CMPL 40 | Course Completion Certificate 40 or More Hours | Performance | |
| CRS CMPL LESS 40 HRS | Course Completion Certificate less than 40 Hours | Service | |
| CSB ELECTION | Career Status Bonus (CSB) Election | Service | |
| CSMACT | Reclassification and Voluntary Withdrawal from Command Sergeant Major Program | Service | File only document that shows DA approval in the "Performance" folder. |
| CSRB | Critical Skill Retention Bonus | Service | |
| CSRB-AD | Critical Skill Retention Bonus - Army Officer Menu of Incentives, Active Duty Bonus | Service | |
| CSRB-AR | Officer/Warrant Officer Written Agreement - Reserve Component Critical Skills Retention Bonus | Service | |
| CSRB-CP | Critical Skills Retention Bonus for Army Licensed Clinical Psychologists the Active Component | Service | |
| CSRB-PA | Critical Skills Retention Bonus for Army Physician Assistant Officers in the Active Component | Service | |
| DA 1059 | Service School Academic Evaluation Report | Performance, Service | |
| DA 1059-1 | Civilian Institution Academic Evaluation Report | Performance, Service | |
| DA 1307 | Individual Jump Record (Airborne) | Service, Jump | |
| DA 1315 | Reenlistment Data | Service | |
| DA 1380 | Record of Individual Performance of Reserve Duty Training | Service | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|---------------|---|----------------------------------|---|
| DA 1506 | Statement of Service - Computation of Length of Service for Pay Purposes | Service | |
| DA 1569 | Transcript of Military Record | Service | |
| DA 1574 | Report of Proceedings by Investigating Officer / Board of Officers | Restricted | |
| DA 1594 | Daily Staff Journal or Duty Officer's Log | Service | File only when the log records the death of a Servicemember. |
| *DA 160 | Application for Active Duty | Service | File only when accompanied by correspondence showing final determination. |
| DA 1613 | Records Cross Reference | | File location depends on the subject of the document. |
| DA 1618 | Application for Detail As a Student Officer at a Civilian Education Institution or Training with Industry | Service | |
| DA 1695 | Oath of Extension of Enlistment | Service | |
| DA 1696 | Enlistment/Reenlistment Qualifying Application | Service | |
| DA 199 | Physical Evaluation Board Proceedings | Service, Flight | File allied documents. |
| DA 2 | Personnel Qualification Record - Part I | Service, Mobilization/Deployment | |
| DA 2-1 | Personnel Qualification Record | Service, Mobilization/Deployment | |
| *DA 2166-7 | Noncommissioned Officer Evaluation Report (AR 623-205 (obsolete)) | Performance, Service | |
| DA 2166-8 | Noncommissioned Officer Evaluation Report | Performance, Service | |
| DA 2173 | Statement of Medical Examination and Duty Status | Service | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|---------------|---|----------------|---|
| DA 2627 | Record of Proceedings under Article 15, UCMJ | | <p>Normal filing.</p> <p>All UCMJ, Art. 15 documents and forms will be filed in accordance with AR 27–20. No UCMJ, Art. 15 or supporting documents will be filed for E4/corporal and below (reference AR 27–20). For all other Soldiers, the following instructions apply:</p> <p>a. File UCMJ, Art. 15 in either the “Performance” or “Restricted” folder as directed by item 5 of DA Form 2627.</p> <p>b. If the UCMJ, Art. 15 shows any of the following punishments, file only when the statement part III says to file in the AMHRR:</p> <p>(1) Extra duty or restriction for 14 days or less.</p> <p>(2) Oral or written reprimand.</p> <p>(3) Forfeiture of pay for 1 month.</p> <p>(4) Any combination of the above.</p> <p><i>Note. Forms showing any other type punishment do not need the statement in part III as these forms are always filed.</i></p> <p>d. Forms recording punishments imposed on a Soldier before 1 November 1982 that are filed in the “Performance” or “Restricted” folder will remain filed, subject to the provisions of AR 27–10.</p> <p>e. For an UCMJ, Art. 15 imposed on or after 25 January 1990 where filing is directed to the “Restricted” folder by item 5 of DA Form 2627, the ORC will place the UCMJ, Art. 15 in the “Performance” folder if the following conditions exist:</p> <p>(1) The previous UCMJ, Art. 15 has not been wholly set aside.</p> <p>(2) Prior to the punishment imposed on the previous UCMJ, Art. 15, the Soldier was an E5/sergeant (SGT) or higher.</p> <p>Wholly set aside.</p> <p>a. Any UCMJ, Art. 15 that has been wholly set aside will be transferred from “Performance” to “Restricted” folder if the Soldier submits a completed, approved DA Form 2627–2 to the RM for Web-upload. Upon receipt, the ORC will transfer the UCMJ, Art. 15 and 2627–2 to the “Restricted” folder. If the UCMJ, Art. 15 was originally filed in the “Restricted” folder, the ORC will file the DA Form 2627–2 in the “Restricted” folder upon receipt of the Web upload.</p> <p>b. If an UCMJ, Art. 15 is wholly set aside on or after 1 September 1979, move it (along with DA Form 2627–2) to the “Restricted” folder upon receipt of the completed, approved DA Form 2627–2.</p> <p>c. If an UCMJ, Art. 15 was wholly set aside prior to 1 September 1979, move it (along with the form that set it aside) to the “Restricted” folder upon the request of the Soldier.</p> <p>Transition from enlisted to officer.</p> <p>a. An UCMJ, Art. 15 imposed on an enlisted Soldier on or after 1 November 1983 will be moved to the “Restricted” folder along with any allied documents if the enlisted Soldier changes status to commissioned or warrant officer (reference para 3–8).</p> <p>b. An UCMJ, Art. 15 imposed on an prior enlisted Soldier who changed status to commissioned or warrant officer before 1 September 1979 will be moved to the “Restricted” folder upon the request of the Soldier.</p> <p>Board adjudication:</p> <p>Upon direction from ABCMR or Department of the Army Suitability Evaluation Board (DASEB), an UCMJ, Art. 15 will be removed from the “Performance” folder and transferred to the “Restricted” folder.</p> |
| DA 2627–1 | Summarized Record of Proceedings under Article 15, UCMJ | | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|---------------|--|-----------------------------------|---|
| DA 2627-2 | Record of Supplementary Action under Article 15, UCMJ | | File in the same location as original DA Form 2627 in accordance with AR 27-20. |
| DA 268 | Report to Suspend Favorable Personnel Actions (Flag) | Mobilization/ Deployment | File in the "Deployment/Mobilization" folder as part of mobilization packet and as part of an adverse action packet as a result of court martial conviction. |
| DA 2962 | Security Termination Statement | Service | |
| DA 2981 | Application for Determination of Moral Eligibility for Induction | Service | |
| *DA 2A | Personnel Qualification Record - Enlisted Peacetime | Service, Mobilization/ Deployment | |
| *DA 2B | Personnel Qualification Record - Warrant Officer - Peacetime | Service, Mobilization/ Deployment | |
| *DA 2C | Personnel Qualification Record - Commissioned Officer - Peacetime | Service, Mobilization/ Deployment | |
| *DA 3053 | Declaration of Retired Pay Benefits Received and Waivers | Mobilization/ Deployment | |
| DA 3068-1 | Marine Service Record | Service | |
| *DA 3072 | Waiver of Disqualification for Enlistment/ Reenlistment in the Regular Army for in-Service Personnel | Service | |
| DA 3180 | Personnel Screening and Evaluation Record | | File only those forms that show a Soldier is disqualified from the personnel reliability or chemical programs. File letter of notification, Soldier's acknowledgement, Soldier's statement, and the final action taken by the reviewing authority. The form will be transferred to the "Restricted" folder when the Soldier has been requalified in the program. File the correspondence requalifying the Soldier in the "Restricted" folder. |
| DA 3283 | Statement of Member Removed from the Temporary Disability Retired List (TDRL) | Service | |
| *DA 3286A | Statement for Enlistment-Certificate of Specified Prior Service Qualification | Service | |
| *DA 3286B-R | Statement for Enlistment-Addendum to Part VI | Service | |
| DA 330 | Language Proficiency Questionnaire | Service | |
| *DA 3340 | Request for Regular Army Reenlistment or Extension | Service | |
| DA 3349 | Physical Profile | Health | |
| DA 348 | Equipment Operator's Qualification Record (Except Aircraft) | Mobilization/ Deployment | |
| DA 3540 | Certificate and Acknowledgement of U.S. Army Reserve Service Requirement | Service | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|---------------|--|-----------------------------------|--|
| DA 3574 | Certificate of Acknowledgement and Understanding of Service Requirements | Service | |
| DA 3575 | Certificate of Acknowledgement and Understanding of Service Requirements | Service | |
| DA 3645 | Organizational Clothing and Individual Equipment Record | Mobilization/ Deployment | |
| DA 3645-1 | Additional Organizational Clothing and Individual Equipment Record | Mobilization/ Deployment | |
| DA 3685 | Jumps - JSS Pay Elections | Finance, Mobilization/ Deployment | |
| DA 3838 | Application for Short Course Training | Service | |
| DA 4126-R | Bar to Reenlistment Certificate | Service | |
| DA 4187 | Personnel Action | | File only those forms that show final action that changes data in the AMHRR. File location depends on the type of change. Forms that document time lost to be made good (including AWOL or dropped from rolls (DFR) duty status changes) will be filed on the "Service" folder. Forms which promote, reduce, or deny advancement through specialist/corporal will be filed in the "Service" folder upon promotion to E5/SGT. Forms which reflect reduction imposed under UCMJ, Art. 15 when the UCMJ, Art. 15 was designated for filing in the "Restricted" folder will be filed in the "Service" folder upon promotion to E5/SGT. Forms which reflect reduction imposed under UCMJ, Art. 15 when the UCMJ, Art. 15 is not designated for filing in the AMHRR, will be filed in the "Service" folder upon promotion to E5/SGT. |
| DA 4213 | Supplemental Data for Army Medical Service Reserve Officers | Service | |
| DA 4572 | Statement of Understanding for Appointment as a Commissioned Officer | Service | |
| DA 4591 | Retention Data Worksheet | Mobilization/ Deployment | |
| DA 4789 | Statement of Entitlement to Selective Reenlistment Bonus | Service | |
| DA 4824 | Addendum to Certificate/Acknowledgement of Service Requirements (DA 3540) for Applying to Reserve Officer Training Corps | Service | |
| DA 4826 | Addendum to Certificate/Acknowledge Service Requirements (DA 3540) for Enlistment in Alternate Training Program | Service | |
| DA 4836 | Oath of Extension of Enlistment or Reenlistment | Service | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|---------------|--|--------------------------|--------------------------------|
| DA 4977-R | Individual Ready Reserve Bonus Program – Agreement | Service | |
| DA 4991-R | Declination of Continued Service Statement | Service | |
| DA 5011 | Training Evaluation Summary | Performance | |
| DA 5016-R | Chronological Record of Military Service | Service | |
| DA 5074-1-R | Record of Award of Entry Grade Credit (Health Services Officer) | Service | |
| DA 5074-R | Record of Award of Entry Grade Credit (Medical & Dental Officer) | Service | |
| DA 5178 | Project Development Identifier (PDI) and Project Development Skill Identifier (PDSI) | Service | |
| DA 5261-R | Selected Reserve Incentive Program - Enlistment Bonus Addendum | Service | |
| DA 5261-1-R | Selected Reserve Incentive Program - Educational Assistance Addendum | Service | |
| DA 5261-2-R | Selected Reserve Incentive Program - Reenlistment/ Extension Bonus Addendum | Service | |
| DA 5261-3-R | Selected Reserve Incentive Program - Affiliation Bonus Addendum | Service | |
| DA 5261-4-R | Student Loan Repayment Program Addendum (LRA) | Service | |
| DA 5261-5-R | Selected Reserve Incentive Program - USAR Prior Service Enlistment Bonus Addendum | Service | |
| DA 5304 | Family Care Plan Counseling Checklist | Mobilization/ Deployment | |
| DA 5305 | Family Care Plan | Mobilization/ Deployment | |
| DA 5315-R | U.S. Army Advanced Educational Financial Assistance Record | Service | |
| DA 5435-R | Statement Of Understanding - The Selected Reserve Montgomery GI Bill (10 USC 1606) | Service | |
| DA 5447 | Officer Service Agreement, Selected Reserve Educational Assistance Program | Service | |
| DA 5536 | Agreement Health Professionals Loan Repayment (HPLR) | Service | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|----------------|---|--------------------------|--------------------------------|
| DA 5642-R | Statement of Understanding and Selected Reserve Service Agreement (New GI Bill 2x4 Program) | Service | |
| DA 5646 | Statement of Conditions of Service - Active Guard Reserve (AGR) | Service | |
| DA 5647-R | Statement of Conditions of Service - Active Guard Reserve (AGR) Active Transfer/Conversion Army Reserve (ATCAR) | Service | |
| DA 5685 | New Specialized Training Assistance Program (New Strap) Service Agreement | Service | |
| DA 5691-R | Request for Reserve Component Assignment Orders (LRA) | Service | |
| *DA 5692/1-R-E | Certificate of Service Requirements for Enlisting or Transferring into Troop Program Unit | Service | |
| *DA 5692/2-R-E | Service Requirements for Enlisting or Transferring into Troop Program Unit U - Section III/IV | Service | |
| *DA 5692/3-R-E | Service Requirements for Enlisting or Transferring into Troop Program Unit - Section V/VI | Service | |
| DA 5840 | Certificate of Acceptance as Guardian or Escort | Mobilization/ Deployment | |
| DA 5841 | Power of Attorney | Mobilization/ Deployment | |
| DA 591 | Application for Initial (Education) Delay from Entry on Active Duty and Supplemental Agreement | Service | |
| DA 591A | ROTC Supplemental Service Agreement (Initial Educational Delay) | Service | |
| DA 591B | ROTC Supplemental Service Agreement for Special Medical Program Participants | Service | |
| DA 591C | ROTC Supplemental Service Agreement (Army Chaplaincy) | Service | |
| DA 591D-R | Early Commissioning Program (ECP) Student Supplemental Service Agreement (Post Graduate Delay) | Service | |
| DA 591E | ROTC Supplemental Service Agreement (Initial Education Delay) | Service | |
| DA 591F-R | Early Commissioning Program (ECP) Student Supplemental Service Agreement (Postgraduate Delay) | Service | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|---------------|---|----------------------------------|--|
| DA 591G | ROTC Supplemental Service Agreement for Special Medical Program Participants | Service | |
| DA 5960 | Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA) | Finance, Mobilization/Deployment | |
| DA 597 | Army Senior Reserve Officers' Training Corps (ROTC) Nonscholarship Cadet Contract | Service | |
| *DA 597-2R | Army Reserve Officer Training Corps (ROTC) - Financial Assistance | Service | |
| DA 597-3 | Army Senior Reserve Officers Training Corps (ROTC) Scholarship Cadet Contract | Service | |
| *DA 597-3B | Addendum to Army Senior Reserve Officer Training Corps (ROTC) Scholarship Cadet Contract | Service | |
| *DA 597-3A-R | Army Senior Reserve Officers' Training Corps Scholarship | Service | |
| DA 61 | Application for Appointment | Service | |
| DA 638 | Recommendation for Award | Service | File only for award recommendations that were downgraded or disapproved. Also file correspondence that disapproved or downgraded the award. Do not file board results. Also file for Military Outstanding Volunteer Service Medal. |
| *DA 67-8 | U.S. Army Officer Evaluation Report | Performance | File for ARNG and U.S. Army Reserve (USAR) Soldiers not on active duty. Do not file DA Form 67-8-1. File enclosures authorized by AR 623-105 (obsolete). |
| *DA 67-8-2 | Senior Rater Profile Report Officer Evaluation Reporting System | Performance | Includes unnumbered addenda and report of commander's inquiry that may be attached to the form. Refer to AR 623-105 (obsolete). |
| DA 67-9 | Officer Evaluation Report | Performance | |
| DA 67-9-2 | Senior Rater Profile Report Officer Evaluation Reporting System | Performance | |
| DA 705 | Army Physical Fitness Test Scorecard | Service | File only as part of accession packet for ROTC. |
| DA 71 | Oath of Office - Military Personnel | Service | |
| DA 7301-R | Officer Service Computation for Retirement | Service | |
| DA 759 | Individual Flight Record and Flight Certificate - Army | Flight | |
| DA 759-1 | Individual Flight Record and Flight Certificate - Army/Aircraft Closeout Summary | Flight | |

**Table B-1
Authorized documents—Continued**

| Document type | Document title | Primary folder | Additional filing instructions |
|---------------|---|----------------------------------|---|
| DA 759-2 | Individual Flight Record and Flight Certificate - Army - Flying Hours Worksheet | Flight | |
| DA 759-3 | Individual Flight Record and Flight Certificate—Army - Flight Record and Flight Pay Work Sheet | Flight | |
| DA 8028-R | U.S. Army Reserve Bar to Reenlistment Certificate | Service | |
| DA 87 | Certificate of Training | Performance, Service | File only certificates issued by activities listed in Army Training Requirements and Resources System (ATTRS) Course Catalog (https://www.atrrs.army.mil/atrrscc/). |
| DA HLTH-SCI | Service Agreement - Uniformed Services University - Health Science Program | Service | |
| DA PHOTO | Department of the Army Official Photograph | | |
| DA 31 | Request and Authority for Leave | Finance, Mobilization/Deployment | |
| DARP 1046 | Application Renew Education/Ecclesiast Delay - Verify Enroll Graduate Theological Seminary | Service | |
| DARP 2489-R | Extension Agreement for Bonus in the Individual Ready Reserve | Service | |
| DARP 249 | Chronological Statement of Retirement Points | Service, Mobilization/Deployment | File only upon discharge, retirement, or death. |
| DARP 871 | Mandatory Removal Computation Worksheet | Service | |
| DASEB | Department of the Army Suitability Evaluation Board - DASEB Document Deny/Approved Request for Removal of Adverse Info | | File in the "Performance" folder only if denied or partially denied. If DASEB approves the request and directs the transfer of the adverse action to the "Restricted" folder, the document directing this action will be filed in the "Restricted" folder along with the adverse action. File allied documents related to denied requests in the "Restricted" folder. If the DASEB approves a request and directs removal from the AMHRR, do not file the document directing the removal. File allied papers relating to approval requests only if directed by the DASEB. |
| DASP | Dental Additional Special Pay (DASP) | Service | |
| DCSPER REV | Document Announce Deputy Chief of Staff for Personnel (DCSPER) Revocation Board or Commander PERSCOM Decision Deny /Partial Deny Appeal | Performance | |
| DD 108 | Application for Retired Pay Benefits | Service | |
| *DD 1172 | Application for Uniformed Services Identification Card - DEERS Enrollment | Mobilization/ Deployment | |
| DD 1300 | Report of Casualty (Casualty and Memorial Affairs) | Service | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|---------------|--|----------------------------------|--|
| DD 1343 | Notification of Change in Service Member's Official Records | | File location depends on type of change. |
| *DD 137 | Application for Basic Allowance for Quarters for Members with Dependents | Finance, Mobilization/Deployment | |
| DD 1380 | U.S. Field Medical Card | Service | |
| *DD 1556 | Request, Authorization, Agreement, Certification of Training and Reimbursement | Service | Only forms documenting hazard communication training will be filed. |
| *DD 1556-1 | Request, Authorization, Agreement, Certification of Training and Reimbursement (Abbreviated) | Service | |
| DD 1561 | Statement to Substantiate Payment of Family Separation Allowance (FSA) | Finance, Mobilization/Deployment | |
| *DD 1584 | Department of Defense National Agency Check Request | Service | |
| DD 1826 | Pest Control Certificate of Competency | Performance | File only initial certification for pest control management. Do not file recertification certificates. |
| DD 1966 | Record of Military Processing - Armed Forces of the United States | Service | File all pages when accompanied by correspondence showing final determination. |
| DD 2058 | State of Legal Residence Certificate | Finance, Mobilization/Deployment | |
| DD 2088 | Statement of Ecclesiastical Endorsement | Service | |
| DD 214 | Certificate of Release or Discharge from Active Duty | Service, Mobilization/Deployment | File copy 2. Also file form issued by order of the Army Discharge Review Board. |
| DD 215 | Correction to DD Form 214 | Service, Mobilization/Deployment | File copy 2. |
| DD 220 | Active Duty Report | Service, Mobilization/Deployment | |
| DD 2329 | Record of Trial by Summary Court-Martial | | <p>a. This form will be filed together with:</p> <p>(1) DD Form 458 (Charge Sheet). (Not required if information is fully contained on DD 2329.)</p> <p>(2) Memorandum, opinion, or letter of legal review.</p> <p>b. File in the "Performance" folder where there is an approved finding of guilty on at least one specification. Also file supplemental actions in the "Performance" folder.</p> <p>c. If all approved findings are not guilty, file the form and all related documents in the "Restricted" folder. If all charges and specifications are later dismissed or if all findings of guilty have been reversed in a supplemental action, remove all related documents from the "Performance" folder and transfer them to the "Restricted" folder.</p> |
| DD 2366 | Montgomery GI Bill Act of 1984 (MGIB) - Basic Enrollment | Service | |
| *DD 2384 | Selected Reserve Educational Assist Program (GI Bill) Notice of Basic Eligibility | Service | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|------------------|--|-----------------------------------|--|
| DD 2506 | Vehicle Impoundment Report | Mobilization/ Deployment | |
| DD 2558 | Authorization to Start, Stop or Change an Allotment | Finance, Mobilization/ Deployment | |
| DD 2569 | Third Party Collection Program/Medical Services Account/Other Health Insurance | Health | |
| DD 2587 | Department of Defense Acquisition Corps - Certificate of Admission | Performance | |
| DD 261 | Report of Investigation - Line of Duty and Misconduct Status | Restricted | File allied documents. |
| DD 2648 Test | Preseparation Counseling Checklist for Active Component (AC) Service Members | Service | |
| DD 2648-1 Test | Transition Assistance Program (TAP) Checklist | Service | |
| DD 2656 | Data for Payment of Retired Personnel | Service | |
| DD 2656-1 SERIES | Survivor Benefit Plan (SBP) Election Statement for Former Spouse Coverage | Service | |
| DD 2656-5 | Reserve Component Survivor Benefit Plan (RCSBP) Election Certificate | Service | |
| *DD 2746 | Ready Reserve Mobilization Income Insurance Certificate | Service | |
| DD 2760 | Qualification to Possess Firearms or Ammunition | Mobilization/ Deployment | |
| DD 2766 | Adult Preventive and Chronic Care Flowsheet | Health, Mobilization/ Deployment | |
| DD 2795 | Pre-Deployment Health Assessment | Health | |
| DD 2796 | Post-Deployment Health Assessment (PDHA) | Health | |
| DD 2807-1 | Report of Medical History | Health | |
| DD 2807-2 | Medical Prescreen of Medical History Report | Health | |
| DD 2808 | Report of Medical Examination | Health | |
| DD 368 | Request for Conditional Release | Service | |
| DD 369 | Police Record Check | Service | File only when check is part of enlistment, reenlistment, or appointment packet. |
| DD 372 | Request for Verification of Birth | Service | File only when accompanied by correspondence showing final determination. |
| DD 4 | Enlistment/Reenlistment Document Armed Forces of the United States | Service | |

**Table B-1
Authorized documents—Continued**

| Document type | Document title | Primary folder | Additional filing instructions |
|----------------|--|----------------------------------|--------------------------------|
| DD 4 PACKET | Enlistment Contract Armed Forces of the U.S. | Service | |
| DD 877 | Request for Medical or Dental Record | Service | |
| DD 93 | Record of Emergency Data | Service, Mobilization/Deployment | |
| *DA 3286A | Statement for Enlistment - Certificate of Specified Prior Service Qualifications | Service | |
| *DA 3286B-R | Statements for Enlistment - Addendum to Part VI (LRA) | Service | |
| DD 1966 | Record of Military Processing - Armed Forces of the United States | Service | |
| *DD 41-2 | Enlistment/Reenlistment Document - Armed Forces of the United States | Service | |
| *DD 41-2 NG | Enlistment/Reenlistment Document - Armed Forces of the United States | Service | |
| *USAREC 978 | Statement of Understanding - Regular Army Enlistment Delay for Applicants with Prior Service or Existing Military Occupational Specialty | Service | |
| *USAREC 978 DY | Statement of Understanding - Regular Army Enlistment Delay for Applicants with Prior Service or Existing Military Occupational Specialty (Dynamic) | Service | |
| DDS 221 | Report of Induction Physical | Service | |
| DEATH CERT | Certificate of Death | Service | |
| DEPENDENT DOC | Dependency Document | Mobilization/ Deployment | |
| DEPLOY BRIEFS | Deployment Briefing Statements | Mobilization/ Deployment | |
| DF CON ST | Statement Acknowledge Report of Employment with a Defense Contractor | Service | |
| DFR PACKETS | Dropped from the Rolls Packets | Service | |
| DIPLOMA | Civilian Institution Diploma | Performance, Service | |
| DIPLOMA BA BS | Baccalaureate Degree | Performance | |
| DIPLOMA RN | Professional Nursing Diploma | Performance | |
| DISAPP SEP | Disapproved Applications for Discharge, Resignation, or Relief from Active Duty | Service | |
| DISCHARGE | Certificate of Release or Discharge from Active Duty - Other Than Army | Service | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|----------------|--|--------------------------------|--|
| DISQ GCMDL | Disqualification Statement for Award of Good Conduct Medal | | File approval correspondence and statements in the "Performance" folder. File allied documents in the "Restricted" folder. |
| DIVORCE DECREE | Divorce Decree | State, Mobilization/Deployment | |
| DOMRB | Renegotiation of Dental Officer Multi-Year Retention Bonus (DOMRB) | Service | |
| DRAFT AGE | Draft-Age Statement for Applications for Appointment | Service | |
| ECCLESIAST | Ecclesiastical Endorsement | Service | |
| EEM AGREEMENT | Emergency Essential Mobilization Agreement | Mobilization/ Deployment | |
| ELIM ACTION | Department of the Army Directed Elimination Action | Restricted | |
| ENL ELIG | Determination of Acceptability - Moral | Service | |
| EOD DOC | Document Pertaining to Members Volunteering for or Withdrawing from Explosive Ordnance Disposal Duty | Service | |
| ER APPEAL | Evaluation Report Appeal Decision by Enlisted Special Review Board (ESRB) or Officer Special Review Board (OSRB) | | File ESRB/OSRB appeal denial decision memorandum/letter in the "Performance" folder next to the evaluation that was appealed. File denial record of proceedings and all allied appeal documents to include allied various numbered forms in the "Restricted" folder. Do not file ESRB/OSRB appeal approvals or partial approvals that direct correction or removal of evaluation report from the AMHRR, unless directed by the board. |
| ERB | Enlisted Record Brief | Mobilization/ Deployment | |
| ETD ORDERS | Enlistment/Travel/Dependent Orders | Service | |
| EU 30-15C | Recommendation for Defense Award | Service | |
| EVAL BD APP | Statement of Election - Physical Evaluation Board Appearance | Service | |
| EVAL NN AR | Non-Army Evaluation Reports Received by Persons when they were Members of Another Service | Performance | |
| EXEMPT INVO | Exemption from Involuntary Active Duty | Service | |
| FBI RPT | Federal Bureau of Investigation Report of Investigation Relating to Fraudulent Entry | Restricted | |
| FEB | Report of Action of Flying Evaluation Board (FEB) | Service, Flight | |
| FED AD PAY | Completed Request for Verification of Active Duty Paid from Federal Funds | Service | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|--------------------|--|-----------------------------------|--|
| FGN DECOR | Correspondence, Authorizations, and Orders Regarding Foreign Decorations | Performance, Service | |
| FINANCE MOB-DEMOB | Finance Mobilization and Demobilization Documentation Requirements Checklist | Mobilization/ Deployment | |
| FNEP | Contract for the Funded Nurse Education Program | Service | |
| FOIA NON-DD | Requests for Release of Information from Non-Department of Defense Agencies Under Freedom of Information Act | | |
| FRAUD ENTRY | Fraudulent Entry Determination | Service | |
| FSRB | Report of Action of Flight Status Review Board (FSRB) | Service, Flight | |
| GPFR 1790 | Personnel Qualification Record | Service, Mobilization/ Deployment | |
| GUARD ANNEX | Enlistment/Reenlistment Agreement Army National Guard Service Requirements and Methods of Fulfillment | Service | |
| HQDA MFR | Department of the Army Memorandum for Record | Performance | |
| HS DIP/GED/HM STDY | High School Diploma, GED, or Home Study | Service, State | |
| ILL MISS | Correspondence/Documents Regarding Death, Very Seriously Ill, Seriously Ill and Missing Status | Service | |
| IMMIG NAT | Document Relating to Alien Suspect Violation of Immigration/Naturalization Law | Service | |
| INCOME TAX W4 | Employment Income Tax Withholding W4 | Finance, Mobilization/ Deployment | |
| INS DOCUMENT | Immigration and Naturalization Service's Documents | Service | File as citizenship statement. |
| INVEST RPT | Authenticated Extract Completed Investigation Report Result Elimination/Discipline | Performance | |
| JAG CERT | Certification from Highest State/U.S. District Court for Judge Advocate General Officers | Service | |
| JAG OPINION | Judge Advocate General Opinions Relating to Specific Individuals | Service | |
| LIC CERTF | License or Professional Certification | Performance | File certifications listed in DA Pam 600-25. |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|------------------|---|-----------------------------------|--|
| LIC MEDIC | License to Practice or Evidence of Internship for Medical Corps Officers | Service | |
| LOD DOC | Documents Concerning Line of Duty Status | Restricted | |
| LTHET CONTRACT | Fully-Funded Long-Term Health Education and Training (LTHET) with ADSO Contract | Service | |
| LTR APPR | Letter of Appreciation/ Commendation - Letter/ Memo/Message | Performance, Service | |
| LTR DS RMV | Letter Removing from Drill Sergeant Program | | |
| LTR OCS GRA | Designation as an Officer Candidate School Distinguished Graduate (Regular Army Appointment) | Service | |
| LTR REPR | Letter of Reprimand, Censure, Admonition | | File in "Performance" folder unless directed otherwise by DASEB. |
| MARRIAGE CERT | Certificate of Marriage | Finance, Mobilization/ Deployment | |
| MASKED OER | U.S. Army Officer Evaluation Report | Restricted | |
| MASP | Medical Additional Special Pay (MASP) | Service | |
| MED OF HON | Documents Regarding Awarding of Medal of Honor and Certificate to the Veterans Administration | Performance | File the recommendation for award in addition. |
| MED SPEC | Specialty Board Certificates for Army Medical Department Officers | Performance | |
| MED/DENT RQ | Correspondence Regarding Request/Return Medical or Dental Records | Service | |
| MEDFLAG | Documents/ Correspondence Regarding Imposition or Removal of Flying Status Restriction | Health, Flight | |
| MEDMSC | Administrative/ Miscellaneous Documents Deemed Appropriate to Retain | Health | |
| MEMO MISS | Memorandum Determining Status Under the Missing Persons Act | Service | |
| MEMORANDUM | Memorandum to Revoke DD 214 Issued in Error | Service | |
| MEPCOM 40-1-15-E | Supplemental Health Screening Questionnaire | Health | |
| MEPCOM 680-3A-E | Request for Examination | Service | |
| MEPCOM 714 ADP | Data and Line Scores | Service | |
| MFO 12-1 | Application for Multinational Force and Observers Medals | Performance, Service | File only approved applications. |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|---------------|--|--|---|
| MINI-RESUME | Confirmation Copy of Department of Defense Mini-Resume | Service | |
| MISC COMM | Miscellaneous Commendatory | Performance | |
| MISC DISCP | Miscellaneous Disciplinary | Performance | |
| MISC PERF | Miscellaneous Performance | Performance | |
| MISC RES | Enlisted Restricted Document | Restricted | |
| MISC SVC | Miscellaneous Service | Service | |
| MISC-GB | Agent Employment Statement | Service | File the acceptance or declination statement. |
| MMPA | Master Military Pay Account Summary | Finance, Mobilization/Deployment | |
| MMRB | Summary of Military Occupational Specialty/Medical Retention Board Proceedings | Service, Health, Mobilization/Deployment | |
| MOB CHECKLIST | Readiness and Deployment Checklist | Mobilization/Deployment | |
| MOB MISC | Miscellaneous Mobilization Documents-Not Restricted | Mobilization/Deployment | |
| MOB MISC R | Miscellaneous Mobilization Documents- Restricted | Mobilization/Deployment | |
| MOB WAIVER | Memorandum Signed by Soldier Waiving Non-Deployment Condition | Mobilization/Deployment | |
| MOM WAIVER | Waiver for Mother of Newborn | Mobilization/Deployment | |
| MORT/RENT | Mortgage/Rental Contract | Finance, Mobilization/Deployment | |
| MOS RECLAS | Military Occupational Specialty Reclassification Board Proceedings | Service | |
| MOS RET DA | Document from Reclass Board Convening Authority or Department of the Army Directing Retention in Military Occupational Specialty | Service | |
| MS DIPLOMA | Master's Degree | Performance | |
| MSP-MISP | Multi-Year Special Pay (MSP) Agreement in Conjunction with Multi-Year Incentive Sp (MISP) | Service | |
| N-CONUS-SEP | Request by a Non-CONUS Resident for Separation in CONUS | Service | |
| NG OR ST-AM | Amend State Appointment Order - Army National Guard | Service | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|---------------|--|---|--|
| NGB 0122E | Special Order, Announcement of Federal Recognition | Service | File according to purpose as follows: a. Initial appointment (INIT APPT). b. Appointment from USAR (APT FR USAR). c. Reappointment (REAPT FROM USAR). d. Change of State (CH OF ST F). e. Promotion (PRM). |
| NGB 0123E | Special Order, Announcement of Federal Recognition | Service | File according to purpose as follows: a. Change of Branch (BR CH FR). b. Transfer to the Inactive National Guard (TRF TO ING). c. Transfer from the Inactive National Guard (TRF FRM ING). d. Federal recognition withdrawal (FED RECOG WD). |
| NGB 0126E | Special Order, Announcement of Federal Recognition | Service | File according to purpose as follows: a. Amendment to NGB 0122 or 0123. File in same folder location as the order being amended. b. Retention in active status. c. Name change. |
| NGB 21-1 | Army National Guard Amendment to Enlistment Agreement | Service | |
| NGB 22 | Report of Separation and Record of Service | Service, Mobilization/Deployment | |
| NGB 22-5 | Approval and Acceptance for Interstate Transfer | Service | |
| NGB 22A | Correction to National Guard Bureau Form 22 | Service, Mobilization/Deployment | |
| NGB 23-C | Army National Guard Retirement Points Statement - Application for Retired Pay | Service | |
| NGB 23-D | Army National Guard Retirement Points Acting - Notification of Eligibility for Retirement Pay - 60 | Service, Mobilization/Deployment, Finance | |
| NGB 23A | Army National Guard Annual Statement | Service, Mobilization/Deployment, Finance | |
| NGB 23A1 | Army National Guard Retirement Points Statement Supplemental Detailed Report | Service, Mobilization/Deployment, Finance | |
| NGB 23B | Army National Guard Retirement Points History Statement | Service, Mobilization/Deployment | |
| NGB 337 | Oath of Office National Guard of U.S. | Service | |
| NGB 4100 | Promotion Recommendation | Mobilization/ Deployment | |
| NGB 590 | Statement of Understanding of Reserve Obligation and Responsibility | Service | |
| NGB 594 | Civilian Acquired Skills Program - Army National Guard | Service | |
| NGB 594-1 | Simultaneous Membership Program - Army National Guard | Service | |
| NGB 594-4 | Split Option Training - Army National Guard | Service | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|----------------------|---|--------------------------|--------------------------------|
| NGB 60 | Request for Clearance from U.S Army Reserve | Mobilization/ Deployment | |
| NGB 600-7-2-R-E OPSB | Civilian Acquired Skills Program Bonus Addendum | Service | |
| NGB 600-7-3-R-E PSB | Reenlistment/Extension Bonus Addendum Army National Guard of the United States | Service | |
| NGB 602 | Bar to Reenlistment/ Immediate Reenlistment | Service | |
| NGB 62E | Application for Federal Recognition National Guard Officer/Warrant for Appointment | Service | |
| NGB 89 | Proceeding of Federal Recognition Examination | Service | |
| NGB ABSENCE | Documents that Correct Unexcused Absence Status | Service | |
| NGB BRANCH | Letter Designating Army National Guard Branch, Area of Concentration, Functional Area | Service | |
| NGB OR AMD | Amendment Order | Mobilization/ Deployment | |
| NGB OR LATA | Amend Lateral Appointment Orders | Mobilization/ Deployment | |
| NGB ORD-ATT | Attachment Order | Mobilization/ Deployment | |
| NGB ORD-LAT | Lateral Appointment Orders | Mobilization/ Deployment | |
| NGB ORD-ST | State Appointment Order - Army National Guard | Service | |
| NGB ORD1 | State National Guard Orders Reassigning an Officer | Service | |
| NGB ORD1-AM | Amend State National Guard Orders Reassigning an Officer | Service | |
| NGB ORD2 | Announcement of Federal Recognition Status of an Army National Guard Officer | Service | |
| NGB ORD2-AM | Amend Announcement of Federal Recognition Status Army National Guard Officer | Service | |
| NGB UNSAT | Notification to Soldier of Unsatisfactory Participation | Service | |
| NONRATED | Documents Concerning Nonrated Periods in Evaluation Report Records | Performance | |
| NSEL STMT | Promotion Nonselection Election Statement of Separation Options | Service | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|--------------------|---|-----------------------------------|--|
| OF 346 | U.S. Government Motor Vehicle Operator's Identification Card | Mobilization/ Deployment | |
| OFF ACC ANNEX | Officer Accession Dynamic Annex | Service | |
| OFF NONSEL | Letter of Notification to Officers Considered for Promotion But Not Selected | Service | |
| OFF RET | Acceptance or Rejection of Officer for Retention on Active Duty (Until a specified date.) | Service | |
| OFFICER INCENTIVES | Army Officer Menu of Incentives: Military School, Post of Choice, Graduate School, Branch of Choice | Service | |
| OR MOS AMND | Amend Orders Awarding Primary Military Occupational Specialty (MOS), Secondary MOS, Special Qualification Identifiers and Additional Skill Identifiers | Service | |
| ORB | 4037DA - Officer Record Brief | Service, Mobilization/ Deployment | File only the last officer record brief produced before officer release from active duty. |
| ORD AD | Active Duty Orders | Service | Do not file orders placing units on active duty and those ordering Soldiers to annual training, active duty for training, or for medical examinations. |
| ORD AD AMND | Amend Active Duty Orders | Service | |
| ORD ASSGN | Assignment or Transfer Order - Army National Guard | Service | |
| ORD AT AGR | Active Duty Orders for Annual Training, Active Duty Training, Initial Active Duty for Training, Active Guard Reserve, or Active Duty Special Work | Service | |
| ORD AT AGRA | Amend Active Duty Orders for Annual Training, Active Duty Training, Initial Active Duty for Training, Active Guard Reserve, or Active Duty Special Work | Service | |
| ORD ENL AMD | Amendment or Reenlistment Orders (Filed with 4DD) | Service | |
| ORD ENLREUP | Enlistment or Reenlistment Orders (Filed with 4DD) | Service | |
| ORD HAZ DUTY | Hazardous Duty Order | Finance, Mobilization/ Deployment | |
| ORD MOB | Mobilization Order | Finance, Mobilization/ Deployment | |
| ORD MOB AMND | Mobilization Order Amendment | Finance, Mobilization/ Deployment | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|-----------------|---|----------------------------------|---|
| ORD MOS-ASI | Orders Awarding Primary Military Occupational Specialty (MOS), Secondary MOS, Special Qualification Identifiers, and Additional Skill Identifiers | Service | |
| ORD NATO | North Atlantic Treaty Organization (NATO) Orders | Finance, Mobilization/Deployment | |
| ORD NATO AMND | Amendment to North Atlantic Treaty Organization (NATO) Orders | Finance, Mobilization/Deployment | |
| ORD NGB AMD | Amendment Assignment or Transfer Order - Army National Guard | Service | |
| ORD PROM AM | Promotion or Reduction Orders - Amendments | Service | |
| ORD PROMRED | Promotion or Reduction Orders | Service | |
| ORD REV | Revocation of Orders | Service | |
| ORD SEP AMD | Amend Separation Orders | Service | |
| ORD SPEC AMND | Amendment to Special Duty Incentive Pay Order | Finance, Mobilization/Deployment | |
| ORD SPECIAL | Special Duty Incentive Pay Order | Finance, Mobilization/Deployment | |
| ORD SPECIAL PAY | Order for Special Pay | Finance, Mobilization/Deployment | |
| ORD TCS | Temporary Change of Station Contingency /Mobilization Orders | Finance, Mobilization/Deployment | |
| ORD TCS AMD | Amendment - Temporary Change of Station Contingency/Mobilization Orders | Finance, Mobilization/Deployment | |
| ORDER SEP | Separation Orders | Service | |
| OTSG 1093 | Armed Forces Active Duty Health Professions Loan Repayment Program (ADHPLRP) | Service | |
| OTSG 18 | Army Graduate Medical Education (GME) | Service | |
| PCS ORD AMD | Amend Latest Permanent Change of Station and Current Assignment Orders (if applicable) | Service | |
| PCS ORDERS | Latest Permanent Change of Station and Current Assignment Orders (if applicable) | Service | |
| PDBR | Department of Defense Physical Disability Board of Review (PDBR) Decision | Service | File the PDBR decision memorandum/letter signed "For the Service Secretary" with the PDBR recommendation, record of proceedings, and application (with continuation pages when provided). |
| PEB LTR | Physical Evaluation Board Letter of Approval | Service, Mobilization/Deployment | |
| PEB PROC RE | Application for Review of Physical Evaluation Board Proceedings and Retention Decisions | Service | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|---------------|---|--------------------------|--|
| PERS COM LT | PERSCOM Letter/Memo that Disapproves Member's Request to Reenlist | Service | |
| PERSCOMDENY | Signed Copies of Correspondence Voiding PERSCOM Letter/Memo Denying Reenlistment | Service | |
| PHA | Periodic Health Assessment | Health | |
| PHD DIPLOMA | Doctorate Degree | Performance | |
| PHOTO | Official Full Length Photograph | Performance | |
| POA | Power of Attorney | Mobilization/ Deployment | |
| PREGCHLIST | Pregnancy Counseling Checklist | Mobilization/ Deployment | |
| PROC BRD | Proceedings of Boards of Officers | Performance, Service | |
| PROF MED SC | Professional School/Training Certificate Data Required in Service for Army Medical Department Officer | Service | |
| PROF/MMRB WVR | Physical Profile/Military Occupational Specialty Medical Retention Board Waiver | Service, Health | |
| PROM DECLIN | Declination of Promotion Statement | Service | |
| PROM DENY | Document Defer/Deny Promotion under Civilian Acquired Skills Program (CASP) or Enlistment Program | Mobilization/ Deployment | |
| PROM DETMN | Determination Pertaining to Permanent/Temporary Promotion Status | Service | |
| QMP APPEAL | Document Approving/Denying Appeal - Qualitative Management Program (QMP) Board | | For approved appeals, file approval and allied documents in the "Restricted" folder. Transfer QMP letter from the "Performance" folder to the "Restricted" folder. For denied appeals, file the disapproval document in the "Performance" folder and the allied documents in the "Restricted" folder. |
| QMP LTR | Letter Announces Department of the Army Qualitative Management Program (QMP) Board Decision | | |
| QUALRET ENL 1 | Letter of Nonretention under Qualitative Retention Program (Enlisted) (U.S. Army Reserve) | Service | File letter in the "Performance" folder and allied documents in the "Restricted" folder. If letter is successfully appealed, remove letter from the "Performance" folder and file it along with the document approving the appeal in the "Restricted" folder as indicated in filing instructions for "QMP APPEAL" in this table. |
| QUALRET ENL 2 | Letter of Retention under Qualitative Retention Program (Enlisted) (U.S. Army Reserve) | Service | File letter in the "Performance" folder and allied documents in the "Restricted" folder. |
| RECL ACTION | Reclassification Actions | Service | File only document that shows DA approval. |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|---------------|--|--------------------------|--|
| RECL CAUSE | Reclassification Actions for Cause | | Only file the document that approves the action. File the document in the "Service" folder and any allied documents in the "Restricted" folder. |
| RED INEFF | Enlisted Reduction Action for Inefficiency | | |
| REF NCOER | Referred NCOER | Performance | |
| REF OER | Referred OER | Performance | |
| REFRAD INV | Notification of Involuntary Relief from Active Duty | Service | |
| REL CAUSE | Relief for Cause Actions | Restricted | A relief for cause must be accompanied by a relief for cause OER or noncommissioned officer evaluation report or academic evaluation report. It will be filed in the "Performance" folder. This does not apply to specialist/corporal and below. Relief from some special assignments such as drill sergeant or recruiter programs require added documentation that may be filed only if the referral provisions of AR 600-37 have been met. |
| REL R DATA | Approved Requests for Release of the Restricted Information from Official Military Personnel File | Restricted | |
| REL SVC | Relief from Training and Service in the U.S. Forces because of Alien Status | Service | |
| RELEASE LTR | The Adjutant General Release Letter | Mobilization/ Deployment | |
| REMV PROM | Document Approving Recommendation for Removal from a Promotion List | Restricted | |
| RENEW CAT | Application for Renewal of Category | Service | |
| REQ EXT | Approved/Disapproved Request for Extension of Service | Service | |
| REST TVL | Acknowledgement of Restrictions for Dependent Travel and Movement of Household Goods | Mobilization/ Deployment | |
| RESTRICTED | Restricted | Restricted | |
| RET APP/DIS | Correspondence Authorize/Disapprove Selective Retention of Officers on Active Duty | Service | |
| RET/RDY RSV | Application for Transfer from the Retired Reserves to the Ready Reserve | Service | File both approved and disapproved applications together with the Secretary of the Army's finding of indispensability. |
| RETN AGE WAIV | Age Waiver for Retention | Service | |
| RETN APPR | Approved Applications for Retention on Active Duty | Service | |
| RMV4491 | Approved Withdrawal of DA 4991-R (Declination of Continued Service Statement) | Service | |
| RMVL ROTC | Notice of Removal from Participation in Reserve Officer Training Corps/Simultaneous Membership Program | Service | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|---------------------|---|--|---|
| RNISP | Registered Nurse (RN) Incentive Special Pay (ISP) | Service | |
| ROTC MEM DMS | Memorandum for Reserve Officer Training Corps Distinguished Military Graduate/Student | Service | |
| ROTC TNG | Application Statement/ State Adjutant General Agreement Reserve Officer Training Corps Graduate Not Complete Initial Active Duty Training | Service | |
| RQST STMT SVC | Request for Statement of Service | Service | |
| RTMT ELIG | Notification of Eligibility for Retirement | Service | |
| RTMT INVOL | Statement of Notification of Involuntary Retirement | Service | |
| RTMT PAY 10 | Document Approves/ Disapproves Request for 10% Increase in Retired Pay - Receipt Award | Service | File with allied documents. |
| RTMT PAY 60 | Statement of Eligibility for Retired Pay at Age 60 | Service, Mobilization/ Deployment, Finance | Army Grade Determination Review Board (AGDRB) decision for retirement, or advancement on the retired list for retired pay - Filed in this "Doc Type". |
| RTMT PAY GR | Determination of Grade for Retirement, Advancement or Retired Pay | Service | |
| RTMT PT CR | Retirement Point Credit Records | Service | |
| RTMT REVAL | Reevaluation of Retirement Benefits or Termination of Benefits | Service | |
| RTMT STMT | Statement Acknowledging Voluntary Retirement Will not be Approved | Service | |
| RTMT W/D | Request for Withdrawal of Retirement Application | Service | |
| RYE REPORT | Retirement Year End (RYE) Report | Service | |
| SCHL DECL | Correspondence by Members Declining Attendance at an Army or Other Department of Defense Service School | Performance | |
| SEC CLE VER | Verification of Security Clearance | | |
| SEL RET OFF NON-RET | Letter of Nonretention Under Selective Retention Program (Officer U.S. Army Reserve) | Service | File letter in the "Performance" folder and allied documents in the "Restricted" folder. If letter is successfully appealed, remove letter from the "Performance" folder and file it along with the document approving appeal in the "Restricted" folder. |
| SEL RET OFF RET | Letter of Retention Under Selective Retention Program (Officer U.S. Army Reserve) | Service | File letter in the "Performance" folder and allied documents in the "Restricted" folder. |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|--------------------|---|----------------------------------|--------------------------------|
| SEVER PAY | Election of Disability Severance Pay for Retirement Benefits | Service | |
| SF 1199A | Direct Deposit Sign-Up Form | Finance, Mobilization/Deployment | |
| *SF 189 | Classified Information Nondisclosure Statement | Service | |
| SF 312 | Classified Information Nondisclosure Statement | Service | |
| SF 76 | Registration and Absentee Ballot Request - Federal Post Card Application | Mobilization/ Deployment | |
| SF 86 | Security Clearance Application | Service | |
| SF 86 AUF | Questionnaire for National Security Positions | Service | |
| SF 86 P10 | Questionnaire for National Security Positions | Service | |
| SF 86 P11 | Questionnaire for National Security Positions | Service | |
| SF 86 P12 | Questionnaire for National Security Positions | Service | |
| SF 86 PAIPEI | Questionnaire for National Security Positions | Service | |
| SGL PAR WAIVER | Statement of Waiver of Single Parent or Adoption | Mobilization/ Deployment | |
| *SGLV 8285 | Request for Insurance (Servicemembers' Group Life Insurance) | Service, Mobilization/Deployment | |
| SGLV 8285A | Request for Family Coverage (Servicemembers' Group Life Insurance) | Service, Mobilization/Deployment | |
| SGLV 8286 | Servicemen's Group Life Insurance (SGLI) Election | Service, Mobilization/Deployment | |
| SGLV 8286A | Family Servicemen's Group Life Insurance (SGLI) | Service, Mobilization/Deployment | |
| SINGLE PARENT | Statement of Single Parent or Adoption | Mobilization/ Deployment | |
| SOLE SV SON | Request for Noncombat Duty - Sole Surviving Son or Daughter or Dual Family Status | Service, Mobilization/Deployment | |
| SOMILSVC | Statement of Military Service | Service | |
| SPOUSAL NOTIFY LTR | Spousal Notification Letter | Service, Mobilization/Deployment | |
| SSN VER/COR | Social Security Number Verification or Correction | Service, State | |
| SSS 254 | Application for Voluntary Induction Selective Service | Service | |
| STAB LTR | Enlisted Standby Advisory Board Letter Announcing Decision | Service | |

**Table B-1
Authorized documents—Continued**

| Document type | Document title | Primary folder | Additional filing instructions |
|---------------|---|--|--|
| STMT PREG | Statement of Counseling (Pregnancy) | Mobilization/ Deployment | |
| SVC OB ED | Service Obligation Statement Funded Legal Education Program | Service | |
| SVC OBLIG | Acknowledgement of Service Obligation (Inductees) | Service | |
| TDRL RMV | Orders Removing Member from the Temporary Disability Retired List When Member is Returned to Duty | Service | |
| TDY ORD AMD | Amend Temporary (TDY) Orders | Service | |
| TDY ORDER | Temporary (TDY) Orders | Service | |
| TRF ORD AMD | Amend Transfer Among Army Reserve Component/Control Group/Units | Service | |
| TRF RESCOMP | Transfer Among Army Reserve Components, Control Groups or Units | Service | |
| TRNSCPTS | Transcript of Credit for Civilian College/ University/ Trade/Business Schools | Performance | Transcripts must be from an accredited college or university to be filed in the AMHRR as verified by the Department of Education (http://ope.ed.gov/accreditation/). Officer transcripts indicating degree completion are filed in the "Performance" folder. Incomplete officer transcripts are filed in the "Service" folder. Enlisted transcripts are filed in the "Performance" folder regardless of degree completion status. |
| UNABLE RETIRE | Statement of Understanding if Unable to Complete 20 years of Service for Retirement | Service, Mobilization/ Deployment, Finance | |
| UNFAV INF2 | Unfavorable Information of Which the Member Concerned Had Prior Official Knowledge | | <p>File if—</p> <ul style="list-style-type: none"> a. Directed by the commander having general court-martial authority over Soldier or by higher authority. b. The notation AR 600-37 complied with appears on the document. c. Directed by the central clearance facility when the Soldier security clearance is either denied or revoked. d. File original memo/letter only if the provisions of AR 600-37 have been complied with. <p>e. File in the "Restricted" folder if document is an enclosure to an adverse action that resulted in—</p> <ul style="list-style-type: none"> - Disciplinary action - Relief for cause - Reclassification for cause - Elimination from service - Administrative reduction file <p>f. File the following documents in the "Performance" folder:</p> <ul style="list-style-type: none"> - Memorandum or letter - Referral correspondence - Soldiers reply - Other allied documents if they are specifically directed for file by the memo/letter or referral correspondence. <p>g. File all other allied documents not listed above in the "Restricted" folder.</p> |
| UNFAV INFO | Findings of Unfavorable Information | Performance | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|-----------------|---|----------------|--------------------------------|
| USAR LTR/OR | Reserve Component Promotion Letter or Order | Service | |
| USAREC 1075 | Statement of Understanding for Applicants Requesting Appointment to Army Medical Department with Concurrent Call to Active Duty | Service | |
| USAREC 1081 | National Army Medical Department Augmentation Detachment (NAAD) Assignment Verification and Acceptance | Service | |
| USAREC 1093 | Certificate of Enrollment for the U.S. Army Health Professions Scholarship Program | Service | |
| USAREC 1105 | Specialized Training Assistance Program (STRAP) Enrollment Verification | Service | |
| USAREC 1110 | Occupational Therapy Fieldwork Program Verification Statement and Tuition Payment | Service | |
| USAREC 1127-R-E | Supplement to DA Form 3286-67 Statement of Understanding (Army Policy) | Service | |
| USAREC 1129 | Department of the Army Service Agreement F.E. Hebert Armed Forces Financial Assistance Program | Service | |
| USAREC 1131 | Department of the Army Service Agreement F.E. Hebert Armed Forces Health Professional Scholarship Program | Service | |
| USAREC 1139 | Department of the Army Armed Forces Service Agreement Armed Forces Dental Officer Accession Bonus Program | Service | |
| USAREC 1151 | Certification of Participation in the Financial Assistance Program (FAP) | Service | |
| USAREC 1158 | Armed Forces Service Agreement Department of the Army Health Professional Loan Repayment Program | Service | |
| USAREC 1166 | Selected Reserve Special Pay Program Contract (for Health Care Professionals in Critically-Short Wartime Specialties) | Service | |
| USAREC 1205 | U.S. Army Reserve Nurse Officer with Concurrent Call to Active Duty Incentives Declaration Statement | Service | |

Table B-1
Authorized documents—Continued

| Document type | Document title | Primary folder | Additional filing instructions |
|---------------|--|-----------------------------------|---|
| USAREC 1209 | Pharmacy Officer Accession Bonus | Service | |
| USAREC 1248 | Agreement for Army Nurse Corps Selection Program | Service | |
| USAREC 827 | Addendum to DA Form 3540 | Service | |
| USMA 5-50 | Oath of Allegiance | Service | |
| VA 00-3101 | Request for Information | Service | |
| VA 07-3101 | Request for Information | Service | File a copy when final action is completed by the ORC. The original form will be returned to the requestor. |
| VA 07-3101A | Request for Information | Service | |
| VA 21-3101 | Request for Information | Service | |
| VA 29-8285 | Request for Insurance Servicemen's Group Life Insurance Election | Service, Mobilization/ Deployment | |
| VA 70-3101-4 | Request for Information | Service | |
| VOID HQDA | Signed Copies of Correspondence Voiding QMP Letter | Service | |
| VOIDENL/IND | Orders Voiding an Enlistment or Induction | Service | |
| VOL RET | Request for Voluntary Retirement, Approved/Disapproved | Service | |
| WAIVER ENLI | Waiver of Enlistment Commitment | Service | |
| WAIVSUPP | Applicant Waiver Supporting Documentation (Non-required) | Service | |
| WEAP TRNG | Air Force Master Instructor Certificate for Special Weapons Training | Performance, Service | |
| WEIGHT PGM | Weight Control Program Documents | Mobilization/ Deployment | |
| WEIGHT STD | Document Granting Exception to Maximum Allowable Weight Standards | Mobilization/ Deployment | |
| WILL EDU | Will Counseling or Education | Mobilization/ Deployment | |
| WO APPT | Request for Appointment or Reappointment as a Warrant Officer | Service | File only approved applications. |

Note: *Represents obsolete forms

Appendix C

Out-dated Documents or Documents no Longer Authorized for Filing in the Army Military Human Resource Record (Deprecated)

This table is a compilation of all forms and documents that are either out-dated or no longer authorized for filing in the AMHRR (deprecated). Questions concerning a particular document or form should be addressed to the proponent (see DA Pam 25-30 for proponenty).

| Document name | Document type | Document title |
|---------------|---------------|---|
| ABCMR DENY | ABCMRDEN | Denial of Review of Army Board of Correction of Military Records |
| ADRC-AGUZ | ADRC-AGUZ | All AGUZ Forms Indicating Ready Reserve Service Agreement |
| AERO EVAL | AERO RPT | Summary Report AERO medical Consultation or in-Flight Evaluation |
| AF 565 | 565AF | Record of Inpatient Treatment |
| AF 696 | 696AF | Dental Patient Medical History |
| AF T1172-1 | T1172-1AFT | Application for Uniformed Services Identification Card - Automated |
| *AGO 1357 | 1357AGO | Report of U.S. Military Academy Entrance Examination |
| *AGO 1393 | 1393AGO | Chronological Record of Service |
| *AGO 1439 | 1439AGO | Battlefield Appointment in ORC (Officer Reserve Corps) |
| *AGO 657 | 657AGO | Authorization for Issuance of Award |
| *AGPERSC 30 | 30AGPERC | Verification of Active Duty Paid from Federal Funds |
| *AGPERSCEN 3 | 3AGPERCN | Statement of Service |
| *AGPZ 1074 | 1074AGPZ | Computation of Date of Rank |
| *AGPZ 1078 | 1078AGPZ | Nonrated Period in Officer Efficiency Reports |
| *AGPZ 109 | 109AGPZ | Request for Statement of Service |
| *AGPZ 109-1 | 1091AGPZ | Request for Statement of Service (National Guard) |
| *AGPZ 158 | 158AGPZ | Administrative Determination |
| *AGPZ 213 | 213AGPZ | Statement of Service - Officers under Title 10, USC |
| *AGPZ 220 | 220AGPZ | Computation of Date of Rank |
| *AGPZ 237 | 237AGPZ | U.S. Army Reserve Promotion Passover Election Statement |
| *AGPZ 30 | 30AGPZ | Appointment in the Regular Army |
| *AGPZ 32 | 32AGPZ | Letter of Appointment in the Regular Army |
| *AGPZ 39 | 39AGPZ | Extract of Special Orders - Retirement or Retirement and Advance in Grade |
| *AGPZ 39 AM | 39AGPZ AMND | Amend-Extract of Special Orders - Retirement and Advance in Grade |
| *AGPZ 4 | 4AGPZ | Extract of Department of the Army Special Order/Announcement of Change in Rank |
| *AGPZ 412 | 412AGPZ | Appointment as Second Lieutenant in the Regular Army |
| *AGPZ 50 | 50AGPZ | Statement Concerning Status of Physical Condition Regular Army |
| *AGPZ 54 | 54AGPZ | Request by Permanent Resident Alien for Relief from Training and Service |
| *AGPZ 61 | 61AGPZ | Computation of Service, Service by Category, or Service for Pay Purposes |
| *AGPZ 612 | 612AGPZ | Medical Disqualification for Appointment in the Regular Army |
| *AGPZ 680 | 680AGPZ | Department of the Army Special Order Extract (Orders to Active Duty) |
| *AGPZ 682 | 682AGPZ | Computation of Officer's Service |
| *AGPZ 689 | 689AGPZ | Form Letter - Transmittal of Medical Records in Temporary Disability Retired List |
| *AGPZ 695 | 695AGPZ | Request of Waiver for Conviction |
| *AGPZ 722 | 722AGPZ | Extract of Special Orders - Removal from Temporary Disability Retired List - Enlisted |
| *AGPZ 760-1 | 7601AGPZ | Data Required for Service Computation |

**Table C-1
Documents no longer authorized for filing—Continued**

| Document name | Document type | Document title |
|---------------------|---------------|---|
| *AGPZ 797 | 797AGPZ | Correction or Completion of Enlistment or Induction Record |
| *AGPZ 80 | 80AGPZ | Casualty Report |
| *AGPZ 801 | 801AGPZ | Request for Verification of Active Duty Paid from Federal Funds |
| *AGPZ 930 | 930AGPZ | Computation of Service by Category |
| *AGPZ 977 | 977AGPZ | Data for Retired Pay |
| *AGPZ 99 | 99AGPZ | Promotion and Retirement Record |
| *AGPZ-FL 289 | 289AGPZ | Memorandum of Award |
| *AGTE-O 10 | 10AGTEO | Evaluation Data Report |
| *AGTE-O 10A | 10AAGTEO | Evaluation Data Card |
| *AGUZ 1045 | 1045AGUZ | Supplemental Delay Extended Active Duty Assignment |
| *AGUZ 1046 | 1046AGUZ | Application for Renewal of Education Delay for Entry on Active Duty - Verify Enroll in Graduate/Professional School |
| *AGUZ 115 | 115AGUZ | Statement of Retirement Points |
| *AGUZ 1515 | 1515AGUZ | Reserve Assignment |
| *AGUZ 172 | 172AGUZ | Option to Extend Ready Reserve Obligation |
| *AGUZ 493 | 493AGUZ | Officer Efficiency Evaluation |
| *AGUZ 589 | 589AGUZ | Chronological Record of Service for Retired Pay |
| *AGUZ 643 | 643AGUZ | Military Education Verification |
| *AGUZ 653 | 653AGUZ | Determination of Grade for Retirement, Advancement, Separation, or Retirement Pay |
| *AGUZ 782 | 782AGUZ | Removal from Active Status of U.S. Army Reserve |
| *AGUZ 789 | 789AGUZ | Waiver for Retention in the U.S. Army Reserves |
| *AGUZ 807 | 807AGUZ | Request for Statement of Service (National Guard Service) |
| *AGUZ 819 | 819AGUZ | Notification of Eligibility for Retired Pay Age 60 |
| *AHAME 8 | 8AHAME | Statement of Evidence of Citizenship Status |
| *AHS 456 | 456AHS | U.S. Army Baylor - Physical Therapy Course |
| APPL APPEAL | APPL APPEAL | Appeal Application |
| APPL PERS | APPL PERS | Application or Request for Action - Relating to Personnel Action for Individual |
| BOARD LOCAL | BOARD LOCAL | Local Promotion Selection Board Proceedings |
| CERT BIRTH SOLDIER | CERT BIRTH | Certificate of Birth - Soldier |
| CERT COMPL | CERT | Course Completion Certificates from Civilian Colleges and Universities |
| CERT COMPL RES/NRES | CERT CMP | Certificate of Course Completion (Resident and Nonresident Courses) |
| CERT FLWSP | CERT FLW | Certificates of Residency/Fellowship Training for Medical Department Officers |
| CERT L/CDR | CERT L/C | Certificate of Completion of Professional Development Courses Offered by Commanders |
| CERT MEL | CERT MEL | Certificate of Highest Military Education Completed |
| CERT OF BIRTH MD | CERT BIRTH MD | Certificate from the Physician in Attendance at Birth |
| CERT PLC | CERT PLC | Certificate of Training - Diploma Primary Leadership Course |
| CGSC 128 | 128CGSC | Report of Academic Progress |
| CITZ STMT CC | CITZ ST CC | Statement of Citizenship |
| CITZ STMT COC | CITZ ST COC | Statement of Citizenship |
| CITZ STMT DOJ | CITZ ST DOJ | Statement of Citizenship Certified Letter from Department of Justice |
| CITZ STMT NAT | CITZ ST NAT | Statement of Citizenship |

**Table C-1
Documents no longer authorized for filing—Continued**

| Document name | Document type | Document title |
|---------------|---------------|---|
| CONARC 736R | 736CONA | Enlisted Academic Report |
| CRS CMPL | CRS RES/NR | Course Completion Certificate (Resident or Nonresident) |
| CRS COMPL | CRS COMP | Letter Of Course Completion Verification (Resident and Nonresident) |
| CRS NONRES | CRS COMP NR | Nonresident Subcourse Completion Notification |
| *DA 1041 | 1041DA | Election of Options Under Uniformed Services Contingency Options Act 1953 |
| *DA 1049 | 1049DA | Personnel Action - Application/Request |
| DA 1058-R | 1058DAR | Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty |
| *DA 1059-2 | 10592DA | Senior Service College Academic Evaluation Report |
| DA 1256 | 1256DA | Incentive Award Nomination and Approval |
| *DA 1270 | 1270DA | Transfer or Release to Reserve Component |
| *DA 1301 | 1301DA | Reserve Officer Evaluation Report |
| *DA 1381 | 1381DA | Retirement and Retention Point Record |
| DA 1383 | 1383DA | Annual or Terminal Statement of Retirement Points |
| *DA 1577 | 1577DA | Authorization for Issuance of Awards |
| *DA 1590 | 1590DA | Certificate in Lieu of Lost or Destroyed Discharge from Draft |
| *DA 1608 | 1608DA | Reserve Officers Training Corps Deferment Agreement |
| *DA 1609 | 1609DA | Statement Acknowledging Obligation for Service |
| *DA 165 | 165DA | Enlisted Record - Enlisted Reserve Corps |
| *DA 170 | 170DA | Application for Appointment in the Officer Reserve Corps |
| *DA 1775 | 1775DA | Army Reserve Officer Evaluation Report - Obsolete |
| *DA 1803 | 1803DA | Reserve Officers Training Corps Enrollment Agreement |
| DA 1811 | 1811DA | Physical Data and Aptitude Test Scores on Release from Active Duty |
| *DA 2-2 | 2-2DA | Insert Sheet to DA Form 2-1 Record of Court-Martial Conviction |
| *DA 20 | 20DA | Enlisted Qualification Record |
| *DA 20A | 20ADA | Enlisted Qualification Record |
| *DA 20B | 20BDA | Insert to Personnel Qualification Record |
| *DA 2139 | 2139DA | Military Pay Voucher |
| *DA 2166 | 2166DA | Enlisted Evaluation Report |
| *DA 2166-4 | 21664DA | Enlisted Evaluation Report |
| *DA 2166-5 | 21665DA | Enlisted Evaluation Report |
| *DA 2166-5A | 21665ADA | Enlisted Evaluation Report |
| *DA 2166-6 | 21666DA | Enlisted Evaluation Report |
| *DA 2280 | 2280DA | Application for Enlistment: Women's Army Corps |
| *DA 2281-R | 2281DA | Application for Determination of Eligibility for Enlistment |
| *DA 2292 | 2292DA | U.S. Army Advance Emergency Order to Active Duty |
| *DA 2292 AM | 2292DA AMND | Amend - U.S. Army Advance Emergency Order to Active Duty |
| *DA 2343 | 2343DA | Evaluation Report of Enlisted |
| *DA 24 | 24DA | Service Record |
| DA 2442 | 2442DA | Certificate of Achievement |
| DA 2443 | 2443DA | Commendation Certificate |
| *DA 2492-R | 2492DA | Consent of Parents or Legal Guardian for Amendment or Extension of a Minor |
| DA 2631 | 2631-RDA | Medical Care - Third Party Liability Notification |

Table C-1
Documents no longer authorized for filing—Continued

| Document name | Document type | Document title |
|-----------------|---------------|---|
| *DA 2876 | 2876DA | Report of Change for Qualification Record |
| *DA 2890 | 2890DA | Individual Training Progress and Proficiency Record |
| *DA 2976-R | 4D2976DA | Application for Individual Mobilization Augmentation Program Assignment |
| *DA 3027 | 3027DA | Request for National Agency Check |
| *DA 3072-1A | 4D30721DA | Request for Waiver of Disqualification for Enlistment/Reenlistment in Regular Army for Personnel Applying from Civilian Life |
| DA 3078 | 3078DA | Personnel Clothing Request |
| *DA 3082-R | 3082DA | Statement of Medical Condition |
| DA 3161 | 3161DA | Request for Issue/Turn-in |
| *DA 3284-R | 3284DA | Applicant Statement of Name Change |
| DA 3286 | 4D3286DA | Statement for Enlistment, Parts I thru V |
| *DA 3286-1 | 4D32861DA | Statement for Enlistment, Part IV—Army Airborne Dual Enlistment Option |
| *DA 3286-10-R | 4D328610DA | Statement for Enlistment, Part VI |
| *DA 3286-11 | 4D328611DA | Statement for Enlistment, Part VI- U.S. Army Officer Candidate School Enlistment Option |
| *DA 3286-12 | 4D328612DA | U. S. Army Warrant Officer Flight Training Enlistment Option |
| *DA 3286-12-1-R | 4D3286121DA | Troop Program Unit |
| *DA 3286-13 | 4D328613DA | Statement for Enlistment, U.S. Army Combat Arms Unit/Area of Choice |
| *DA 3286-14 | 4D328614DA | Statement for Enlistment, U.S. Army Communications Command Enlistment Option |
| *DA 3286-15-R | 4D328615DA | Statement for Enlistment, U.S. Army Overseas Area of Choice (Combat Arms) Enlistment Option |
| *DA 3286-16-R | 4D328616DA | Statement for Enlistment, Part VI—U.S. Army 2 Year Training or Training and Travel Enlistment Option |
| *DA 3286-17 | 4D328617DA | Statement for Enlistment, U.S. Army Cash Bonus Enlistment Option |
| *DA 3286-17-1-R | 4D3286171DA | Statement for Enlistment (Test) |
| *DA 3286-17A-R | 4D328617ADA | Addendum to Statement for Enlistment, Army Cash Bonus Enlistment Option |
| *DA 3286-18 | 4D328618DA | U.S. Army First Assignment (No Training Enlistment Option |
| *DA 3286-19 | 4D328619DA | U.S. Army Station, Command of Choice Enlistment Option |
| *DA 3286-2-R | 4D32862DA | Statement for Enlistment, Part VI—Regular Enlistment Option 9 |
| *DA 3286-20 | 4D328620DA | Statement of Enlistment, Part VI—U.S. Army 3D Infantry Enlistment Option |
| *DA 3286-21-R | 4D328621DA | Addendum to Certificate and Acknowledgment of Service Requirements Part in U.S. Army Reserve Prior Service Training Option |
| *DA 3286-22 | 4D328622DA | Statement for Enlistment, Part VI—U.S. Army Training and Cash Enlistment Option |
| *DA 3286-23 | 4D328623DA | Statement for Enlistment, Part VI—U.S. Army 3D Infantry/Berlin Brigade Enlistment Option |
| *DA 3286-24 | 4D328624DA | Statement for Enlistment, U.S. Army Materiel Development and Readiness Command |
| *DA 3286-25 | 4D328625DA | Statement for Enlistment, U.S. Army Electronic Warfare/Cryptologic Enlistment Option |
| *DA 3286-26-R | 4D328626DA | Statement for Enlistment, Part VI- U.S. Army, 2 Year Enlistment Option |
| *DA 3286-26B-R | 4D328626BDA | U.S. Army, 2 Year Enlistment Option |
| *DA 3286-27-R | 4D328627DA | Statement for Enlistment, Part VI—U.S. Army Department of Defense -Department of the Army Contribution to (Veterans Education Assistance Program) |
| *DA 3286-27A-R | 4D328627ADA | Statement for Enlistment, Part VI (Test) |
| *DA 3286-27B-R | 4D328627BDA | Statement for Enlistment, U.S. Army Department of Defense -Department of the Army Contribution to (Veterans Education Assistance Program) |
| *DA 3286-28-R | 4D328628DA | Statement for Enlistment, U.S. Army 18 Month European Enlistment Option |
| *DA 3286-29-R | 4D328629DA | Statement for Enlistment, U.S. Army Buddy European Enlistment Option |

Table C-1
Documents no longer authorized for filing—Continued

| Document name | Document type | Document title |
|---------------|---------------|---|
| *DA 3286-3 | 4D32863DA | Statement for Enlistment, U.S. Army Training of Choice Enlistment Option |
| *DA 3286-30-R | 4D328630DA | Statement for Enlistment, U.S. Army Contribution to Veterans Educational Assistance Program |
| *DA 3286-31-R | 4D328631DA | Statement of Understanding, U.S. Army Enlistment Policy for Applicant Without Spouse Custody |
| *DA 3286-32-R | 4D328632DA | Addendum to Certificate and Acknowledgement of Service Requirement |
| *DA 3286-34-R | 4D328634DA | Statement for Enlistment, Part VI-U.S. Army Europe Enlistment Option |
| *DA 3286-35-R | 4D328635DA | Statement for Enlistment, Part VI-U.S. Army Strategic Communication Command |
| *DA 3286-37-R | 4D328637DA | Statement for Enlistment, Part VI-U.S. Army Korea Enlistment Option |
| *DA 3286-38-R | 4D328638DA | Statement for Enlistment, Part VI-U.S. Army Alaska Enlistment Option |
| *DA 3286-39-R | 4D328639DA | Statement for Enlistment, Part VI-25th Infantry Division Hawaii Enlistment Option |
| *DA 3286-4 | 4D32864DA | Statement for Enlistment, U.S. Army Airborne Enlistment Option |
| *DA 3286-40 | 4D328640DA | Statement for Enlistment, Delayed Entry Program (DEP) |
| *DA 3286-41 | 4D328641DA | Statement for Enlistment, Delayed Entry Program-Officer Candidate/Warrant Officer Flight |
| *DA 3286-44-R | 4D328644DA | Statement for Enlistment, Part VI-U.S. Army Training and Travel Enlistment Opt |
| *DA 3286-45-R | 4D328645DA | Statement of Enlistment, Section III |
| *DA 3286-46-R | 4D328646DA | Statement for Enlistment, Part VI-U.S. Army Military Police Enlistment Option |
| *DA 3286-47-R | 4D328647DA | Statement for Enlistment, Part VI-U.S. Army Special Unit Enlistment Option |
| *DA 3286-49R | 4D328649RDA | Statements for Enlistment, Part IV-Continental United States Unit of Choice Enlistment Option |
| *DA 3286-5-R | 4D32865DA | Statement for Enlistment, Part VI-U.S. Army Special Forces Enlistment Option |
| *DA 3286-50 | 4D328650DA | Statement for Enlistment, Part VI-U.S. Army 3D Infantry Enlistment Option |
| *DA 3286-51 | 4D328651DA | Statement for Enlistment, Part VI-U.S. Army Recruiting Support-Enlistment Option |
| *DA 3286-52 | 4D328652DA | Statement for Enlistment, Part VI-Continental United States Station of Choice Enlistment Option |
| *DA 3286-53 | 4D328653DA | Statement for Enlistment, Part VI-U.S. Army Berlin Brigade Enlistment Option |
| *DA 3286-54 | 4D328654DA | Statement for Enlistment (Test) |
| *DA 3286-55 | 4D328655DA | Statement for Enlistment, U.S. Army Regimental Enlistment Option |
| *DA 3286-56 | 4D328656DA | U.S. Army Contribution to All Volunteer Force Education Assistance Program |
| *DA 3286-57 | 4D328657DA | U.S. Army Enlistment Policy on Sure Pay |
| *DA 3286-59/1 | 4D328659DA | Statement for Enlistment (Delayed Enlistment Program) |
| *DA 3286-59/2 | 4D3286592DA | Statement for Enlistment (Delayed Enlistment Program) continued |
| *DA 3286-6 | 4D32866DA | Statement for Enlistment, Part VI-U.S. Army Security Agency Enlistment Option |
| *DA 3286-60 | 4D328660DA | Statement for Enlistment, U.S. Army Enlistment Options |
| *DA 3286-61 | 4D328661DA | Statement of Understanding |
| *DA 3286-62 | 4D328662DA | Statement for Enlistment (Addendum) continued |
| *DA 3286-63 | 4D328663DA | Statement for Enlistment, U.S. Army Training Enlistment Program |
| *DA 3286-64 | 4D328664DA | Statement for Enlistment, U.S. Army Station/Command/Unit/Area Enlistment Program |
| *DA 3286-65 | 4D328665DA | Statement for Enlistment, U.S. Army Officer Enlistment Program |
| *DA 3286-66 | 4D328666DA | Statement of Understanding, U.S. Army Incentive Enlistment Program |
| *DA 3286-67 | 4D328667DA | Statement of Understanding (Army Policy) |
| *DA 3286-68 | 4D328668DA | Statement for Enlistment, Army Civilian Acquired Skills |
| *DA 3286-69 | 4D328669DA | Statement of Understanding for Persons Having Dependents in Custody of Another |

**Table C-1
Documents no longer authorized for filing—Continued**

| Document name | Document type | Document title |
|---------------|---------------|--|
| *DA 3286-7-R | 4D32867DA | Statement for Enlistment, Part VI-U.S. Army Intelligence Enlistment Option |
| *DA 3286-70 | 4D328670DA | Addendum to Statements for Enlistment (Additional Requirements for Enlistment Options) |
| *DA 3286-8 | 4D32868DA | Statement for Enlistment, Part VI-U.S. Army Bands Enlistment Option |
| *DA 3286-85 | 4D328685DA | Statement for Reenlistment, Part VI-In-Service Reenlistment Options |
| *DA 3286-8A-R | 4D32868ADA | Statement for Enlistment, Part VI-Overseas Area Enlistment Option |
| *DA 3286-9-R | 4D32869DA | Statement for Enlistment, Part VI-Language School Enlistment Title |
| *DA 3286-99-R | 4D328699DA | Statement for Enlistment/Reenlistment, Enlistment Agreement (LRA) |
| *DA 3327 | 3327DA | Personnel Clothing Record |
| *DA 3339-R | 3339DA | Request for Extension of Current Period of Active Duty |
| *DA 3352 | 3352DA | Command Sergeant Major Efficiency Report |
| DA 3365 | 3365DA | Authorization for Medical Warning Tag |
| *DA 3475-R | 3475DA | Diving Duty Summary Sheet |
| DA 3479 | 3479-RDA | Air Traffic Control Training and Proficiency Record |
| *DA 3538 | 4D3538DA | Certificate Requirement for Individual Enlistment, U.S. Army Reserve Enlistment Program 63 |
| *DA 3539 | 4D3539DA | Certificate Acknowledge Service Requirement, Individual Enlistment U.S. Army Reserve 6 Year 2 Year Program |
| *DA 3580 | 3580DA | Certificate Acknowledge Service Requirements , Individual Applicant Appointment U.S. Army Reserve AR135-50 |
| *DA 3587 | 3587DA | Certificate Acknowledgement , Service Requirements Application Appointment in U.S. Army Reserve |
| *DA 3593 | 3593DA | Army Reserve Retirement Credit Card |
| DA 3626 | 3626DA | Vehicle Registration/Driver Record |
| DA 3647 | 3647DA | Inpatient Treatment Record Cover Sheet |
| DA 3647-1 | 3647-1DA | Inpatient Treatment Record Cover Sheet (for Plate Imprinting) |
| *DA 3687 | 3687DA | Application/Certificate of Service Agreement for Medical/Dental/ Veterinary |
| *DA 3688 | 3688DA | Certificate Acknowledge Service Requirements - Army Dental Practice Residency |
| *DA 3713 | 3713DA | Data for Retired Pay |
| DA 3725 | 3725DA | Army Reserve Status and Address Verification |
| *DA 3726 | 3726DA | Ready Reserve Service Agreement - Obsolete |
| *DA 3726-1 | 37261DA | Ready Reserve Service Agreements |
| *DA 3763 | 3763DA | Community Health Nursing-Case Referral |
| DA 3822 | 3822-RDA | Report of Mental Status Evaluation |
| *DA 3835 | 3835DA | Notice of Unauthorized Absence from the U.S. Army |
| *DA 3836 | 3836DA | Notice of Return from Unauthorized Absence |
| *DA 3873 | 3873DA | Certificate of Acknowledgement Understand of Service Requirements Physicians Dentists (U.S. Army Reserve) |
| *DA 3874 | 3874DA | Request for Transfer to U.S. Army Reserve Control Group (Reinforcement) |
| DA 3947 | 3947DA | Medical Evaluation Board Proceedings |
| DA 3955 | 3955DA | Change of Address and Directory Card |
| DA 3984 | 3984DA | Dental Treatment Plan |
| DA 4037 | 4037DA | Officer Record Brief |
| *DA 4060 | 4060DA | Record of Optometric Examination |
| *DA 41 | 41DA | Record of Emergency Data |

**Table C-1
Documents no longer authorized for filing—Continued**

| Document name | Document type | Document title |
|---------------|---------------|---|
| DA 4186 | 4186DA | Medical Recommendation for Flying Duty |
| *DA 4187 COLA | 4187DACOLA | Personnel Action, Application/Request Continental United States and Outside Continental United States Cost of Living Allowance Entitlements |
| *DA 4410 | 4410DA | Disclosure Accounting Record |
| DA 4465 | 4465DA | Alcohol/Drug Abuse Client Intake Record with Privacy Statement Allied Papers |
| DA 4466 | 4466DA | Patient Progress Report (PPR) |
| DA 4497 | 4497-RDA | Interim (Abbreviated) Flying Duty Medical Examination |
| DA 4515 | 4515DA | Personnel Reliability Program Record Identifier |
| *DA 4530 | 4530DA | Electroencephalogram Request and History |
| *DA 4629 | 4629DA | Service Agreement Department of the Army Armed Forces Health Professional Scholarship |
| *DA 4688 SER | 4D4688DA | Certificate Acknowledgement - Service Requirements for Individual Enl/Reenl in the IRR RES |
| DA 4700 | 4700DA | Medical Record - Supplemental Medical Data |
| *DA 471 | 471DA | National Guard Oath of Office |
| *DA 4825-R | 4D4825DA | Addendum Certificate Acknowledge Service Requirements (DA 3540) Enlistment U.S. Army Reserve Civilian Acquired Skills |
| DA 4872 | 4872DA | Certificate of Promotion |
| DA 4941 | 4941DA | Statement of Option |
| *DA 4960-R | 4D4960DA | Selected Reserve Incentive Program Enlistment (Part of 3540 DA) |
| *DA 4961-R | 4D4961DA | Affiliation Bonus Program (Addendum to DA 3540 Series) |
| *DA 4962-R | 4D4962DA | Selective Reserve Incentive Program - Reenlistment (Addendum to DA 3540 series) |
| *DA 4970 | 4970DA | Medical Screening Summary - Over 40 Physical Training Program |
| *DA 5006-R | 5006DA | Medical Record - Authorized for Disclosure of Information |
| *DA 5007-R | 5007DA | Record of Hyposensitization |
| DA 5008 | 5008DA | Telephone Medical Advice Consultation Record |
| *DA 5115-R | 5115DA | Voluntary Retirement in Lieu of Permanent Change of Station Statement |
| *DA 5139-R | 4D5139DA | Loan Repayment Program Statement of Understanding |
| DA 5181-R | 5181-RDA | Screening Note of Acute Medical Care |
| *DA 5247-R | 5247DA | Request for Security Determination |
| *DA 5287-R | 5287DA | Training Records Transmittal Jacket (TRTJ) |
| DA 5303 | 5303DA | Volunteer Agreement Affidavit |
| DA 5436-R | 4D5436DA | EOD Volunteer Statement (LRA) |
| DA 5551-R | 5551-RDA | Spirometry Flow Sheet |
| DA 5569 | 5569-RDA | Isoniazid (INH) Clinical Flow Sheet |
| DA 5570 | 5570DA | Health Questionnaire for Dental Treatment |
| *DA 5571 | 5571DA | Master Problem List |
| DA 5695 | 5695DA | Information Management Requirement Project Document |
| DA 597-1 | 5971DA | Acknowledgement of Understanding, Nonscholarship 2 Year Program |
| *DA 638-1 | 6381DA | Recommendation for Award |
| *DA 638-1-A | 6381ADA | Recommendation for Award (for Other Than Valor) of Army Achievement Medal, Army Commendation Medal |
| *DA 638T | 638TDA | Recommendation for Award - Wartime |
| *DA 639 | 639DA | Recommendation for Award - Heroism |

Table C-1
Documents no longer authorized for filing—Continued

| Document name | Document type | Document title |
|---------------|---------------|---|
| *DA 66 | 66DA | Officer Qualification Record |
| *DA 664 | 664DA | Service Members Statement Concerning Application for Compensation from Veteran Administration |
| DA 669 | 669DA | Army Continuing Education System (ACES) Record |
| *DA 67-3 | 673DA | Officer Efficiency Report |
| *DA 67-4 | 674DA | Officer Efficiency Report |
| *DA 67-5 | 675DA | U.S. Army Officer Efficiency Report |
| *DA 67-6 | 676DA | U.S. Army Officer Efficiency Report |
| *DA 67-7 | 677DA | U.S. Army Officer Evaluation Report |
| DA 7349 | 7349DA | Initial Medical Review - Annual Medical Certificate |
| *DA 78 | 78DA | Recommendation for Promotion of Officer |
| *DA 8-115 | 8115DA | Register of Dental Patients |
| *DA 8-118 | 8118DA | Medical Board Proceeding |
| *DA 8-130 | 8130DA | Supplemental Data for Army Medical Service Reserve Officers |
| *DA 8-274 | 8274DA | Medical Condition-Physical Profile Record |
| *DA 873 | 873DA | Certificate of Clearance and/or Security Determination |
| *DA AGO 67-2 | 672DA | Officer Efficiency Report |
| *DAPC 5 | 5DAPC | Statement of Service - Prisoner of War |
| *DAPC DA 109 | 109DAPC | Request for Statement of Service |
| *DAPC-PA 760 | 760DA | Medical or Dental School |
| *DAPC-PS 143 | 143DAPCP | Computation of Officer's Service |
| *DAPC-PS 185 | 185DAPCP | Computation of Officer's Service |
| *DAPC-PS 204 | 204DAPCP | Computation of Officer's Service |
| *DD 1141 | 1141DD | Record of Occupation Exposure to Ionizing Radiation/Automated Dosimetry Received |
| *DD 13 | 13DD | Statement of Service |
| DD 1435 | 1435DD | Communication Security Maintenance Training and Experience Record |
| *DD 1481 | 1481DD | Request for Deferment from Residency Training |
| DD 149 | 149DD | Application for Correction of Military Record under provision of 10 USC 1552 |
| *DD 1548 | 1548DD | Preinduction Processing and Commission Data -Medical/Dental/Allied Special Category |
| *DD 1688 | 1688DD | Election of Options Retired Servicemen's Family Protection Plan |
| *DD 1879 | 1879DD | Request for Personnel Security Investigation |
| *DD 1883 | 1883DD | Survivor Benefit Plan Election Certificate |
| DD 2005 | 2005DD | Privacy Act Statement - Health Care Records |
| *DD 2057 | 2057DD | Contributory Educational Assistance Program Statement of Understanding |
| DD 214 CG | 214CGDD | Report of Separation from Active Duty |
| DD 214 MC | 214MCDD | Certificate of Release or Discharge from Active Duty |
| DD 214 N | 214NDD | Armed Forces of the United States Report of Transfer or Discharge |
| DD 2161 | 2161DD | Referral for Civilian Medical Care |
| DD 2215 | 2215DD | Reference Audiogram |
| DD 2216 | 2216DD | Hearing Conversation Data |
| *DD 230 | 230DD | Service Record |
| DD 2351 | 2351DD | Report of Medical Examination |

**Table C-1
Documents no longer authorized for filing—Continued**

| Document name | Document type | Document title |
|---------------|----------------|---|
| DD 2367 | 2367DD | Overseas Housing Allowance (OHA) Report (Individual) |
| DD 2482 | 2482DD | Venom Extract Prescription |
| DD 2492 | 2492DD | Report of Medical History |
| DD 2841 | 2841DD | Registration Official Department of Defense Public Key Infrastructure Certificate of Acceptance and Acknowledgement of Responsibilities |
| DD 2842 | 2842DD | Subscriber Department of Defense Public Key Infrastructure Certificate of Acceptance and Acknowledgment of Responsibilities |
| *DD 2895 | 2895DD | Agreement to Serve in the Selected Reserve for TRICARE Reserve Select |
| DD 293 | 293DD | Application for Review of Discharge or Separation from the Armed Forces of the U. S. |
| *DD 373 | 4D373DD | Consent Declaration of Parent or Legal Guardian |
| *DD 390 | 390DD | Initial Data for Classification and Commissioning in Medical Service Medical/Dental/Veterinary |
| *DD 398 | 398DD | Personnel Security Questionnaire |
| DD 398-2 | 398-2DD | DOD National Agency Questionnaire (NAQ) |
| *DD 426 | 426DD | Career Status Bonus (CSB) Election |
| DD 457 | 457DD | Investigating Officer's Report |
| DD 458 | 458DD | Charge Sheet |
| *DD 47 | 47DD | Record of Induction |
| *DD 481-2 | 4812DD | Clinical Record Cover Sheet |
| *DD 481-3 | 4813DD | Clinical Record Cover Sheet |
| DD 553 | 553DD | Deserter/Absentee Wanted by the Armed Forces |
| DD 616 | 616DD | Report Return of Absentee |
| *DD 735 | 735DD | Health Record - Abstract of Service |
| DD 741 | 741DD | Eye Consultation |
| DD 771 | 771DD | Eyewear Prescription |
| *DD 771-1 | 7711DD | Eyewear Prescription - Plastic Lens |
| DFR INFO | DFR INFO | Information Relating to Army Deserters now Members of Another Service |
| DFR ORD AM | DFR OR AMD | Amend Dropped from the Rolls (DFR) Orders |
| DFR ORDERS | DFR ORD | Dropped from the Rolls (DFR) Orders |
| DFR STATUS | DFR ST | Documents Relating to Absent Without Leave and Dropped from Rolls Status of a Member |
| DIS 1 | DIS 1 | Report of national agency check / entrance national agency check (RON) |
| DISCH DECL | DISCH DECL | Declination of Discharge from the Armed Forces by an Individual in Alien Status |
| DNA | DNA | Deoxyribonucleic (DNA) Test Verification |
| *DS 1350 | CITZ ST 1350DS | Department of State Certificate of Birth (Replaced by FS-240) |
| *EPEECO 10 | 10EPEECO | Military Occupational Specialty Evaluation Data Report |
| EXT USAR MB | EXT AR | Approved Requests for Extension of Service for U.S. Army Reserve Members |
| FAA 8500-8 | 85008FAA | Medical Certificate - Class and Student Pilot Certificate |
| FAIL NRES | FAIL NRES | Service School Nonresident Course Failure Letter |
| FAIL RES | FAIL RES | Letter of Failure to Complete Army Service School Resident Course of Instruction |
| FAIL SGM | FAIL SGM | Letter of Failure to Complete the Sergeant Major Academy Nonresident Course |
| *FEC 303 | 303FEC | Report of Medical History in Captivity |
| HEARAID | HEARAID | Correspondence on Hearing Aids |
| HOS/POW WVR | HOS/POW WVR | Former Hostage/Prisoner of War in Deploy Area Waiver |

**Table C-1
Documents no longer authorized for filing—Continued**

| Document name | Document type | Document title |
|-----------------|---------------|---|
| HSC 317-R TEST | 317HSC | Screening Note of Acute Medical Care |
| HSC FORM 201 | 201HSC | Health Questionnaire for Dental Treatment |
| HSC FORM 79 | 79HSC | Master Problem List |
| HS DIPLOMA | DIPLOMA HS | High School Diploma |
| *ICAF 190 | 190ICAF | Academic Report |
| INS I-551 | INS I-551 | Alien Registration Card-Immigration and Naturalization Services Document |
| INS-N-560 | CITZ ST 560N | Proof of Birth U.S. Citizen Born Abroad |
| INTERR RPT | INTERROG | Interrogation Reports and Similar Data Regarding Missing Persons |
| MCISP | MCISP | Medical Corps Incentive Special Pay (ISP) |
| *MEDDAC 90 | 90MEDDAC | Headache Checklist |
| MED/DENT RQ | MED/DENT | Correspondence Regard Request/Return Medical or Dental Records |
| MEDFLAG | MEDFLAG | Documents/Correspondence Regarding Imposition or Removal of Flying Status Restriction |
| MEDMSC | MEDMSC | Administrative/Miscellaneous Documents Deemed Appropriate to Retain |
| MOS MEMO | MOS MEMO | Memorandum Signed by General Officer in Lieu of Military Occupational Specialty Orders |
| N-CONUS-ENL | N-CONUS-ENL | Statement by Non-Continental United States Residents of Intent Not to Reenlist/Remain Active Duty |
| *NCW 114 | 114NCW | National War College Academic Report - Obsolete |
| NGB 21 | 21NGB | Enlistment Agreement |
| *NGB 22-1 | 221NGB | Request/Decline Copy of NGB Form 22 |
| *NGB 22-2 | 222NGB | Extension of Enlistment |
| NGB 22-3 | 223NGB | Request for Waiver |
| *NGB 23 | 23NGB | Retirement Credits Record |
| NGB 24 | 24NGB | Service and Qualification Record |
| NGB 421 | 421NGB | Enlistment Record |
| NGB 47 | 47NGB | Certification of Active Duty/Active Duty for Training/Full-Time Training Duty |
| NGB 55 | 55NGB | Honorable Discharge from the Armed Forces of the U. S. of America |
| *NGB 594-3 | 5943NGB | In-Service Recruiting - Army National Guard |
| *NGB 594-5 | 5945NGB | Delayed Training Option |
| *NGB 600-15 | 60015NGB | Army National Guard Selected Reserve Incentive Program Agreement |
| *NGB 600-15-1 | 600151NGB | Annex to DD Form 4 Enlistment Bonus Agreement |
| *NGB 600-15-2 | 600152NGB | Army National Guard Selected Reserve Incentive Program Agreement |
| *NGB 600-15-3 | 600153NGB | Army National Guard Selected Reserve Incentive Program Agreement |
| *NGB 600-15-4-R | 600154NGB | Annex to DD Form 4 Student Loan Repayment Program |
| *NGB 61 | 61NGB | Conditional Release |
| *NGB 64 | 64NGB | Application for Training |
| NGB PRO-LIS | NGB PRO-LIS | Promotion Selection List (Army National Guard) |
| NME 220 | 220NME | Active Duty Report |
| NME 4 | 4NME | Enlistment Record (United States) |
| NME 47 | 47NME | Record of Induction |
| OATH EXT | 4D OATH | Oath of Extension (U.S. Army Reserve) |
| *OPD 133 | 133OPD | Approval of Extension of Service (Short Term) |
| *OPO-EPD 185 | 185OPEPD | Rating for Command Sergeant Major |

**Table C-1
Documents no longer authorized for filing—Continued**

| Document name | Document type | Document title |
|---------------|---------------|--|
| *OPO-RCPC 33 | 33OPRCPC | Letter of Appointment |
| *OPO-RCPC 52 | 52OPRCPC | Application for Renewal of Education Delay for Entrance on Active Duty |
| *OSA 172 | 172OSA | Army Discharge Review Board Case Report (OSA Form 172) - ADRB |
| PANOREX | PANOREX | Panographics X-Rays |
| PCCF CLEAR | PCCF CLEAR | Personnel Central Clearance Facility (PCCF) Security Clearance Message/Mailer |
| PDT ENL DOC | PDT ENL | Predated Enlistment Documents |
| PHS 731 | 731PHS | International Record of Vaccinations |
| PHY CON ST | PHY CON | Statement Concerning Status of Physical Condition (Regular Army) |
| PHYS EXAM | PHYS EXAM | Periodic Physical Examination |
| PHY THPY | PHY THPY | Physical Therapy Course Student Record |
| PHYSDIS | PHYSDIS | Physical Disability Appeals Board Case Report (OSA174) |
| POW SYNOP | POW SYNOP | Synopsis of Prisoner of War Brief |
| PROM LIST | PROM LIST | Current Promotion Recommended List |
| PROM STAT | PRO STAT | Determination of Data Pertaining to Permanent/Temporary Promotion Status |
| PROM STAT A | PRO STAT AM | Amend Determination of Data Pertaining to Permanent/Temporary Promotion |
| PSYCHRPT | PSYCHRPT | Reports of Certificates Prepared by Neuropsychiatric Consultation Service or Psychiatrists |
| *RCPC 29B | 29BRCPC | Reserve Promotion Letter |
| *RCPC 65 | 65RCPC | Supplemental Delay, Extended Active Duty Agreements |
| REV DIS BD | REV DIS BD | Application for Review of Findings of Disability Review Board |
| RPT MISS | RPT MISS | Report of Missing Persons Board of Inquiry |
| *SF 500 | 500SF | Laboratory Slips |
| SF 502 | 502SF | Medical Record - Narrative Summary (Clinical Resume) |
| SF 509 | 509SF | Medical Record - Doctors Progress Notes |
| SF 513 | 513SF | Medical Record - Consultation Sheet/ Referral for Civilian Medical Care |
| SF 514K | 514KSF | Bacteriology |
| SF 516 | 516SF | Medical Record - Operation Report |
| *SF 519 A | 519 ASF | Medical Record - Radiographic Report |
| SF 519 B | 519 BSF | Radiologic Consultation Request/Report |
| *SF 520 | 520SF | Clinical Record - Electrocardiographic Record |
| *SF 521 | 521SF | Clinical Record - Dental |
| *SF 522 | 522SF | Medical Record - Request for Admin of Anesthesia/Perform Operation/ Other |
| *SF 539 | 539SF | Medical Record - Abbreviated Medical Record |
| SF 541 | 541SF | Gynecological Cytology |
| SF 546 | 546SF | Chemistry I |
| SF 547 | 547SF | Chemistry Ii |
| SF 548 | 548SF | Chemistry Iii (Urine) |
| SF 549 | 549SF | Hematology |
| SF 550 | 550SF | Urinalysis |
| SF 551 | 551SF | Serology |
| SF 552 | 552SF | Parasitology |
| SF 553 | 553SF | Microbiology I |
| SF 554 | 554SF | Microbiology Ii |

Table C-1
Documents no longer authorized for filing—Continued

| Document name | Document type | Document title |
|-----------------|----------------|--|
| SF 555 | 555SF | Spinal Fluid |
| *SF 556 | 556SF | Immunohematology |
| SF 557 | 557SF | Miscellaneous |
| SF 558 | 558SF | Emergency Care and Treatment |
| SF 559 | 559SF | Medical Record - Allergen Extract Prescription, New, Refill |
| *SF 560 | 560SF | Medical Record - Electroencephalogram/Request & History (Formerly DA Form 4530) |
| SF 600 | 600SF | Chronological Record of Medical Care |
| SF 601 | 601SF | Health Record - Immunization Record |
| SF 602 | 602SF | Medical Record - Serology Record |
| SF 603 | 603SF | Health Record - Dental and Health Record - Dental Continuation |
| SF 603 A | 603 ASF | Health Record - Dental and Health Record - Dental Continuation |
| SF 88 | 88SF | Report of Medical Examination (Initial, Flight, Periodic, Quadrennial, and so forth) |
| *SF 89 | 89SF | Report of Medical History |
| SF 93 | 93SF | Report of Medical History |
| *SG 27 | 27SG | Student Record, Physical Therapy Course |
| SQT NOTICE | SQT NOTICE | Notification of SQT Completion |
| SSAN COR | SSAN COR | Notification of Correct Social Security Number Determination |
| STAMBFM | STAMBFM | State Ambulance Forms |
| *TAGO 108 | 108TAGO | Report of Determination |
| *TAGO 109 | 109TAGO | Request for Statement of Service |
| *TAGO 110 | 110TAGO | Notification of Change in Department of the Army Record |
| *TAGO 166 | 166TAGO | Statement of Military Service |
| *TAGO 168 | 168TAGO | Request for Verification of Active Duty Pay from Federal Funds |
| *TAGO 95 | 95TAGO | Correction or Completion of Enlistment or Education Record |
| TDR CARDS | TDR CARDS | Transfer Data Record Card Set |
| THRIFT SAVINGS | THRIFT SAVINGS | Thrift Savings Plan Enrollment |
| *USA MEDDAC 178 | 178USAMEDAC | Amosist Miscellaneous |
| *USAAC 378 | 378AAC | Report of Reserve Component Training |
| *USAAC 61 | 61USAAC | Army Reserve Retirement Credit Card |
| *USAAC 807 | 807USAAC | Request for Statement of Service |
| *USAAG 589-1 | 5891AAG | Chronological Record of Service for Retired Pay |
| *USAEEC 10 | 10USAEEC | Military Occupational Specialty Evaluation Data Report |
| *USAEEC 3 | 3USAEEC | Statement of Service (Enlisted) |
| *USAEREC 10 | 10USAEREC | Enlisted Evaluation Data Report |
| *USAEREC 10A | 10AEREC | Enlisted Evaluation Data Report |
| *USAEREC 3 | 3USAEREC | Statement of Service |
| *USAEREC 5 | 5USAEREC | Request for Statement of Service (National Guard Service) |
| USAR NONSEL | USAR NSEL | U.S. Army Reserve Promotion Nonselection Election Statement of Separation Options |
| *USARE 105 | 4D105USA | Enlistment Promise Statement |
| *VA 29-8286 | 298286VA | Servicemen's Group Life Insurance (SGLI) Election |
| *WD 100 | 100WD | Separation Qualification Record |
| *WD 163 | 163WD | Adjusted Service Rating Card |

**Table C-1
Documents no longer authorized for filing—Continued**

| Document name | Document type | Document title |
|---------------|---------------|---|
| *WD 21 | 4D21WD | Enlistment Record Regular Army |
| *WD 214 | 214WD | Application for Cert in Lieu of Lost or Destroyed Discharge Certificate |
| *WD 221 | 221WD | Report of Induction of Selective Service Man |
| *WD 261 | 261WD | Request for Records from the Adjutant General |
| *WD 303 | 303WD | Report of Change |
| *WD 353 | 353WD | Reserve Officer's Qualification and Availability Questionnaire |
| *WD 37 | 37WD | Report of Proceedings of Board of Officers |
| *WD 53-55 | 5355WD | Enlisted Record and Report of Separation - Honorable Discharge |
| *WD 53-98 | 5398WD | Military Record and Report of Separation Certificate of Service |
| *WD 562 | 562WD | Application for Correction of Military Record |
| *WD 638 | 638WD | Recommendation for Award (Meritorious Service) |
| *WD 66 | 66WD | Officers, Warrant Officer, Flight Officer Qualification Record |
| *WD 66-1 | 661WD | Officer's and Warrant Officer's Qualification Card |
| *WD 67 | 67WD | Efficiency Report |
| *WD 707 AGO | 707WD | Record of Award of Purple Heart |
| *WD 78 | 78WD | Recommendation for Promotion of Officer |
| *WD 8-27 | 827WD | Field Medical Card (FMC) |
| *WD AGO 170 | 170WD | Application for Appointment in the Officer Reserve Corps |
| *WD AGO 67-1 | 671WD | Efficiency Report |
| *WD AGO 708 | 708AGO | Record of Award or Decoration |
| *WDAGO 170-1 | 1701WD | Application for Appointment & Statement of Preferences for Reserve Officers |
| WDNGB 3A | 3AWDNGB | Extended Federal Recognition |
| 5SERIES | 5SERIES | Approval of Extension of Service |

Note: *Represents obsolete forms

Appendix D

Internal Control Evaluation Process

D-1. Function

The function covered by this evaluation is access to interactive Personnel Electronic Records Management System (iPerms).

D-2. Key Internal Controls

iPERMS conforms to applicable Government records management standards, including DODD 5015.2, DODI 8510.01, AR 25-1, and AR 380-19. Adherence to these standards protects the integrity of the information contained in iPERMS.

D-3. Internal Control Evaluation Process

iPERMS audits and records access to the system along with access to the information stored in the system. These audit logs allow creation of disposition accountability for each document in the system. The audit logs include tracking of information introduced or removed from the system through import, export, or transfer interfaces, as well as direct access to individual records or documents.

Appendix E Internal Control Evaluation

E-1. Function

The function covered by this evaluation is access to the AMHRR located on the Web based iPERMS.

E-2. Purpose

The purpose of this evaluation is to assist the S1, military personnel division, or military human resources office or career manager in evaluating the key internal controls listed. It is not intended to cover all controls.

E-3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be formally evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

E-4. Test questions

- a.* Are all requests for access submitted on a completed DD Form 2875?
- b.* Is proof of all required training for access completed and submitted with request before access is granted to the requestor?
- c.* Did the applicant clearly state the population of the Soldiers they are requesting to view?
- d.* Did the applicant provide a unit identification code and iPERMS folders he or she is requesting to view?
- e.* Has the applicant's supervisor (GS 9/sergeant first class/major or higher) provided their email address, phone number, and signature on the DD Form 2875?
- f.* If requesting access to restricted, medial or evaluations folders, was a detailed justification provided as to why the access is necessary?
- g.* Is the security clearance level of the requestor indicated on DD Form 2875?

E-5. Supersession

This evaluation replaces the evaluation previously published in AR 600-8-104.

E-6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to The Adjutant General Directorate, U.S. Army Human Resources Command (AHRC-PDR-R), 1600 Spearhead Division Avenue, Department 420, Fort Knox, KY 40122-5420.

Glossary

Section I Abbreviations

ACM

access control manager

AKO

Army Knowledge Online

AMHRR

Army Military Human Resource Record

APRD

Army Personnel Records Division

AR

Army regulation

CDR

commander

CFR

Code of Federal Regulation

CGSC

Command and General Staff College

DA

Department of the Army

DASEB

Department of the Army Suitability Evaluation Board

DCS

Deputy Chief of Staff

DFR

dropped from rolls

DOB

date of birth

DOD

Department of Defense

DODD

Department of Defense directive

DODI

Department of Defense instruction

EO

executive order

ESRB

Enlisted Special Review Board

GS

general schedule

iPERMS

interactive Personnel Electronic Records Management System

IRR

individual ready reserve

ITAPDB

Interactive Total Army Personnel Database

JUMPS

Joint Uniform Military Pay System

MILPER

military personnel

NARA

National Archives and Records Administration

NGB

National Guard Bureau

OER

officer evaluation report

OMPF

official military personnel file

ORB

officer record brief

ORC

official records custodian

OSRB

Officer Special Review Board

Pam

pamphlet

PCCF

personnel central clearance facility

PDI

project development identifier

PDSI

project development skill identifier

QMP

Qualitative Management Program

RM

records manager

S1

adjutant

SF

standard form

SGT

sergeant

SGLI

Servicemembers' Group Life Insurance

SGM

sergeant major

SSN

social security number

U.S.

United States

USAREC

U.S. Army Recruiting Command

USC

United States Code

USMA

U.S. Military Academy

Section II**Terms****Army Military Human Resource Record**

The permanent, historical, and official record of a Soldier's military service.

Allied documents

Attachments to a document that have no meaning if viewed alone but are a necessary part of the primary document.

Custodian

The person responsible for the safe storage, maintenance, and control of personnel records.

Career management individual file

The personnel record kept by DA career management activities for making duty assignments and assisting in other personnel management decisions.

Document

A numbered form or other paper that is filed in personnel records.

Individual military personnel records (also called personnel records or records)

A collection of documents maintained as a single entity that pertains to the military career of a particular Soldier.

Personnel service company/military personnel division

The activity that provides records maintenance support to the Soldier's unit.

Military personnel records jacket

The individual military personnel records maintained in a DA Form 201 (Military Personnel Records Jacket, U.S. Army) normally kept in a personnel service company serving the Soldier's unit.

Records maintenance

The continual updating and proper filing of documents in individual military personnel records.

Section III Special Abbreviations and Terms

1AO-CLASS

Applications for Classification as Conscientious Objector

1AO-NC

Agreement for Noncombatant Duty Assignment by Members Classified as a Conscientious Objector

1AO-RMVL

Request for Removal of Identification from Conscientious Objector Status

1O-DISCH

Application (Approved/Disapproved) for Discharge as a Conscientious Objector

AA DEGREE

Associates Degree

ABCMR

Army Board for Correction of Military Records Decision and Record of Proceedings

ABCMR DENY

Denial of Review of Army Board of Correction of Military Records

ACSO MEMO

Adjustment to Contractual Service Obligation (DA 5658-R)

ADHOC BD

Secretary of the Army AD HOC (For Specific Purpose) Review Board Case Decision

ADMIN CRED

Administrative Determination of Credit for Service not Available from Records

ADMIN PAY DATA

Other Entitlements Verification of Administration Pay Data

ADOPT RCD

Adoption Record Certifying the Legal Parents of a Servicemember

ADRB

Army Review Board Case Decision

ADRC-AGUZ

All (AGUZ) Forms Indicating Ready Reserve Service Agreement

ADRRB

Army Disability Rating Review Board (ADRRB) Decision

AACP

Contract for the Army Medical Department Enlisted Commissioning Program Over 10 Years Active Federal Service

AERO EVAL

Summary Report AERO medical Consultation or in-Flight Evaluation

AMEDD COMM

Statement for Commissioning Army Medical Department Officer

ANNEX K SUP

Statement of Understanding – Army National Guard Montgomery GI Bill Kicker Program

AOC-SI

Area of Concentration-Skill Identifier (AOC-SI) Classification Award Letter

APDRB

Army Physical Disability Review Board (APDRB) Decision (Title 38 USC 59)

APL DNY-P

Document Deny/Partial Deny Appeal Removal Unfavorable Info

APP ST AG

General Agreement – Reserve Officer Training Corps (ROTC)

APPL AD

Application for Active Duty

APPL APPEAL

Appeal Application

APPL PERS

Application or Request for Action - Relating to Personnel Action for Individual

APPL RET BE

Application for Retirement Benefits

APPLIND ENL

Application for Determination of Eligibility for Induction/ Enlistment/Reenlistment

APPLTRS

Approved Requests, Letters, Applications for Resignation/Relief from Active Duty

APPRSEPS

Case Files for Approved Separations

APPT LTR

Department of the Army Appointment Letter

APPT ORDER

Appointment Orders (Regular Army)

APPT RA

Letter of Appointment (Regular Army)

APPT USAR

Letter of Appointment (U.S. Army Reserve)

APT FR USAR

Appointment from USAR

APT ORD AMD

Amended Appointment Orders (Regular Army)

ARNG GO APP

Extract of State Code Pertinent to Rank and Tenure for Army National Guard General Officer Appointees

ARRR

Aviation Retire Recall Record

ATSC (Army Training Support Center) Form 157

Personal in Nature

AVN AWD DOC

Documents Awarding Aviation Badges, Service Medals, Tabs or Non-Army Awards no Orders Published

AVN SVC

Orders Relating to Aviation Service of Aviators and Flight Surgeons

AVN SVC AMD

Amend Orders Relating to Aviation Service of Aviators and Flight Surgeons

AWD DOC

Documents that Award Badges, Awards, Service Medals, Tabs or Non-Army Awards no Orders Published

AWD OR AMND

Amend Orders Announcing the Award of Badges, Bars, Tabs

AWD ORDER

Orders Announcing the Award of Badges, Bars, Tabs

AWD/MOS-ASI

Award/Military Occupational Specialty-Additional Skill Identifier Order

AWOL CHANGE

Documents that Amend/Change/Make Good/Correct Mistaken Reports of Absent Without Leave

BAQ

basic allowance for quarters

BIO SKETCH

Biographical Sketch

BOARD INST

Correspondence Special Selection, Promotion, Promotion Revocation, Standby Advisory Board

BR CH FR

Change of Branch

BRANCH TRF

Branch Transfer, Detail, or Relief from Detail

CAS REPT

Casualty Report

CAS STAT

Correspondence or Messages Regarding Casualty Status Including Notification to Kin

CC 202R/203R/204R

Guaranteed Reserve Forces Duty Contract Endorsement

CDCC

Documents from Court Agencies Concerning Waiverable Offenses

CERT 5YR NG

Certification from State Adjutant General's that an Officer has 5 Years to Serve after Appointment

CERT ACHV

Certificate of Achievement, Appreciation, or Commendation

CERT BIRTH SOLDIER

Birth Certificate/Proof of Birth (Soldier)

CERT BIRTH DEPN

Birth Certificate/Proof of Birth (Dependent)

CERT COMPL

Course Completion Certificates from Civilian Colleges and Universities

CERT COMPL RES/NRES

Certificate of Course Completion (Resident and Nonresident Courses)

CERT FLWSP

Certificates of Residency/Fellowship Training for Medical Department Officers

CERT L/CDR

Certificate of Completion of Professional Development Courses Offered by Commanders

CERT MEL

Certificate of Highest Military Education Completed

CERT NGB

Certificate of Statement of Service

CERT OF BIRTH MD

Certificate from the Physician in Attendance at Birth

CERT PLC

Certificate of Training - Diploma Primary Leadership Course

CERT RESID

Certificate Residency Medical Department Officer

CERT SVC

Record of Discharge, Release from Active Duty, or Death - Other Service

CH OF ST F

Change of State

CHANGE REQ

Document Granting Authority to Change Personal Data

CHILD SPT DOC

Child Support Document

CITZ STMT

Statement of Citizenship

CITZ STMT CC

Statement of Citizenship

CITZ STMT COC

Statement of Citizenship

CITZ STMT DOJ

Statement of Citizenship Certified Letter from Department of Justice

CITZ STMT NAT

Statement of Citizenship

CIVIL CONV

Records of Civil Conviction

CLEP/DANTES

College Level Examination Program (CLEP) and Defense Activity for Non-Traditional Education Support (DANTES) Completion Certificates

COMP SVC

Computation of Service, Service by Category, or Service for Pay Purposes

COMPL DENT

Evidence of Completion of Dental Course for Dental Corps Officers

CONFMT DEC

Headquarters, Department of the Army Document – Secretary of the Army Decision on Confinement

CONSENT ETS

Consent Affidavit of Members Held Beyond Expiration Term of Service or Release Date

CONSTR ENL

Constructive Enlistment

CORRECT

Record of Determination for Correction of Errors – Official Military Personnel File

COTTAD LTR

Justification Letter

COURT MAMD

Amend Court Martial Orders (General, Special, Summary)

COURT MART

Court Martial Orders (General, Special, Summary)

CRBA

Command Review Board Actions

CRNA

Certified Registered Nurse Anesthetist Bonus (CRNA)

CRS COMPL

Letter Of Course Completion Verification (Resident and Nonresident)

CRS CMPL 40

Course Completion Certificate 40 or More Hours

CRS CMPL LESS 40 HRS

Course Completion Certificate less than 40 Hours

CRS NONRES

Nonresident Subcourse Completion Notification

CSB ELECTION

Career Status Bonus (CSB) Election

CSMACT

Reclassification and Voluntary Withdrawal from Command Sergeant Major Program

CSRB

Critical Skill Retention Bonus

CSRB-AD

Critical Skill Retention Bonus - Army Officer Menu of Incentives, Active Duty Bonus

CSRB-AR

Officer/Warrant Officer Written Agreement - Reserve Component Critical Skills Retention Bonus

CSRB-CP

Critical Skills Retention Bonus for Army Licensed Clinical Psychologists the Active Component

CSRB-PA

Critical Skills Retention Bonus for Army Physician Assistant Officers in the Active Component

DA HLTH-SCI

Service Agreement - Uniformed Services University - Health Science Program

DA PHOTO

Department of the Army Official Photograph

DASP

Dental Additional Special Pay (DASP)

DCSPER REV

Document Announce Deputy Chief of Staff for Personnel (DCSPER) Revocation Board or Commander Personnel Command (PERSCOM) Decision Deny/Partial Deny Appeal

DEATH CERT

Certificate of Death

DEPENDENT DOC

Dependency Document

DEPLOY BRIEFS

Deployment Briefing Statements

DF CON ST

Statement Acknowledge Report of Employment with a Defense Contractor

DFR INFO

Information Relating to Army Deserters now Members of Another Service

DFR ORD AM

Amend Dropped from the Rolls (DFR) Orders

DFR ORDERS

Dropped from the Rolls (DFR) Orders

DFR PACKETS

Dropped from the Rolls Packets

DFR STATUS

Documents Relating to Absent Without Leave and Dropped from Rolls Status of a Member

DIPLOMA BA BS

Baccalaureate Degree

DIPLOMA RN

Professional Nursing Diploma

DIS 1

Report of national agency check /entrance national agency check (RON)

DISAPP SEP

Disapproved Applications for Discharge, Resignation, or Relief from Active Duty

DISCH DECL

Declination of Discharge from the Armed Forces by an Individual in Alien Status

DISQ GCMDL

Disqualification Statement for Award of Good Conduct Medal

DNA

Deoxyribonucleic (DNA) Test Verification

DOMRB

Renegotiation of Dental Officer Multi-Year Retention Bonus (DOMRB)

ECCLESIAST

Ecclesiastical Endorsement

EEM AGREEMENT

Emergency Essential Mobilization Agreement

ELIM ACTION

Department of the Army Directed Elimination Action

ENL ELIG

Determination of Acceptability - Moral

elig

eligible

enl

enlisted

EOD DOC

Document Pertaining to Members Volunteering for or Withdrawing from Explosive Ordnance Disposal Duty

ER APPEAL

Evaluation Report Appeal Decision by Enlisted Special Review Board or Officer Special Review Board

ERB

Enlisted Record Brief

ETD ORDERS

Enlistment/Travel/Dependent Orders

EU 30-15C

Recommendation for Defense Award

EVAL BD APP

Statement of Election - Physical Evaluation Board Appearance

EVAL NN AR

Non-Army Evaluation Reports Received by Persons when they were Members of Another Service

EXEMPT INVO

Exemption from Involuntary Active Duty

EXT USAR MB

Approved Requests for Extension of Service for U.S. Army Reserve Members

FAIL NRES

Service School Nonresident Course Failure Letter

FAIL RES

Letter of Failure to Complete Army Service School Resident Course of Instruction

FAIL SGM

Letter of Failure to Complete the Sergeant Major Academy Nonresident Course

FBI RPT

Federal Bureau of Investigation Report of Investigation Relating to Fraudulent Entry

FEB

Report of Action of Flying Evaluation Board (FEB)

FED AD PAY

Completed Request for Verification of Active Duty Paid from Federal Funds

FED RECOG WD

Federal recognition withdrawal

FGN DECOR

Correspondence, Authorizations, and Orders Regarding Foreign Decorations

FINANCE MOB-DEMOB

Finance Mobilization and Demobilization Documentation Requirements Checklist

FNEP

Contract for the Funded Nurse Education Program

FOIA NON-DD

Requests for Release of Information from Non-Department of Defense Agencies under Freedom of Information Act

FRAUD ENTRY

Fraudulent Entry Determination

FSRB

Report of Action of Flight Status Review Board (FSRB)

GUARD ANNEX

Enlistment/Reenlistment Agreement Army National Guard Service Requirements and Methods of Fulfillment

HEAR AID

Correspondence on Hearing Aids

HOS/POW WVR

Former Hostage/Prisoner of War in Deploy Area Waiver

HQDA MFR

Department of the Army Memorandum for Record

HS DIPLOMA

High School Diploma

HS DIP/GED/HM STDY

High School Diploma, General Education Diploma (GED), or Home Study

ILL MISS

Correspondence/Documents Regarding Death, Very Seriously Ill, Seriously Ill and Missing Status

IMMIG NAT

Document Relating to Alien Suspect Violation of Immigration/Naturalization Law

INIT APPT

Initial appointment

INS DOCUMENT

Immigration and Naturalization Service's Documents

INTERR RPT

Interrogation Reports and Similar Data Regarding Missing Persons

INVEST RPT

Authenticated Extract Completed Investigation Report Result Elimination/ Discipline

JAG CERT

Certification from Highest State/U.S. District Court for Judge Advocate General Officers

JAG OPINION

Judge Advocate General Opinions Relating to Specific Individuals

LIC CERTF

License or Professional Certification

LIC MEDIC

License to Practice or Evidence of Internship for Medical Corps Officers

LOD DOC

Documents Concerning Line of Duty Status

LTHET CONTRACT

Fully-Funded Long-Term Health Education and Training (LTHET) with Active Duty Service Obligation (ADSO) Contract

LTR APPR

Letter of Appreciation/Commendation - Letter/Memo/Message

LTR DS RMV

Letter Removing from Drill Sergeant Program

LTR OCS GRA

Designation as an Officer Candidate School Distinguished Graduate (Regular Army Appointment)

LTR REPR

Letter of Reprimand, Censure, Admonition

MARRIAGE CERT

Certificate of Marriage

MASKED OER

U.S. Army Officer Evaluation Report

MASP

Medical Additional Special Pay (MASP)

MCISP

Medical Corps Incentive Special Pay (ISP)

MED OF HON

Documents Regarding Awarding of Medal of Honor and Certificate to the Veterans Administration

MED SPEC

Specialty Board Certificates for Army Medical Department Officers

MED/DENT RQ

Correspondence Regarding Request/Return Medical or Dental Records

MEDFLAG

Documents /Correspondence Regarding Imposition or Removal of Flying Status Restriction

MEDMSC

Administrative/Miscellaneous Documents Deemed Appropriate to Retain

MEMO MISS

Memorandum Determining Status under the Missing Persons Act

MEPCOM 40-1-15-E

Supplemental Health Screening Questionnaire

MEPCOM 680 ADP

Request for Examination (United States Military Entrance Processing Command Integrated Resource System-generated report)

MEPCOM 714 ADP

Data and Line Scores

MFO 12-1

Application for Multinational Force and Observers Medals

MISC COMM

Miscellaneous Commendatory

MISC DISCP

Miscellaneous Disciplinary

MISC PERF

Miscellaneous Performance

MISC RES

Enlisted Restricted Document

MISC SVC

Miscellaneous Service

MISC-GB

Agent Employment Statement

MMPA

Master Military Pay Account Summary

MMRB

Summary of Military Occupational Specialty/Medical Retention Board Proceedings

MOB CHECKLIST

Readiness and Deployment Checklist

MOB MISC

Miscellaneous Mobilization Documents-Not Restricted

MOB MISC R

Miscellaneous Mobilization Documents- Restricted

MOB WAIVER

Memorandum Signed by Soldier Waiving Non-Deployment Condition

MOM WAIVER

Waiver for Mother of Newborn

MORT/RENT

Mortgage/Rental Contract

MOS MEMO

Memorandum Signed by General Officer in Lieu of Military Occupational Specialty Orders

MOS RECLAS

Military Occupational Specialty Reclassification Board Proceedings

MOS RET DA

Document from Reclassification Board Convening Authority or Department of the Army Directing Retention in Military Occupational Specialty

MS DIPLOMA

Master's Degree

MSP-MISP

Multi-Year Special Pay (MSP) Agreement in Conjunction with Multi-Year Incentive Special Pay (MISP)

N-CONUS-ENL

Statement by Non-Continental United States Residents of Intent Not to Reenlist/Remain Active Duty

N-CONUS-SEP

Request by a Non-CONUS Resident for Separation in CONUS

NG OR ST-AM

Amend State Appointment Order - Army National Guard

NGB ABSENCE

Documents that Correct Unexcused Absence Status

NGB BRANCH

Letter Designating Army National Guard Branch, Area of Concentration, Functional Area

NGB OR AMD

Amendment Order

NGB OR LATA

Amend Lateral Appointment Orders

NGB ORD-ATT

Attachment Order

NGB ORD-LAT

Lateral Appointment Orders

NGB ORD-ST

State Appointment Order - Army National Guard

NGB ORD1

State National Guard Orders Reassigning an Officer

NGB ORD1-AM

Amend State National Guard Orders Reassigning an Officer

NGB ORD2

Announcement of Federal Recognition Status of an Army National Guard Officer

NGB ORD2-AM

Amend Announcement of Federal Recognition Status Army National Guard Officer

NGB PRO-LIS

Promotion Selection List (Army National Guard)

NGB UNSAT

Notification to Soldier of Unsatisfactory Participation

NSEL STMT

Promotion Nonselection Election Statement of Separation Options

OATH EXT

Oath of Extension (U.S. Army Reserve)

OFF ACC ANNEX

Officer Accession Dynamic Annex

OFF NONSEL

Letter of Notification to Officers Considered for Promotion But Not Selected

OFF RET

Acceptance or Rejection of Officer for Retention on Active Duty (Until a specified date.)

OR MOS AMND

Amend Orders Awarding Primary Military Occupational Specialty (MOS), Secondary MOS, Special Qualification Identifiers and Additional Skill Identifiers

ORB

4037DA - Officer Record Brief

ORD AD

Active Duty Orders

ORD AD AMND

Amend Active Duty Orders

ORD ASSGN

Assignment or Transfer Order - Army National Guard

ORD AT AGR

Active Duty Orders for Annual Training, Active Duty Training, Initial Active Duty for Training, Active Guard Reserve, or Active Duty Special Work

ORD AT AGRA

Amend Active Duty Orders for Annual Training, Active Duty Training, Initial Active Duty for Training, Active Guard Reserve, or Active Duty Special Work

ORD ENL AMD

Amendment or Reenlistment Orders (Filed with 4DD)

ORD ENLREUP

Enlistment or Reenlistment Orders (Filed with 4DD)

ORD HAZ DUTY

Hazardous Duty Order

ORD MOB

Mobilization Order

ORD MOB AMND

Mobilization Order Amendment

ORD MOS-ASI

Orders Awarding Primary Military Occupational Specialty (MOS), Secondary MOS, Special Qualification Identifiers, and Additional Skill Identifiers

ORD NATO

North Atlantic Treaty Organization (NATO) Orders

ORD NATO AMND

Amendment to North Atlantic Treaty Organization (NATO) Orders

ORD NGB AMD

Amendment Assignment or Transfer Order - Army National Guard

ORD PROM AM

Promotion or Reduction Orders - Amendments

ORD PROMRED

Promotion or Reduction Orders

ORD REV

Revocation of Orders

ORD SEP AMD

Amend Separation Orders

ORD SPEC AMND

Amendment to Special Duty Incentive Pay Order

ORD SPECIAL

Special Duty Incentive Pay Order

ORD SPECIAL PAY

Order for Special Pay

ORD TCS

Temporary Change of Station Contingency /Mobilization Orders

ORD TCS AMD

Amendment - Temporary Change of Station Contingency/Mobilization Orders

ORDER SEP

Separation Orders

PCCF CLEAR

Personnel Central Clearance Facility (PCCF) Security Clearance Message/Mailer

PCS ORD AMD

Amend Latest Permanent Change of Station and Current Assignment Orders (if applicable)

PCS ORDERS

Latest Permanent Change of Station and Current Assignment Orders (if applicable)

PDBR

Department of Defense Physical Disability Board of Review (PDBR) Decision

PDT ENL DOC

Predated Enlistment Documents

PEB LTR

Physical Evaluation Board Letter of Approval

PEB PROC RE

Application for Review of Physical Evaluation Board Proceedings and Retention Decisions

PERS COM LT

PERSCOM Letter/Memo that Disapproves Member's Request to Reenlist

PERSCOMDENY

Signed Copies of Correspondence Voiding Personnel Command (PERSCOM) Letter/Memo Denying Reenlistment

PHA

Periodic Health Assessment

PHD DIPLOMA

Doctorate Degree

PHY CON ST

Statement Concerning Status of Physical Condition (Regular Army)

PHY THPY

Physical Therapy Course Student Record

PHYS EXAM

Periodic Physical Examination

PHYSDIS

Physical Disability Appeals Board Case Report (OSA174)

POA

Power of Attorney

POW SYNOP

Synopsis of Prisoner of War Brief

PREGCHLIST

Pregnancy Counseling Checklist

PRM

Promotion

PROC BRD

Proceedings of Boards of Officers

PROF MED SC

Professional School/Training Certificate Data Required in Service for Army Medical Department Officer

PROF/MMRB WVR

Physical Profile/Military Occupational Specialty Medical Retention Board Waiver

PROM DECLIN

Declination of Promotion Statement

PROM DENY

Document Defer/Deny Promotion under Civilian Acquired Skills Program (CASP) or Enlistment Program

PROM DETMN

Determination Pertaining to Permanent/Temporary Promotion Status

PROM LIST

Current Promotion Recommended List

PROM STAT

Determination of Data Pertaining to Permanent/Temporary Promotion Status

PROM STAT A

Amend Determination of Data Pertaining to Permanent/Temporary Promotion

PSYCHRPT

Reports of Certificates Prepared by Neuropsychiatric Consultation Service or Psychiatrists

QMP APPEAL

Document Approving/Denying Appeal - Qualitative Management Program (QMP) Board

QMP LTR

Letter Announces Department of the Army Qualitative Management Program (QMP) Board Decision

QUALRET ENL 1

Letter of Nonretention under Qualitative Retention Program (Enlisted) (U.S. Army Reserve)

QUALRET ENL 2

Letter of Retention under Qualitative Retention Program (Enlisted) (U.S. Army Reserve)

REAPT FROM USAR

Reappointment

RECL ACTION

Reclassification Actions

RECL CAUSE

Reclassification Actions for Cause

RED INEFF

Enlisted Reduction Action for Inefficiency

REF NCOER

Referred Noncommissioned Officer Evaluation Report (NCOER)

REF OER

Referred Officer Evaluation Report (OER)

REFRAD INV

Notification of Involuntary Relief from Active Duty

REL CAUSE

Relief for Cause Actions

REL R DATA

Approved Requests for Release of the Restricted Information from Official Military Personnel File

REL SVC

Relief from Training and Service in the U.S. Forces because of Alien Status

RELEASE LTR

The Adjutant General Release Letter

REMV PROM

Document Approving Recommendation for Removal from a Promotion List

RENEW CAT

Application for Renewal of Category

REQ EXT

Approved/Disapproved Request for Extension of Service

REST TVL

Acknowledgement of Restrictions for Dependent Travel and Movement of Household Goods

RET APP/DIS

Correspondence Authorize/Disapprove Selective Retention of Officers on Active Duty

RET/RDY RSV

Application for Transfer from the Retired Reserves to the Ready Reserve

RETN AGE WAIV

Age Waiver for Retention

RETN APPR

Approved Applications for Retention on Active Duty

REV DIS BD

Application for Review of Findings of Disability Review Board

RMV4491

Approved Withdrawal of DA 4991–R (Declination of Continued Service Statement)

RMVL ROTC

Notice of Removal from Participation in Reserve Officer Training Corps/Simultaneous Membership Program

RNISP

Registered Nurse (RN) Incentive Special Pay (ISP)

ROTC MEM DMS

Memorandum for Reserve Officer Training Corps Distinguished Military Graduate/Student

ROTC TNG

Application Statement/ State Adjutant General Agreement Reserve Officer Training Corps Graduate Not Complete Initial Active Duty Training

RPT MISS

Report of Missing Persons Board of Inquiry

RQST STMT SVC

Request for Statement of Service

RTMT ELIG

Notification of Eligibility for Retirement

RTMT INVOL

Statement of Notification of Involuntary Retirement

RTMT PAY 10

Document Approves/ Disapproves Request for 10% Increase in Retired Pay - Receipt Award

RTMT PAY 60

Statement of Eligibility for Retired Pay at Age 60

RTMT PAY GR

Determination of Grade for Retirement, Advancement or Retired Pay

RTMT PT CR

Retirement Point Credit Records

RTMT REVAL

Reevaluation of Retirement Benefits or Termination of Benefits

RTMT STMT

Statement Acknowledging Voluntary Retirement Will not be Approved

RTMT W/D

Request for Withdrawal of Retirement Application

RYE REPORT

Retirement Year End (RYE) Report

SCHL DECL

Correspondence by Members Declining Attendance at an Army or Other Department of Defense Service School

SEC CLE VER

Verification of Security Clearance

SEL RET OFF NONRET

Letter of Nonretention under Selective Retention Program (Officer U.S. Army Reserve)

SEL RET OFF RET

Letter of Retention under Selective Retention Program (Officer U.S. Army Reserve)

SEVER PAY

Election of Disability Severance Pay for Retirement Benefits

SOLE SV SON

Request for Noncombat Duty - Sole Surviving Son or Daughter or Dual Family Status

SOMILSVC

Statement of Military Service

SQT NOTICE

Notification of Skill Qualification Test Completion

SPOUSAL NOTIFY LTR

Spousal Notification Letter

SSAN COR

Notification of Correct Social Security Number Determination

SSN VER/COR

Social Security Number Verification or Correction

STAB LTR

Enlisted Standby Advisory Board Letter Announcing Decision

STAMBFM

State Ambulance Forms

STMT PREG

Statement of Counseling (Pregnancy)

SVC OB ED

Service Obligation Statement Funded Legal Education Program

SVC OBLIG

Acknowledgement of Service Obligation (Inductees)

TRF TO ING

Transfer to the Inactive National Guard

TRF FRM ING

Transfer from the Inactive National Guard

TDR CARDS

Transfer Data Record Card Set

TDRL RMV

Orders Removing Member from the Temporary Disability Retired List When Member is Returned to Duty

TDY ORD AMD

Amend Temporary (TDY) Orders

TDY ORDER

Temporary (TDY) Orders

TRF ORD AMD

Amend Transfer among Army Reserve Component/Control Group/Units

TRF RESCOMP

Transfer among Army Reserve Components, Control Groups or Units

TRNSCPTS

Transcript of Credit for Civilian College/ University/Trade/Business Schools

UNFAV INF2

Unfavorable Information of Which the Member Concerned Had Prior Official Knowledge

UNFAV INFO

Findings of Unfavorable Information

USAR LTR/OR

Reserve Component Promotion Letter or Order

USAR NONSEL

U.S. Army Reserve Promotion Nonselection Election Statement of Separation Options

VHA

variable housing allowance

VOID HQDA

Signed Copies of Correspondence Voiding Qualitative Management Program (QMP) Letter

VOIDENL/IND

Orders Voiding an Enlistment or Induction

VOL RET

Request for Voluntary Retirement, Approved/Disapproved

WAIVER ENLI

Waiver of Enlistment Commitment

WAIVSUPP

Applicant Waiver Supporting Documentation (Nonrequired)

WEAP TRNG

Air Force Master Instructor Certificate for Special Weapons Training

WEIGHT PGM

Weight Control Program Documents

WEIGHT STD

Document Granting Exception to Maximum Allowable Weight Standards

WILL EDU

Will Counseling or Education

WO APPT

Request for Appointment or Reappointment as a Warrant Officer

UNCLASSIFIED

PIN 069467-000