

**Army Regulation 600–8–105**

**Personnel—General**

# **Military Orders**

**Headquarters  
Department of the Army  
Washington, DC  
22 March 2019**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 600–8–105  
Military Orders

This major revision, dated 22 March 2019—

- o Relocates movement designator codes table to DA Pam 600–8–105 (formerly table 1–2).
- o Adds standard document number lead line to the constant information in orders (para 2–20*d*).
- o Grants higher headquarters the authority to amend, revoke, and rescind orders for subordinate units that have been deactivated (para 2–25*i*).
- o Clarifies the use of “corrected copy” on changes to orders (para 2–26).
- o Eliminates the authorization and use of endorsements as a form of correspondence (para 2–27).
- o Adds Format 333 for assignment pay for operational deployment for Soldiers serving an operational force rotation (para 3–4).
- o Adds Format 165 for Active duty of Army National Guard of the United States or U.S. Army Reserve troop program unit personnel with a mobilized unit (table 14–1).
- o Deletes references to specific systems. Systems are referred to as human resource systems rather than by specific system names (formerly chap 15).
- o Updates all references to current references and eliminates those that are no longer in use (app A).
- o Eliminates order Formats 501, 660, 602, 682, 684, 686, 687, 688, 690. For Format 523, use Format 526. For Formats 660, 602, 682, 687, and 688, use Format 610 or 612. For Formats 686 and 682, use Format 680. For Format 690, use Format 692 (throughout).
- o Moves order formats to DA Pam 600–8–105 (throughout).
- o Changes all references of Personnel Command to U.S. Army Human Resources Command (throughout).
- o Changes all addresses from previous locations to Commander, U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5406 (throughout).
- o Changes all references of official military personnel file and military personnel record jacket to Army Military Human Resource Record (throughout).
- o Supersedes Army Directive 2011–10, Modifying the Orders Program of the Military Personnel System to Facilitate Army Operations on a Joint Base (throughout).

**Personnel—General  
Military Orders**

By Order of the Secretary of the Army:

**MARK A. MILLEY**  
General, United States Army  
Chief of Staff

Official:

  
**KATHLEEN S. MILLER**  
Administrative Assistant  
to the Secretary of the Army

**History.** This publication is a major revision.

**Summary.** This regulation prescribes policies and mandated tasks governing military orders as a multifunctional program.

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

otherwise stated. This publication is applicable during mobilization.

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

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and

identifies key internal controls that must be evaluated (see app B).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–MP), 300 Army Pentagon, Washington DC 20310–0300.

**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 Commander, U.S. Army Human Resources Command (AHRC–PDF–I), Department 460, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5406.

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

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\*This regulation supersedes AR 600-8-105, dated 28 October 1994 and AD 2011-10, dated 1 February 2011.

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## Glossary

## **Chapter 1 Introduction**

### **Section I**

#### **General**

##### **1–1. Purpose**

This regulation prescribes the policies and mandated operating tasks for the orders program of the military personnel (MILPER) system. It establishes standards and provides an operational document in a logical sequence.

##### **1–2. References and forms**

See appendix A.

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

See glossary.

##### **1–4. Responsibilities**

Responsibilities are listed in section II of chapter 1.

##### **1–5. Records management (recordkeeping) requirements**

The records management (recordkeeping) requirement for all record numbers, forms, and reports required by this regulation are addressed in the Army Records Information Management System (ARIMS)/Army Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports for this regulation are located in ARIMS/RRS–A at <https://www.arims.army.mil>.

### **Section II**

#### **Responsibilities**

##### **1–6. Chief, National Guard Bureau**

The Chief, NGB, will establish order formats for publication in this regulation for Army National Guard of the United States (ARNGUS) personnel when on active duty, including active duty in Active Guard Reserve (AGR) status, initial active duty for training (IADT), active duty for training (ADT), and active duty for operational support. Formats for ARNGUS personnel and units not on active duty are published elsewhere.

##### **1–7. Deputy Chief of Staff, G–1**

- a.* The DCS, G–1 will establish personnel policies relating to the orders program.
- b.* On behalf of the DCS, G–1, the Commanding General (CG), U.S. Army Human Resources Command (AHRC) will establish standards and mandated operating tasks of the orders program.

##### **1–8. Chief, Army Reserve**

The Chief, Army Reserve, will establish order formats for publication in this regulation for Army Reserve personnel when on active duty, including AGR, IADT, ADT, and active duty for special work (ADSW).

##### **1–9. Commandant, Adjutant General School**

The Commandant, Adjutant General School, will provide training to administrative Soldiers in advanced individual training courses, basic noncommissioned officer courses, advanced noncommissioned officer's courses, officer basic courses, officer advanced courses, and civilian career programs courses (career program 50).

##### **1–10. Commanding General, U.S. Army Installation Management Command**

The CG, IMCOM, will establish standards and mandated operations tasks for the execution of the orders program within all IMCOM installations and major force generating installations.

### 1–11. Commanders of Army commands, Army service component commands, direct reporting units, and major subordinate commands

Commanders of Army commands (ACOMs), Army service component commands (ASCCs), direct reporting units (DRUs) and major subordinate commands will monitor and assist in the administration of the orders program to ensure compliance with policies and mandated tasks established by this regulation.

### 1–12. Commanders of installations, military communities, and mobilization stations

Commanders of installations, military communities, and major force generating installations will establish, resource, and operate an orders program that accomplishes the requirements established by this regulation.

## Chapter 2 The Orders Program

### Section I

#### General

#### 2–1. Overview of the orders program

*a.* Orders are published to—

- (1) Order individuals onto active duty or change the status of MILPER on active duty. For example, orders appoint, assign, promote, demote, retire, separate, and authorize travel of Family members.
- (2) Order Reserve Components (ARNGUS and U.S. Army Reserve (USAR)) personnel into IADT, ADT, and ADSW.
- (3) Direct temporary duty (TDY) for MILPER and DOD Civilians.
- (4) Award individual and unit decorations.
- (5) Activate, inactivate, organize, reorganize, designate, re-designate, discontinue, assign, and reassign all types of U.S. Army-controlled organizations and units, and attach one unit to another.
- (6) Mobilize and demobilize individuals and units.
- (7) Authorize emergency leave travel. See AR 600–8–10 for instructions for completing DA Form 31 (Request Authority for Leave) and paragraph 5–2 (Format 342) of this regulation.

*b.* Orders are the function of The Adjutant General, adjutant, or other authorized individual charged with headquarters administration. Therefore, in the Regular Army, work centers within the MILPER system produce most orders. These work centers may be located at the Headquarters, Department of the Army (HQDA) level, ACOM, ASCC, DRU, or installation. Authority to delegate below installation level is vested in The Adjutant General subject to the limitations imposed in paragraph 2–7.

*c.* Orders are categorized within this regulation by MILPER functions to support required unit and personnel actions. A fundamental organizing principle of orders is the purpose of the order as either a travel order, a manning order, or an operational support order.

- (1) Travel orders direct the movement of unit or personnel from one location to another.
- (2) Manning orders support the individual assignment, reassignment, promotion, or strength related activities. Manning orders are governed by DCS, G–1 and AHRC policy in support of Army manning policy.
- (3) Operational support orders direct units and Soldiers on temporary assignments, order personnel or units to active duty from an inactive duty status, and return them to inactive duty status when designated active duty assignment has been complete. Operational support orders are driven by DCS, G–3/5/7 approved operational requirements and policy, not manning policy.

*d.* Orders for the USAR troop program unit (TPU) personnel are produced by USAR command elements.

#### 2–2. Orders Formats

Orders are prepared using prescribed forms and formats. Instructions for preparing most orders at all echelons of Regular Army and Reserve Components organizations are found in DA Pam 600–8–105. Table 2–1 provides a listing of formats and their purpose.

**Table 2–1**  
**Numerical list of order formats**

Format	MILPER function or program
100	Recruiting



**Table 2–1**  
**Numerical list of order formats—Continued**

<b>Format</b>	<b>MILPER function or program</b>
110	Officer procurement
112	Officer procurement
120	Manpower mobilization
150	Manpower mobilization
153	Manpower mobilization
155	Officer procurement
156	Officer procurement
157	Officer procurement
159	Retention
160	Manpower mobilization
162	Manpower mobilization
163	Manpower mobilization
164	Manpower mobilization
168	Retention
172	Enlisted management
174	Enlisted or officer management
180	Manpower mobilization
181	Manpower mobilization
185	Officer procurement
186	Officer procurement
187	Officer procurement
188	Officer procurement
190	Officer procurement
196	Enlisted or officer management
198	Enlisted management
250	Trainee and student support
260	Trainee and student support
262	Trainee and student support
263	Trainee and student support
266	Transition management
267	Transition management
269	Trainee and student support
270	Trainee and student support
272	Trainee and student support
274	Transition management
301	Enlisted promotions or reductions
302	Enlisted promotions or reductions
305	Officer promotions
306	Enlisted promotions or reductions

**Table 2-1**  
**Numerical list of order formats—Continued**

<b>Format</b>	<b>MILPER function or program</b>
310	Enlisted management
320	Awards and decorations
330	Special pay programs
331	Special pay programs
332	Special pay programs
333	Special pay programs
342	Leaves and passes
344	Leaves and passes
390	Officer promotions
400	Miscellaneous (TDY)
401	Individual deployed Soldier
405	Reassignment
407	Reassignment
410	Reassignment
417	Reassignment
418	Reassignment
419	Reassignment
422	Replacement operations
423	Replacement operations
424	Reassignment
425	Reassignment
426	Enlisted or officer management
430	Transition processing
434	Transition processing
440	Enlisted or officer management
450	Enlisted or officer transfers or discharges
452	Reassignment
454	Transition processing
460	Enlisted or officer management
500	Enlisted or officer transfers and discharges
501	Enlisted or officer transfers and discharges
502	Enlisted or officer transfers and discharges
505	Enlisted or officer transfers and discharges
520	Enlisted or officer transfers and discharges
522	Enlisted or officer transfers and discharges
524	Transition management
526	Transition management
530	Officer transfers and discharges
540	Enlisted or officer transfers and discharges

**Table 2–1**  
**Numerical list of order formats—Continued**

<b>Format</b>	<b>MILPER function or program</b>
550	Manpower mobilization
562	Transition management
564	Officer transfers and discharges
600	Transition processing
610	Transition processing
612	Transition processing
620	Transition processing
680	Transition processing
692	Transition processing
694	Transition processing
696	Transition processing
700	Orders
705	Orders
740	Unit manning
745	Reassignment

### **2–3. Principles of support**

The MILPER system will—

- a.* Provide orders to substantiate entitlements and documents of key events.
- b.* Support the Army’s personnel life cycle sustainment function.

### **2–4. Standards of service**

*a.* The orders program—

- (1) Is a MILPER multifunctional program.
- (2) Is resourced by a table of distribution and allowances (TDA) for TDA organizations and the modification table of organization and equipment (MTOE) for MTOE units.
- (3) Is the function of the military personnel division (MPD) part of the Human Resources Directorate of IMCOM garrison/installation staffs.

*b.* The orders program connects with the following functions or multifunctional programs:

- (1) Awards and decorations.
- (2) Enlisted management.
- (3) Enlisted promotions and reductions.
- (4) Enlisted transfers and discharges.
- (5) Leaves and passes.
- (6) Manpower mobilization.
- (7) Officer management.
- (8) Officer procurement.
- (9) Officer promotions.
- (10) Officer transfers and discharges.
- (11) Reassignment.
- (12) Recruitment.
- (13) Replacement operations.
- (14) Retention.
- (15) Special pay programs.
- (16) Transition management.
- (17) Transition processing.

- (18) Unit manning.

## Section II

### Requirements and Authorities

#### 2–5. Single-source operating document

The HQDA staff level and field operating agencies direct the orders program either as policy, functional, or branch proponents. This regulation provides a single-source operating document to the field and, as such, is binding on all Army agencies/commands that have the authority to issue orders.

#### 2–6. Orders requirements

- a. Orders are required for certain travel, certain personnel actions, promotion, and separation.
- b. Permanent orders are required for awards (Format 320) except the Army Achievement Medal (AAM), Army Commendation Medal (ARCOM) (other than Valor), and Meritorious Service Medal (MSM). DA Form 638 (Recommendation for Award) is used to issue permanent orders for meritorious service for the awards by completing block 25–A5 (a through i).
- c. The requirements for orders and permanent orders and their contents as described in this regulation take precedence over conflicting instructions in other directives or regulations.
- d. Agencies with new requirements about the content of orders will forward the item to be included in the order, with justification, to Commander, U.S. Army Human Resources Command (AHRC–PDF–I), Department 460, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5406. Information will be approved before it can be included in the order.

#### 2–7. Authority to issue travel orders

General authority to issue travel orders is vested in the Chief of Staff, U.S. Army and The Adjutant General. This authority is delegated as follows:

a. *Permanent change of station or temporary duty orders involving travel of Army personnel within the continental United States.* The following commanders may re-delegate this authority, in writing, to their subordinates as necessary, subject to the limitation imposed by paragraph 2–7d.

- (1) The Vice Chief of Staff, U.S. Army, and heads of Army staff agencies reporting directly to the Chief of Staff, U.S. Army.
- (2) Heads of Army staff agencies for their field commands and activities.
- (3) ACOMs, ASCCs, and DRUs.
- (4) CG, U.S. Army Recruiting Command (USAREC).
- (5) Commander, U.S. Military Entrance Processing Command.
- (6) Commanders or heads of installations reporting directly to an ACOM.
- (7) Others who may be designated by the Chief of Staff, U.S. Army.

b. *Permanent change of station orders involving travel to, from, or between locations outside the continental United States.* The following commanders may re-delegate this authority in writing to their subordinates as necessary, subject to the limitation imposed by paragraph 2–7d.

- (1) ACOMs, ASCCs, and DRUs.
- (2) CG, USAREC, for Soldiers of that command.
- (3) CG, IMCOM.
- (4) Commanders of field installations for assigned Soldiers under Department of the Army (DA) assignment instructions.

c. *Temporary duty travel orders involving travel to, from, or between locations outside the continental United States.* Authority to issue orders for outside the continental United States (OCONUS) TDY travel is subject to compliance with the Joint Travel Regulations (JTR). The following commanders may re-delegate this authority in writing to their subordinates, unless otherwise indicated, subject to the limitation imposed by paragraph 2–7d.

- (1) ACOMs, ASCCs, and DRUs.
- (2) The heads of Army staff agencies. This authority may be re-delegated in writing to commanding officers of subordinate installations or activities for a specific project or period.
- (3) The Superintendent, U.S. Military Academy (USMA), for personnel of that command. Overseas travel of cadets must be authorized by DCS, G–1.
- (4) CG, USAREC, for Soldiers of that command.

(5) Chief, NGB, for Army-sponsored personnel of that agency traveling from the continental United States (CONUS) to Hawaii, Alaska, or Puerto Rico in connection with ARNGUS activities.

(6) Commander, U.S. Military Entrance Processing Command, for Soldiers of that command.

*d. Limitation on reassignment orders.* To ensure better control over the publication and distribution of reassignment orders, one agency per installation may be authorized to issue government orders involving travel. CG, IMCOM may authorize exceptions to this policy within their commands when local circumstances warrant. Factors to be considered in granting exceptions are:

- (1) Budgetary restrictions.
- (2) The size and complexity of the mission of the organizations concerned.
- (3) The number and type of assigned units.
- (4) The volume of reassignment orders produced.
- (5) Mechanization of orders production.
- (6) Responsiveness to agencies being serviced.

## **2–8. Authority to issue modified group travel orders**

*a.* Group travel is a movement on a permanent change of station (PCS) or TDY of three or more Soldiers traveling together for which transportation will be furnished by government conveyance or transportation request from the same point of origin to the same destination under one order that is specifically designated by the order issuing authority as a “group travel order.” A group travel status may also be designated between points en route if the orders specifically indicate the points between which a group travel status will take (see JTR). Additionally, in accordance with Section 552a, Title 5, United States Code (5 USC 552a), commonly known as the Privacy Act, do not put the full social security number (SSN) of any Soldier on copies of group orders that are given to individual Soldiers.

*b.* Authority to approve modified group travel orders is delegated to the officials shown in paragraph 2–7 of this regulation, who may re-delegate this authority, in writing, as necessary.

*c.* All authorized orders issuing authorities may publish modified group travel orders for Soldiers—

(1) Being reassigned, attached, or released from attachment when the losing and gaining units are serviced by the same Personnel Information Systems processing activity.

(2) Traveling as a single group during a unit move.

(3) Traveling as a single group and if Soldiers are briefed regarding the reassignment as a group, are escorted to their transportation in a group, and will be met at their gaining destination by a representative of the gaining unit. (For example, movement from the Military Entrance Processing Station (MEPS) to Reception Station).

*d.* Use modified group travel for the following:

(1) To maintain unit integrity.

(2) To control a specialized group (such as recruits, students, or patients).

(3) Mission requirements.

(4) To perform duty while traveling, such as conducting experiments or polls, training in organizational movements, and moving government vehicles.

(5) Exigencies of the service.

(6) Maneuvers.

(7) Field exercises.

(8) Unit movements.

(9) Other operational or strategic reason.

*e.* Group travel should not be used merely for economy in the use of travel funds. Consideration should be given to such economy as being in the best interest of the U.S. Government; however, consideration should also be given to the needs of the Soldier to travel as an individual. The following needs should be considered:

(1) Driving a privately-owned vehicle (POV) incident to a PCS or for use in conducting government business en route or at the destination.

(2) Soldiers taking leave during travel.

(3) Conformity to group movement requirements causing inconvenience and/or impairments of individual mission requirement.

(4) Soldier’s need to accompany Family members traveling at the same time incident to a PCS.

(5) In other cases when the commander directing the travel determines that individual travel is in the best interest of the individual and the U.S. Government (see JTR).

*f.* Personnel who are authorized or permitted to travel separately from the group will be shown in separate orders.

*g.* Modified group travel orders will be processed as follows:

(1) A master copy of the order containing the full 9-digit SSN for each Soldier listed on the order will be published. Master copies of these orders will be consolidated with orders published for the day according to paragraph 2–28 of this regulation and filed in accordance with AR 600–8–104.

(2) Copies of the group order containing the full 9-digit SSN will be distributed only to the agencies requiring the order to conduct official government business. Ensure the gaining and/or TDY unit commander is forwarded a copy of the order containing the full 9-digit SSN. Under no circumstances will an individual Soldier be given a copy of a group order which contains the full 9-digit SSN of the other Soldiers listed on the order. Neither will an order containing multiple 9-digit SSNs be filed in the local file or the Army Military Human Resource Record (AMHRR).

(3) A modified copy of the above group order will be published and distributed to each individual listed on the order.

(4) Other personal information such as home/mailling address, date of birth, or home telephone number will not be published in the modified group order. Home of record (city and state only) and sex of Soldier may be published in modified group orders, as required.

(5) Modified group orders are sufficient to support personnel actions as long as requests are processed through proper command channels and orders are authenticated properly. The full 9-digit SSN may be hand-written on orders used in support of individual Soldier personnel actions or request for entitlements. Servicing activities may request further proof of identification such as presenting a military identification card containing Soldier's full SSN before processing the action.

(6) A copy of modified group orders will be filed in each Soldier's AMHRR.

## **2–9. Authority to issue blanket travel orders**

*a.* Blanket travel orders are orders issued to Soldiers who regularly and frequently make trips away from their permanent duty stations within certain geographical limits to perform regular assigned duties. They are authorized only for personnel performing missions essential to the operation of their command or agency. All blanket orders in effect will be reviewed at least semiannually for necessity and content. The need for orders that do not restrict the traveler to the use of government quarters will be carefully scrutinized, and the number of these orders will be kept to a minimum.

*b.* The authority to approve blanket travel orders is delegated to the Vice Chief of Staff who may re-delegate the authority as necessary. Requests will be sent through command channels and will include supporting data indicating the necessity for blanket travel orders.

*c.* The authority to approve and issue blanket travel orders is delegated to ACOM commanders; the CG, USAREC; and the Commander, U.S. Army Legal Services Agency, for Soldiers of their headquarters and subordinate commands. Commanders may re-delegate this authority, in writing, to their subordinates.

*d.* The authority to approve and issue blanket travel orders is delegated to the Superintendent, USMA for travel within CONUS in support of the Academy Admissions Program.

*e.* The authority to approve and issue blanket travel orders is delegated to The Adjutant General if essential to the expeditious operation of the Armed Forces Courier Service.

*f.* DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) will be used to publish blanket travel orders (see chap 12.)

## **2–10. Authority to issue repeated travel orders**

*a.* Repeated travel orders allow any necessary number of separate round-trip journeys from the permanent duty station to and from or between specified locations. Each separate journey may necessitate stopover for duty at one or more places before returning to the permanent duty station. Travel will not be solely between the place of duty and the place of lodging.

*b.* Repeated travel orders may be issued for up to 60 days and may be reissued if necessary.

*c.* Authority to approve repeated travel orders is delegated to the officials shown in paragraph 2–7, who may re-delegate this authority in writing as necessary.

*d.* DD Form 1610 will be used to publish repeated travel orders.

## **2–11. Authority to issue invitational travel orders and transportation authorizations**

*a.* The JTR provides instructions for preparing invitational travel orders. Do not issue invitational travel orders for U.S. military personnel. The JTR remains the authority for determining individuals and circumstances requiring the use of invitational travel orders.

*b.* Invitational travel orders may be issued for travel aboard commercial aircraft by non-DOD personnel, including military Family members, to perform official duty for the Army. Per diem is not authorized for spouse travel per the JTR.

*c.* Travel authorizations will be used for travel aboard military aircraft by non-DOD personnel, including military Family members, to perform official duty for the Army unless the JTR requires use of invitational travel orders for purposes of reimbursement of travel expenses.

d. Travel aboard military aircraft by non-DOD personnel, including military Family members, to perform official duty for the Army will use transportation authorizations unless the JTR requires use of invitational travel orders for purposes of reimbursement of travel expenses. Transportation authorizations may be used only when travel is in a non-per diem status. Any orders publishing activity may publish a transportation authorization as outlined in DODI 4515.13. The transportation authorization will follow a similar format to an individual travel order, but will be called a transportation authorization. It will permit transportation only and carries with it no obligation other than transportation.

## **2-12. Authority to issue temporary duty orders**

TDY away from the home station will be held to a minimum consistent with military necessity.

a. *Temporary duty of 90 days or less.* Except for attendance at service schools, the maximum duration of TDY for an individual is 90 days. For individuals and units reassigned in a TDY status during contingency operations, there is no time limitation. To compute the maximum of 90 calendar days, add all the TDY performed during the past 12 months. Authority to approve exceptions to the 90-day limitation is delegated as follows:

- (1) Heads of Army staff agencies for field activities under their command.
- (2) CG, USAREC.
- (3) ACOM commanders.

b. *Temporary duty of 180 days or less.* Authority to approve TDY up to 180 calendar days may be re-delegated to major subordinate commanders as necessary. To compute the maximum of 180 calendar days, add all the TDY performed during the past 12 months.

c. *Continuous temporary duty at one location for more than 180 days.* No individual or organization will be placed on continuous TDY at one location for more than 180 calendar days without prior approval as outlined in the JTR. Exceptions for the extension of TDY beyond 180 days at one location will be made only for unusual or emergency conditions, the unforeseen expansion of duties, unforeseen delays, or exigencies of the Service that require the extension of the TDY period. Recurring TDY will not be used to augment the authorized strength.

- (1) Each request for continuous TDY at one location for more than 180 days will—

(a) Be sent in time to allow action to be taken on the request before completion of the 180-day TDY.

(b) Be coordinated through command channels and the command involved and sent to Commander, U.S. Army Human Resources Command (AHRC-PDF-I), Department 460, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5406. If the extension is for a Soldier of the USAR serving on active duty in AGR status, the request will be sent through command channels to U.S. Army Human Resources Command, Office of the Chief of Army Reserve, 2400 Army Pentagon, Washington, DC 20310-2400.

- (c) Contain the following:

1. Each Soldier's name, grade of rank, SSN, military occupational specialty (MOS) or area of concentration, organization of assignment, and location of TDY.

2. Starting date and ending date of the current TDY, including total number of days.

3. Ending date of the desired extension, including total number of days.

4. Justification for the request and a statement that the ACOM, ASCC, or DRU involved agrees.

5. Conditions that make a PCS move impracticable to meet the personnel requirement. Include information whether action has been taken to establish or increase applicable TDA or MTOE.

(2) If HQDA approves continuous TDY at one location, the commander who requested the exception will ensure that the Soldier and appropriate finance and accounting offices are notified of the approval. A copy of the HQDA approval or a statement in the Soldier's orders can be used to notify the Soldier and the finance and accounting office. For example, "This continuous temporary duty in excess of 180 days at one location is authorized by the Secretary of the Army per Memorandum, HQDA (TAPC-PDO), 5 Jan 18, Subject: Extension of temporary duty."

d. *Field duty.* Commanders may designate the use of field duty as an alternative to TDY when units are executing operational deployments, force rotations, or training where no per diem is authorized. A field duty order will be prepared for each Soldier and filed in the Soldier's AMHRR.

e. *DD Form 1610 and Format 400.* DD Form 1610 and Format 400 will be used in accordance with chapter 12 of this regulation to publish TDY and field duty orders.

## **2-13. Authority to issue other-than-travel orders**

a. Authority to issue other-than-travel orders is vested in the command. Therefore, commanders may issue orders based on the authority inherent in their positions, standing authority provided through regulations, or temporary authority delegated under certain circumstances for specific purposes.

b. Commanders of Regular Army detachments, companies, batteries, or battalions that are serviced by a centralized MILPER office will not issue written orders. When written orders are required, commanders who are not authorized to

issue written orders will submit a request for orders to the commander responsible for providing administrative support. However, appropriate commanders will publish orders for the following actions:

- (1) Individuals in accordance with AR 600–8–22.
    - (a) Army Good Conduct Medal.
    - (b) Permanent badges except Basic Marksmanship Qualification Badges, identification badges, and the Physical Fitness Badge.
    - (c) Unit awards.
    - (d) Campaign participation and Air Assault landing credit.
    - (e) Purple Heart.
  - (2) Intrastation reassignment (no travel).
  - (3) Attachment or relief from attachment (no travel).
  - (4) Special pay (flight pay and sea pay).
- c. In all cases of temporary authority, cite the authority in the order; otherwise, a commander need not cite the authority to issue an order in the order unless instructions specifically require it.

#### **2–14. Authority to issue verbal orders**

When situations demand immediate action, normally in combat situations, commanders with authority to issue written orders may issue verbal orders.

a. When the verbal order involves expenditure of public funds, the commander will issue confirmatory orders within 30 calendar days. If the written order is issued more than 30 calendar days after the effective date of the verbal order, the commander will provide written justification for the delay and the action taken to prevent recurrence to the servicing finance office and the next higher official. The finance office will file the explanation as a substantiating document with the order.

b. Include a notation in the confirmatory orders as a response to the Authority lead line, “This order confirms verbal orders of (the CG or commanding officer) given on (date verbal orders were given).” If there is no Authority lead line for the format used, include the information as a response to the Effective date lead line. When preparing DD Form 1610, include this information in item 16.

#### **2–15. Travel in or through high-threat areas**

Commanders will ensure that Soldiers on PCS or TDY orders traveling in or through high-threat areas are briefed on the threat of terrorism (see AR 525–13).

#### **2–16. Restrictions on issuing orders**

- a. Orders will not be issued for an action unless it is specifically authorized by this regulation.
- b. Do not issue an order for—
  - (1) Assuming command.
  - (2) Memorializing or naming an area.
  - (3) Changing personal data, such as name, SSN, date of birth, or pay entry basic date.
  - (4) Appointing a board, committee, or council.
  - (5) Establishing, dissolving, or re-designating a fund.
  - (6) Authorizing separate rations, building or quarters assignment, or wearing of civilian clothing.
  - (7) Announcing Article 15, Uniform Code of Military Justice (UCMJ), actions.
  - (8) Authorizing branch transfers or details.
  - (9) Announcing a duty appointment or duty assignment.
  - (10) Authorizing leave (except for emergency leave when DA Form 31 is being used).
  - (11) Announcing a change in strength, position, or other minor change not affecting the basic organization of the unit (except for a USAR unit).
  - (12) Authorizing reenlistment of Reserve Component personnel (except for USAR members who are being issued Format 198).

#### **2–17. Classified orders**

Follow the procedures in AR 380–5 and DODM 5200.01, Volumes 1 through 4, to determine the security classification of orders. Issue classified orders when an essential element of the order is classified. File classified orders separately from unclassified orders, and safeguard classified orders as prescribed in AR 380–5 and DODM 5200.01, Volumes 1 through



4, according to the security classification of the order. File classified orders that are determined to be AMHRR documents per AR 600–8–24 in the interactive Personnel Electronic Records Management System-Secure (iPERMS-S).

#### **2–18. Court-martial orders**

See AR 27–10 for instructions on preparing court-martial orders.

#### **2–19. Department of Army general orders and Department of Army orders**

See AR 25–30 for instructions on preparing DA general orders and DA orders.

### **Section III**

#### **Movement Designator Codes**

#### **2–20. Purpose of movement designator codes**

*a.* PCS travel expenses of Regular Army personnel are funded by appropriations available to and controlled by HQDA. Movement designator codes (MDCs) provide a record of the type of PCS travel performed by Regular Army personnel. This record is used to centrally manage PCS funds.

*b.* MDCs track the following PCS moves that are chargeable to MILPER, Army, fiscal station S99999:

- (1) Personnel entering on active duty.
- (2) Assignment of cadets to USMA.
- (3) Reassignment of personnel on active duty including reassignment of students, trainees, patients, and prisoners.
- (4) Personnel on active duty who are being transitioned.
- (5) USMA cadets being eliminated.

*c.* MDCs are not used to track the following moves:

(1) PCS moves that are funded under the reimbursement program, including PCS moves supporting foreign military sales and PCS moves supporting the U.S. Army Corps of Engineers. The MDC lead line response on these PCS orders will be a reimbursable accounting classification.

- (2) TDY, except for TDY pending further orders and TDY for 1 day or more in conjunction with a PCS.
- (3) Active duty in AGR status.
- (4) IADT.
- (5) ADSW.
- (6) ADT.
- (7) Annual training.
- (8) Attachments.

*d.* The standard document number (SDN), a 14-digit alpha-numeric code, is added to enhance the capture of PCS-related costs. The SDN lead line will appear on orders one line above the Point of contact lead line. Although the SDN resembles an accounting classification, the two are not interchangeable.

#### **2–21. Correct movement designator codes on orders**

Individuals preparing and publishing PCS orders or amendments to PCS orders will determine the correct MDC in the order in accordance with DA Pam 600–8–105 and will verify the MDC before publishing the order.

#### **2–22. Construction of movement designator codes**

The MDC consists of the four following characters:

*a.* The first MDC character designates the basic travel categories to be charged. The basic categories are accession, training, operational, low-cost, rotational, separation, unit, no-cost, permissive, diversion, continuation, and contingency/mobilization. See paragraph 2–23 to determine the basic travel category.

*b.* The second MDC character identifies the destination of the traveler. See DA Pam 600–8–105 to determine the MDC.

*c.* The third MDC character is (O) for commissioned or warrant officer or (E) for enlisted Soldier.

*d.* The fourth MDC character is the same fiscal year as the publication date. The appropriation will be charged to the fiscal year of order publication date (for example, the fourth MDC character of an order is published on 10 Oct 16 will be “7” for fiscal year 17).

#### **2–23. Basic categories of travel**

*a. Basic travel categories.* Travel categories are defined in paragraphs 2–23*b* through 2–23*m*. To determine basic category of travel for Soldiers who are being assigned to or from—

(1) A permanent station in CONUS with duty in an overseas area. Regard the overseas duty station as if it were the permanent station.

(2) A permanent station in an overseas area with duty in CONUS. Regard the CONUS duty station as if it were the permanent station.

(3) TDY pending further orders status. Regard the TDY pending further orders assignment as if it were a permanent assignment. Disregard all other TDY when determining the basic category of travel.

(4) A hospital or medical holding detachment as a patient. Regard the hospital or medical holding detachment as if it were the permanent station.

(5) A confinement facility as a prisoner. Regard the confinement facility as if it were the permanent station.

*b. Accession travel.* This category applies from point of entry on current tour of active duty to first PCS school or first permanent station with or without a requirement to travel. Accession travel includes officer gains, USMA cadet gains, enlisted gains, reenlistment gains, and accession submoves. Accession travel applies if the PCS school is Officer Candidate School or Warrant Officer Candidate School and the Soldier travels as an officer gain. This category of travel does not apply after the Soldier arrives at the first permanent station or the first PCS school or to enlisted Soldiers currently on active duty who reenlist. These orders are required to be uploaded to iPERMS for filing in the AMHRR.

*c. Training travel.* This category applies when Soldiers travel to or from a PCS school when no overseas travel is required. A no-cost move applies if the geographical location does not change.

*d. Operational travel.* This category applies when a Soldier is assigned within CONUS or within an overseas area when travel is required. A low-cost move may apply if the move can be made for \$1,000 or less. A no-cost move applies if the geographical location does not change.

*e. Low-cost moves.* This category applies when a Soldier is assigned within CONUS or within an overseas area when travel is required, when the move can be made for the amount stated in DODI 1315.18, and when the commander is authorized to direct the PCS. The local finance office and the local transportation office will be contacted to determine if the Soldier's legal entitlement to the PCS travel fund is in compliance with DODI 1315.18. The determination will be made, in writing, before a request for orders is prepared. Low-cost travel applies if the entitlement meets the amount specified in DODI 1315.18. Accession and separation travel low-cost moves will not be included in this category.

*f. Rotational travel.* This category applies when Soldiers are assigned where overseas travel is required.

*g. Separation travel.* This category applies when Soldiers are being reassigned for separation processing with or without a requirement to travel.

*h. Unit moves.* This category applies when each individual Soldier is being reassigned to a different geographical location in conjunction with the PCS of an organization or unit either when travel is conducted individually or as part of a group. However, it will be considered a no-cost move if the geographical location does not change.

*i. No-cost moves.* This category applies when a Soldier is assigned to an organization at the same geographic area and the move can be made without expenditure of, or legal entitlement to, PCS travel funds. Accession and separation no-cost moves will not be included in this category.

*j. Permissive moves.* This category applies to approved permissive moves and exchange assignments for enlisted Soldiers. The Soldier pays all costs incurred in the relocation.

*k. Diversions.* This category applies when a PCS order contains a numbered MDC and an assignment is changed after the Soldier begins travel from last permanent assignment. Diversion codes are used to avoid double counting moves.

*l. Continuation moves.* This category applies to Soldiers assigned to an overseas replacement-type activity as transients who are being further assigned within the overseas area. Continuation codes are used to avoid double counting moves.

*m. Contingency/mobilization moves.* This category applies to Soldiers assigned TDY in support of contingency or mobilization operation.

## **Section IV**

### **Orders**

#### **2–24. Transmission by message**

*a.* Orders may be forwarded by official email only if using security restrictions for protection of personally identifiable information.

*b.* Classified orders must be transmitted through classified channels.

## **2–25. Amendments, revocations, and rescissions**

*a.* Only the organization that published the original order may amend, rescind, or revoke the order. Commanders may revoke award orders if issued by another headquarters only when authorized under AR 600–8–22. Exceptions to this policy are as follows:

(1) Commanders may revoke orders issued by another headquarters announcing a promotion to sergeant and staff sergeant when authorized under AR 600–8–19.

(2) U.S. Army transition centers may rescind unexecuted portions of Formats 501 and 526 on or before the date of discharge or relief from active duty shown in the order when the Soldier will transition after the effective date in the order.

*b.* If an order has been revoked or rescinded by mistake, issue a new order. Do not issue another order to revoke the revocation or rescission.

*c.* If any action has been taken in compliance with an order, the order shall not be revoked, and only the unexecuted portion of the order may be rescinded.

*d.* DD Form 1610 is used to amend, revoke, or rescind TDY orders issued on a DD Form 1610.

*e.* Formats 700 and 705 are used to amend, revoke, or rescind other orders.

*f.* DA Form 31 is used to amend, revoke, or rescind emergency leave.

*g.* When there is no evidence of fraud or obvious error and the Soldier received actual or constructive delivery, orders discharging a Soldier from the service will not be revoked after the effective date of discharge unless the revocation is a written confirmation of verbal orders issued before the effective date of discharge.

*h.* Distribution will include copies for the Soldier concerned and one copy for each organization that received distribution in the original order.

*i.* The next higher organization takes responsibility when a unit is deactivated. That higher organization may amend the orders or delegate the responsibility to some another subordinate unit. For installations falling under IMCOM, IMCOM is responsible for identifying the installation or organization to amend PCS orders.

## **2–26. Corrections**

An order may be corrected by the organization that published the original order to show the true state of affairs existing at the time the original order was published.

*a.* Orders may only be changed to reflect facts that existed when the original order was published. Issue only one corrected copy. Further corrections must be made by revoking or rescinding the order and issuing a new order.

*b.* Center “CORRECTED COPY” about 1/2 inch from the top of the page. The number and date must be the same as the original order unless these items are being corrected.

*c.* Use of corrected copy is restricted to a one-time correction of an original order. It will not be used to correct amendments, revocations, or rescissions.

*d.* A corrected copy will not be issued after the original order has been distributed.

*e.* Distribution will be the same as the original order.

*f.* Do not revoke an order if any action has been taken in compliance with orders. If a correction needs to be made, amend or rescind the order.

## **2–27. Endorsements**

*a.* Endorsements are not an authorized form of correspondence.

*b.* Except for one corrected copy in accordance with paragraph 2–26, orders, and contents of orders, may only be corrected or changed by amendment, revocation, or rescission.

*c.* The memorandum may be used in many instances where an endorsement was previously used.

*d.* File permanent orders permanently and separately from orders.

*e.* Maintain and dispose of record sets per AR 600–8–104.

*f.* File classified orders separately from unclassified orders, and safeguard classified orders per AR 380–5 according to the security classification of the order (see DODM 5200.01, Volumes 1 through 4).

*g.* File DD Form 1610 to orders per AR 600–8–104.

*h.* Maintain a posted set of issued orders if needed.

## **2–28. Files**

*a.* An orders consolidation is the compilation of all orders issued during the day and brought together as a record set.

*b.* The method of orders consolidation is as follows:

(1) Each work center or office that publishes orders will prepare a cover sheet and attach one copy of each order published during the day. The cover sheet identifies the date of the orders consolidation, orders included in the consolidation,

orders excluded because the number was not used, and orders that are classified and excluded (include the security classification). For example, “This consolidation consists of orders 8–1 through 8–34 issued 8 January 2017. Orders 8–8 through 8–15 were not used. Order 8–30 was excluded (Secret).” The cover sheet and attached copies of orders will be given to the office that maintains the consolidated orders log.

(2) Each work center or office that publishes orders collects all orders published each day and makes a notation at the top of the first order of the day. The notation will show orders included, orders excluded because the number was not used, and orders that are classified and excluded (including security classification). For example, “This consolidation consists of orders 5–14 through 5–15. Orders 5–3 and 5–4 were not used. Order 5–14 was excluded (Confidential).”

(3) File permanent orders permanently and separately from orders.

(4) Maintain and dispose of record sets per AR 25–400–2.

(5) File classified orders separately from unclassified orders, and safeguard classified orders per AR 380–5 according to the security classification of the order (see DODM 5200.01, Volumes 1 through 4).

(6) File DD Form 1610 to orders per AR 600–8–104.

(7) Maintain a posted set of issued orders if needed.

## 2–29. Request for orders

a. If it is determined that a separate request for orders is needed, DA Form 2446 (Request for Orders) may be used to request orders. A sample of a completed DA Form 2446 is shown in DA Pam 600–8–105.

b. The DA Form 2446 must include required distribution.

c. DA Form 2446 will not be used to request TDY orders.

d. Do not use DA Form 2446 to request emergency leave on DA Form 31. It can be used for requesting emergency leave for Family members traveling with the Soldier on Format 342 orders.

## Chapter 3 Strength Management

### 3–1. Strength management-related orders

When strength management-related orders are executed, they will connect with the following functions and multifunctional programs as outlined in table 3–1:

a. Enlisted management.

b. Officer management.

c. Special pay programs.

d. Unit manning.

**Table 3–1**  
**Functions within the strength management work center**

Format number	Format title	MILPER function or program
172	Active Duty of ARNGUS or USAR Enlisted Personnel.	Enlisted management.
174	Active Duty of AGR Personnel for 180 Days or More.	Enlisted management or officer management.
196	Recall to Active Duty—Retired Personnel (HQDA use only).	Enlisted management or officer management.
198	Release from Active Duty (REFRAD) of AGR Enlisted Personnel, Discharge for Purpose of Immediate Reenlistment in USAR, and Order to Additional Active Duty (HQDA use only).	Enlisted management.
310	MOS Action.	Enlisted management.
330	Proficiency Pay.	Special pay programs.
331	Aeronautical Rating, Aviation Service, or Aviation Career Incentive Pay.	Special pay programs.
332	Hazardous Duty Incentive Pay, Special Pay for Diving Duty, or Special Pay for Sea Duty.	Special pay programs.
333	Assignment Incentive Pay for Operational Deployment for Soldiers Serving on Operational Force Rotations.	Special pay programs.

**Table 3–1  
Functions within the strength management work center—Continued**

Format number	Format title	MILPER function or program
426	Assignment—Individual Returned to Military Control After Being Dropped From the Rolls.	Enlisted management or officer management.
440	Attachment or Release From Attachment.	Enlisted management or officer management.
460	Involuntary Active Duty of ARNGUS and USAR Soldiers for Processing Under the UCMJ.	Enlisted management or officer management.
740	Activate, Inactivate, Organize, Reorganize, Designate, Re-designate, or Discontinue an Organization or Unit.	Unit manning.

### 3–2. Headquarters, Department of the Army, strength management-related formats

- a. Formats 196 and 198 are designated for HQDA use only and will be used only at the HQDA level.
- b. See DA Pam 600–8–105 for samples of formats.

### 3–3. Reserve Component strength management-related formats

- a. Formats 172, 174, and 460 will be used for ARNGUS or USAR personnel.
- b. See DA Pam 600–8–105 for samples of formats.

### 3–4. Other strength management-related formats

- a. Formats 310, 330, 331, 332, 333, 426, 440, and 740 pertain to strength management-related orders for use at all echelons of Regular Army and Reserve Component organizations. A command memorandum will be used in lieu of an orders format to announce detail of officers to the Army General staff (formerly Format 312).
- b. See DA Pam 600–8–105 for samples of formats.

### 3–5. Modification of strength management-related formats

Strength management-related formats will not be modified except as described in DA Pam 600–8–105.

## Chapter 4

### Personnel Reassignment

#### 4–1. Personnel reassignment-related orders

- a. Orders related to personnel reassignments will connect with the reassignment function outlined in table 4–1.
- b. The installation MPD publishes most of these orders.

**Table 4–1  
Functions within the personnel assignment work center**

Format number	Format Title	MILPER function or program
401	Individual Deployed Soldier.	Reassignment.
405	Miscellaneous Travel.	Reassignment.
407	Shipment of Personal Property From Overseas Area.	Reassignment.
410	Reassignment With or Without Overseas Travel.	Reassignment.
417	Reassignment With Overseas Travel, Group.	Reassignment.
418	Reassignment, Group—From One Unit to Several Units.	Reassignment.
419	Reassignment, Group—From Several Units to One Unit.	Reassignment.
424	Reassignment—Diversion.	Reassignment.
425	Reassignment—Interstation, Low-cost- PCS.	Reassignment.

**Table 4–1  
Functions within the personnel assignment work center—Continued**

Format number	Format Title	MILPER function or program
452	Release from Attachment and Re-attachment of ARNGUS or USAR Personnel on Active Duty in AGR Status.	Reassignment.
745	Assignment, Transfer, Attachment, Release from Attachment, Re-assignment, Deployment, or Change of Station (Temporary or Permanent) of Organization or Unit.	Reassignment.

#### **4–2. Reserve Components personnel reassignment- related formats**

- a. Format 452 will be used for ARNGUS or USAR personnel only.
- b. See DA Pam 600–8–105 for samples of formats.

#### **4–3. Other personnel reassignment-related formats**

a. Formats 405, 407, 410, 417, 418, 419, 424, 425, and 745 pertain to personnel reassignment-related orders that may be used at all echelons of Regular Army and Reserve Component organizations. DA Form 4187 (Personnel Action) will be used in lieu of orders to announce intrastation reassignment of either individuals or groups when no travel is involved (formerly Formats 420 and 421).

- b. See DA Pam 600–8–105 for samples of formats.

#### **4–4. Format 401 (Individual Deployed Soldier)**

a. Format 401 will be used when the name of an operation is known, such as Operation Desert Storm. Format 401 will be used for pre-assigned replacements deploying from the home station, for pre-assigned replacements deploying from a losing installation whose ultimate assignment has been determined and who are joining the deployed portion of the unit without processing through the gaining unit home station, and for unassigned replacements deploying to the theater of operations. In addition, Format 401 will be used for preassigned replacements moving through continental United States Replacement Centers (CRCs) from the home station or from other than the home station, for unassigned replacements moving through CRCs, and for members of the Reserve Components and unassigned replacements requiring refresher training (see para 14–3).

- b. See DA Pam 600–8–105 for samples of formats.

#### **4–5. Modification of personnel reassignment-related formats**

Personnel reassignment-related formats will not be modified except as described in DA Pam 600–8–105.

#### **4–6. Temporary duty in connection with permanent change of station**

- a. When TDY in connection with a PCS will not exceed 2 days, cite only an MDC in the PCS order.
- b. When TDY in connection with a PCS will exceed 2 days and is for on-the-job training, orientation training, briefings, or special instructions, cite both an MDC and accounting classification in the PCS order. The TDY en route will be approved on a DD Form 1610 by the losing command.
- c. When TDY in connection with a PCS is to attend a school for individual training and TDY is to be performed en route to the new permanent duty station, cite both an MDC and an accounting classification in the PCS order. The TDY en route will be approved on a DD Form 1610 by the losing command. The MDC is used for travel allowances that are payable for direct travel from the old permanent station to the new permanent station, and excess travel allowances are chargeable to the applicable open allotments of the Army operation and maintenance appropriation per DFAS–IN Manual 37–100.
- d. When TDY in connection with a PCS is to attend a school for individual training and TDY is not to be performed en route to the new permanent duty station, cite an MDC in the PCS order and an accounting classification in the TDY order.

#### **4–7. North Atlantic Treaty Organization travel orders**

North Atlantic Treaty Organization (NATO) travel orders permit individuals and units to pass from one NATO country to another without complying with the regulations of the receiving nation pertaining to passports, visas, and immigration inspections. A sample of a completed NATO travel order is located in DA Pam 600–8–105. NATO orders will be published in accordance with the DOD Foreign Clearance Guide available at <https://www.fcg.pentagon.mil/>.

a. NATO travel orders are required for U.S. military to travel to or through Belgium, Canada, Denmark, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Turkey, or the United Kingdom. NATO travel orders will not be issued to civilian personnel. Any changes to this list will be identified on the DOD Foreign Clearance Guide website at <https://www.fcg.pentagon.mil/>.

b. When Service members are directed to travel to or through countries requiring a NATO travel order, the organization that issues the TDY or PCS order will also issue the traveler a NATO travel order. The traveler will be given one copy of the NATO travel order.

c. NATO travel orders will be printed in English and French. Additional languages may be added if required under national agreements. Any instructions printed on the back of the order are to be in English only. The order is to be printed in black on white 8 1/2- by 11-inch paper.

d. When frequent travel from one NATO country to another is required, the traveler may be issued a NATO travel order to cover a period not to exceed 1 year from the date of issue.

e. When a traveler is required to transport classified documents, include such paragraph on the NATO travel order only after the activity or installation security director approves the action.

## Chapter 5 Personnel Plans and Actions

### 5-1. Personnel plans and actions-related orders

a. When personnel plans and actions-related orders are executed, they will connect with the following functions and multifunctional programs as outlined in table 5-1:

- (1) Awards and decorations.
- (2) Enlisted transfers and discharges.
- (3) Leaves and passes.
- (4) Officer transfers and discharges.

b. The MILPER work center that produces personnel plans and actions-related orders may be located at the HQDA level, ACOM, ASCC, DRU, or installation (MPD or personnel service company (PSC)) level. However, the personnel plans and actions work center at the installation level in the Regular Army publishes most of these orders.

**Table 5-1**  
**Functions within the personnel plans and actions work center**

Format number	Format title	MILPER function or program
320	Awards.	Awards and decorations.
342	Emergency Leave.	Leaves and passes.
344	Recall from Leave.	Leaves and passes.
450	Transfers Among Reserve Components, Control Groups, or Units.	Enlisted or officer transfers and discharges.
500	Discharge (Includes Resignation) From All Status or Discharge From Regular Army While Under Dual Component Enlistment Option.	Enlisted or officer transfers and discharges.
501	Reassignment for Separation Processing and Discharges (Including Resignation) From All Status or Discharge From Regular Army Under Dual Component Enlistment Option.	Enlisted or officer transfers and discharges.
502	Discharge ROTC (Reserve Officers' Training Corps) Cadet From USAR to Accept Commission.	Enlisted or officer transfers and discharges.
505	Release Individuals From Custody and Control of the Army.	Enlisted or officer transfers and discharges.
520	Release Reserve Officers and Warrant Officers From Active Duty To Enlist in the Regular Army.	Officer transfers and discharges.
522	Release Reserve Officer From Active Duty and Immediate Reversion to Regular Army Warrant Officer Status.	Officer transfers and discharges.

**Table 5-1**  
**Functions within the personnel plans and actions work center—Continued**

Format number	Format title	MILPER function or program
530	Interservice Transfers of Officer to the U.S. Navy, Marine Corps, U.S. Coast Guard, or U.S. Air Force.	Officer transfers and discharges.
540	Dropped From the Rolls of the Army.	Enlisted or officer transfers and discharges.
564	Interservice Transfer of Army Medical Department Reserve Officer not on Active Duty to U.S. Navy, U.S. Coast Guard, U.S. Marine Corps, and U.S. Air Force Reserve Components.	Officer transfers and discharges.

## 5-2. Reserve Components personnel plans and action related formats

- a. Formats 450 and 564 will be used for ARNGUS or USAR personnel only.
- b. See DA Pam 600-8-105 for samples of formats.

## 5-3. Other personnel plans and actions-related formats

- a. Formats 320, 342, 344, 500, 501, 502, 505, 520, 522, 526, 530, and 540 pertain to personnel plans and actions-related orders that may be used at all echelons of Regular Army and Reserve Component organizations. DA Form 638 and an award certificate will be used instead of Format 320 to announce award of AAM, ARCOM, and MSM when authorized by AR 600-8-22.
- b. See DA Pam 600-8-105 for samples of formats.

## 5-4. Modification of personnel plans and actions-related formats

Personnel plans and actions-related formats will not be modified except as described in DA Pam 600-8-105.

## 5-5. Use of provisional pass

a. *General.* DD Form 460 (Provisional Pass) serves as a travel order and/or as a substitute for DA Form 31 to document movement during unusual circumstances. When DD Form 460 will serve as both a travel order and a substitute for DA Form 31, instructions for issuing the form as a travel order apply.

(1) *Travel order.* DD Form 460 serves as a travel order when the cost of transportation and/or meal tickets is to be charged to the Soldier. Do not issue DD Form 460 to serve as a travel order when the Soldier is without funds and has a PCS or TDY order unless the Soldier has been absent without leave for 30 days or more. The PCS or TDY order is the authority for issuing transportation requests and/or meal tickets. If the Soldier is in a leave status not in conjunction with PCS or TDY and is without funds, issue DD Form 460 to support issuance of a transportation request and/or meal tickets. If a Soldier in leave status is issued DD Form 460, do not change the Soldier's duty status; the Soldier remains in leave status.

(2) *Substitute for DA Form 31.* DD Form 460 serves as a substitute for DA Form 31 when necessary to provide Soldiers with valid documentation for movement under the following conditions (see AR 190-45):

- (a) Soldiers who were apprehended for violations not serious enough to require further custody but cannot report to their stations within the time limit of existing orders because of the delay.
- (b) Absentees whose detention is not authorized.
- (c) Soldiers whose leave authorization was lost or destroyed.

b. *Authority to issue DD Form 460.* When DD Form 460 will serve as a travel order, personnel designated by the commander will issue DD Form 460 and sign it in the issued by block. When DD Form 460 will serve as a substitute for DA Form 31, the authorized military law enforcement authority will issue DD Form 460 and sign it in the issued by block.

c. *Preparation.* All entries on the form, including the signature, will be in black or blue-black ink. DD Form 460 does not need to be typed. Instructions for completing DD Form 460 are in AR 190-45.

d. *Distribution when DD Form 460 serves as a travel order.* The original (white) will be given to the Soldier. The first copy (blue) will be sent to the installation transportation officer. Military law enforcement authorities surrendering the first copy to the installation transportation officer will note the action in a later military police report. The second copy (yellow) will be sent to the Soldier's unit of assignment.



e. *Distribution when DD Form 460 serves as a substitute for DA Form 31.* The original (white) will be given to the Soldier. The first copy (blue) will be kept by the preparing agency. The second copy (yellow) will be sent to one of the following:

(1) Appropriate personnel assistance point at the aerial port of embarkation if the Soldier is in transit in compliance with PCS orders and overseas travel is involved.

(2) The Soldier's gaining commander if the Soldier is in transit in compliance with PCS orders and no overseas travel is involved.

(3) The Soldier's unit of assignment.

f. *Installation transportation officer.* The installation transportation officer will use the first copy (blue) of DD Form 460 to document obligation of travel funds from HQDA Open Account—MILPER, Army. The installation transportation officer will comply with AR 37-104-4, before the transportation request is given to the Soldier. See the JTR for transportation furnished to Soldiers without funds.

## Chapter 6 Soldier Actions

### 6-1. Soldier actions-related orders

a. When Soldier actions-related orders are executed, they will connect with the officer procurement function as outlined in table 6-1.

b. The MILPER work center that produces Soldier actions-related orders may be located at HQDA, ACOMs, or the installation (MPD or PSC) level. However, the Soldier actions work center at the installation level in the Regular Army publishes most of these orders.

<b>Format number</b>	<b>Format title</b>	<b>MILPER function or program</b>
110	Initial Assignment of a Regular Army Officer to Service School.	Officer procurement
112	Initial Assignment With Excess Leave of a Commissioned Officer.	Officer procurement
155	Active Duty of a USAR Officer—No Travel.	Officer procurement
156	Active Duty of an ARNGUS or USAR Officer.	Officer procurement
157	Active Duty of a ROTC Member.	Officer procurement
185	Appointment of a Commissioned Officer in the Regular Army, ROTC Graduate (HQDA use only).	Officer procurement
186	Appointment and Commissioning of USMA Cadets (HQDA use only).	Officer procurement
187	Appointment as a Commissioned Officer in the Regular Army, Except ROTC (HQDA use only).	Officer procurement
188	Appointment as a Warrant Officer in the Regular Army (HQDA use only).	Officer procurement
190	Reappointment in the Regular Army From Temporary Disability Retired List (TDRL) (HQDA use only).	Officer procurement

### 6-2. Reserve Components Soldier actions-related formats

a. Formats 155 and 157 will be used for ARNGUS or USAR personnel only.

b. See DA Pam 600-8-105 for samples of formats.

### 6-3. Headquarters, Department of the Army Soldier actions-related formats

a. Formats 185, 186, 187, 188, and 190 have been designated for HQDA use only and will be used exclusively at the HQDA level.

b. See DA Pam 600-8-105 for samples of formats.

#### 6-4. Other Soldier actions-related formats

- a. Formats 110 and 156 pertain to Soldier actions-related orders that may be used at all echelons of Regular Army and Reserve Component organizations.
- b. See DA Pam 600-8-105 for samples of formats.

#### 6-5. Modification of Soldier actions-related formats

Soldier actions-related formats will not will not be modified except as described in DA Pam 600-8-105.

### Chapter 7 Promotions

#### 7-1. Promotions-related formats

Formats 301, 302, 305, 306, and 390 are used for promotions-related orders. Sample formats are shown in DA Pam 600-8-105. Functions within the promotions work center are listed in table 7-1

**Table 7-1**  
**Functions within the promotions work center**

Format number	Format title	MILPER function or program
301	Promotion and MOS Award—Enlisted Soldiers Promoted to Sergeant First Class (E7), Master Sergeant (E8), and Sergeant Major (E9).	Enlisted promotions and reductions.
302	Promotion and MOS Award—Enlisted Soldiers Promoted to Sergeant (E5) and Staff Sergeant (E6).	Enlisted promotions and reductions.
305	Designation or Termination of Designation (HQDA use only).	Officer promotions.
306	Reduction (Other Than Disciplinary).	Enlisted promotions and reductions.
390	Announce Grade of Rank for a Permanent Professor of USMA (HQDA use only).	Officer promotions.

#### 7-2. Headquarters, Department of the Army promotions-related formats

- a. Formats 301 (group), 305, and 390 are designated for HQDA use only and will be used exclusively at the HQDA level.
- b. See DA Pam 600-8-105 for samples of formats.

#### 7-3. Other promotions-related formats

- a. Formats 301 (individual), 302, and 306 pertain to promotions-related orders that may be used at all echelons of Regular Army and Reserve Component organizations. DA Form 4187 will be used in lieu of orders formats to announce lateral appointments to and from specialist and master sergeant and to announce promotion and MOS action to specialist.
- b. See DA Pam 600-8-105 for samples of formats.

#### 7-4. Modification of promotions-related formats

Promotions-related formats will not be modified except as described in DA Pam 600-8-105.

### Chapter 8 Replacement Support

#### 8-1. Replacement support-related orders

- a. When replacement support-related orders are executed, they will connect with the replacement operations multifunctional program outlined in table 8-1.
- b. The MILPER work center that produces replacement support-related orders is normally located in overseas replacement units in the Regular Army.

**Table 8–1**  
**Functions within the replacement support work center**

Format number	Format title	MILPER function or program
422	Reassignment, Group—Continuation Move of Enlisted Personnel.	Replacement operations.
423	Reassignment, Group—Diversion of Enlisted Personnel.	Replacement operations.

### 8–2. Replacement support-related formats

- a. Overseas replacement units exclusively will use Formats 422 and 423 to prepare replacement support-related orders.
- b. See DA Pam 600–8–105 for samples of formats.

### 8–3. Modification of replacement support-related formats

Replacement support-related formats will not be modified except as described in DA Pam 600–8–105.

## Chapter 9

### Transition Center

#### 9–1. Transition-related orders

- a. When transition-related orders are executed, they will connect with the transition management and transition processing functions and multifunctional programs as outlined in table 9–1.
- b. The MILPER work center that produces transition-related orders may be at HQDA, ACOMs, or the installation (MPD or PSC) level. However, MPDs publish most of these orders.

**Table 9–1**  
**Functions within the transition center**

Format number	Format title	MILPER function or program
266	Release From ADT, Discharge From the Reserve of the Army, and Return to the ARNGUS.	Transition management.
267	Release From ADT of ARNGUS or USAR Personnel Ordered to ADT for 90 Days or More and REFRAD of AGR Personnel.	Transition management.
274	Release From ADT of USAR or ARNGUS Enlisted Personnel and Transfer to a USAR Control Group to Complete a Military Service Obligation.	Transition management.
430	Reassignment for Separation Processing.	Transition management.
434	Travel to Location of Personnel Choice for Retirement or Separation.	Transition management.
454	Release From Attachment and Reattachment for Separation Processing of ARNGUS or USAR Soldier in AGR Status.	Transition management.
524	Relief from Active Duty—Officers of Army of the United States (AUS) Without Component.	Transition management.
526	REFRAD and Assign to Non-Active Duty ARNGUS or USAR Status or Reassignment for Separation Processing, REFRAD, and Assign to Non-Active Duty in ARNGUS or USAR Status or to USAR in AGR Status.	Transition management.
562	REFRAD and Discharge of ARNGUS Enlisted Personnel for Purpose of Immediate Reenlistment and Order to Additional Active Duty.	Transition management.
600	Service Retirement of Enlisted Personnel.	Transition management.
610	Disability Retirement (Temporary) of all Regular Army, ARNGUS, or USAR Personnel.	Transition management.

**Table 9–1**  
**Functions within the transition center—Continued**

Format number	Format title	MILPER function or program
612	Disability Retirement (Permanent) of all Regular Army, ARNGUS, or USAR Personnel.	Transition management.
620	REFRAD and Reversion to Retired Status.	Transition management.
680	Retirement, Service, or Age of Regular Army Commissioned and Warrant Officers and AUS Warrant Officers or Retirement of ARNGUS and USAR personnel for qualifying active duty or Reserve service, or Service retirement of USAR (Active or Retired Reserve) Commissioned or Warrant Officer serving on Active Duty in ARNGUS, USAR, Regular Army, or AUS Warrant Officer status (HQDA use only).	Transition management.
692	Removal From TDRL and Permanent Retirement of Personnel or Removal from TDRL and Discharge (HQDA use only).	Transition management.
694	Removal From TDRL Because of Failure to Report for Physical Examination (HQDA use only).	Transition management.
696	Removal From TDRL of Physically Fit Personnel (HQDA use only).	Transition management.

**9–2. Headquarters, Department of the Army transition-related formats**

- a.* Formats 680, 692, 694, and 696 have been designated for HQDA use only and will be used exclusively at the HQDA level.
- b.* See DA Pam 600–8–105 for samples of formats.

**9–3. Reserve Components transition-related formats**

- a.* Formats 266, 267, 274, 454, and 562 will be used for ARNGUS or USAR personnel only.
- b.* See DA Pam 600–8–105 for samples of formats.

**9–4. Other transition-related formats**

- a.* Formats 430, 434, 524, 526, 600, 610, 612, and 620 pertain to transition-related orders that may be used at all echelons of Regular Army and Reserve Component organizations.
- b.* See DA Pam 600–8–105 for samples of formats.

**9–5. Modification of transition-related formats**

Transition-related formats will not be modified except as described in DA Pam 600–8–105.

**Chapter 10**  
**Retention**

**10–1. Retention-related orders**

- a.* Upon execution, retention-related orders will connect with retention functions in table 10–1.
- b.* MILPER work center producing retention-related orders may be located at the HQDA, ACOM, or installation (MPD) level. However, MPDs in the Regular Army publish most of these orders.

**Table 10–1**  
**Functions within the replacement support work center**

Format number	Format title	MILPER function or program
159	Retention in an Active Status of ARNGUS and USAR General Officer and Warrant Officers After Qualification for Retired Pay.	Retention.
168	Immediate Order to Additional Active Duty of AUS or Regular Army Personnel.	Retention.

## **10–2. Retention-related formats**

- a.* This chapter describes formats for preparing retention-related orders at all echelons of Reserve Component organizations. Formats 159 and 168 will be used for ARNGUS or USAR personnel only.
- b.* See DA Pam 600–8–105 for samples of formats.

## **10–3. Modification of retention-related formats**

Retention-related formats will not be modified except as described in DA Pam 600–8–105.

# **Chapter 11 Recruiting**

## **11–1. Recruiting-related orders**

- a.* The recruiting work center is excluded from this regulation because it is not located within the MPD. MEPS publishes orders described in this chapter.
- b.* Orders published by MEPS connect with the recruiting function. Format 100 is the function of the recruiting work center.

## **11–2. Recruiting-related formats**

MEPS will use standardized formats in AR 601–270 to issue orders for all non-prior service enlistees. MEPS will use Format 100 to enlist and assign prior service Soldiers into the Regular Army. MEPS will not modify Format 100 except as described in DA Pam 600–8–105.

# **Chapter 12 Temporary Duty Orders and Emergency Leave Travel Orders**

## **12–1. Forms and formats for Temporary duty and emergency leave travel orders**

- a.* DD Form 1610 will be used to request and publish TDY orders unless Format 400 is more applicable. Examples of DD Form 1610 are located in DA Pam 600–8–105.
- b.* DA Form 31 will be used to authorize emergency leave travel to a Soldier or Soldier traveling with Family members. Format 342 will only be used if a Family member is traveling on emergency leave without the Soldier. (See AR 600–8–10 for instructions for completing DA Form 31.)
- c.* Format 400 may be used when DD Form 1610 is not available.
- d.* TDY orders will not be modified except as described in DA Pam 600–8–105. Senior executive service (SES) members may add their protocol precedence code (PPC) (for example, SES PPC–6, SES PPC–5, SES PPC–4, or SES PPC–3) to item 3 of DD Form 1610 to eliminate confusion over billeting and transportation.

## **12–2. Roles and accountability**

Pinpoint accountability for TDY travel will be maintained to control fraud, waste, and abuse. Order-requesting, order approving, and order-authorizing officials within each command and subordinate activity or element will be designated in accordance with procedures established locally. Except under unusual circumstances or time sensitive situations, the requesting official will not sign as the approving official, and the requesting official or approving official will not sign as the order-authorizing official. Facsimile signature stamps are not authorized. Each official will understand their designated position and responsibilities.

- a. Requesting official.* The requesting official is normally the traveler’s supervisor or a person who has full knowledge of the purpose and requirement of the travel. This official ensures that the travel is required and that all entitlements and special authorizations are essential to the mission.
- b. Approving official.* The approving official is normally the person at the next higher level in the chain of command to the requesting official and shares the same accountability as the requesting official.
- c. Order-authorizing official.* The order-authorizing official ensures that costing is reasonable, entitlements are authorized under governing regulations, the correct accounting citation and traveler’s disbursing station symbol number are shown in item 19, and the order is properly distributed. The order-authorizing official enters the accounting classification chargeable for advance payments, including appropriation, element of resource, document reference number, and fiscal station number. This official also ensures that item 19 has been signed by the appropriate official or a designated representative who certifies funds availability.

### 12-3. Justification of temporary duty travel requirements

Officials signing DD Form 1610 must be prepared to explain the reasonableness of their action to request, approve, and authorize orders for the expenditure of government funds. By signing DD Form 1610, officials verify that TDY travel is reasonably justified (subject to audit or inspection). The guide sheet in DA Pam 600-8-105 will be used as a daily desktop guide and a guard against abuse when officials prepare and issue TDY orders. However, officials are not required to complete a guide sheet for each TDY order unless required by local instructions. Order-requesting, order approving, and order-authorizing officials will use the following pertinent guidelines to ensure effective and efficient use of travel funds:

- a. Question the reasonableness of the travel request based on the stated purpose and other information available.
- b. Plan trips as far in advance as possible.
- c. Ensure the trip cannot be accomplished by other means (for example, correspondence or telephone).
- d. Minimize the number of travelers required to accomplish the mission.
- e. Ensure the exact TDY location is shown.
- f. Except under unusual circumstances, require the use of government quarters and mess unless a certificate of non-availability is obtained.
- g. Use government transportation whenever possible, particularly government air.
- h. Minimize use of rental cars.
- i. Combine visits within the same geographical area (for example, visit more than one location before returning to the home station).
- j. Ensure travel is by the most expeditious and economic means of transportation. POV, if authorized, will be least cost mode. If not, reimbursement will be limited to the constructive travel cost, including maximum use of special economy fares.
- k. Use the Army charge card program whenever possible.
- l. Ensure amendments, rescissions, or revocations are issued with minimum delay.
- m. Ensure entitlements are stated and justified and authorized by governing regulations.
- n. Ensure travelers submit reviewed travel settlement vouchers to their servicing finance office within five days after completing TDY.
- o. Ensure travelers are reminded to request government discount rates from the commercial lodging facilities when required to stay in nongovernment lodging at the TDY sites.

### 12-4. Requirement to review travel vouchers

Before travel vouchers are submitted to finance for payment, the traveler's commander, supervisor, or designated representative reviews the DD Form 1351-2 (Travel Voucher or Subvoucher) as required by the JTR. The purpose of this review is to ensure that the claim is complete, reasonable, and consistent with both the mission and authorized reimbursable expenses on DD Form 1610.

### 12-5. Mandatory statements

Officials signing the original DD Form 1610 will ensure that it reflects all entitlements and common statements necessary for the mission to alleviate or reduce the number of amendments, rescissions, or revocations after travel is performed. As a minimum, the following mandatory statements will be entered in item 16 of DD Form 1610, when applicable:

- a. "Government quarters and mess will be used, if available."
- b. "Special conveyance may be used."
- c. "Travel vouchers will be submitted for review within five days after TDY is completed."
- d. "Cost of insurance for rental vehicles not otherwise included in the basic agreement is not reimbursable." (Include this item in all travel orders authorizing rental vehicles in the United States and its territories and possessions, including Puerto Rico.)
- e. "Soldiers are not authorized to report earlier than the date specified."
- f. "Use of an existing government facility (dining or billeting) would adversely affect performance of the assigned mission. The assigned mission should be held to a minimum."
- g. "When Air Mobility Command cost is the appropriate cost to the Government for overseas travel, the Air Mobility Command cost should be shown instead of the GTR cost." (Include this item in all travel orders authorizing overseas travel).
- h. The following statement (in English and Spanish) will be printed on all orders for active duty U.S. Forces MILPER on official duty orders entering the Republic of Panama. This requirement includes personnel arriving from TDY or PCS from U.S. military installations. "In accordance with paragraph 5(A) of Article XVII of the agreement in implementation of Article IV of the Panama Canal Treaty of 1977, the above-named individual, member of the U.S. Forces, is exempt from customs inspections on entering or departing from the Republic of Panama when traveling on official orders. De

conformidad con el parrafo 5(A) del articulo XVII del acuerdo para la ejecucion del articulo IV del tratado del Canal de Panama de 1977, la-persona cuyo nombre aparece arriba, un miembro de las Fuerzas Armadas de los Estados Unidos, se encuentra exento de la inspeccion de aduanas, entrando o saliendo en mision oficial en la Republica de Panama.”

i. “Travelers to the National Capital Region will contact the lodging success center before making lodging arrangements. At that time, the traveler will be given a call-in number to be written on the upper right corner of DD Form 1610.”

j. “To reduce lodging costs, traveler will request government discounts at all lodging establishments.”

## Chapter 13 Reserve Components Training

### 13–1. Army National Guard of the United States or U.S. Army Reserve training formats

Table 13–1 lists the agency or commands that publish the formats for ARNGUS and USAR. Formats 250, 260, 262, 263, 269, 270, and 272 will be used for Reserve Components (ARNGUS or USAR) personnel only and are shown in DA Pam 600–8–105. These orders cover an established training period and are self-terminating.

**Table 13–1**  
**Functions for Reserve Components (Army National Guard of the United States/U.S. Army Reserve) training orders**

Format number	Format title	Agency or Command
250	Annual Training of USAR unit	Forces Command (FORSCOM), U.S. Army Special Operations Command (USASOC), U.S. Special Operations Command (USSOCOM)
260	ADT or Annual Training (ARNGUS or USAR Personnel)	Army Reserve Personnel Center (ARPERCEN), NGB
262	ADT (USAR School—Group)	FORSCOM, USASOC, USSOCOM
263	ADT of Non-CONUS Residents to CONUS	FORSCOM, USASOC, USSOCOM
269	Joint Annual Training, ADT, IADT for USAR Personnel	FORSCOM, USASOC, USSOCOM
270	IADT Without Pay of USAR Personnel	ARPERCEN
272	IADT of USAR Personnel for Retirement Points Only	ARPERCEN

### 13–2. Training operations

For training operations, see AR 140–1 and AR 140–10.

## Chapter 14 Mobilization

### 14–1. Graduated mobilization response

At any level of graduated mobilization response, the Regular Army strength may be expanded or augmented by various categories of personnel.

a. *Level 1: Support of contingency operations or operations plan execution not involving the involuntary order to active duty of members of the Reserve Components.* Orders will cite 10 USC 688 (retirees retired under the provisions of 10 USC 1293, 10 USC 3911, 10 USC 3914, 10 USC 6323, 10 USC 8911, or 10 USC 8914) or 10 USC 12301. Use special care when processing these accessions to ensure that the proper personnel mobilization category code is reflected in the order.

b. *Level 2: Presidential selected Reserve call up.* Reserve Component unit and individual mobilization augmentees may be involuntarily ordered to active duty (OAD) when a Presidential selected Reserve call up is authorized. Orders of Soldiers reporting for active duty because of a Presidential selected Reserve call up will cite 10 USC 12304 as the authority and contain the proper personnel mobilization category code.

c. *Level 3: Partial mobilization.* In addition to growth in all personnel categories indicated in paragraphs 14–1a and 14–1b, members of the Individual Ready Reserve (IRR) may be involuntarily OAD because of either a Presidential or Congressional declaration of partial mobilization (see 10 USC 12301 and 10 USC 12304). All Soldiers involuntarily OAD

because of a partial mobilization authority will have a reference to the appropriate USC and the proper personnel mobilization category code in their orders.

*d. Level 4: Full mobilization.* All pre-trained Reserve Components individual, unit members, and retired members are available for involuntary OAD when Congress declares a full mobilization. Orders will cite 10 USC 671 (for extension on active duty) or 10 USC 12301 as appropriate and the proper personnel mobilization category code.

*e. Level 5: Total mobilization.* Total mobilization is declared when all available sources of military power have been OAD and unmet requirements remain for additional structure.

## **14–2. Contingency operations**

*a.* For contingency operations that do not require the involuntary call up of Reserve forces or if there is a Presidential selected Reserve call up, the assignment restrictions in AR 614–30 apply. DCS, G–3/5/7 will modify or rescind restrictions as appropriate and provide specific guidance on the publication of orders. Unless otherwise directed by AHRC, individual fillers and replacements in support of contingency operations will be deployed to the theater of operations in a TDY status. The Soldier’s current unit of assignment will publish deployment orders according to paragraph 4–4. This order is sufficient to move a Soldier through a processing activity (installation or unit replacement activity or CRC) to the theater of operations and return through the deployed unit’s home station to the previous unit of assignment. Unless otherwise directed, AHRC will provide reporting dates and deployment instructions. Normally, Soldiers will be returned to their previous unit of assignment after redeployment from the theater of operations. TDY orders will be published for Soldiers reassigned TDY to—

(1) A deploying unit before the unit’s actual deployment to the theater of operations. This action does not apply to Soldiers cross leveled at the same installation before unit deployment. This action does apply to Soldiers reassigned from the training base to a deploying unit at the same installation.

(2) A CRC or replacement activity en route to the theater of operations.

(3) The theater of operations without processing through a CRC or replacement activity.

*b.* Orders Format 401 will be published for Reserve Component Soldiers deploying to the theater of operation as individual fillers in a temporary tour of active duty (TTAD) status. AHRC will publish the order. This order is sufficient to move Reserve Component Soldiers through a processing activity (installation or unit replacement activity or CRC) to the theater of operations and return to the mobilization site.

## **14–3. The mobilization process**

*a.* With implementation of an operations plan in conjunction with any level of mobilization, assignment procedures will change from peacetime to wartime, including cross leveling to adjust unit strengths to meet deployment criterion in line with Army priorities to ensure mission capability. The force will be stabilized through use of “stop-loss” and “stop-movement” actions. In addition to the peacetime, by name, assignment process, a bulk levy system may be implemented.

*b.* Mailgram will be used as follows:

(1) Upon declaration of a national emergency or determination of need for additional pre-trained manpower, mobilization orders may be issued to retirees and individual reservists who are not members of TPU’s using Format 163. DA will utilize the Mobilization Personnel Processing System to rapidly notify activated personnel. Electronic orders will be passed to a messenger service, which will utilize the U.S. Postal Service to deliver a “mailgram” to the Soldier’s home. Concurrently the automated orders and resource system (AORS) will publish a record copy of the order and make normal distribution. AORS will use Formats 700 and 705 for amendments and revocation of mobilization orders. Mobilization orders for individuals are not self-terminating. Upon early release or demobilization a REFRAD or discharge order is prepared by the installation adjutant general.

(2) Mailgrams are used when rapid dissemination of an order is needed and the addressee is located at a nongovernmental location. An example of this situation is mobilization of the IRR and retirees. Mailgrams are prepared by the originator and sent to a messenger service. The mailgram is then passed from the messenger service to the U.S. Postal Service for transmittal to a major post office nearest the address of the recipient. Same day, next day, or two-day delivery is available along with normal services such as certified and business reply. Vendor payment is required for the mailgram and any additional services required.

*c.* All Reserve Component personnel and retiree recalls will be considered Regular Army after they are mobilized or recalled.

*d.* Table 14–1 contains order formats for OAD of ARNGUS and USAR personnel. Use these order formats to call individual Reserve Components and units to active duty.

*e.* During demobilization, the numbered armies of the continental United States (CONUSA) will publish permanent orders to release ARNGUS and USAR units from active Federal service using Format 550. The REFRAD date may precede



the release date of Soldiers who are delayed for various reasons (such as trail party and terminal leave). That is, the unit release date will generally coincide with the release of the main body from active duty.

f. The demobilization station will publish permanent orders in Format 745 to move the unit back to the home station, place it under CONUSA control, and release the individual members from active duty.

g. The demobilization station will also publish individual release orders using Format 523 or Format 500 for IRR, individual mobilization augmentees, or TPU members, whether on active duty under TTAD or mobilized, separating early as individuals (for example, nondeployables held under stop-loss and Soldiers returned on emergency leave with no need to return to the advanced list of overseas returners for reassignment). The demobilization station will coordinate with the CONUSA, the USAR command, or the state area commands for unit of attachment or assignment for training purposes pending unit return. Use Format 620 for recalled retirees reverting to retired status.

**Table 14–1**  
**Functions for mobilization**

Format number	Format title	MILPER function or program
120	Pre-assignment or Contingent Pre-assignment for Mobilization—Retired Personnel.	Manpower Mobilization
150	Active Duty of USAR or ARNGUS Units.	Manpower Mobilization
153	Unit Mobilization (USAR or ARNGUS).	Manpower Mobilization
160	Active Duty in Advance of Parent Unit, ARNGUS, or USAR Personnel.	Manpower Mobilization
162	Active Duty of ARNGUS or USAR Personnel for Short Period With Specific Purpose.	Manpower Mobilization
163	Mobilization of Individual Ready Reserve, Individual Mobilization Augmentee and Retired Personnel.	Manpower Mobilization
164	Active Duty for Medical Examination (Mobilization) of ARNGUS or USAR Personnel.	Manpower Mobilization
165	Active Duty of ARNGUS or USAR TPU Personnel with a Mobilized Unit.	Manpower Mobilization
180	Call—Local Disturbance (Secretary of the Army to Governors) (HQDA use only).	Manpower Mobilization
181	Pre-assignment for Full Mobilization (HQDA use only).	Manpower Mobilization
550	Relief From Active Duty of ARNGUS or USAR Unit.	Manpower Mobilization

#### 14–4. Mobilization-related orders

a. When mobilization-related orders are executed, they must connect with the manpower mobilization multifunctional program as outlined in table 14–2.

b. Mobilization-related orders may be published at the HQDA level (AHRC), CONUSA level, or installation level (mobilization station). The home station, losing installation, or the CRC normally publishes deployment orders (Format 401) (see para 14–2b). CONUSA and the transition center located at the demobilization station publishes demobilization orders (see paras 14–3e and 14–3f).

**Table 14–2**  
**Personnel mobilization category codes**

Code	Category
(Blank)	Regular Army not held beyond the normal separation or retirement date because of stop-loss implementation.
A	Individual mobilization augmentees, involuntary OAD.
B	Members of the IRR, involuntarily OAD.
C	ROTC Advance Camp graduate, involuntarily OAD as a commissioned officer (Enter under full mobilization 10 USC 12301(a)).

**Table 14–2**  
**Personnel mobilization category codes—Continued**

Code	Category
D	Active Army, both Regular Army and AUS, held beyond normal separation or retirement date due to implementation of stop-loss authority.
F	Mobilized AGR Soldiers, USAR.
G	ARNGUS Soldiers, involuntarily OAD as unit members.
H	ARNGUS unit members, voluntarily OAD as individuals (TTAD).
J	USAR TPU Soldiers, voluntarily OAD as individuals (TTAD).
K	Individual mobilization augmentees, voluntarily OAD (TTAD).
L	Members of the IRR, voluntarily OAD (TTAD).
M	Retirees in receipt of retired pay, voluntarily recalled to active duty.
N	Mobilized AGR Soldiers (ARNGUS).
P	Retirees, not in receipt of retired pay, voluntarily recalled to active duty.
R	Active Army, AUS, not held beyond normal separation or retirement date due to implementation of stop-loss authority. Includes USAR officers in the AUS not yet offered, or not eligible for, integration into the Regular Army; and ARNGUS or USAR officer and enlisted personnel retained in the AUS pending earliest retirement eligibility.
S	Members of the Standby Reserve, involuntarily OAD (Enter under full mobilization, see 10 USC 12301(a)).
U	Retirees, not in receipt of retired pay, involuntarily recalled to active duty.
V	USAR TPU members, involuntarily OAD as members of units.
W	Retirees in receipt of retired pay, involuntarily recalled to active duty.
X	Other military personnel not included elsewhere.
E	Draftees OAD under the selective service system.
Z	Unknown.

**14–5. Headquarters, Department of the Army mobilization-related formats**

- a.* Formats 180 and 181 have been designated for HQDA use only and will be used exclusively at the HQDA level.
- b.* See DA Pam 600–8–105 for samples of formats.

**14–6. Reserve Components mobilization-related formats**

- a.* Formats 150, 153, 160, 162, 164, 165, and 550 will be used for ARNGUS or USAR personnel only.
- b.* See DA Pam 600–8–105 for samples of formats.

**14–7. Other mobilization-related formats**

- a.* Format 120 pertains to mobilization-related orders that may be used at all echelons of Regular Army and Reserve Component organizations.
- b.* See DA Pam 600–8–105 for samples of formats.

**14–8. Modification of mobilization-related formats**

Mobilization-related formats will not be modified except as described in DA Pam 600–8–105.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

**AR 25–30**

Army Publishing Program (Cited on title page.)

**AR 27–10**

Military Justice (Cited in para 2–18.)

**AR 37–104–4**

Military Pay and Allowances Policy (Cited in para 5–5*f*.)

**AR 140–1**

Mission, Organization, and Training (Cited in para 13–2.)

**AR 140–10**

Assignments, Attachments, Details, and Transfers (Cited in para 13–2.)

**AR 380–5**

Department of the Army Information Security Program (Cited in para 2–17.)

**AR 525–13**

Antiterrorism (Cited in para 2–15.)

**AR 600–8–10**

Leaves and Passes (Cited in para 2–1*a*(7).)

**AR 600–8–19**

Enlisted Promotions and Reductions (Cited in para 2–25*a*(1).)

**AR 600–8–22**

Military Awards (Cited in para 2–13*b*(1).)

**AR 600–8–24**

Officer Transfers and Discharges (Cited in para 2–17.)

**AR 600–8–104**

Army Military Human Resource Records Management (Cited in para 2–8*g*(1).)

**AR 601–270**

Military Entrance Processing Station (MEPS) (Cited in para 11–2.)

**AR 614–30**

Overseas Service (Cited in para 14–2*a*.)

**DA Pam 600–8–105**

Military Orders (Cited in para 2–2.)

**DODI 4515.13**

Air Transportation Eligibility (Cited in para 2–11*d*.) (Available at <http://www.esd.whs.mil/dd/>.)

**DODM 5200.01, Volumes 1 through 4**

DOD Information Security Program (Cited in para 2–17.) (Available at <http://www.esd.whs.mil/dd/>.)

**JTR**

Joint Travel Regulations, Uniformed Service Members and DOD Civilian Employees (Cited in para 2–7*c*.) (Available at <http://www.defensetravel.dod.mil/site/travelreg.cfm>)

#### **Section II**

##### **Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this publication. U.S. Code is available at <https://www.gpo.gov/fdsys/>.

**AR 11–2**  
Managers’ Internal Control Program

**AR 12–15**  
Joint Security Cooperation Education and Training

**AR 25–400–2**  
The Army Records Information Management System (ARIMS)

**AR 40–3**  
Medical, Dental, and Veterinary Care

**AR 40–501**  
Standards of Medical Fitness

**AR 55–46**  
Travel Overseas

**AR 135–18**  
The Active Guard Reserve Program

**AR 135–32**  
Retention in an Active Status After Qualification for Retired Pay

**AR 135–156**  
Reserve Component General Officer Personnel Management

**AR 135–178**  
Enlisted Administrative Separations

**AR 135–200**  
Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

**AR 135–210**  
Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call up, Partial or Full Mobilization

**AR 140–145**  
Individual Mobilization Augmentation Program

**AR 145–1**  
Senior Reserve Officers’ Training Corps Program: Organization, Administration, and Training

**AR 190–14**  
Carrying of Firearms and Use of Force for Law Enforcement and Security Duties

**AR 190–45**  
Law Enforcement Reporting

**AR 220–1**  
Army Unit Status Reporting and Force Registration – Consolidated Policies

**AR 220–5**  
Designation, Classification, and Change in Status of Units

**AR 360–1**  
The Army Public Affairs Program

**AR 600–8**  
Military Human Resources Management

**AR 600–8–29**  
Officer Promotions

**AR 600–8–101**  
Personnel Readiness Processing

**AR 600–9**  
The Army Body Composition Program

**AR 600–38**  
Meal Card Management System

**AR 600–43**  
Conscientious Objection

**AR 601–10**  
Management and Recall to Active Duty of Retired Soldiers of the Army in Support of Mobilization and Peacetime Operations

**AR 601–100**  
Appointment of Commissioned and Warrant Officers in the Regular Army

**AR 601–280**  
Army Retention Program

**AR 614–100**  
Officer Assignment Policies, Details, and Transfers

**AR 614–200**  
Enlisted Assignments and Utilization Management

**AR 630–10**  
Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

**AR 635–5–1**  
Separation Program Designator (SPD) Codes

**AR 635–8**  
Separation Processing and Documents

**AR 635–40**  
Disability Evaluation for Retention, Retirement, or Separation

**AR 635–200**  
Active Duty Enlisted Administrative Separations

**AR 670–1**  
Wear and Appearance of Army Uniforms and Insignia

**DA Pam 601–110**  
Identification of Commissioned and Warrant Officer Personnel by Army Procurement Program Number Codes

**DFAS–IN Manual 37–100**  
Army Management Structure (AMS) (Available at <https://www.asafm.army.mil/dfas.aspx?doc=37–100>.)

**DOD 7000.14–R**  
Department of Defense Financial Management Regulation (DOD FMR) (Available at <http://comptroller.defense.gov/fmr.aspx>.)

**Federal Acquisition Regulations, Subpart 2.101**  
Definitions

**FM 3–39**  
Military Police Operations

**Public Law 103–337**  
National Defense Authorization Act of 1995 (Available at <https://www.congress.gov/bill/>.)

**5 USC 552a**  
Records maintained on individuals

**10 USC 101**  
Definitions

**10 USC 671**  
Members not to be assigned outside United States before completing training

**10 USC 688**

Retired members: authority to order to active duty; duties

**10 USC 1221**

Effective date of retirement or placement of name on temporary disability retired list

**10 USC 1293**

Twenty years or more: warrant officers

**10 USC 3911**

Twenty years or more: regular or reserve commissioned officers

**10 USC 3914**

Twenty to thirty years: enlisted members

**10 USC 6323**

Officers: 20 years

**10 USC 8911**

Twenty years or more: regular or reserve commissioned officers

**10 USC 8914**

Twenty to thirty years: enlisted members

**10 USC 12301**

Reserve components generally

**10 USC 12304**

Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency

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

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

**DA Form 2446**

Request for Orders (Prescribed in para 2–29*a*.)

**Section IV****Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<http://armypubs.army.mil>). DD forms are available on Office of the Secretary of Defense website (<http://www.esd.whs.mil/directives/forms/>).

**DA Form 11–2**

Internal Control Evaluation Certification

**DA Form 31**

Request Authority for Leave

**DA Form 638**

Recommendation for Award

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 4187**

Personnel Action

**DD Form 460**

Provisional Pass

**DD Form 1351-2**

Travel Voucher or Subvoucher

**DD Form 1610**

Request and Authorization for TDY Travel of DOD Personnel

## **Appendix B**

### **Internal Control Evaluation**

#### **B-1. Function**

The function covered by this evaluation is the management of military orders.

#### **B-2. Purpose**

The purpose of this evaluation is to assist commanders, personnel involved in the preparation of military orders, and installation MPDs in evaluating the key internal controls listed below. It is not intended to cover all controls.

#### **B-3. Instructions**

Answers to the questions below must be based on actual testing of the controls (for example, document analysis, direct observation, interviewing, sampling, simulation, and so forth). Answers indicating deficiencies must be explained and appropriate corrective actions must be shown in supporting documentation. These internal controls must be formally evaluated at least once every 5 years. Certification that this evaluation was conducted must be accomplished on the DA Form 11-2 (Internal Control Evaluation Certification).

#### **B-4. Test questions**

- a.* Are order-preparing agencies and/or MPDs consolidating copies of all published orders for each individual day with a cover sheet and maintaining a consolidated orders log?
- b.* Are procedures in place to ensure MPDs are listing dependents' full names on OCONUS PCS orders?
- c.* Are procedures in place to ensure order-preparing agencies and MPDs are training personnel to properly use the correct method to change an order through amendments, revocations, or rescissions?

#### **B-5. Supersession**

This evaluation does not replace any previous internal control evaluation.

#### **B-6. Comments**

To help improve this review tool, submit comments to the HQDA functional proponent: Commander, U.S. Army Human Resources Command (AHRC-PDF-I), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5406.



## **Glossary**

### **Section I**

#### **Abbreviations**

**AAM**

Army Achievement Medal

**ACOM**

Army command

**ADSW**

active duty for special work

**ADT**

active duty for training

**AGR**

Active Guard Reserve

**AHRC**

U.S. Army Human Resources Command

**AMHRR**

Army Military Human Resource Record

**AORS**

automated orders and resource system

**AR**

Army regulation

**ARCOM**

Army Commendation Medal

**ARIMS**

Army Records Information Management System

**ARNGUS**

Army National Guard of the United States

**ARPERCEN**

Army Reserve Personnel Center

**ASCC**

Army service component command

**AUS**

Army of the United States

**CG**

Commanding General

**CONUS**

continental United States

**CONUSA**

numbered armies of the continental United States

**CRC**

continental United States Replacement Center

**DA**

Department of the Army

**DCS**

Deputy Chief of Staff

**DD Form**

Department of Defense form

**DFAS-IN**

Defense Finance and Accounting Service Indianapolis Center

**DOD**

Department of Defense

**DODI**

Department of Defense Instruction

**DODM**

Department of Defense Manual

**DRU**

direct reporting unit

**FORSCOM**

Forces Command

**GTR**

government transportation request

**HQDA**

Headquarters, Department of the Army

**IADT**

initial active duty for training

**IMCOM**

Installation Management Command

**IRR**

Individual Ready Reserve

**JTR**

Joint Travel Regulations

**MDC**

movement designator code

**MEPS**

Military Entrance Processing Station

**MILPER**

military personnel

**MOS**

military occupational specialty

**MPD**

military personnel division

**MSM**

Meritorious Service Medal

**MTOE**

modification table of organization and equipment

**NATO**

North Atlantic Treaty Organization

**NGB**

National Guard Bureau

**OAD**

ordered to active duty

**OCONUS**  
outside the continental United States

**PCS**  
permanent change of station

**POV**  
Privately-owned vehicle

**PPC**  
protocol precedence code

**PSC**  
personnel service company

**REFRAD**  
release from active duty

**ROTC**  
Reserve Officers' Training Corps

**RRS–A**  
records retention schedule-Army

**SDN**  
standard document number

**SES**  
senior executive service

**SSN**  
social security number

**TDA**  
table of distribution and allowances

**TDRL**  
temporary disability retired list

**TDY**  
temporary duty

**TPU**  
troop program unit

**TTAD**  
temporary tour of active duty

**UCMJ**  
Uniform Code of Military Justice

**USAR**  
U.S. Army Reserve

**USAREC**  
U.S. Army Recruiting Command

**USASOC**  
U.S. Army Special Operations Command

**USC**  
United States Code

**USMA**  
U.S. Military Academy

**USSOCOM**  
U.S. Special Operations Command

## **Section II**

### **Terms**

#### **Actual delivery**

The order or knowledge of its content is conveyed directly to the person or unit concerned.

#### **Constructive delivery**

The order was published so that the person concerned would have received knowledge of it in the ordinary course of events or by the exercise of ordinary care, for example, delivery of an order to the proper station of a person who is absent without leave.

#### **Continental United States**

The 48 contiguous States and the District of Columbia. It does not include Alaska, Hawaii, the Commonwealth of Puerto Rico, or any territory or possession of the United States.

#### **Continental United States Replacement Center**

Organization responsible for processing all preassigned and unassigned replacements en route to the theater of operation. Processing includes equipment issue, weapons zero, preparation of overseas replacements validation, and transportation scheduling for replacements deploying to the theater of operation.

#### **Function**

A defined segment of the MILPER system and the point where responsibility rests with a specific person at all levels of command.

#### **Gaining or deployed unit**

Unit deployed in the theater of operation.

#### **Home station**

The assigned permanent location or assembly point of ARNGUS and USAR units. It is also the initial active duty station for individuals reporting separately.

#### **Losing installation**

Installation tasked by an HQDA staff element, ACOM, ASCC, or DRU to provide qualified replacements for a deployed unit. For TTAD personnel and for Individual Ready Reservists if they are ordered involuntarily to active duty, the losing installation is the last duty station before movement to a CRC.

#### **Mobilization station**

The location where Reserve Component Soldier records will be maintained while the unit is deployed.

#### **Orders**

Unless the context indicates otherwise, this term includes permanent orders.

#### **Other-than-travel orders**

Orders that do not authorize or require travel. For example, promotion orders, award orders, and intrastation reassignment orders are other-than-travel orders.

#### **Permanent change of station school**

A civilian or military school at which the course of instruction will be 20 weeks or more at one location. PCS school includes civilian colleges, USMA Preparatory School, or other service academies. The 20-week limitation does not include holiday periods such as Christmas when no instruction is given.

#### **Preassigned replacements**

Replacements who have been preassigned to specific units before their departure from the losing installation, home station, and/or mobilization station.

#### **Self-terminating orders**

Orders that direct a Soldier or unit to perform duty for a specific time and also direct that the Soldier or unit will be released automatically on completion of the stated period of duty. Formats 250 and 260 are two examples of self-terminating orders.

#### **Task**

A major subdivision of a function or sub-function that is the lowest level of work that has meaning to the doer, has a beginning and an ending, and can be measured.

**Temporary duty school**

A civilian or military school at which the course of instruction will be less than 20 weeks at one location.

**Unassigned replacements**

Personnel moving to the theater with ultimate assignment to be determined.

**Work center**

A clearly defined organizational element recognized by the Manpower Staffing Standards System as the basis for work-force requirements.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

**UNCLASSIFIED**

**PIN 071894-000**