Personnel-General

Military Human Resources Management Administrative Procedures

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6 April 2016

UNCLASSIFIED
SUMMARY of CHANGE

DA PAM 600-8

Military Human Resources Management Administrative Procedures

This administrative revision, dated 12 September 2017--

- Corrects boilerplate and supersession statements (title page).

This expedite revision, dated 6 April 2016--

- Adds application procedures for counterintelligence agent selection (para 4-54).
**History.** This publication is an administrative revision. The portions affected by this revision are listed in the summary of change.

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

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

**Proponent and exception authority.** The proponent of this pamphlet is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this pamphlet by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

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

**Distribution.** This pamphlet is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Glossary
Chapter 1
The Military Human Resources Support Office

Section I
Introduction

1–1. Purpose
The purpose of this pamphlet is to provide guidance to military human resources (HR) support offices and supported units in the areas of internal organizational structure, functional responsibilities, and operational procedures applicable to the military HR support office. Deviations from this pamphlet to meet local requirements are authorized when the deviations do not conflict with regulatory guidance, supported units are given written guidance explaining the deviation, and support to the Soldier and commander is not diminished.

1–2. References
See appendix A.

1–3. Explanation of abbreviations and terms
See the glossary.

1–4. Pamphlet organization
a. Chapter 1 contains information regarding organization and the division of functions in HR support offices.

b. Chapter 2 identifies management practices and tools associated with operating HR support offices.

c. The remaining chapters list procedures normally completed in an HR support office and are organized according to core HR competencies described in both Army Regulation (AR) 600–8 and Field Manual (FM) 1–0. They provide guidance for tasks and functional responsibilities in processing personnel actions at all levels of command and support. The chapters are—

1) Chapter 3–Manning the Force.

2) Chapter 4–Providing HR Services.

Section II
Standardization of Support

1–5. Recommended organization of a Human Resources Support Office
Recommended organization and task separation is described in both FM 1–0 and Army Tactics, Techniques, and Procedures (ATTP) 1–0.1. Adhering to the recommended organization helps to facilitate the standardized delivery of HR support throughout the Army.

1–6. Combining of functions
AR 600–8 and FM 1–0 identify the core HR competencies their subordinate functions. As an organization’s supported population decreases, it may consider combining functions in order to operate more efficiently. This concept is better illustrated with the organizational design charts in FM 1–0, chapter 2.

Section III
Types of Human Resources Support Offices

1–7. General
This section identifies the three major types of HR organizations and where additional organizational information can be obtained.

1–8. Major types of human resources organizations
a. Directorate of Human Resources (DHR). DHRs accomplish the non-tactical HR functions for Soldiers and Families on an installation or geographical area of support. Some functions include in-out processing, transition services, mobilization, and family member Defense Enrollment Eligibility Reporting System (DEERS) support. The military personnel division (MPD) of a DHR provides limited HR support to units either not supported by a brigade or geographically separated from their headquarters.

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

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

Section IV
Team Concept

1–9. General
Teams within the HR support office are organized according to the core competencies and key functions aligned under each. Teams generally align under two major functions: HR readiness and HR services/support. Leaders of each team are responsible for the technical supervision of the individuals on the team.

1–10. Examples of teams
   a. Personnel readiness team. The personnel readiness (PR) team is identified in FM 1–0 and focuses on the core HR competency of manning the force and its key functions of personnel accounting, readiness management, strength reporting, and information management. The personnel readiness team manages procedures which affect strength and readiness to include processing daily strength/status reports, identifying projected gains and losses, managing absent without leave (AWOL) or dropped from the rolls (DFR) cases, arrivals and departures, personnel register, coordinating for replacements and others. The PR team maintains a key role in managing personnel information and may also manage casualty operations within the organization. Responsibilities and additional tasks performed by the PR team are listed in FM 1–0.
   b. Human resources services team. The HR services team is identified in FM 1–0 focuses on the core HR competency of providing HR services and its key functions of essential personnel services and postal operations (casualty operations may be supported by the PR team). The HR services team manages procedures which directly affect Soldier quality of life and career progression to include evaluations, awards, promotions, military pay, Soldier applications and others. Responsibilities and additional tasks performed by the HR services team are listed in FM 1–0.
   c. Personnel accountability team. The personnel accountability team accomplishes accountability functions for personnel entering, transiting, and departing a theater of operations by coordinating and providing personnel accountability operations and database inputs at designated locations throughout the theater.
   d. Casualty liaison team. The casualty liaison team supports the theater casualty operations mission by providing accurate casualty information (reporting and tracking) at medical treatment facilities, mortuary affairs collection points, higher headquarters HR staff sections, general officer commands, and other designated locations.
   e. Forward area support team. A forward area support team (FAST) may be formed to provide specialized assistance to individuals remotely located from the support base or prevented (unit on alert and confined area) from visiting the support area for centralized service. A FAST may be composed of individuals from each element of the S1/MPD and may be tailored to include representatives from other support elements such as finance, medical and staff judge advocate. Assistance is provided at the unit’s location only for a temporary period of time. Success of the FAST depends upon the ability of the organizer to schedule, coordinate and time the arrival of the team at a location where it can best provide service. The HR supervisor, if appropriate, will coordinate with the finance officer, medical officer, and staff judge advocate on the issuance of instructions and the need for administrative reports prior to movement of the FAST.

Section V
Unit Administration

1–11. S1
The S1 is the HR primary staff office at battalion, brigade, and special troops battalion levels and provides all HR supporting functions. It provides HR support to Soldiers within the unit and it assists commanders and first sergeants in maximizing the HR readiness of their units.

1–12. Units not supported by an S1
Those units not supported by an S1 will generally receive administrative and HR support from clerks in the unit orderly room or receive limited HR support from an installation MPD or in some cases both.

Section VI
Responsibilities

1–13. Commanders
Commanders at all echelons have the authority and responsibility inherent in overall HR management of their commands even though they may not have the authority to directly supervise the office providing HR support. Commanders retain the prerogative to review and comment on items they feel have direct bearing on the efficiency of
their organization. Each supported commander down to and including company level must establish a direct line of communication with the HR support office supporting his or her unit to facilitate the expeditious flow of personnel actions and HR reports.

1–14. Human resources supervisors
HR supervisors are directly responsible for the management and control of HR operations and resources. They maintain personnel records and are responsible for accuracy, completeness, and timeliness of transactions processed and records maintained. They also continuously attempt to improve the quality of data received, recorded, and reported. The HR supervisor also ensures that host-tenant/satellite agreements (AR 5–9) are initiated and updated yearly for activities concerned. Most importantly, they are responsible for providing high quality support to commanders and Soldiers.

Chapter 2
Managing Military Human Resources Support Offices

Section I
Introduction

2–1. General
This chapter discusses some of the principles and tools used in managing HR support.

2–2. Military human resources management
Military HR management is the process of planning, organizing, coordinating, and controlling the procurement, training/education, utilization, separation/retirement, development, and motivation of military personnel to assist in the successful accomplishment of the organizational mission. It includes all procedures related to military job analysis and evaluation, position classification, personnel classification, assignment, and utilization, and reports required for successful operation of the Army HR support system. It also assists in the development of individual potential and development of an organizational climate that enhances the attitude, motivation, commitment, and sense of well-being of Soldiers and their Families.

2–3. Protecting personal privacy
HR professionals will protect personal privacy. Personnel records and information will be treated and safeguarded as “For Official Use Only” whether bearing special markings or unmarked. (See AR 25–55.) All reports that are produced containing name, social security number (SSN), or other personally identifiable information will be labeled “FOR OFFICIAL USE ONLY–PRIVACY ACT DATA”. Military personnel records and documents containing information of a personal nature will be stored, handled, and transmitted according to AR 25–55 and AR 600–8–104. Information may be disclosed or released under applicable directives only to authorized personnel in accordance with AR 25–55 and AR 340–21. Documents will be retained in accordance with AR 25–400–2 and applicable directives or destroyed by burning, shredding, or other appropriate method when no longer needed for business.

Section II
Principles

2–4. Planning
a. Planning is a continuing process by which HR supervisors select, define, and implement programs and objectives as well as the policies, directives, and procedures for achieving them. In many instances, the most important plan begins with the decision to delegate planning responsibility to subordinates. Essential to all plans is the clear recognition of the limitations within which the HR supervisor must operate and the objectives and the scope of the operation under consideration.

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

2–5. Organizing
a. The structured organization of the HR support office is directed by AR 600–8. Organization of special teams is discussed in chapter 1 of this pamphlet. This paragraph identifies organizing as a function of management in the sense that providing order to time and work will help to reduce turbulence and to stabilize operations as much as possible.

b. Suspense files, customer appointments, battle rhythms and maximizing information technology applications are just a few examples of organizing to maximize use of time and work procedures.
2–6. Directing

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

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

2–7. Controlling

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

2–8. Coordinating

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

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

Section III
Practical Management Tools

2–9. General

HR supervisors develop tools for linking the theoretical principles above with the daily realities in their organization. Doctrine for these tools can be found in FM 1–0, ATTP 1–0.1, and Soldier training publications for all skill levels. Additional tools for managing military HR support include suspense files, battle rhythms, forms, and the U.S. Army Human Resources Command (HRC) Tools and Applications Directory Web page (https://www.hrc.army.mil/PER-SINSD/Tools and Applications Directory).

2–10. Field Manual 1–0

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

2–11. Army Tactics, Techniques, and Procedures 1–0.1

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

2–12. Soldier training publications

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

2–13. Battle rhythms

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

2–14. Forms

Unless otherwise indicated, all Soldier actions or requests for Soldier actions will be submitted using the DA Form 4187 (Personnel Action).
2–15. Suspense files
Suspense files are used to remind individuals of actions yet to be completed. When used for the purposes of HR support, suspense files remind HR professionals that actions are either still pending finalization or require follow-up action. Suspense files are commonly used in conjunction with leave of absence programs, Soldier action requests, reassignments, and other programs requiring follow-up action.

2–16. Human Resources Metrics
HR metrics apply a measurement to a standard. The standard may be defined locally or by the Department of the Army in regulations or other official publications. Measurements may be expressed in terms of either success or failure and may be represented in a number of formats including whole numbers, percentages, or time measurements. Measurements may serve as either indicators or measures of performance and should have a designated threshold which indicates a need for senior leader review. Metrics serve as management tools in terms not only as measures of performance, but also as measures of individual and unit readiness. HR metrics should be consolidated and reviewed on a recurring basis. Formal programs will include senior leader involvement; scorecards which compare multiple metrics, multiple organizations or both; and trend analyses.

2–17. Summary
The HR supervisor has at their disposal both principles and practical management tools as discussed above. Used properly and coupled with the idea that HR support world-wide is interdependent, they should facilitate only the best possible support to Soldiers and commanders.

Section IV
Training

2–18. General
Training is a frequently neglected aspect of HR support. Many HR supervisors tend to think they do not have time to train and the quality of HR support tends to suffer. Given the complexity and ever-changing nature of our HR information systems (HRIS), no HR support office can ever reach its potential without constant training.

2–19. Assessing training needs
Training needs vary among HR support offices. Each supervisor must determine the training needs within their organization and provide the training needed. The process of assessing support and training needs is neither difficult nor complicated. It is basically a matter of determining which functions the HR support office is performing well and those it is not. Some important tools are summarized below:

a. Self assessment. An HR support office self assessment uses a standardized checklist to compare current operations with regulatory or local requirements. Many regulatory requirements are annotated in internal control sections of governing regulations. A basic consolidated assessment checklist is available in ATTP 1–0.1. FM 7–15 also identifies a number of HR-related tasks and corresponding measurements which should be considered when conducting an organizational self assessment. The supporting HR tasks identified in FM 7–15 are accompanied by measures of performance which enable HR support offices to develop standards for each task.

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

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

2–20. Approach to training
Once the training needs have been determined, HR supervisors should attempt to make optimum use of all available training methods. Such an approach will normally involve a combination of the following:

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

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

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

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

Section V
Soldier Applications

2–21. General
Commanders are responsible to review and comment upon those personnel actions which will have a direct bearing on the efficiency and readiness of their organization. Commanders weigh the facts when commenting upon a Soldier’s qualification or eligibility needed to meet specific application requirements contained in governing Army publications.

2–22. Guidance

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

b. Once an action has been disapproved (either by local commanders or HQDA), 6 months must pass before resubmission. As an exception to this guidance, commanders may forward actions for reconsideration wherein circumstances have developed which significantly alter the originally submitted request and where the local commander now recommends approval.

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

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

(a) proper rank and military occupational specialty (MOS) needed for request
(b) required physical and weight standards?
(c) required minimum military or civilian education?
(d) Leadership abilities or potential to perform in leadership positions?

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

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

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

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

Chapter 3
Manning the Force

Section I
Introduction

3–1. General
Effectively manning the force enables the Army to place the right people in the right place at the right time and with the proper skills. FM 1–0 provides detailed information on the core HR competency of manning the force.

3–2. Functions
Manning the force includes five supporting functions:

a. Personnel Readiness Management. Personnel readiness management involves analyzing personnel data to determine combat capabilities, projecting future requirements and assessing conditions of individual readiness.
b. Personnel Accountability. Personnel accountability is one of the most important functions a unit performs on a continuing basis, regardless of location or environment. It is the by-name management of the location and duty status of every person assigned or attached to a unit. It includes tracking the movement of personnel as they arrive to and depart from a unit for duty.

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

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

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

3–3. Processing actions related to personnel readiness management
Actions relating to personnel readiness management are ongoing. Commanders, with the support of HR professionals, analyze current and future projected personnel strength data and take actions to achieve an optimum level of unit manning in order to accomplish the mission. Additional personnel readiness management focus areas include:

a. combining current strength with future projected losses and gains to identify possible shortfalls
b. identifying Soldiers unable to deploy in support of the tactical mission
c. requesting replacements and identifying assignment priorities by using a unit fill plan
d. reconciling strength deviations between unit reports and automated system numbers

3–4. Information management

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

b. Soldier records consist of the officer/enlisted record brief (ORB/ERB) for active component Soldiers, the personnel qualification record or DA Form 2–1 for reserve component (RC) Soldiers, the DA photo, and the Army Military Human Resources Record.

Section II
Procedures


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

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

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

Table 3–1
Personnel Management Procedures in Electronic Military Personnel Office

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3–2</td>
<td>Process Request for Access to the eMILPO System</td>
</tr>
<tr>
<td>3–3</td>
<td>Process Audit Report</td>
</tr>
<tr>
<td>3–4</td>
<td>Process Total Army Personnel Database Organization Change Report</td>
</tr>
<tr>
<td>3–5</td>
<td>Process Unresolved Error Report (AAA–351)</td>
</tr>
<tr>
<td>3–6</td>
<td>Update Service/Miscellaneous Dates</td>
</tr>
<tr>
<td>3–7</td>
<td>Update Family Member Information</td>
</tr>
<tr>
<td>3–8</td>
<td>Update Civilian Education and Level</td>
</tr>
<tr>
<td>3–9</td>
<td>Update Military Education</td>
</tr>
<tr>
<td>Procedure</td>
<td>Title</td>
</tr>
<tr>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td>3–10</td>
<td>Update Army Correspondence Course Program/Distance Learning/eLearning</td>
</tr>
<tr>
<td>3–11</td>
<td>Record Lost Time</td>
</tr>
<tr>
<td>3–12</td>
<td>Update Field Determined Security Status</td>
</tr>
<tr>
<td>3–13</td>
<td>Update Citizenship Status (non-U.S. citizen)</td>
</tr>
<tr>
<td>3–14</td>
<td>Update Professional and Technical Certification</td>
</tr>
<tr>
<td>3–15</td>
<td>Update Army Physical Fitness Test (APFT)</td>
</tr>
<tr>
<td>3–16</td>
<td>Update Personnel Management Tests</td>
</tr>
<tr>
<td>3–17</td>
<td>Update Armed Services Vocational Aptitude Battery</td>
</tr>
<tr>
<td>3–18</td>
<td>Update Weapons Qualification</td>
</tr>
<tr>
<td>3–19</td>
<td>Update Military Occupational Specialty (MOS)/Area of Concentration Information</td>
</tr>
<tr>
<td>3–20</td>
<td>Update Assignment History</td>
</tr>
<tr>
<td>3–21</td>
<td>Update Overseas Assignment Data and Tour Credits</td>
</tr>
<tr>
<td>3–22</td>
<td>Update Soldier Duty Status</td>
</tr>
<tr>
<td>3–23</td>
<td>Process Soldier Arrival</td>
</tr>
<tr>
<td>3–24</td>
<td>Process Soldier PCS Departure/Revocation</td>
</tr>
<tr>
<td>3–25</td>
<td>Process Soldier Attachment</td>
</tr>
<tr>
<td>3–26</td>
<td>Process Soldier or Unit Mobilization/Demobilization RC</td>
</tr>
<tr>
<td>3–27</td>
<td>Attach RC Soldier/Active Duty for Operational Support Soldier</td>
</tr>
<tr>
<td>3–28</td>
<td>Process Transition/Loss</td>
</tr>
<tr>
<td>3–29</td>
<td>Process Intact Unit Move</td>
</tr>
<tr>
<td>3–30</td>
<td>Process Deployed Theater Accountability System Soldier Record Extract</td>
</tr>
<tr>
<td>3–31</td>
<td>Process Transfer File Upload from Tactical Personnel System</td>
</tr>
<tr>
<td>3–32</td>
<td>Manage PERSTEMPO Events</td>
</tr>
<tr>
<td>3–33</td>
<td>Process Demographic Profile Report (AAA–338)</td>
</tr>
<tr>
<td>3–34</td>
<td>Process Alpha Roster (AAA–342)</td>
</tr>
<tr>
<td>3–37</td>
<td>Process Enlisted MOS Inventory - By Name Report (AAA–163)</td>
</tr>
<tr>
<td>3–38</td>
<td>Process Enlisted Skill Inventory and Projection by MOS Report (AAA–223)</td>
</tr>
<tr>
<td>3–39</td>
<td>Process Unit Identification Code Scrub</td>
</tr>
<tr>
<td>3–40</td>
<td>Process Unit Soldier Readiness Report (AAA–167)</td>
</tr>
<tr>
<td>3–41</td>
<td>Manage Soldier Availability Deployment Tracking</td>
</tr>
<tr>
<td>3–42</td>
<td>Process Skill Inventory by Grade Report (AAA–164)</td>
</tr>
</tbody>
</table>

3–6. Procedure 3–44, Reconciling Reports

a. Primary references for this procedure are AR 600–8–6 and the eMILPO FUG.

b. Reconciliation is the process of checking for accuracy (usually by cross-referencing old and new reports) and resolving any identified errors. The reconciliation process occurs in a number of support areas within the Army.

c. Reconciliation begins with accurately recording changes. HR professionals record all changes in one of two ways:
   (1) Transactions submitted to a data repository.
   (2) Transactions submitted to a data repository followed by pen and ink changes to a printed report.

d. When a report requires authentication by an official (example - commander), HR professionals should forward the
reconciled report to the authenticating official with specific instructions (see figure 3–1). Instructions should list required steps and a suspense date to return the report.

e. Table 3–2 provides basic steps that HR professionals should take when reconciling reports:

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsibility</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>S1/MPD</td>
<td>Print/obtain the requisite HR report.</td>
</tr>
<tr>
<td>2</td>
<td>S1/MPD</td>
<td>Compare the new report with changes posted to the old report.</td>
</tr>
<tr>
<td>3</td>
<td>S1/MPD</td>
<td>Use source documents to verify changes have posted to the data repository.</td>
</tr>
<tr>
<td>4</td>
<td>S1/MPD</td>
<td>Make any additional required changes to the data repository.</td>
</tr>
<tr>
<td>5</td>
<td>S1/MPD</td>
<td>Reprint/obtain new report.</td>
</tr>
</tbody>
</table>

f. Typical reports which require reconciliation include, but are not limited to:

(1) AAA–162 Unit Personnel Accountability Report
(2) AAA–199 Good Conduct Medal Roster
(3) AAA–165 Unit Personnel Accountability Notices Report
(4) AAA–117 Enlisted Advancement Report
(5) AAA–294 Enlisted Promotion Report
(6) AAA–095 Suspension of Favorable Personnel Actions Report
(7) UCFR Unit Commander’s Finance Report
(8) A listing of additional HR reports is located in the eMILPO FUG
MEMORANDUM FOR Commander, (Insert unit and address)

SUBJECT: Required Actions – Good Conduct Medal Roster (AAA-199)

1. The Good Conduct Medal Roster (AAA-199) for your unit is attached for your review and action. Please complete steps below and return to the S1 by the suspense indicated above:
   a. Circle and initial “Yes/No” for all Soldiers on the roster
   b. Attach counseling statements for all Soldiers circled “No”
   c. Authenticate the roster with commander’s signature

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

Encl

(Insert the appropriate signature block)

3–7. Procedure 3–45, Personnel Register
   a. Primary reference for this procedure is AR 600–8–6. b. The Personnel Register (DA Form 647 or DA Form 647–1) is a source document for recording strength transactions in eMILPO. It is used to record arrivals to or departures from units on PCS or temporary duty (TDY). It may also be used for recording passes, leaves, and visitors.
   b. Detailed instructions for maintaining the Personnel Register are listed in AR 600–8–6.

3–8. Procedure 3–46, Conduct a Personnel Asset Inventory
   a. Primary references for this procedure are AR 600–8–6 and the eMILPO FUG.
   b. A Personnel Asset Inventory is required:
      (1) At least once annually.
      (2) At a change of command.
      (3) 14 calendar days prior to a unit move, inactivation, discontinuance or redesignation, or a change in servicing personnel processing activity.
      (4) At the direction of the chain of command.
      (5) When the unit strength variance is two percent or more. Variance is described as the difference between a unit’s reported strength and information contained in the Army’s personnel database.
c. Additional requirements and detailed steps for conducting a Personnel Asset Inventory are listed in AR 600–8–6 and the eMILPO FUG.

   a. Primary references for this procedure are AR 600–8–6 and the eMILPO FUG. 
   b. Changes to a Soldier’s duty status must be supported by authorizing documentation (for example, DA Form 31 (Request and Authority for Leave), DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel), and DA Form 4187. AR 600–8–6 defines duty status codes and provides rules for processing duty status changes. eMILPO FUG, provides detailed steps for changing a Soldier’s duty status. Route the supporting documents to the S1, Finance (if required by AR 600–8–6), and file in local personnel files. S1s will follow steps in the eMILPO FUG to update duty status in eMILPO.

   c. When a change in duty status results in lost time (unexcused absence in accordance with DOD Financial Management Regulation (FMR) and AR 630–10), the S1 will record the lost time in eMILPO using the eMILPO FUG as a reference.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsibility</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unit</td>
<td>Conduct an investigation to determine Soldier’s true status.</td>
</tr>
<tr>
<td>2</td>
<td>Unit</td>
<td>Prepare a DA Form 4187 changing duty status to AWOL and record results of the investigation in Section IV.</td>
</tr>
<tr>
<td>3</td>
<td>S1</td>
<td>Prepare DA Form 268 (Report to Suspend Favorable Personnel Actions - Flag).</td>
</tr>
<tr>
<td>4</td>
<td>S1</td>
<td>Submit DA Form 4187 and DA Form 268 to the S1.</td>
</tr>
<tr>
<td>5</td>
<td>S1</td>
<td>Notify the Provost Marshal (PM) within 24 hours of the Soldier’s absence.</td>
</tr>
<tr>
<td>6</td>
<td>S1</td>
<td>Notify Retention office and Security office.</td>
</tr>
<tr>
<td>7</td>
<td>S1</td>
<td>Update Soldier’s duty status in eMILPO.</td>
</tr>
<tr>
<td>8</td>
<td>S1</td>
<td>Submit suspension of favorable personnel actions (Flag) transaction in eMILPO.</td>
</tr>
<tr>
<td>9</td>
<td>S1</td>
<td>Distribute DA Form 4187 to DMPO and Defense Enrollment Eligibility Reporting System (DEERS).</td>
</tr>
<tr>
<td>10</td>
<td>S1</td>
<td>If Soldier is still AWOL after 10 days - Notify next of kin (NOK) by letter. (sample in AR 630–10)</td>
</tr>
</tbody>
</table>
| 11   | Unit           | If Soldier is still AWOL after 30 days —
                        -Prepare DA 4187 changing duty status to DFR (effective on day 31)
                        -Notify NOK by letter (sample in AR 630–10)
                        -Prepare DD Form 458 (Charge Sheet)
                        -Prepare DD Form 553 (Deserter/Absentee Wanted by the Armed Forces) |
| 12   | S1             | Submit documents in steps 2, 10, 11 (DFR packet) to S1. |
| 13   | S1             | Review DFR packet for completeness and accuracy. Verify presence of the following documents in Interactive Personnel Records Management System (iPERMS): DD Form 93 (Record of Emergency Data), DD Form 4/1–3 (Enlistment/Reenlistment Document Armed Forces of the United States), DD Form 1966 (Record of Military Processing - Armed Forces of the United States), Standard Form 86 (Questionnaire for National Security Positions). |
| 14   | S1             | Submit DA 4187 (DFR) to local finance within 48 hours of DFR. |
| 15   | PM/Deserter control officer | Scan DFR packet (step 12) and forward to local PM or deserter control officer. |
| 16   | Personel Automation Section Chief | Review DFR packet for completeness and accuracy and forward/scan to U.S. Army Deserter Information Point. Return DFR packet to S1 (minus DD Form 553). |
| 17   | S1             | Forward DFR packet to Personnel Automation Section Chief. |
| 18   | S1             | Submit DFR transaction in eMILPO and return DFR packet to S1 for submission to iPERMS. Transaction date will be DFR date. |
| 19   | S1             | Submit DFR packet to iPERMS and verify DFR transaction was completed. |
3–11. Procedure 3–49, Daily Strength Summary
   a. Primary reference for this procedure is AR 600–8–6.
   b. The purpose of the daily strength summary is to provide commanders with the authorized and assigned strength status of units (by military personnel category (MPC)) under their command. The summary is used in both garrison and tactical environments to assist in preparing readiness reports and in determining critical personnel shortages. The summary is also referred to as a personnel summary or daily personnel status.
   c. The daily strength summary is produced locally from information contained in eMILPO. Formats may vary between commands, but most will contain 1) reporting unit; 2) MPC code (Enlisted, Officer, Warrant); 3) authorized/required strength; 4) assigned strength; 5) assigned strength percentage (assigned divided by authorized/required).
   d. A sample of a daily strength summary is shown in figure 3–2.

<table>
<thead>
<tr>
<th>UNIT</th>
<th>AUTH</th>
<th>ASGN</th>
<th>ASSIGNED %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit A</td>
<td>100</td>
<td>90</td>
<td>90%</td>
</tr>
<tr>
<td>Unit B</td>
<td>100</td>
<td>100</td>
<td>100%</td>
</tr>
<tr>
<td>Unit C</td>
<td>100</td>
<td>95</td>
<td>95%</td>
</tr>
<tr>
<td>Unit D</td>
<td>100</td>
<td>105</td>
<td>105%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>400</td>
<td>390</td>
<td>97.5%</td>
</tr>
</tbody>
</table>

Figure 3–2. Daily strength summary example

3–12. Procedure 3–50, Manage a Unit Fill Plan
   a. Primary references for this procedure are FM 1.0, ATTP 1–0.1, and the Army Manning Guidance.
   b. A unit fill plan identifies the commander’s priorities for assigning replacement personnel. HR professionals enable the commander to establish priorities by providing accurate personnel strength measurements and projections. Some factors which may contribute to a unit fill plan include:
      (1) Unit mission/location
      (2) Aggregate strength - current and projected
      (3) Subordinate unit strength - current and projected
      (4) Military Personnel Category (MPC) strength - current and projected
      (5) Rank/Skill Level - current and projected
      (6) MOS/area of concentration strength - current and projected
   c. Use the steps in table 3–4 to develop a unit fill plan:

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

a. Primary references for this procedure are AR 600–8–6, the eMILPO FUG, the Army Manning Guidance, FM 1–0, and ATTP 1–0.1.

b. Strength managers use projected Soldier arrivals (gains) and departures (losses) in order to ensure the supported unit remains at an optimum level of readiness.

c. When projected gains and losses combine with current assigned strength to reveal a strength shortage, strength managers work together with HRC to identify backfill or replacement Soldiers.

d. The resources listed in table 3–5 enable strength managers to accurately identify projected gains and losses.

e. Strength managers combine information contained in the daily strength summary with gains and losses gathered in this procedure to identify projected unit strength (figure 3–3).

<p>| Table 3–5 Projected gains and losses resources |</p>
<table>
<thead>
<tr>
<th>Resource</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Operating Picture Synchronizer</td>
<td>Combines both enlisted and officer resources to identify authorizations, assigned numbers, projected losses and projected gains.</td>
</tr>
<tr>
<td>eMILPO</td>
<td>Provides notices for enlisted Soldiers alerted for reassignment. Provides canned reports which include projected loss dates.</td>
</tr>
<tr>
<td>eMILPO Datastore</td>
<td>Provides the capability to query for losses based on a number of varying factors.</td>
</tr>
<tr>
<td>Total Officer Personnel Management Information System (TOP-MIS)</td>
<td>Provides officer gains and losses in addition to various other management functions.</td>
</tr>
<tr>
<td>EDAS/WebEDAS</td>
<td>Provides enlisted gains and losses in addition to various other strength management functions.</td>
</tr>
</tbody>
</table>

**Figure 3–3. Projected unit strength example**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Auth</th>
<th>Asgn</th>
<th>Gain (+)</th>
<th>Loss (-)</th>
<th>Proj</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit A</td>
<td>100</td>
<td>90</td>
<td>1</td>
<td>1</td>
<td>90%</td>
</tr>
<tr>
<td>Unit B</td>
<td>100</td>
<td>95</td>
<td>2</td>
<td>1</td>
<td>96%</td>
</tr>
<tr>
<td>Unit C</td>
<td>100</td>
<td>105</td>
<td>0</td>
<td>5</td>
<td>100%</td>
</tr>
<tr>
<td>Total</td>
<td>300</td>
<td>290</td>
<td>3</td>
<td>7</td>
<td>95.3%</td>
</tr>
</tbody>
</table>

3–14. **Procedure 3–52, Photographs**

a. Primary reference for this procedure is AR 640–30.

b. The photograph is an important representation of the Soldier, particularly during Department of the Army selection boards and career management activities.

c. HR professionals will use steps in table 3–6 as a guide in developing procedures to ensure eligible Soldiers maintain an official photograph in accordance with AR 640–30. One management tool is to use the “Year/Month Last Official Photo” date in a Datastore query. Using the requirements listed in AR 640–30, HR professionals can develop suspense reports which identify Soldiers who are due to provide or update an official photograph.

d. Commanders will ensure that eligible Soldiers schedule appointments to be photographed and report at the proper time and in the right uniform.
Table 3–6
Procedure 3–52, Photographs

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsibility</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>S1/MPD</td>
<td>Identify Soldiers due for a photograph using requirements identified in AR 640–30.</td>
</tr>
<tr>
<td>2</td>
<td>Commander/1SG</td>
<td>Notify unit commander/1SG.</td>
</tr>
<tr>
<td>3</td>
<td>Soldier</td>
<td>Direct Soldiers to schedule appointments for updating photographs.</td>
</tr>
<tr>
<td>5</td>
<td>Soldier</td>
<td>Notify commander when complete.</td>
</tr>
</tbody>
</table>

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

a. Primary references for this procedure are AR 37–104–4 and DOD FMR 7000.14–R (Volume 7A).

b. Service date verification or adjustment may be required when Soldiers enter active duty or when they accrue a period of lost time (unauthorized absence). When it becomes necessary to either verify or adjust Soldier service dates, the primary references above will be used to accomplish the task. DA Form 1506 (Statement of Service - For Computation of Length of Service for Pay Purposes) is the primary method of recording service date computations.

c. Service dates are computed by either subtracting a period of creditable service from an established date or adding a period of lost time to an established date. The following general rules apply when computing periods of creditable service:

   (1) Consider each month as having 30 days, except when the period of active services ends on 28 February of a leap year (do not change to 30)
   (2) Convert 30 days and 12 months to full months and years after computation
   (3) Add one day for inclusive dates after subtractions

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


a. Primary references for this procedure are AR 600–8–104, the eMILPO FUG, and the HRC Army Soldier Record Branch Web site (https://www.hrc.army.mil/TAGD/Army Soldier Records Branch - ASRB).

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

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

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

Notes:

1 S1 must ensure Soldiers understand the data fields on their ERB/ORB. This can be accomplished in a number of ways. Two methods include: 1) attaching an information paper to each ERB/ORB or 2) scheduling multiple Soldiers for review at once and providing guidance during a briefing.
3–17. Procedure 3–54, Defense Language Aptitude Battery or Defense Language Proficiency Test
   a. Primary references for this procedure are AR 11–6 and the eMILPO FUG.
   b. Table 3–8 identifies actions required to record updated Defense Language Aptitude Battery or Defense Language Proficiency Test results in Soldier records.

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsibility</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Soldier</td>
<td>Notify supervisor/1SG/commander of request to take Defense Language Aptitude Battery or Defense Language Proficiency Test.</td>
</tr>
<tr>
<td>2</td>
<td>Supervisor/1SG/commander</td>
<td>Assist Soldier in scheduling a test date with the education center’s test control officer.</td>
</tr>
<tr>
<td>3</td>
<td>Soldier</td>
<td>Comply with test instructions.</td>
</tr>
<tr>
<td>4</td>
<td>Test Control Officer</td>
<td>Send results of the test to the Soldier’s S1/MPD.</td>
</tr>
<tr>
<td>5</td>
<td>S1/MPD</td>
<td>See eMILPO FUG for steps required to update the Soldier’s personnel record.</td>
</tr>
</tbody>
</table>

Chapter 4
Providing Human Resources Services

Section I
Introduction

4–1. General
Human resources (HR) services are those functions which directly impact a Soldier’s assignment, qualification, financial status, career progression, and quality of life.

4–2. Functions
Providing HR services includes three supporting functions:
   a. Essential personnel services. Essential personnel services represent the core of HR support provided at the unit level. The majority of this function’s actions are completed using Army HRIS (eMILPO/Regional Level Application Software/Standard Installation Division Personnel System-1/and so on) at the unit level. However, some actions may only be completed through HRC. Typical actions initiated by Soldiers include personnel action requests, leave of absence requests, financial updates, citizenship/naturalization requests, and so forth. Typical actions initiated by the commander or supervisor include evaluations/counselings, award requests, promotions, suspensions of favorable actions, and so on.
   b. Postal Operations. Postal operations enable the Army to operate as an extension of the United States Postal Service, ensuring authorized personnel receive efficient postal services both overseas and during normal and contingency operations. Postal operations directly affect Soldier morale.
   c. Casualty Operations. Casualty operations enable the Army to record, report, verify, and process casualty information from the unit level to the Casualty and Mortuary Affairs Operations Center (CMAOC), notify appropriate individuals, and provide casualty assistance to the NOK.

4–3. Military pay
   a. Unit commanders and HR professionals play key roles in military pay administration. Moreover, they provide source, supporting, and substantiating documents to the Finance and Accounting Office (FAO) or DMPO which form the basis for pay changes input to the U.S. Army Finance and Accounting Center.
   b. Documents pertaining to pay must be processed in a timely and accurate manner by all responsible officials to assure receipt of the maximum number of pay actions by the Defense Finance and Accounting Service prior to the announced cutoff date of the processing month. Commanders will periodically advise (through command briefings, training, and so on) and ensure that Soldiers furnish supporting documents (that is, certificates of birth, death, marriage, divorce, and adoption) to the S1 when required. Commanders and HR professionals will forward all documents pertaining to pay no later than 1000 hours following the workday on which the documents were received to ensure that the member will receive timely action on pay entitlement.
   c. HR professionals must have a clear understanding of the interrelationship of their duties. It is essential that periodic meetings be established by mutual agreement and held at least quarterly between FAO/DMPOs and HR professionals to resolve outstanding problems and to discuss suggestions for the improvement of operations. All personnel involved in military pay administration must give the same degree of attention to proper pay actions as they
would expect to be given to actions pertaining to their pay. Military pay administration responsibilities for commanders and HR professionals are listed in AR 37–104–4.

Section II
Procedures

4–4. Procedure 4–1, Provide Human Resources Services in Electronic Military Personnel Office
   a. Primary reference for this procedure is the eMILPO FUG.
   b. The eMILPO is the Army’s primary mechanism for updating Soldier data at the unit-level and performing strength accountability.
   c. The procedures listed in table 4–1 enable HR organizations to effectively provide Soldier support by giving authorized users the capability to process Soldier actions in eMILPO. Detailed steps, procedures, and additional references are found in the eMILPO FUG by searching for the italicized text.

Table 4–1
Human Resources Services Procedures in Electronic Military Personnel Office

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

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

4–6. Procedure 4–24, Manage Senior Rater Profile
   b. DA Form 67–9–2 (The Army Senior Rater Profile Report ) is commonly referred to as the “Dash-2” and tracks the rating history of each senior rater for officers of all components by rank (second lieutenant through brigadier
general) and warrant officers by rank (warrant officer 1 through chief warrant officer 5). AR 623–3 describes the purpose of DA Form 67–9–2.

C. Senior raters may obtain a copy of their own DA Form 67–9–2 at the following Web site: https://knoxhr16.hrc.army.mil/dash2/.

D. To manage a senior rater profile, the senior rater must know:
   1. what their current profile actually states
   2. how many evaluations (by rank) are still processing (not posted to the report)
   3. how many officers are in their rating scheme (by rank) and when their reports are due
   4. an additional consideration includes familiarity with upcoming promotion and selection boards

E. The senior rater uses the information above to project how many top block reports they may offer for a single rank without incurring a misfire. A misfire occurs when the percentage of top block assessments in a senior rater’s profile meets or exceeds 50 percent of the total number of OERs for a particular grade.

F. Tools and additional information to assist senior raters in effectively managing their profiles is available on the HRC Evaluations Branch Web site.

   a. Primary references for this procedure are AR 600–8–22 and the eMILPO FUG. Permanent orders are issued in accordance with AR 600–8–105 to announce award of decorations and certain medals and badges, including amendment and revocation of award orders. The wear of decorations, medals and badges (both U.S. and foreign) is contained in AR 670–1.
   b. Detailed requirements and steps for processing recommendations for military awards are listed in AR 600–8–22. Steps for updating approved awards in eMILPO are listed in the eMILPO FUG.

4–8. Procedure 4–26, Promotions
   a. Primary references for this procedure are AR 600–8–29, AR 600–8–19 and the eMILPO FUG.
   b. Promotions fall into three distinct categories: decentralized; semi-centralized; and centralized.
      1. The decentralized promotions process involves recommending Soldiers in the ranks of private through private first class, warrant officer 1, and second lieutenant for promotion to the next grade and occurs automatically on recommendation from the approval authorities listed in AR 600–8–19 (enlisted) and AR 600–8–29 (officers).
      2. The semi-centralized promotions process involves recommending Soldiers in the ranks of specialist/corporal through sergeant for promotion to the next grade and occurs based on a combination of board approval at the unit level and points determination at the HQDA level.
      3. The centralized promotions process involves the selection of Soldiers in the ranks of staff sergeant/first sergeant, chief warrant officer 2 through chief warrant officer 4, and first lieutenant through brigadier general for promotion to the next higher grade and occurs based on review and selection by a centralized promotion selection board conducted at HQDA.
   c. Detailed requirements and steps for managing promotions are listed in AR 600–8–19 (enlisted), AR 600–8–29 (officers) and the eMILPO FUG.

   a. Primary reference for this procedure is AR 37–104–4.
   b. Responsibility for the timely and accurate submission of pay-related documents rests at multiple levels:
      1. HR supervisor - Establishes tracking mechanisms for recording receipt of pay-related documents, reviews accuracy of documents being submitted to the finance office and conducts periodic assessments to validate that documents are processed correctly and on time.
      2. HR professional - Collects pay-related documents. Prepares transmittal documents and submits to finance office daily. Retains suspense copies of all documents sent to the finance office.
      3. Commander/1SG - Ensures pay-related documents are sent to the S1 as expeditiously as possible. Guides Soldiers in the proper preparation and submission of pay-related documents. Validates pay-related information monthly using the Unit Commander’s Finance Report (UCFR).
      4. Soldiers - Promptly and accurately report changes in their personal circumstances that affect their entitlement to pay.
   c. Unit commanders and HR professionals will forward pay-related documents to the local finance office every duty day so that Soldiers may receive timely action on pay entitlements. Pay documents will be submitted using either a DA Form 200 (Transmittal Record) or unit transmittal memorandum (UTM) and document log. See figure 4–1 for an example UTM.
   d. Documents commonly submitted to the finance office include:
      1. DA Form 4187 (when used for duty status, reassignment, as a promotion instrument, or initiating/terminating/recouping basic allowance for subsistence (BAS))
(2) DD Form 2558 (Authorization to Start, Stop or Change an Allotment)
(3) DA Form 2627 (Record of Proceedings under Article 15, Uniform Code of Military Justice)
(4) DA Form 2142 (Pay Inquiry)
(5) DA Form 31 (Request and Authority for Leave)
(6) Orders (proficiency pay, assignment, promotion/reduction)
(7) DD Form 362 (Statement of Charges/Cash Collection Voucher)
(8) Report of AWOLs (AAA–160) - eMILPO
(9) DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA))

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsibility</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>S1</td>
<td>Validate that the pay-related document is sufficient and completed properly.</td>
</tr>
<tr>
<td>2</td>
<td>S1</td>
<td>Consolidate pay-related documents received and use them to complete a UTM and documents log (or DA Form 200). The documents log is a listing of all documents being submitted to the finance office and functions as a tracking mechanism for the unit.</td>
</tr>
<tr>
<td>3</td>
<td>S1</td>
<td>Assign a control number to the UTM before submitting to the finance office. Control numbers include the (numerical) month submitted and the number of the UTM for that month. For example, the first document in February receives control number 02–01.</td>
</tr>
<tr>
<td>4</td>
<td>HR Supervisor</td>
<td>Review accuracy of documents being submitted to the finance office.</td>
</tr>
<tr>
<td>5</td>
<td>S1</td>
<td>Submit UTM and documents to finance no later than 1000 hours daily. Retain a copy of the UTM and all documents in a local suspense file.</td>
</tr>
<tr>
<td>6</td>
<td>S1</td>
<td>Obtain Daily Register of Transactions (DROT) from finance office.</td>
</tr>
<tr>
<td>7</td>
<td>S1</td>
<td>Compare DROT with previously submitted UTMs in the suspense file to ensure pay-related actions occur (see procedure 4–31).</td>
</tr>
</tbody>
</table>
   a. Primary reference for this procedure is AR 37–104–4.
   b. The Unit Commander’s Finance Report (UCFR) is a major accountability tool which enables commanders to reduce fraud, waste and abuse, overpayment to Soldiers, and to verify that their Soldiers are receiving authorized pay and allowances. The UCFR also enables commanders to efficiently manage their leave of absence program required in AR 600–8–10. The S1 generally facilitates the timely transmission of the UCFR from the finance office to the unit and from the unit back to the finance office.
   c. Procedures for processing the UCFR:
      (1) The unit commander will review, annotate, sign, and date the monthly UCFR and return the certified copy with supporting documentation to the unit S1 or servicing HR support office in accordance with unit procedures. The following statement must be included in or attached to the UCFR: “I certify that I have reviewed the accountability and duty status of the Soldiers on this UCFR, and they are assigned or attached to my unit, unless annotated otherwise. To the best of my knowledge, this information is correct or has been corrected on this report.”
      (2) S1s/Units will use table 4–3 as a guideline for completing the commander’s review, return the certified original copy to the local finance office no later than the 10th day of the following month and maintain a copy of the certified report for 12 months.
Table 4–3  
**Procedure 4–28, Process Unit Commander’s Finance Report (UCFR)**

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsibility</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FAO/DMPO</td>
<td>Provide the monthly UCFR, LES (if applicable), and requested reports to the units.</td>
</tr>
</tbody>
</table>
| 2    | Unit/S1        | Use the AAA–162 to ensure all assigned Soldiers are accounted for on UCFR. Collect supporting documents for all discrepancies (grade change, duty status, new arrivals, and so on).  
   a. If a Soldier is not assigned or attached to the unit, draw a line through the name on the UCFR and annotate reason the Soldier should be deleted and date of personnel action. Use the following codes: PCS - permanent change of station; SEP - separation; RET - retirement; NIU - not in unit. Attach orders as appropriate to the UCFR.  
   b. If a Soldier is in the unit but not on the UCFR, type or print the complete name, SSN, and date of arrival after the last name on the last page of the UCFR. Attach a copy of assignment or attachment orders to the UCFR. |
| 3    | Unit/S1        | Review the GR column to ensure that the pay grade of each assigned/attached Soldier is correct. If the grade is incorrect, the S1 should ensure that eMILPO reflects the correct grade. If eMILPO is correct, the S1 should resubmit the promotion or reduction instrument (orders) to the finance office. If eMILPO is incorrect, the S1 should resubmit the appropriate promotion transaction in eMILPO and submit a copy of the promotion or reduction instrument (orders) to the finance office. |
| 4    | Unit/S1        | Ensure the duty/pay status (“STATUS”) is correct for all Soldiers in the unit. This column is critical because an incorrect duty status can result in either an overpayment or underpayment.  
   a. Paid duty statuses (Present for Duty, Temporary Duty (TDY), Leave, and Hospitalization) are represented on the UCFR as “ON STATION”, “LEAVE”, “PCS MOVE”, or blank.  
   b. Non-paid duty statuses (AWOL, DFR/deserter, or confinement) are represented on the UCFR as “AWOL”, “DEST”, or “CONF”. If duty/pay status is incorrect, attach appropriate documentation and return with the UCFR to the finance office.  
   c. A suspended pay status (“SUSP”) freezes funds issued to a Soldier’s pay account and normally indicates a pay account postured for separation or retirement.  
      (1). No action is required if this status appears for a Soldier who has separated, retired, or been reassigned. The account will drop upon completion of final processing by the finance office.  
      (2). Contact the finance office immediately if this status is incorrect. The Soldier will not receive any payment until status is corrected.  
      (3). If a commander begins processing a Soldier for an early separation (chapter) or suspects that a Soldier approaching separation owes a debt, the commander should submit a written request (with justification) to the finance office to place the Soldier’s account in a suspended pay status. |
### Table 4–3
Procedure 4–28, Process Unit Commander’s Finance Report (UCFR)—Continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsibility</th>
<th>Description</th>
</tr>
</thead>
</table>
| 5    | Unit/S1        | Review the basic allowance for housing (BAH) column to ensure the Soldier’s status and type of living quarters are correctly annotated on the UCFR. Commanders must review this area carefully, because the constant and often unnoticed changes in dependency status (marriage, divorce, birth, adoption, legal separation, and enlistment) make it the most abused entitlement. If the information is incorrect, attach appropriate documents and return to finance office with UCFR.  

The following codes are used on the UCFR:  

a. REB - partial BAH is for single Soldiers (officer or enlisted) living in "single type" quarters (barracks, BEQ, BOQ) who are not otherwise entitled to receive another type of BAH.  

b. W/O - BAH without dependent is for unmarried Soldiers without dependents who are not required to live in "single type" quarters, due to space non-availability or installation policy. Soldier married to Soldier and living off-post without any other dependents also fall into this category.  

c. W/D - BAH with dependents is payable to any Soldier having a lawful spouse (who is not active military); a legitimate, illegitimate, step, or adopted unmarried minor child or children, or secondary dependents (that is, parent, parent-in-law, stepparent, parent-by-adoption, in-loco-parentis; students 21 and 22 years of age; incapacitated children over 21 years of age; and ward of a court).  

d. DIF - BAH is payable to any Soldier who shows proof of dependency and requirement for support. Soldiers are encouraged to start an allotment to the court or custodial guardian (someone having physical custody), depending on circumstances, in an amount not less than the amount for the Soldier’s pay grade. If the amount of support falls below the amount specified (due to the Soldier’s promotion or an annual pay increase, as examples), the entitlement will be stopped.  

e. QTR - Quarters; Soldiers living in "family type" quarters. BAH will stop effective the day prior to move in and will restart the day the Soldier is cleared by a housing official.  

f. Blank - If the BAH/BAQ column is blank, contact the finance office to determine what action/documents are required to update the account. |
| 6    | Unit/S1        | Review BAS to ensure the correct status is listed. All Soldiers are authorized regular rations. The following codes are used on the UCFR:  

a. YES or OFF - commissioned or warrant officers entitled to basic pay are entitled to full BAS at all times on a monthly basis. Officers are not entitled to partial BAS.  

b. Blank or STND - all enlisted Soldiers receiving BAS.  

c. Soldiers residing in the barracks or dormitory on a meal card receive a meal deduction and reflect as such on their les. However, the UCFR does not include this information. A separate report from the finance office is required to review Soldiers on meal deductions. |
| 7    | Unit/S1        | Review the pay option (PAY OPT) column. In this column, 'CHEK' means the Soldier has an electronic fund transfer (EFT) going to a checking account; 'SAVE' means the Soldier has an EFT going to a savings account; and 'ADDR' means that the Soldier has a check mailed to an address. Commanders should use this information to direct those Soldiers who are required to use an EFT option but are not doing so to acquire one and to counsel those Soldiers using the savings account EFT option on the advantage of using the checking account option." |
| 8    | Unit/S1        | Review the leave balance (LV BAL) column for excessive amounts (surplus or deficit) of leave. This column reflects the accumulated days of leave the Soldier has earned through the end of the month (EOM). For example, 15.0 means the Soldier has 15 days accrued leave as of the EOM; 15.0- means the Soldier is fifteen days in the negative as of the EOM. Commanders must:  

a. Use this column to assist in managing the unit’s leave program, ensuring Soldiers get an opportunity to take leave and do not lose leave at the end of the fiscal year.  

c. Forward a copy of the DA Form 31 to the finance office on the day that Soldiers sign out on transition leave.  

d. Ensure all leaves taken are posted in a timely manner by comparing the leave balance from the previous month with the current month and/or copies of the DA Form(s) 31. Annotate any corrections/errors and submit a copy of the DA Form(s) 31 with the UCFR. |
Table 4–3
Procedure 4–28, Process Unit Commander’s Finance Report (UCFR)—Continued

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

4–11. Procedure 4–29, Reconcile Daily Register of Transactions

a. There is no primary reference for this procedure.  
b. The DROT is a report of financial transactions which have been processed for Soldiers each day. HR professionals use the DROT to verify documents submitted on a unit transmittal letter (UTL)/UTM (procedure 4–27) have successfully processed through finance. See figure 4–2 for a sample DROT report.  
c. Use the steps in table 4–4 to reconcile the DROT report:
Table 4–4
Procedure 4–29, Reconcile Daily Register of Transactions

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

![Daily Register of Transactions example](image)

Figure 4–2. Daily Register of Transactions example
4–12. Procedure 4–30, Special Duty Assignment Pay
   a. Primary references for this procedure are AR 614–200 and DOD FMR 7000.14–R (Volume 7A).
   b. Military personnel records and documents containing information of a personal nature will be stored, handled, and
      transmitted according to AR 25–55 and AR 600–8–104. Information of a personal nature may be disclosed or released
      under applicable directives only to authorized personnel in accordance with AR 25–55 and AR 340–21. Disposition of
      documents will be according to applicable directives or by destruction when the purpose for which authorized has been
      served. Destruction will be by burning, shredding, or other appropriate method.
   c. Special duty assignment pay is a monetary incentive paid to enlisted Soldiers who qualify for and serve in
      designated special duty assignments that have extremely demanding duties requiring extraordinary effort for satisfac-
      tory performance or an unusual degree of responsibility.
   d. Detailed requirements and steps for requesting and awarding special duty assignment pay are listed in AR

   a. Primary reference for this procedure is AR 600–38.
   b. HR professionals will oversee the management (issue and control) and review of the Meal Card Management
      System. AR 600–38 provides specific guidance on each component of the Meal Card Management System as indicated
      below.
         (1) Appointing Personnel - chapter 2
         (2) Requisitioning, Issuing, Controlling, and Accounting for Meal Cards - chapter 3
         (3) Identification and Reimbursement for Meals Available in the Field - chapter 4
         (4) Meal Card Verification and Reporting - chapter 5
         (5) Meal Card Management System Annual Review - appendix A

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

4–15. Procedure 4–33, Casualty Reporting
   a. Primary reference for this procedure is AR 600–8–1. Additional information is available on the HRC CMAOC
   b. AR 600–8–1 lists the categories of reportable casualties and the steps required for each. HR professionals will
      assist commanders in understanding required actions in the event of a casualty.

4–16. Procedure 4–34, Record of Emergency Data (DD Form 93)
   a. Primary references for this procedure are AR 600–8–1, the eMILPO FUG and the HRC CMAOC Web site
   b. All Soldiers are required to have a completed DD Form 93 on file in iPERMS and to conduct periodic reviews
      and updates in accordance with AR 600–8–1. Updating the DD Form 93 is the Soldier’s responsibility. Accurate and
      timely changes to casualty documents as a Soldiers life changes are critical to ensure accurateness.
         (1) HR professionals will notify commanders and Soldiers when a periodic review/update is required. The periodic
             review will be captured using the “Review Date” data element in the eMILPO Emergency Notification List (see
             eMILPO FUG).
         (2) Soldiers will inform commanders and HR professionals when an update is required due to a change in status.
   c. An HR professional will assist Soldiers in completing the form in accordance with AR 600–8–1 and submitting
      the form to iPERMS. eMILPO is the preferred method for updating, reviewing, and submitting the DD Form 93 to
      iPERMS. When eMILPO is not available, a current version of the form may be downloaded from the DOD Forms
      Management Web site. The following additional requirements apply when completing the DD Form 93:
         (1) Spouse must be notified in writing when not designated to receive 100 percent of death gratuity (see figure 4–3).
         (2) Soldier must be counseled in writing when designating a valid, but unusual, person authorized to designate
             disposition.
(Insert Office Symbol)

(Insert Addressee's name)
(Insert Address)
(Insert City, State Zip)

Dear (Insert Addressee's name)

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

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

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

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

Sincerely,

(Insert the appropriate signature block)

IAW AR 25-50)
4–17. Procedure 4–35, Servicemembers' Group Life Insurance

a. Primary references for this procedure are AR 600–8–1, the eMILPO FUG, and the HRC CMAOC Web site (https://www.hrc.army.mil/TAGD/CMAOC).

b. All Soldiers are required to have a completed SGLI Election on file in iPERMS and to conduct periodic reviews and updates in accordance with AR 600–8–1. The SGLI election either designates principal or contingent beneficiaries by name or identifies changes to coverage.

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

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

c. HR professionals will:

(1) Inform Soldiers of circumstances mandating automatic termination or forfeiture of coverage (AR 600–8–1, para 12–5, 12–7).

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

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

(4) Assist Soldiers in completing the form in accordance with AR 600–8–1 and submitting the form to iPERMS. eMILPO is the preferred method for updating, reviewing, and submitting the SGLI election to iPERMS. When eMILPO is not available, a current version of the form may be downloaded from the U.S. Department of Veterans Affairs SGLI Web site (http://www.benefits.va.gov/INSURANCE/resources-forms.asp#sgli).

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

a. There is no primary reference for this procedure.

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

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

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

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

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

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

(6) The DA Form 4187 may be legibly handwritten when electronic means are unavailable.

4–19. Procedure 4–37, Duty Appointment

a. There is no primary reference for this procedure.

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

c. Assumption of command is formally announced using a memorandum format (see AR 600–20 for example).
4–20. Procedure 4–38, Assignment Stabilization
   a. Primary references for this procedure are AR 614–200 and the eMILPO FUG.
   b. Assignment stabilization is identified using assignment eligibility and availability (AEA) codes. AEA codes are a
management tool used to identify Soldier eligibility for reassignment.
   c. Detailed requirements and steps for requesting assignment stabilization (modification to AEA codes) for Soldiers
are listed in AR 614–200 and the eMILPO FUG.

   a. Primary reference for this procedure is AR 600–8–14.
b. This procedure supplements AR 600–8–14. It prescribes guidance pertaining to the issuance of military identification tags. Identification tags must be worn by every member of the Army at all times when in the field, when engaged in field training, when traveling in aircraft, and when reporting to an Army medical treatment facility in the Continental United States (CONUS). Identification tags are required for mandatory wear when outside Continental United States.

c. Identification tags are used for identification, casualty reporting, and graves registration purposes. All Soldiers must have two identification tags with current information.

d. This procedure is applicable if the S1/MPD has an embossing machine. Otherwise the unit commander will initiate and send a DA Form 4187 through the S1/MPD to the installation activity possessing such a machine.

e. The actions listed in table 4–5 will be taken when processing military identification tags.

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

4–22. Procedure 4–40, Identification Cards (Military)

a. Primary references for this procedure are AR 600–8–14 and the Real-time Automated Personnel Identification System (RAPIDS) User Guide.

b. This procedure supplements AR 600–8–14. It provides guidance for the preparation of applications for and the issuance of military identification cards to Army personnel on active duty or active duty training as indicated below. Normally, this function will be performed by the brigade S1 or MPD.

c. Military identification cards will be issued—

(1) As soon as facilities permit after entry on active duty, initial active duty for training, special tour of active duty for training for more than 30 days, initial appointment, integration of an officer into the Regular Army, enlistment or reenlistment (when there is a break in service of more than 24 hours). The card will not be issued to replacement stream personnel while being processed through Armed Forces Examining and Entrance Stations or recruiting main stations. Cards may be issued at reception stations, providing the 3-day processing schedule prescribed in AR 612–201 is not adversely affected.

(2) On reenlistment.

(3) Upon promotion to specialist or corporal and above.

(4) Upon demotion or reduction.

(5) Upon loss or theft.

(6) To correct error other than change in grade.

(7) Upon significant change in facial features (weight loss/gain, grow/cut mustache, and so on).

(8) To show a name change.

(9) To replace a mutilated card.

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

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

f. The RAPIDS User Guide provides step by step instructions for processing military identification cards. The

4–23. Procedure 4–41, Identification Cards (Nonmilitary)
   a. Primary references for this procedure are AR 600–8–14 and the RAPIDS User Guide.
   b. This procedure supplements AR 600–8–14. It provides guidance for the preparation of applications for and the issuance of identification cards to authorized nonmilitary beneficiaries. Normally, this function will be performed by the MPD. However, the brigade S1 may be required to provide support for contractors or Department of Defense Civilians in deployed locations.
   c. Any person willfully altering, damaging, lending, counterfeiting, or using these cards in any unauthorized manner is subject to fine or imprisonment or both as prescribed by 18 USC 499, 18 USC 507, or 18 USC 701. 18 USC 701 prohibits photographing or otherwise reproducing or possessing uniform services identification cards in an unauthorized manner, under penalty of fine or imprisonment or both. Unauthorized or fraudulent use of the identification card would exist when the bearer uses the card in a manner which would enable the bearer to obtain benefits and privileges to which he/she is not entitled. Photocopying of the identification card to facilitate medical care processing, check cashing, or administering other military related benefits to eligible beneficiaries are examples of authorized photocopying.
   d. Commanders, designated representatives, and issuing officials will maintain controls as required for control of blank forms, processing of applications and issuance of cards, disposition of completed forms, and that cards are surrendered and destroyed when their use is no longer authorized or entitlement no longer exists.

4–24. Procedure 4–42, Army Bands Career Program
   a. Primary references for this procedure are AR 220–90, AR 614–200 and the HRC Web site.
   b. Soldiers requesting to enter the Army Bands Career Program must participate in supervised on the job training. Soldiers should contact their local bandmaster or HRC for details. Additional requirements for participating in the Army Bands Career Program are listed in AR 614–200 and AR 220–90.

4–25. Procedure 4–43, Assignment Preferences
   a. Primary references for this procedure are AR 614–100 and AR 614–200.
   b. Preference statements are used to indicate a Soldier’s desire for assignment to a certain installation or geographical area, long or short oversea tour, type of duty, service school, or functional training, and for personal or family considerations. Soldiers volunteering for overseas duty, special assignments, participation in specific programs, or specific schooling should submit an application under the applicable regulation.
   c. Officers may update their assignment preferences by contacting their respective assignment/branch manager.
   d. Enlisted Soldiers may update their assignment preferences by visiting the Assignment Satisfaction Key (ASK) application on the HRC Web site or by contacting their respective assignment/branch manager.

   b. Detailed requirements and steps for Soldiers requesting Drill Sergeant duty are listed in AR 614–200 and the HRC Web site. Soldiers volunteering for Drill Sergeant duty should contact the HRC Drill Sergeant Assignment Team for application instructions.

4–27. Procedure 4–45, Explosives Ordnance Disposal Career Program
   a. Primary references for this procedure are AR 614–200 and the Army’s Explosives Ordnance Disposal Recruiting Web site (http://www.sorbrecruiting.com/EOD.htm).
   b. Detailed qualification requirements and application steps are listed in AR 614–200 and on the Army’s Explosives Ordnance Disposal Recruiting Web site.

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

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<table>
<thead>
<tr>
<th>Step</th>
<th>Responsibility</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Soldier</td>
<td>Notify commander of request for exchange assignment.</td>
</tr>
</tbody>
</table>
| 2    | Commander/1SG     | Counsel the Soldier on cost expectations for the move. Assist the Soldier in identifying a suitable exchange. Assist the Soldier in preparing and signing DA Form 4187. Recommend approval or disapproval as appropriate and sign. Be sure to include the following in section IV:  
1. I request approval of an exchange assignment with XXXXXX.  
2. I meet the requirements identified in AR 614–200.  
3. I have read and understand the provisions of AR 614–200 and hereby waive any and all claims against the U.S. Government for transportation for me, my Family members, my household goods, and my personal property incident to travel and shipment resulting from reassignment from (current station) to (new location), as requested by me. I further agree to waive any and all claims against the U.S. Government for mileage allowance and/or per diem allowance for me and my Family.  
Encls ERB Memorandum of Agreement (figure 4–5) |
| 3    | Soldier           | Coordinate exchange assignment and retrieve memorandum of agreement from other Soldier. Submit documentation to unit.                                                                                     |
| 4    | Unit              | Forward to S1.                                                                                                                                                                                              |
| 5    | S1                | Verify documentation is complete in accordance with AR 614–200 and obtain commander’s signature. Forward through chain of command as required to appropriate HRC assignment manager. |
| 6    | HRC               | Approve or disapprove the request. Notify the S1.                                                                                                                                                           |
| 7    | S1                | Notify the Soldier of HRC decision. If approved, assist the Soldier in obtaining reassignment orders.                                                                                                       |
4–29. Procedure 4–47, Naturalization and Citizenship
   a. Primary reference for this procedure is the U.S. Citizenship and Immigration Services Web site (http://www.uscis.gov/military).
   b. S1s/MPDs assist Soldiers in completing/validating U.S. Citizenship and Immigration Services Form N–426 (Request for Certification of Military or Naval Service), obtaining information about fingerprinting and how to comply with the requirement, and submitting the N–400 package to the Nebraska Service Center.
   c. Soldiers desiring to apply for citizenship/naturalization for themselves or their family members should complete the application listed at the U.S. Citizenship and Immigration Services Web site.

4–30. Procedure 4–48, Assignment to Presidential Support Activities
4–31. **Procedure 4–49, Process Requests for Separation (Discharge, Retirement, and so forth)**
   a. Primary references for this procedure are AR 600–8–24 and AR 635–200.
   b. Detailed steps and requirements for processing both voluntary and involuntary separations are listed in AR 600–8–24 (officers) and AR 635–200 (enlisted).

4–32. **Procedure 4–50, Requesting Assignment to Specific Organizations**
   a. Primary reference for this procedure is AR 614–200.
   b. Soldiers requesting assignment to one of the organizations listed in AR 614–200 must meet the criteria listed in AR 614–200 (chapter 8) and contact their respective assignment/branch manager at HRC for application procedures.

4–33. **Procedure 4–51, Requesting Compassionate Actions**
   a. Primary references for this procedure are AR 614–100 and AR 614–200.
   b. Detailed steps required to process requests for compassionate actions (including reassignment, deferment and deletion) are listed in AR 614–100 (chapter 6) for officers and AR 614–200 (chapter 5) for enlisted Soldiers.

4–34. **Procedure 4–52, Applying for Officer Candidate School**
   a. Primary references for this procedure are AR 350–51 and the HRC Officer Accessions Branch Web site (https://www.hrc.army.mil/Officer/Branch Mission and Functions).
   b. Detailed requirements and steps for requesting selection for attendance at Officer Candidate School are listed in AR 350–51 and the HRC Officer Accessions Branch Web site.

4–35. **Procedure 4–53, Applying for Warrant Officer Selection**
   a. Primary references for this procedure are DA Pam 601–6 and the U.S. Army Warrant Officer Recruiting Web site (http://www.usarec.army.mil/hq/warrant/).
   b. Soldiers wanting to apply for selection as a Warrant Officer should visit the U.S. Army Warrant Officer Recruiting Web site for prerequisites and the application process. Prerequisites may vary between Warrant Officer MOSs.

4–36. **Procedure 4–54, Volunteering for Overseas Assignment**
   a. Primary references for this procedure are AR 614–30 and AR 600–8–11.
   b. Soldiers requesting overseas assignment must meet general requirements listed in AR 614–30. Enlisted Soldiers will request assignment using the Assignment Satisfaction Key (ASK) application. Officers will contact their respective career/branch manager.

4–37. **Procedure 4–55, Requesting Airborne Training and/or Assignment**
   a. Primary references for this procedure are AR 614–100 and AR 614–200.
   b. Soldiers requesting airborne training and/or assignment must complete a volunteer packet and meet requirements in (e) below. Requests for training will be submitted through Army Training Requirements and Resource System (ATRRS). Requests for assignment will be submitted to the Soldier’s respective assignment/branch manager for consideration. An airborne packet includes:
      1. DA Form 4187 with volunteer statement (see para 4–37d below)
      2. Enlisted Record Brief (ERB) or Officer Record Brief (ORB) as applicable
      3. DD Form 2808 (Report of Medical Examination) - Must reflect Airborne Physical
      4. DA Form 705 (Army Physical Fitness Test Scorecard) (Record APFT must be taken within 30 days of application)
   c. Additional requirements include:
      1. Volunteers must be less than 36 years of age on the date of application. Enlisted personnel in pay grade of sergeant and above may be considered for a waiver of age when the examining medical officer recommends to the unit commander that such a waiver be granted.
      2. Must meet the physical qualification for parachute duty established in AR 40–501.
      3. Male/female must pass the APFT with a score of 180 points (60 points in each event using the 17–21 year age group scale ). Test must have been administered not more than 30 days prior to date of application.
      4. Meet the height and weight standard in accordance with AR 600–9.
      5. Applicants must be able to complete a 5-mile run within 45 minutes 30 days prior to the class start date. The sending unit commander will sign a memorandum attesting to the soldier’s successful completion of the 5-mile run and the memorandum will accompany the student to the course.
      6. Students must have a copy of their approved physical examination (DD Form 2808) prior to inprocessing for
airborne training. The physical exam is to indicate the applicants’ fitness for airborne training. The exam must be administered within 12 months of enrollment. DD Form 2808 must indicate that "purpose of the exam is for airborne training,” (fill in block 74A) and that the volunteer "is or is not qualified for airborne training" (check the box and write in "airborne" in block 77). Applicants over 35 years of age must also have an electrocardiogram and medical age waiver.

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

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

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

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

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

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

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

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

a. Primary references for this procedure are AR 614–200 and the Army’s Special Forces Recruiting Web site (http://www.sorbrecruiting.com/SF.htm).

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

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

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

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

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

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

b. Soldiers in Maneuver, Fires, and Effects career fields generally affiliate with a regiment on arrival at their first unit of assignment. This is not an automatic process and must be initiated by the unit. Soldiers in Force Sustainment and Operational Support career fields are generally affiliated with a regiment on completion of advanced individual training, the Officer Basic Course or the Warrant Officer Candidate Course.

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

(1) S1s and MPDs update HRIS with approved enlisted requests using the Enlisted Distribution and Assignments System (EDAS). Requests for EDAS update access should be emailed to usarmy.knox.hrc.mbx.epmd-udas-team@mail.mil.

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

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

4–41. Procedure 4–59, Requesting Reserve Officer Training Corps/Reserve Component Duty

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

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

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

a. Primary references for this procedure are AR 614–100, AR 614–200 and the HRC Web site.

b. Soldiers requesting assignment as service school instructors must contact their respective assignment/branch manager at HRC for application procedures.

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

a. Primary reference for this procedure is AR 614–200.
b. Information on enlisted applications for service schools may be found in AR 614–200, chapter 4.

4–44. Procedure 4–62, Requesting Special Assignments
a. Primary references for this procedure are AR 614–100 and AR 614–200.
b. Soldiers requesting assignment to international and overseas headquarters, U.S. Military missions, military assistance advisory groups, joint U.S. military advisory groups, or similar activities must meet the general requirements identified in AR 614–100 (officers) or AR 614–200 (enlisted) and contact their respective assignment/branch manager at HRC for application procedures.

4–45. Procedure 4–63, Requesting Technical Escort Training and Assignment
a. Primary reference for this procedure is AR 614–200.
b. Soldiers who want to apply for Technical Escort Training and Assignment must meet requirements listed in AR 614–200 (section 6–5) and contact their respective assignment/branch manager for application procedures.

4–46. Procedure 4–64, Requesting Sole Surviving Son/Daughter Status
a. Primary references for this procedure are AR 614–100 and AR 614–200.
b. Detailed requirements and steps for Soldiers or family members requesting sole surviving son or daughter status are listed in AR 614–100 (officers) and AR 614–200 (enlisted).

4–47. Procedure 4–65, Conscientious Objector
a. Primary reference for this procedure is AR 600–43.
b. AR 600–43 contains detailed instructions and requirements for Soldiers claiming conscientious objection to participation in war in any form or to the bearing of arms.

4–48. Procedure 4–66, Family Care Plan
a. Primary reference for this procedure is AR 600–20.
b. A Family care plan enables the Army to ensure Family members are properly and adequately cared for when Soldiers are deployed, on TDY, or otherwise not available due to military requirements.
c. Commanders are required to take specific actions regarding Soldiers who are required to maintain a Family care plan. AR 600–20 provides detailed information on who is required to maintain a family care plan and what documents are required.

4–49. Procedure 4–67, Qualitative Management Program
a. Primary reference for this procedure is AR 635–200.
b. The qualitative management program is explained in AR 635–200. Detailed requirements and steps for administering the QMP are published in all Army activities messages and HRC military personnel messages.

4–50. Procedure 4–68, Inquiries Received in the S1/Military Personnel Division
a. There is no primary reference for this procedure.
b. Time management is essential to the successful operation of a supporting HR organization. Commanders and HR leaders must work together to identify and establish a schedule which enable HR professionals to effectively support Soldiers, accurately and efficiently manage and maintain Army HR systems, and train to maintain and increase proficiency in supporting HR functions and tasks.
c. S1s and MPDs should incorporate the use of an appointment slip to manage Soldier inquiries. Using an appointment slip may assist in filtering out those day to day inquiries which might otherwise be resolved at a lower support level.
d. The actions listed in table 4–7 should be taken to assist in controlling Soldier inquiries received in the S1/MPD.
Table 4–7
Procedure 4–68, Inquiries Received in the S1/military personnel division

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsibility</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Soldier</td>
<td>Contact the unit commander/1SG with all administrative matters.</td>
</tr>
<tr>
<td>2</td>
<td>Commander/1SG</td>
<td>If the administrative matter requires support which can’t be resolved with a phone call, prepare an appointment slip and send the Soldier to the S1.</td>
</tr>
<tr>
<td>3</td>
<td>S1</td>
<td>Assist the Soldier with the administrative matter. If the administrative matter can’t be resolved at the unit S1, provide the Soldier with an appointment slip and send them forward to the brigade S1 or MPD.</td>
</tr>
</tbody>
</table>

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

a. Primary references for this procedure are AR 600–8–3 and DOD 4525.6–M.
b. Mailroom Operations. AR 600–8–3, chapter 2 identifies unit requirements in operating mailrooms to include designating personnel, duties and responsibilities, inspections, reporting offenses, receptacle management, and so forth. Even units not operating a unit mailroom are still required to have designated personnel.
c. Mail Processing. AR 600–8–3, chapter 3 identifies requirements for processing mail at the unit level including receiving, distributing, and accounting for mail, and so on.
d. Directory Service. Units with a mailroom are required to maintain a directory file. AR 600–8–3 identifies requirements for maintaining directory files including use, preparation, and disposition of the DA Form 3955 (Change of Address and Directory Card).
e. Redirecting and Processing Mail for Casualties. AR 600–8–3, chapter 5, identifies requirements for redirecting undeliverable mail and mail for casualties.
f. AR 600–8–3 identifies detailed steps and requirements for conducting unit postal operations. Additional guidance and requirements are listed in DOD 4525.6–M.

4–52. Procedure 4–70, Voting Assistance

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

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

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsibility</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Soldier</td>
<td>Monitor iPERMS record to ensure new documents are posted as events occur (award, evaluation, promotion, and so on).</td>
</tr>
<tr>
<td>2</td>
<td>HRC</td>
<td>Release MILPER Message announcing zones of consideration.</td>
</tr>
<tr>
<td>3</td>
<td>HRC</td>
<td>Create MBF 65 days prior to board convene date. MBF consists of: - Official Photograph - Performance portion of iPERMS record includes Commendatory, Education and Training, and any disciplinary data - ORB/ERB (future Soldier record brief (SRB))</td>
</tr>
</tbody>
</table>
Table 4–8
Procedure 4–71, Review Selection Board File—Continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsibility</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>S1/MPD</td>
<td>Identify Soldiers within the zone(s) of consideration identified in MILPER Message. Ensure Soldiers in the zone have a copy of the applicable MILPER Message and advise them to review and certify their MBF.</td>
</tr>
<tr>
<td>6</td>
<td>Soldier</td>
<td>Review all documents. Notify S1/MPD of any discrepancies and provide source documents.</td>
</tr>
<tr>
<td>7</td>
<td>S1/MPD</td>
<td>Load requested update documents to Soldier’s iPERMS record. Ensure board documents are loaded separately (from non-board documents) and labeled as “Board” documents during the web-upload process. Retain iPERMS batch number and provide to the Soldier(s). Update ORB/ERB (future SRB) as needed.</td>
</tr>
<tr>
<td>8</td>
<td>Soldier</td>
<td>Continue to review iPERMS record and MBF application to ensure requested changes take effect. Communicate MBF review to HR Techs, Assignment Managers, and board members by selecting one of the following options: - Certified - Reviewed - Reviewed with corrections</td>
</tr>
<tr>
<td>9</td>
<td>S1/MPD</td>
<td>Use the MBF Certification Report to provide commander(s) with measurements enabling them to identify certification status of Soldiers and provide the necessary emphasis.</td>
</tr>
</tbody>
</table>

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

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


b. Detailed qualification requirements and applicant packet steps for Active, National Guard and Reserve Components are listed on the U.S. Army Counterintelligence Agent Recruiting Program Web site.

c. Approval authority for 35L accessions is the U.S. Army Intelligence Center of Excellence, Office of the Chief of Military Intelligence (ATZS-MI), Fort Huachuca, AZ 85613-7080.
Appendix A
References

Section I
Required Publications

AR 5–9
Area Support Responsibilities (Cited in para 1–13.)

AR 11–6
Army Foreign Language Program (Cited in para 3–17a.)

AR 25–55
The Department of the Army Freedom of Information Act Program (Cited in para 2–3.)

AR 25–400–2
The Army Records Information Management System (ARIMS) (Cited in para 2–3.)

AR 37–104–4
Military Pay and Allowances Policy (Cited in para 3–15a.)

AR 40–501
Standards of Medical Fitness (Cited in para 4–37c(2).)

AR 220–90
Army Bands (Cited in para 4–24a.)

AR 340–21
The Army Privacy Program (Cited in para 2–3.)

AR 350–51
United States Army Officer Candidate School (Cited in para 4–34a.)

AR 381–20
The Army Counterintelligence Program (Cited in para 4–54a.)

AR 600–8
Military Human Resources Management (Cited in para 1–4c.)

AR 600–8–1
Army Casualty Program (Cited in para 4–15a.)

AR 600–8–2
Suspension of Favorable Personnel Actions (Flag) (Cited in para 4–14a.)

AR 600–8–3
Unit Postal Operations (Cited in para 4–51a.)

AR 600–8–6
Personnel Accounting and Strength Reporting (Cited in para 3–6a.)

AR 600–8–10
Leaves and Passes (Cited in para 4–10b.)

AR 600–8–11
Reassignment (Cited in para 4–36a.)

AR 600–8–14
Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel (Cited in para 4–21a.)
AR 600–8–19
Enlisted Promotions and Reductions (Cited in para 4–8a.)

AR 600–8–22
Military Awards (Cited in para 4–7a.)

AR 600–8–24
Officer Transfers and Discharges (Cited in para 4–31a.)

AR 600–8–29
Officer Promotions (Cited in para 4–8a.)

AR 600–8–104
Army Military Human Resource Records Management (Cited in para 2–3.)

AR 600–8–105
Military Orders (Cited in para 4–7a.)

AR 600–9
The Army Body Composition Program (Cited in para 4–37c(4).)

AR 600–20
Army Command Policy (Cited in para 4–19c.)

AR 600–38
Meal Card Management System (Cited in para 4–13a.)

AR 600–43
Conscientious Objection (Cited in para 4–47a.)

AR 601–280
Army Retention Program (Cited in para 4–37d(3).)

AR 608–20
Army Voting Assistance Program (Cited in para 4–52a.)

AR 612–201
Initial Entry/Prior Service Trainee Support (Cited in para 4–22c(1).)

AR 614–30
Overseas Service (Cited in para 4–36a.)

AR 614–100
Officer Assignment Policies, Details, and Transfers (Cited in para 4–25a.)

AR 614–200
Enlisted Assignments and Utilization Management (Cited in para 4–12a.)

AR 623–3
Evaluation Reporting System (Cited in para 4–5a.)

AR 630–10
Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings (Cited in para 3–9c.)

AR 635–200
Active Duty Enlisted Administrative Separations (Cited in para 4–31a.)

AR 640–30
Photographs for Military Human Resources Records (Cited in para 3–14a.)
AR 670–1
Wear and Appearance of Army Uniforms and Insignia (Cited in para 4–7a.)

The Army Manning Guidance

ATTP 1–0.1
S–1 Operations (Cited in para 1–5.)

DA Pam 601–6
Warrant Officer Procurement Program (Cited in para 4–35a.)

DA Pam 611–21
Military Occupational Classification and Structure (Cited in para 4–54a.)

DA Pam 623–3
Evaluation Reporting System (Cited in para 4–5a.)

DOD 4525.6–M
Department of Defense Postal Manual (Cited in para 4–51a.)

DOD Financial Management Regulation 7000.14–R, Volume 7A
Military Pay Policy - Active Duty and Reserve Pay (Cited in para 3–15a.) (Available at http://comptroller.defense.gov/fmr/)

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

FM 1–0
Human Resources Support (Cited in para 1–4c.)

FM 7–15
The Army Universal Task List (Cited in para 2–19a.)

Real–time Automated Personnel Identification system (RAPIDS) User Guide
(Cited in para 4–22a.) (Available at https://www.dmdc.osd.mil/appj/vois.)

Section II
Related Publications
A related publication is a source of additional information. The user does not have to read it to understand this publication. Unless otherwise stated, publications are available on the Army Publishing Directorate Web site at http://www.apd.army.mil/. DOD regulations are available at http://www.dtic.mil/whs/directives/. USC is available at http://www.gpo.gov/fdsys/search/home.action.

AR 11–2
Managers’ Internal Control Program

AR 15–1
Committee Management

AR 25–30
The Army Publishing Program

Articles of the Geneva Convention of 1949

10 USC
Armed Forces
18 USC 499
Military, naval, or official passes

18 USC 507
Ship’s papers

18 USC 701
Official badges, identification cards, other insignia

Section III
Prescribed Forms
Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (http://www.apd.army.mil/).

DA Form 4187
Personnel Action (Prescribed in para 2–14.)

Section IV
Referenced Forms

DA Form 31
Request and Authority for Leave

DA Form 67–9–2

DA Form 200
Transmittal Record

DA Form 268
Report to Suspend Favorable Personnel Actions (Flag)

DA Form 647
Personnel Register

DA Form 647–1
Personnel Register

DA Form 705
Army Physical Fitness Test Scorecard

DA Form 1506
Statement of Service - For Computation of Length of Service for Pay Purposes

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 2142
Pay Inquiry

DA Form 2627
Record of Proceedings under Article 15, UCMJ

DA Form 3955
Change of Address and Directory Card (Available through normal supply channels)
DA Form 5960
Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA)

DD Form 4
Enlistment/Reenlistment Document Armed Forces of the United States

DD Form 93
Record of Emergency Data

DD Form 362
Statement of Charges/Cash Collection Voucher

DD Form 458
Charge Sheet

DD Form 553
Deserter/Absentee Wanted by the Armed Forces

DD Form 1610
Request and Authority for TDY Travel of DOD Personnel

DD Form 1966
Record of Military Processing - Armed Forces of the United States

DD Form 2558
Authorization to Start, Stop or Change an Allotment

DD Form 2808
Report of Medical Examination

SGLV 8286
Servicemembers’ Group Life Insurance Election and Certificate (Available at http://www.benefits.va.gov/INSURANCE/resources-forms.asp#sgli.)

SGLV 8286S
Servicemembers’ Group Life Insurance Supplemental SGLI Beneficiary Form (Available at http://www.benefits.va.gov/INSURANCE/resources-forms.asp#sgli.)

Standard Form 86
Questionnaire for National Security Positions

U.S. Citizenship and Immigration Services Form N-426
Request for Certification of Military or Naval Service (Available at http://www.uscis.gov/)
Glossary

Section I

Abbreviations

AEA
assignment eligibility and availability

APFT
Army physical fitness test

AR
Army regulation

ATTP
Army tactics, techniques, and procedures

AWOL
absent without leave

BAH
basic allowance for housing

BAS
basic allowance for subsistence

CMAOC
Casualty and Mortuary Affairs Operations Center

COLA
cost of living allowance

DA
Department of the Army

DFR
dropped from rolls

DHR
Directorate of Human Resources

DLAB
Defense Language Aptitude Battery

DLPT
Defense Language Proficiency Test

DMPO
Defense Military Pay Office

DOD
Department of Defense

DROT
Daily Register of Transactions

EDAS
Enlisted Distribution and Assignment System

EFT
electronic funds transfer
eMILPO
electronic military personnel office

EOD
explosives ordnance disposal

EOM
end of month

EPS
essential personnel services

ERB
enlisted record brief

FAO
Finance and Accounting Office

FAST
Forward Area Support Team

Flag
suspension of favorable personnel actions

FM
field manual

FMR
Financial Management Regulation

FUG
Field User’s Guide

HQDA
Headquarters, Department of the Army

HR
human resources

HRC
U.S. Army Human Resources Command

HRIS
human resources information systems

IPERMS
Interactive Personnel Records Management System

MBF
My Board File

MOS
military occupational specialty

MPC
military personnel category

MPD
Military Personnel Division
OHA
overseas housing allowance

OJT
on-the-job training

PAM
pamphlet

PCS
permanent change of station

PM
provost marshal officer

PR
personnel readiness

RAPIDS
Real-time Automated Personnel Identification System

RC
reserve component

SGLI
Servicemember’s Group Life Insurance

SOP
standard operating procedure

TDY
temporary duty

UCFR
Unit Commander’s Finance Report

USC
United States Code

UTL
unit transmittal letter

UTM
unit transmittal memorandum

Section II
Terms
This section contains no entries.

Section III
Special Abbreviations and Terms
This section contains no entries.