

**Army Regulation 600–8–105**

**Personnel—General**

# **Military Orders**

**Headquarters  
Department of the Army  
Washington, DC  
28 October 1994**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 600-8-105  
Military Orders

This regulation is one of a series of regulations being developed as part of the new military personnel publications architecture prescribed in AR 600-8. It--

- o Deletes format 170 because the order is no longer required to be issued by the Military Entrance Processing Station to enlisted personnel in the Reserve components of the Armed Forces and assigned to a Reserve control group (Delayed Entry).
- o Eliminates the use of group orders containing the full 9-digit social security number and other personal data such as home mailing address, home telephone number, and date of birth. Orders issuing authorities are authorized to publish modified group travel orders (para 1-17).
- o Allows the installation adjutant general to authorize those battalion and brigade commanders with automation capabilities to publish certain orders (para 1-22).
- o Simplifies the use of movement designator codes (paras 1-29 through 1-32 and table 1-2).
- o Redefines current no cost moves movement designator codes to accommodate the establishment of a movement designator code ''PM'' for temporary change of station contingency or mobilization operation (table 1-2).
- o Changes the numbering of permanent orders and orders from a consecutive numbering system to a Julian numbering system (para 2-14).
- o Allows accession orders to be numbered the same as orders (para 2-14).

- o Adds an exception to the effective date of orders to allow the retroactive promotion of an enlisted soldier per AR 600-8-19, chapter 3 (para 2-16).
- o Reduces the number of copies of orders for commanders from three to one (para 2-19).
- o Adds the requirement to send one copy of the permanent change of station order to the U.S. Army Central Personnel Security Facility for each soldier assigned to certain North Atlantic Treaty Organization commands (para 2-19).
- o Deletes the requirement to send copies of orders to service schools (para 2-19 and fig 4-5).
- o Requires that the soldier's primary military occupational specialty be shown in the distribution after the appropriate career management branches office symbol for all orders being sent to U.S. Total Army Personnel Command (para 2-19).
- o Restricts the use of DA Form 2446 (Request for Orders) to those organizations that do not have access to the Tactical Army Combat Service Support Computer System, Tactical Army Combat Service Support Computer System--Enhanced, or Installation-Level Integrated Database and Subject Area Database multiuser open systems environment computers (para 2-26).
- o Groups order formats by Military Personnel work center, adds a numerical list of order formats, and reduces the total number of formats from 114 to 102 (table 2-1).
- o Eliminates Format 268 used to announce equivalent training of U.S. Army Reserve personnel (table 2-1).
- o Adds a statement to make soldiers aware of their potential income tax liability if their temporary duty assignment is at one location for more than a year per JFTR, paragraph U2150 (table 2-2).
- o Replaces Format 312 with command memorandum (para 3-5).
- o Adds Format 460 to order involuntary active duty of Army National Guard of the United States and U.S. Army Reserve soldiers for processing under the Uniform Code of Military Justice (fig 3-11).
- o Replaces Formats 420, 421, 303, and 304 with DA Form 4187 (Personnel Action) (paras 4-4 and 7-4).
- o Adds consecutive overseas tour leave entitlement in Additional instructions leadline in permanent change of station orders (paras 4-6 and 9-6).
- o Adds report date calculation for permanent change of station reassignment orders and the proper report date for entry on the SIDPERS departure transaction (para 4-8).
- o Adds Format 401 to order travel in support of contingency operations for individual deployed soldiers (fig 4-1).
- o Combines Formats 412, 414, and 416 with Format 410 (fig 4-4).
- o Adds Format 425 for interstation low-cost moves (fig 4-9).

- o Deletes the requirement to use Format 310 to change a military occupational specialty when the change is for a skill qualification identifier obtained through some type of formal training (for example, Parachute Badge ''P''). Combines the award of the Parachute Badge and skill qualification identifier of ''P'' on the same order format (format 320, fig 5-1).
- o Combines Format 111 with Format 110 (fig 6-1).
- o Combines Format 114 with Format 112 (fig 6-2).
- o Adds Format 305 for lateral designation of chief warrant officer four to master warrant officer four (fig 7-5).
- o Combines Format 275 with Format 274 (fig 9-3).
- o Combines Format 432 with Format 430 (fig 9-4).
- o Combines Format 602 with Format 600 (fig 9-11).
- o Authorizes the use of an automated DD Form 1610 (Request and Authorization for Temporary Duty Travel of DOD Personnel) (para 12-1).
- o Authorizes the use of the DA Form 31 (Request Authority for Leave) as an emergency leave travel order for a soldier and a soldier traveling with family members (para 12-2).
- o Adds the requirement to ensure that each traveler is reminded to request a Government discount rate when required to stay in non-Government lodging facilities. Also adds the statement to item 16 of DD Form 1610 (paras 12-11 and 12-13).
- o Adds a statement to block 16 of DD Form 1610 that travelers to the National Capital Region must contact the lodging success center before making lodging arrangements (para 12-13).
- o Combines Format 261 with Format 260 (fig 13-2).
- o Combines Format 151 with 150 (fig 14-2).
- o Adds Format 163 to order mobilization of individual Ready Reserve, individual mobilization augmentee and retired personnel (fig 14-6).
- o Adds the personnel mobilization category code leadline to order formats (figs 14-1 through 14-6 and 14-8).
- o Adds personnel mobilization category codes for ordered to active duty under graduated mobilization (table 14-3).
- o Describes the automation tools now available to commanders to improve the efficiency of their military personnel work centers (paras 15-2 through 15-7).

Effective 28 November 1994

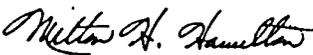
Personnel—General

Military Orders

By Order of the Secretary of the Army:

GORDON R. SULLIVAN  
General, United States Army  
Chief of Staff

Official:



MILTON H. HAMILTON  
Administrative Assistant to the  
Secretary of the Army

**History.** This issue publishes a new Army regulation. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

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

**Applicability.** This regulation applies to publishing and distributing orders for the Active Army and U.S. Army Reserve units and personnel; members of the Army National Guard of the United States while on active

duty (includes active duty in Active Guard Reserve status), initial active duty for training, active duty for training, and active duty for special work; and prior service personnel enlisted at Military Entrance Processing Stations. It also serves as a basic frame of reference for Army National Guard of the U.S. units not on active duty. This publication is applicable during mobilization.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff for Personnel. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate this approval authority, in writing, to a division chief under their supervision within the proponent agency in the grade of colonel or the civilian equivalent.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2, but does not contain checklists for assessing management control reviews. Alternative management control reviews are used to accomplish assessment of management controls.

**Supplementation.** Supplementation of this regulation and establishment of command

and local forms are prohibited without prior approval from ATTN: DAPE-MP, DEPUTY CHIEF OF STAFF FOR PERSONNEL, 300 ARMY PENTAGON, WASHINGTON DC 20310-0300.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**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. Total Army Personnel Command, ATTN: TAPC-PDO, Alexandria, VA 22332-0474.

**Distribution.** Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 2146, intended for command levels B for Active Army, and D for Army National Guard, and U.S. Army Reserve.

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\*This regulation supersedes AR 310-10, 3 November 1975, and all changes.

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## Glossary

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**RESERVED**

## 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 and is linked to AR 600-8. It establishes standards and provides an operational document in a logical sequence.

#### 1-2. References

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

#### 1-3. Explanation of abbreviations and terms

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

### Section II Responsibilities

#### 1-4. The Deputy Chief of Staff for Personnel

The Deputy Chief of Staff for Personnel will establish personnel policies relating to the orders program.

#### 1-5. The Chief, National Guard Bureau

The Chief, National Guard Bureau, 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 and Reserve (AGR) status, initial active duty for training (IADT), active duty for training (ADT), and active duty for special work (ADSW). Order formats for ARNGUS personnel and units not on active duty are published elsewhere.

#### 1-6. The 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 ADSW.

#### 1-7. The Commanding General, U.S. Total Army Personnel Command

The Commanding General (CG), U.S. Total Army Personnel Command (PERSCOM), will establish standards and mandated operating tasks of the orders program.

#### 1-8. Commanders of all major Army commands and major subordinate commands

Commanders of major Army commands (MACOMs) 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.

#### 1-9. Commanders of installations, military communities, and mobilization stations

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

#### 1-10. The Commandant, Adjutant General School

The Commandant, Adjutant General School, will provide training to administrative soldiers in advanced individual training (AIT) courses, basic noncommissioned officer courses, advanced noncommissioned officer's courses, officer basic courses, and officer advanced courses.

## Section III The Orders Program

### 1-11. 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 Department of Defense (DOD) civilians.

(4) Award individual and unit decorations.

(5) Activate, inactivate, organize, reorganize, designate, redesignate, 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 Active Army, work centers within the MILPER System produce the majority of orders. See table 1-1. These work centers may be located at Headquarters, Department of the Army (HQDA); MACOM; or installation (MILPER Division or Personnel Service Company (PSC)) level. Authority to delegate below installation level is vested in the adjutant general subject to the limitations imposed in paragraph 1-16.

*c.* Orders for the USAR are produced at the U.S. Army Reserve Personnel Center (ARPERCEN) on the ARPERCEN Order and Resource Management System and the AGR Information Management System. These mainframe systems are authorized to produce USAR orders on selected formats.

*d.* At the installation level, the Director of Information Management assists the MILPER Division or the PSC with the orders program by reproducing and distributing orders to the appropriate individuals and agencies.

### 1-12. Principles of support

The MILPER System will direct a special program to—

*a.* Provide orders to substantiate entitlements and documents of key events.

*b.* Support the Army's personnel life cycle function of sustainment.

### 1-13. Standards of service

*a.* The orders program—

(1) Is a MILPER multifunctional program.

(2) Is resourced by a Manpower Staffing Standards System additive to the modification table of organization and equipment (MTOE) for MTOE MILPER units and by the table of distribution and allowances (TDA) for TDA MILPER units.

(3) Is the function of the Personnel Operations Branch.

*b.* When the orders multifunctional program is executed, it will connect 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 IV Orders Policies

### 1-14. 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 communities involved in the orders business.

### 1-15. Orders requirements

*a.* Orders are required for certain travel, certain personal actions, promotion, and separation. Permanent orders are required for awards (Format 320) (less the Army Achievement Medal (AAM), Army Commendation Medal (ARCOM), and Meritorious Service Medal (MSM) when DA Form 638-1 (Recommendation for Award (for Other than Valor) of Army Achievement Medal (AAM), Army Commendation Medal (ARCOM), and Meritorious Service Medal (MSM)) is used) and unit organization actions (Formats 150, 550, 740, and 745). 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.

*b.* Agencies with new requirements about the content of orders will forward the item to be included in the order, with justification, to HQDA (TAPC-PDO), Alexandria, VA 22332-0474. Information will be approved before it can be included in the order.

### 1-16. 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 (PCS) or TDY orders involving travel of Army personnel within the continental United States (CONUS).* The commanders listed in (1) through (7) below may redelegate this authority, in writing, to their subordinates as necessary, subject to the limitation imposed by *d* below.

(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) Major Army commanders.

(4) CG, U.S. Army Recruiting Command.

(5) Commander, U.S. Military Entrance Processing Command.

(6) Commanders or heads of installations reporting directly to a major Army commander.

(7) Others who may be designated by the Chief of Staff, U.S. Army.

*b.* *PCS orders involving travel to, from, or between locations outside of CONUS (OCONUS).* The commanders listed in (1) through (3) below may redelegate this authority in writing to their subordinates as necessary, subject to the limitation imposed by *d* below.

(1) Major Army commanders.

(2) CG, U.S. Army Recruiting Command, for soldiers of that command.

(3) Commanders of field installations for assigned soldiers under DA assignment instructions.

*c.* *TDY travel orders involving travel to, from, or between locations OCONUS.* Authority to issue orders for OCONUS TDY travel is subject to compliance with AR 1-40, chapter 2. The commanders listed in (1) through (6) below may redelegate this authority in writing to their subordinates, unless otherwise indicated, subject to the limitation imposed by *d* below.

(1) *Major Army commanders.*

(2) *The heads of Army staff agencies.* This authority may be

redelegated 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 the Deputy Chief of Staff for Personnel.

(4) *CG, U.S. Army Recruiting Command, for soldiers of that command.*

(5) *Chief, National Guard Bureau, for Army-sponsored personnel of that agency traveling from CONUS to Hawaii, Alaska, or Puerto Rico in connection with Army National Guard (ARNG) 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, the number of agencies authorized to issue reassignment orders involving travel is limited to one per major command per installation. Major Army commanders may authorize exceptions to this policy within their commands when local circumstances warrant. Factors to be considered in granting exceptions are—

(1) The size and complexity of the mission of the organizations concerned.

(2) The number and type of assigned units.

(3) The volume of reassignment orders produced.

(4) Mechanization of orders production.

(5) Responsiveness to agencies being serviced.

### 1-17. Authority to issue modified group travel orders

*a.* Group travel is a movement on a PCS or TDY (including TCS) of three or more soldier 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 obtain (Joint Federal Travel Regulations (JFTR), vol I, app A). Additionally, in accordance with the Privacy Act, do not put the full SSNs 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 1-16 of this regulation, who may redelegate 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 (PERSINS) processing activity (PPA).

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

(3) Traveling as a single group and 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 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) The taking of leave by soldiers during travel.

(3) Inconvenience and/or impairment of individual mission requirements by having to conform to group movement requirements.

(4) The soldiers need to accompany family members who are 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 Government (JFTR, vol I, paras U4000-A and U4000-B).

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 2-25 of this regulation and filed according to AR 25-400-2, MARKS number 310-10A (personnel-type orders).

(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 SSN be filed in the Military Personnel Records Jacket (MPRJ) or the Official Military Personnel File (OMPF).

(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. Individual soldiers must complete the SSN on their order before he or she or his or her agent uses the order in support of a personnel action or request for entitlements. Some servicing activities may request further proof such as presenting a military identification (ID) card containing soldier's full SSN before processing the action.

(6) A copy of modified group orders will be filed in each MPRJ per AR 600-8-104, chapter 3.

#### **1-18. 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 absolutely essential to the operation of their command or agency. All blanket orders in effect will be reviewed at least semi-annually 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 redelegate 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 major Army commanders; the CG, U.S. Army Recruiting Command; and the Commander, U.S. Army Legal Services Agency, for soldiers of their headquarters and subordinate commands. Commanders may redelegate 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 will be used to publish blanket travel orders. (See chap 12.)

#### **1-19. 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 1-16, who may redelegate this authority in writing as necessary.

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

#### **1-20. Authority to issue invitational travel orders and transportation authorizations**

a. JFTR, paragraph U7700; Joint Travel Regulations (JTR) (vol II), paragraph C6000, and AR 12-15, chapter 7, provide instructions for preparing invitational travel orders. Do not issue invitational travel orders for U.S. military personnel. The JFTR and JTR remain the authority for determining individuals and circumstances requiring the use of invitational travel orders.

b. Travel aboard commercial aircraft by non-DOD personnel, including military family members, to perform official duty for the Army will continue to require invitational travel orders. Per diem is not authorized for spouse travel UP JFTR, paragraph U7700 quoting JTR, paragraph C6000-15.

c. 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 JFTR 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 only. Any orders-publishing activity may publish a transportation authorization as outlined in DOD 4515.13-R. 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.

#### **1-21. Authority to issue temporary duty orders**

TDY away from the home station, including temporary change of station (TCS) for units, will be held to a minimum consistent with military necessity.

a. *TDY of 90 days or less.* Except for attendance at service schools, the maximum duration of TDY for an individual or TCS for units is 90 calendar days. (For individuals and units reassigned in a TCS status during contingency operations, there is no time limitation. See chap 4.) 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, U.S. Army Recruiting Command.

(3) Major Army commanders.

b. *TDY of 180 days or less.* Authority to approve TDY up to 180 calendar days may be redelegated 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 TDY 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 of HQDA. 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. Each request for continuous TDY at one location for more than 180 days will—

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

(2) Be coordinated through command channels and the MACOM involved and sent to HQDA (TAPC-PDO), Alexandria, VA 22332-0474. 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 (through ARPERCEN (DARP-AR), St. Louis, MO 63132-5200) to ATTN DAAR-PE, CHIEF OF ARMY RESERVE, 2400 ARMY PENTAGON, WASHINGTON DC 20310-2400.

(3) Contain the following:

(a) Each soldier's name, grade or rank, social security number (SSN), military occupational specialty (MOS) or area of concentration (AOC), organization of assignment, and location of TDY.

(b) The effective date of the current period of TDY, the expiration date of the current TDY, and the expiration date of the extension desired.

(c) Justification for the request based on the criteria listed in (a) and (b) above and, a statement that the MACOM involved agrees.

(d) 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.

(4) 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 00, Subject: Extension of temporary duty."

*d. 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 orders.

### 1-22. Authority to issue other-than-travel orders

a. Authority to issue other-than-travel orders is vested in 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 Active 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, the installation adjutant general may authorize those battalion and brigade commanders with automation capabilities (such as the Tactical Army Combat Service Support Computer System (TACCS)) to publish orders for the actions listed in (1) through (4) below.

(1) Awards.

(a) Good Conduct Medal.

(b) Diver Badge.

(c) Drivers Badge.

(d) AAM per AR 672-5-1, table 2-3.

(e) ARCOM per AR 672-5-1, table 2-3.

(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.

### 1-23. Authority to issue verbal orders

When the situation demands immediate action, normally in a combat situation, a commander may issue verbal orders.

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

b. Include a notation in the confirmatory orders as a response to the Authority headline that the order confirms verbal orders of the CG or commanding officer and the date the verbal orders were given; for example, "Confirms verbal orders of commanding officer, 20 January 1992." If there is no Authority headline for the format being used, include this information as a response to the Effective date headline. When preparing DD Form 1610, include this information in item 16.

### 1-24. 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 (AR 190-52, para 1-4h(8)).

### 1-25. Restrictions on issuing orders

Orders will not be issued for an action unless it is specifically authorized by this regulation. For example, do not issue an order for—

a. Assuming command.

b. Memorializing or naming an area.

c. Changing personal data, such as name, SSN, date of birth, or pay entry basic date (PEBD).

d. Appointing a board, committee, or council.

e. Establishing, dissolving, or redesignating a fund.

f. Authorizing separate rations, building or quarters assignment, or wearing of civilian clothing.

g. Announcing Article 15, Uniform Code of Military Justice (UCMJ), actions.

h. Authorizing branch transfers or details.

i. Announcing a duty appointment or duty assignment.

j. Authorizing leave (except for emergency leave when DA Form 31 is not being used).

k. Announcing a change in strength, position, or other minor change not affecting the basic organization of the unit (except for a USAR unit).

l. Authorizing reenlistment of Reserve Components personnel (except for USAR members who are being issued Format 198).

### 1-26. Classified orders

Follow the procedures in AR 380-5, chapter 1 and DOD 5200.1-R 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 DOD 5200.1-R according to the security classification of the order.

### 1-27. Court-martial orders

See AR 27-10, chapter 12, for instructions on preparing court-martial orders.

### 1-28. Department of Army general orders and Department of Army orders

See AR 25-30, chapter 4, for instructions on preparing DA general orders and DA orders.

## Section V

### Movement Designator Codes

#### 1-29. Purpose of movement designator codes

a. PCS travel expenses of Active Army personnel are funded by appropriations available to and controlled by HQDA. A movement

designator code (MDC) provides the office of the Deputy Chief of Staff for Personnel with a record of the type of PCS travel performed by Active Army personnel. This record is used to centrally manage PCS funds.

*b.* MDCs are used to 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; for example, PCS moves that support foreign military sales and PCS moves that support the U.S. Army Corps of Engineers. The response to the MDC leadline 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.

### 1-30. Correct movement designator codes on orders

All individuals who prepare and publish PCS orders or changes to PCS orders (amendments and endorsements) will determine the correct MDC to be shown in the order or the change or will verify that the MDC is correct before it is included in the published order or the change if the MDC is furnished by another office.

### 1-31. Construction of movement designator codes

The MDC consists of the four characters defined in *a* through *d* below.

*a.* The first character of the MDC designates which of the basic categories of travel is to be charged. The basic categories of travel are accession, training, operational, low-cost, rotational, separation, unit, no-cost, permissive, diversion, and continuation and contingency/mobilization. See paragraph 1-32 to determine the basic category of travel, and refer to table 1-2 to determine the MDC.

*b.* The second character of the MDC designates the destination of the traveler. See paragraph 1-32 to determine the destination of the traveler, and table 1-2 to determine the MDC.

*c.* The third character of the MDC designates whether the order applies to an officer (O) or an enlisted soldier (E).

*d.* The fourth character of the MDC designates the fiscal year appropriation to be charged. To determine the correct fiscal year, subtract the estimated travel time from the reporting date, then add 1 day to the result.

### 1-32. Basic categories of travel

*a. Basic categories of travel.* The basic categories of travel are outlined in *b* through *m* below. To determine the basic category of travel for a soldier who is 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 will travel 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.

*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 \$500 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 \$500 or less, 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 \$500 or less. The determination will be made, in writing, before a request for orders is prepared. Operational travel applies if the soldier will be entitled to more than \$500. Accession and separation travel low-cost moves will not be included in this category.

*f. Rotational travel.* This category applies when a soldier is 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 soldier is being reassigned to a different geographical location in conjunction with the PCS of an organization or unit regardless of whether travel is conducted individually or as part of a group. This category also applies to reassignments in conjunction with Cohesion, Operational Readiness and Training/New Manning System. A no-cost move applies 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 geographical location 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 personnel. The soldier will pay all costs incurred in the relocation.

*k. Diversions.* This category applies when a soldier's PCS order contains a numbered MDC and the assignment is changed after the soldier begins travel from last permanent assignment. These codes are used to avoid double counting of the move.

*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. These codes are used to avoid double counting of the move.

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

**Table 1-1**  
**MILPER work centers that produce orders, Active Army only**

Work center	Associated function or program
Strength management.	Enlisted management. Officer management. Special pay programs. Unit manning.

**Table 1-1  
MILPER work centers that produce orders, Active Army  
only—Continued**

Work center	Associated function or program
Personnel reassignment.	Reassignment.
Personnel plans and actions.	Awards and decorations. Leaves and passes. Enlisted transfers and discharges. Officer transfers and discharges.
Soldier actions.	Officer procurement.

**Table 1-1  
MILPER work centers that produce orders, Active Army  
only—Continued**

Work center	Associated function or program
Promotions.	Enlisted promotions and reductions. Officer promotions.
Replacement support.	Replacement operations.
Transition center.	Transition management. Transition processing.
Retention.	Retention.
Recruiting.	Recruiting.

**Table 1-2  
Movement designator codes**

Rule	If soldier is moving from	and is traveling to:	Officer then MDC is—	Enlisted MDC is—
<b>Accessions</b>				
1	Civilian life in CONUS	A CONUS permanent station	1A	1A
2	A reception station, a basic combat training (BCT) unit, medical holding detachment, of personnel control facility (PCF)	BCT, AIT, further AIT or TDY school (course length less than 20 weeks)		1A
3	A reception station, BCT, AIT, or TDY school	A TDY school		1A
4	Civilian life in CONUS (reenlistment)	A CONUS permanent station as a student (course length 20 weeks or more)		1B
5	DFR of the Army	PCF		1B
6	Civilian life in OCONUS	A CONUS permanent station	1C	
7	Civilian life in OCONUS	An OCONUS permanent station and no overseas travel required	1D	
8	Civilian life in CONUS	A CONUS permanent station as a student (course length 20 weeks or more)	1E	1E
9	Civilian life in OCONUS	A CONUS permanent station as a student (course length 20 weeks or more)	1E	1E
10	A reception station, BCT, AIT, or TDY school	A CONUS permanent station as a student (course length 20 weeks or more)		1E
11	Civilian life in CONUS	USMA as a cadet	1F	1F
12	Civilian life in OCONUS	USMA as a cadet	1F	
13	Civilian life in CONUS (reenlistment)	A CONUS permanent station		1H
14	Civilian life in OCONUS	An OCONUS permanent station overseas travel required	1K	
15	Civilian life in CONUS	An OCONUS permanent station	1L	
16	BCT, AIT, or TDY school	An OCONUS permanent station		1L
17	Civilian life in CONUS (reenlistment)	An CONUS permanent station		1M
18	BCT or AIT	A CONUS permanent station for on-the-job training AIT		1S
19	BCT, AIT, or TDY school	A CONUS permanent station		1X
<b>Training</b>				
20	A CONUS permanent station	A CONUS permanent station as a student (course length 20 weeks or more)	2A	2A
21	A CONUS permanent station as a student (course length 20 weeks or more)	AIT		

**Table 1-2**  
**Movement designator codes—Continued**

Rule	If soldier is moving from	and is traveling to:	Officer then MDC is—	Enlisted MDC is—
22	A CONUS permanent station as a student (course length 20 weeks or more)	A CONUS permanent station	2B	2B
23	A CONUS permanent station as an AMEDD resident	A CONUS permanent station as an AMEDD resident	2B	
24	A CONUS permanent station as a student (course length 20 weeks or more)	A CONUS permanent station as a student (course length 20 weeks or more)	2C	2C
25	An OCONUS permanent station	An OCONUS permanent station as a student with no overseas travel required (course length 20 weeks or more)	2E	
26	An OCONUS permanent station as student (course length 20 weeks or more)	An OCONUS permanent station with no overseas travel required	2E	
<b>Operational</b>				
27	A CONUS permanent station	A CONUS permanent station	3A	3A
28	A CONUS permanent station and move will cost \$500 or less	A CONUS permanent station	3B	3B
29	An OCONUS permanent station	AN OCONUS permanent station within the same overseas area	3E	3E
30	An OCONUS permanent station and move will cost \$500 or less	An OCONUS permanent station within the same overseas area	3F	3F
<b>Rotational</b>				
31	A CONUS permanent station	An OCONUS permanent station	4A	4A
32	An OCONUS permanent station	A CONUS permanent station as a student (course length 20 weeks or more)	4B	4B
33	An OCONUS permanent station	A CONUS permanent station	4C	4C
34	An OCONUS permanent station	An OCONUS permanent station in another overseas area	4D	4D
35	An OCONUS permanent station as a student (course length 20 weeks or more)	A CONUS permanent station	4F	4F
36	An OCONUS permanent station as a student (course length 20 weeks or more)	An OCONUS permanent station in another overseas area	4F	4F
37	An CONUS permanent station as a student (course length 20 weeks or more)	An OCONUS permanent station	4G	4G
38	A CONUS permanent station	An OCONUS permanent station as a student (course length 20 weeks or more)	4G	4G
39	A CONUS permanent station as an AMEDD resident	An OCONUS permanent station as an AMEDD resident	4G	
<b>Separations</b>				
40	An OCONUS permanent station and HOR, place EAD, or home of selection is in CONUS	A U.S. Army Transition Point in CONUS	7A	7A
41	An OCONUS permanent station and HOR, place EAD, or home of selection is in CONUS	Separation	7A	7A
42	A CONUS permanent station and HOR, place EAD, or home of selection is in CONUS	A U.S. Army Transition Point in CONUS	7B	7B
43	A CONUS permanent station and HOR, place EAD, or home of selection is in CONUS	Separation	7B	7B
44	A CONUS permanent station and HOR, place EAD, or home of selection is in CONUS	A U.S. Army Transition Point in CONUS	7C	7C
45	A CONUS permanent station and HOR, place EAD, or home of selection is in CONUS	A U.S. Army Transition Point in CONUS	7C	7C
46	A CONUS permanent station and HOR, place EAD, or home of selection is in CONUS	Separation	7C	7C
47	Assigned as a cadet at USMA and HOR or place EAD is in CONUS	Separation	7C	

**Table 1-2**  
**Movement designator codes—Continued**

Rule	If soldier is moving from	and is traveling to:	Officer then MDC is—	Enlisted MDC is—
48	An OCONUS permanent station and HOR, place EAD, or home of selection is in another OCONUS area (overseas travel required)	A U.S. Army Transition Point in CONUS	7E	7E
49	An OCONUS permanent station and HOR, place EAD, or home of selection is in same OCONUS area (overseas travel required)	Separation	7B	7B
50	An OCONUS permanent station and HOR, place EAD, or home of selection is in same OCONUS area (no overseas travel required)	A U.S. Army Transition Point in OCONUS	7F	7F
51	An OCONUS permanent station and HOR, place EAD, or home of selection is in same OCONUS area (no overseas travel required)	Separation	7F	7F
52	Assigned as a cadet at USMA and HOR or place EAD is in CONUS	Separation	7F	7F
<b>Unit move</b>				
53	A CONUS permanent station as part of a unit move	A CONUS permanent station but will travel on a different date than the main group.	8A	8A
54	A CONUS permanent station as part of a unit move	A CONUS permanent station but will travel on a different date than the main group.	8B	8B
55	An OCONUS permanent station as part of a unit move within the same overseas area (for example, Germany to Italy)	An OCONUS permanent station but will travel on different date than the main group	8C	8C
56	An OCONUS permanent station as part of a unit move to another overseas area (for example, Europe to Korea)	An OCONUS permanent station but will travel on a different date than the main group	8D	8D
57	An OCONUS permanent station as part of a unit move	A CONUS permanent station but will travel on a different date than the main group	8D	8D
58	A CONUS permanent station as part of a unit move	A CONUS permanent station and will travel with the main group	8E	8E
59	A CONUS permanent station as part of a unit move	An OCONUS permanent station and will travel with the main group	8F	8F
60	An OCONUS permanent station as part of a unit move within the same overseas area (for example, Germany to Italy)	An OCONUS permanent station and will travel with the main group	8G	8G
61	An OCONUS permanent station as part of a unit move to another overseas area (for example, Korea to Europe)	An OCONUS permanent station and will travel with the main group	8H	8H
62	An OCONUS permanent station as part of a unit move	A CONUS permanent station and will travel with the main group	8H	8H
<b>No cost moves</b>				
63	A CONUS permanent station	A CONUS permanent station as a student at the same geographic location (course length 20 weeks or more)	NX	NX
64	An OCONUS permanent station	An OCONUS permanent station as a student at the same geographic location (course length 20 weeks or more)	NX	NX
65	A CONUS permanent station as a student (course length 20 weeks or more)	A CONUS organization at the same geographic location	NY	NY
66	An OCONUS permanent station as a student (course length 20 weeks or more)	An OCONUS organization at the same geographic location	NY	NY
67	A CONUS permanent station	An OCONUS organization at the same geographic location	NZ	NZ
68	An OCONUS permanent station	An OCONUS organization at the same geographic location	NZ	NZ
69	A CONUS permanent station	A CONUS permanent station at no cost to the Army (permissive)	NZ	NZ

**Table 1-2**  
**Movement designator codes—Continued**

Rule	If soldier is moving from	and is traveling to:	Officer then MDC is—	Enlisted MDC is—
70	An OCONUS permanent station	An OCONUS permanent station within the same overseas area at no cost to the Army (permissive) (for example to Europe)	NZ	NZ
<b>Contingency/mobilization</b>				
71	A temporary change of station contingency/mobilization	Assigned temporary change of station in support of a contingency operation	PM	PM
72	A temporary change of station contingency/mobilization	Assigned temporary change of station within theater of operation	PM	PM
73	A temporary change of station contingency/mobilization	Returned temporary change of station from theater of operation	PM	PM
<b>Diversions</b>				
74	A CONUS permanent station	An OCONUS permanent station and diverted to a CONUS permanent station while en route	DA	DA
75	An OCONUS permanent station	An OCONUS permanent station and diverted to a CONUS permanent station while en route	DA	DA
76	A CONUS permanent station	An OCONUS permanent station and diverted to an OCONUS permanent station while en route	DB	DB
77	A CONUS permanent station	A CONUS permanent station and diverted to an OCONUS permanent station while en route	DB	DB
78	An OCONUS permanent station	A CONUS permanent station and diverted to an OCONUS permanent station while en route	DE	DE
79	An OCONUS permanent station	An OCONUS permanent station and diverted to an OCONUS permanent station while en route	DE	DE
80	An OCONUS permanent station	A CONUS permanent station and diverted to an OCONUS permanent station while en route	DF	DF
81	An OCONUS permanent station	A CONUS permanent station and diverted to a CONUS permanent station while en route	DF	DF
82	A CONUS permanent station	A CONUS permanent station and diverted to a CONUS permanent station while en route	DJ	DJ
83	A CONUS permanent station	A CONUS permanent station and diverted to an OCONUS permanent station while en route	DK	DK
84	A CONUS permanent station	An OCONUS permanent station and diverted to an OCONUS permanent station while en route	DK	DK
85	A CONUS permanent station	An OCONUS permanent station and diverted to a CONUS permanent station while en route	DL	DL
86	An OCONUS permanent station	An OCONUS permanent station and diverted to a CONUS permanent station while en route	DL	DL
87	An OCONUS permanent station	An OCONUS permanent station and diverted to an OCONUS permanent station while en route	DM	DM
88	An OCONUS permanent station	A CONUS permanent station and diverted to an OCONUS permanent station while en route	DM	DM
<b>Continuation move</b>				
89	A CONUS permanent station	A CONUS permanent station and reports to an interim station for inprocessing and continued travel to permanent station	CB	CB
90	A CONUS permanent station	An OCONUS permanent station and reports to an interim station for inprocessing and continued travel to permanent station	CB	CB
91	An OCONUS permanent station	A CONUS permanent station and reports to an interim station for inprocessing and continued travel to permanent station	CB	CB
92	An OCONUS permanent station	An OCONUS permanent station and reports to an interim station for inprocessing and continued travel to permanent station	CB	CB

## Chapter 2 Orders

### 2-1. Formats

*a.* This regulation describes formats for preparing most orders at all echelons of Active Army and Reserve Components organizations. (See table 2-1 for a numerical list of formats and the index for an alphabetical list of formats.)

*b.* Some formats are multipurpose and can be used for several different actions when the responses to the leadlines are varied.

*c.* Field commanders will not use formats identified as HQDA Use Only. These formats contain an 8 or 9 as the second digit of code.

*d.* Formats containing the number 5, 6, or 7 as the second digit of code are used for ARNGUS or USAR personnel or units only.

*e.* All elements of the Active Army and Reserve Components may use other formats as needed.

*f.* Formats will not be modified unless the note to a format specifically authorizes that the modification or additional leadlines are required for TDY (para 2-7) and if the format does not have the necessary leadlines. Read all of the notes pertaining to a format before attempting to publish an order.

*g.* Order-preparing agencies with requirements for formats not included in this regulation may create new formats to meet their needs. Forward the formats with justification to HQDA (TAPC-PDO), Alexandria, VA 22332-0474, for approval. New formats will be approved before they can be used.

### 2-2. Group actions

*a.* The formats in this regulation may be used for two or more soldiers or units when most of the variable information (para 2-8) is the same and when each soldier or unit affected by the order can easily read and understand what action is being taken.

*b.* When a format requires a standard name line, place the variable information that is different for each soldier or unit after the required items of data as shown in figure 2-1. The response to the leadline(s) will be "See standard name line."

*c.* When a format requires a name line, place the variable information that is different for each soldier or unit after the items of data required for the name line. The response to the leadline(s) will be "See name line."

*d.* See paragraph 1-17 for group travel orders.

### 2-3. Heading

The heading consists of DEPARTMENT OF THE ARMY in all uppercase letters (except for orders prepared by ARNG units not on active duty), headquarters designation of the organization issuing the order, the mailing address, the number of the order, and the current date. (See figs 2-1 through 2-4 for samples of the heading.)

### 2-4. Paragraphs

An order may contain one or more paragraphs. Each paragraph will contain one action (for example, promotion, reassignment, or award) that applies to one soldier, a group, or an organization. Number the paragraphs if the order will contain two or more paragraphs. (See fig 2-1.)

### 2-5. Standard name line

The standard name line for a soldier consists of the name, SSN, current grade of rank, unit of assignment (including the unit identification code (UIC)), and station of assignment. The full name is also acceptable. The standard name line for a unit or organization consists of the name of the unit or organization, command of assignment, UIC, and station and location of assignment. When orders are to be mailed, the address is also included. Do not change the sequence of data unless the order will be mailed to the soldier (*b* below). Examples of standard name lines are as follows—

*a.* All personnel:

TURNER, ROBERT D. 000-00-0000 MAJ USATC Inf and Fort Jackson (WABCAA) Fort Jackson, SC 29207-0000

*b.* Optional format for orders to be mailed:

ALBERT B. WILLIS 000-00-0000 SPC  
3710 Colonial Avenue  
Columbia, SC 29206-0000

ALBERT B. WILLIS 000-00-0000 SPC  
Co B 790th MP Bn (WA8MKA)  
Columbia, SC 29206-0000

WILLIS, ALBERT B. 000-00-0000 SPC  
3710 Colonial Avenue  
Columbia, SC 29206-0000

WILLIS, ALBERT B. 000-00-0000 SPC  
Co B 790th MP Bn (WA8MKA)  
Columbia, SC 29206-0000

*c.* Organization or unit:

U.S. Army Garrison MDW (WOUDAA) Fort Lesley J. McNair,  
Washington, DC 20315-0000

### 2-6. Constant information

*a.* The directive or announcement at the beginning of the order is the constant information, for example, "You are reassigned as indicated." This information will not be modified unless the note to the format specifically authorizes the modification or if the soldier elects option 1, 2, or 3 of HQDA-directed TDY schooling in conjunction with PCS. Do not modify the format if TDY is at either the new or old duty station.

*b.* Samples of various types of orders, with constant information included, are shown in figures 2-1 through 2-4.

### 2-7. Leadlines

*a.* A leadline identifies and controls an item of variable information and uniformly leads into the proper response.

*b.* Do not rearrange leadlines shown in order formats. Leadlines may be deleted only when the note to a format specifically authorizes the deletion. Unless the note to a format authorizes the modification, copy the leadlines exactly as they appear on the formats in this regulation.

*c.* Formats may be modified to add leadlines—

(1) When the note to a format specifically authorizes the change.

(2) When TDY en route is authorized and the format does not have the necessary leadlines. TDY en route information will be included as defined in (a) and (b) below.

(a) Add the Accounting classification leadline before the MDC leadline.

(b) Add Temporary duty en route at; Reporting date, temporary duty station; Period of temporary duty; and Purpose of temporary duty leadlines after the Reporting date leadline. If the TDY soldier is to attend school, also include the course title, class or course number, and quota source as a response to the Purpose of temporary duty leadline; show specific reporting instructions as a response to the Reporting date, temporary duty station, leadline.

(3) If a soldier elects option 1, 2, or 3 of HQDA-directed TDY schooling in conjunction with PCS, change the Reporting date leadline to the Reporting date to gaining unit leadline, and include TDY information as follows:

(a) If a soldier elects option 1 or 3, add the Temporary duty; Reporting date, temporary duty station; Period of temporary duty; and Purpose of temporary duty leadlines before the Assigned to leadline; and add an Accounting classification leadline before the MDC leadline.

(b) If a soldier elects option 2, add the Temporary duty; Reporting date, temporary duty station; Period of temporary duty; and Purpose of temporary duty leadlines before the Additional instructions leadline; and add an Accounting classification leadline before the MDC leadline.

(c) Include the course title, class or course number, and quota source as a response to the Purpose of temporary duty leadline;

show specific reporting instructions as a response to the Reporting date, temporary duty station, leadline.

d. Samples of various types of orders, with leadlines included, are shown in figures 2-1 through 2-4.

### **2-8. Variable information**

This information may vary for each individual or situation in the order and is expressed as a response to the leadlines. The person preparing the order will develop appropriate responses by referring to the individual's records and the regulations or other instructions governing the action to be taken. Some formats in this regulation have a note listing the regulations that apply to the action. In addition, appendix A lists regulations that may be needed to prepare orders.

a. For more complicated orders pertaining to individuals, the leadlines are divided into two sections.

(1) The first section is directed to the soldier to whom the order applies. It contains only the minimum information that the soldier needs to know to comply with the order.

(2) The second section is titled FOR ARMY USE. It contains leadlines and responses that provide fiscal, travel, strength accounting, and personnel management data. This section contains no information that the soldier to whom the order pertains needs to know to comply with the order.

b. Each leadline requires a clear and concise response. When appropriate, the response will be "Not applicable" or "None." Do not use the abbreviation "NA." Do not use terms such as "To be determined," "Unknown," or "To be announced" as a response to any leadline. Do not use the term "service member" or the abbreviation "SM" as a response to any leadline.

c. Samples of various types of orders, with variable responses to leadlines, are shown in figures 2-1 through 2-4.

### **2-9. Additional instructions**

a. Most formats have an Additional instructions leadline to include information that is needed by the soldier named in the order or is needed by an organization or unit if the order contains a standard name line of an organization or unit (fig 2-5). In addition, the information will be stated in the order because of an entitlement or obligation accruing from the action being taken or because it is essential to the purpose of the order (for example, reassignment, active duty of soldier or unit, and reorganization of a unit).

b. Do not include the type of information defined in (1) through (5) below in the Additional instructions leadline, including additional instructions of orders prepared as a result of HQDA-issued assignment instructions or a PERSCOM request for orders.

(1) Information that is or should be a response to another leadline, for example, duty station, accounting classification, and temporary duty en route leadlines.

(2) Information that is shown in the constant information of the order.

(3) Outprocessing procedures that must be completed before the soldier leaves the losing organization, for example, requirements for security clearance, information on briefings, forms to be completed, and travel codes.

(4) Information that does not need to be in orders and can be furnished to soldiers during outprocessing or briefings and/or by a letter of instruction.

(5) Inprocessing procedures that the gaining organization can include in installation fact sheets or welcoming letters, for example, uniform requirements, information on DOD dependent schools, and the sign-in location at the gaining organization.

c. Table 2-2 lists instructions that may be included in travel orders and in item 16 of DD Form 1610. The entries in table 2-2 refer to regulation(s) that govern the action being taken. The authenticator of the order will ensure that an entitlement (for example, shipment of household goods (HHG) or movement of family members) is authorized under the governing regulations before an entitlement is shown in the order.

### **2-10. Modes of transportation**

a. Transportation officers determine modes of transportation except TDY. Therefore, orders will not show a mode of transportation unless authority is being granted for travel by privately owned conveyance (POC), special conveyance, or ferries. Orders will not specify a category or class of airlift (for example, category Z travel), because category of service implies a mode of transportation. Authority for use of extra fare travel accommodations will be obtained per JFTR, vol I, para U3125.

b. Travel by POC cannot be directed.

c. TDY orders may show that travel by POC is authorized as more advantageous to the Government per DD Form 1610, item 12, and table 2-2, item 1, of this regulation.

d. TDY orders may show that travel by POC is authorized as more advantageous to the Government per JFTR, vol I, paragraph U3305, table 2-2, item 26, of this regulation.

e. TDY and PCS orders may show that use of special conveyance is authorized (table 2-2, item 2).

f. PCS orders will contain the statement "Travel by privately owned conveyance is authorized from" (enter current location) "to" (enter location of new unit of assignment) if the overseas commander has approved travel by POC between a point in CONUS and a point in Alaska, the island portion of Newfoundland, or Central America (including the Republic of Panama), or return to CONUS.

g. Orders may contain the statement "Travel by privately owned vehicle is authorized" when USAR or ARNG soldiers are called to, ordered to, or released from active duty.

h. Orders may show that use of transoceanic ferry is authorized as more advantageous to the Government or that travel by oceangoing car ferries is authorized when required under JFTR, vol I, paragraph U3110-E or paragraph U5116-C3.

i. PCS orders may show that travel by more than one POC is authorized or approved as specified in table 2-2, item 38, of this regulation, and JFTR, vol I, paragraph U5205.

### **2-11. Per diem**

Orders will not prescribe a rate of per diem.

### **2-12. Page size and page numbering**

a. The size of paper on which orders are printed may vary; however, all orders issued by a headquarters should be uniform.

b. Do not number the pages of an order unless the order consists of two or more pages. (See fig 2-1.)

### **2-13. Length of orders**

a. Limit the length of orders to one sheet (front and back of a page), if possible.

b. If a continuation page of orders is needed, follow the example shown in figure 2-1.

### **2-14. Numbering**

a. Both permanent orders and orders are numbered consecutively for each calendar year, using the Julian date followed by the number of the order issued the same day. For example, the fifth permanent order issued by one organization on 1 January is numbered 1-5, and the first permanent order issued on 31 December is numbered 365-1. The consolidated orders log for each orders-issuing activity will reflect any breaks in the consecutive numbering system. For example, if no permanent orders were published on 3 January, the orders log will reflect that "Permanent orders 3-1 through 3-50 were not used." For example, if no orders were published on 25 December, the orders log will reflect that "Orders 359-1 through 359-50 were not used." Use a number in the same series for an amendment, a revocation, or a rescission. Cite the number of the last permanent order issued the previous year above the heading of the first permanent order of the year. For example, "Permanent orders 360-10 was the last of the series for calendar year 1990," and "Order 300-65 was the last of the series for calendar year 1990." (See figs 2-2 and 2-3 for location of the number.)

b. DD Form 1610 will be numbered by using the numeric month

code followed by the number of the order issued that month. For example, the first order issued by one organization in March would be numbered 3-1. The number of the original order will be used for each amendment, revocation, or rescission prepared on DD Form 1610. Cite the number of the last DD Form 1610 issued the previous month at the top of the first DD Form 1610 for the month. For example, "Travel order number 6-700 was the last of the series for June."

c. When a unit is redesignated, begin a new series of all orders and cite the authority for the redesignation above the heading of the first order, permanent order, and DD Form 1610 issued after the redesignation.

d. When a unit is reorganized during the year without a change in mission or function, all orders will be numbered as if no change of status had occurred.

e. To ensure that orders numbers are not skipped or duplicated, one office within each orders-issuing activity should centrally manage and control the orders log.

## 2-15. Abbreviations

a. *Heading, standard name line, and name line.* Abbreviations for months and States, and abbreviations and brevity codes listed in AR 310-50 are authorized in the heading, standard name line, and name line.

b. *Constant information.* No abbreviations are authorized in the constant information unless they are shown in the format.

c. *Responses to leadlines when the order has one section.* Unless shown on the format, only the following abbreviations are authorized: Army Post Office (APO), Army regulation (AR), District of Columbia (DC), Defense Switched Network (DSN), Fleet Post Office (FPO), MOS, United States (U.S.), months of the year, and grades of rank.

d. *Responses to leadlines when an order has two sections.* Unless shown on the format, only the abbreviations listed in c above are authorized in the first section of the order. Abbreviations for months and States, and abbreviations and brevity codes listed in AR 310-50 are authorized in the FOR ARMY USE section of the order.

e. *Authority line.* No abbreviations are authorized.

f. *Signature block and distribution portion.* Abbreviations for States and abbreviations and brevity codes listed in AR 310-50 are authorized.

## 2-16. Effective date

a. *Orders.* The effective date of an order is the date of the order unless one of the conditions listed in (1) through (9) below applies.

(1) The order specifies a later date.

(2) The order confirms orders previously issued verbally (para 1-23).

(3) The order promotes Reserve Officers not on active duty (Reserve Officer Personnel Act of 1954). These orders may be effective before, on, or after the date of the order.

(4) The order retroactively promotes a soldier per AR 600-8-19, chapter 3.

(5) The order announces retroactively (10 USC 1221) the permanent retirement of a soldier because of a physical disability on the date when the 5-year tenure period on the Temporary Disability Retired List (TDRL) expired.

(6) HQDA directs a specific date for a MOS award or withdrawal action.

(7) The order retroactively adjusts entitlement for enlistment pay grade for personnel without prior service (AR 601-210, table 2-3).

(8) The order announces an award of a decoration or Good Conduct Medal before the period of service covered by the award has been completed. This exception does not apply to orders announcing award of the Medal of Honor, Distinguished Service Cross, Silver Star, Distinguished Flying Cross, Soldier's Medal, Bronze Star Medal for heroism, Air Medal for heroism, Joint Service Commendation Medal for valor, ARCOM for heroism, Purple Heart, or badges, bars, or tabs.

(9) The order is being remade to file in the Military Personnel Records Jacket, U.S. Army (MPRJ) (AR 600-8-104).

b. *PCS orders.* For purposes of travel and transportation entitlements and allowances, the effective date of PCS orders is the date a soldier is required to begin travel from the old permanent duty station, home, or place from which called to active duty, or last TDY station, whichever is applicable, to arrive at the new permanent duty station on the date authorized by the mode of transportation authorized and/or used. When computing the effective date, subtract the elapsed time or authorized travel time, whichever is less, as determined per JFTR, vol I, paragraph U5160, from the authorized or actual reporting date, whichever is earlier, and add 1 day to the result (JFTR, vol I, app A). Disregard any leave a soldier takes at the old permanent duty station or en route to the new permanent duty station.

c. *Assignment between control groups and USAR units or between USAR units and control groups of the USAR.* The effective date for accessing a soldier by a gaining command, control group, or USAR unit will be determined by adding the administrative processing time and mail transit time to the date of release from the losing unit.

d. *Order to active duty, ADT, ADSW, active training, or temporary tours of active duty.* The effective date of these tours of duty will be the date the soldier is authorized to begin travel. The effective date will not be shown on the order.

e. *Return to or assignment to an ARNG unit, USAR unit, or USAR control group on completion of active duty or ADT.* The effective date of return to or assignment to an ARNG unit, USAR unit, or USAR control group will be determined by adding the authorized travel time to the date of departure from the transfer or training activity.

## 2-17. Reproduction

MILPER work centers should use their automation capabilities to produce orders. The method used for reproducing orders depends on the available facilities and the number of copies needed.

## 2-18. Authentication

The authentication contains the authority line and signature block. (See figs 2-1 and 2-4 for location of the authority line and signature block.)

a. Omit the authority line when the order is signed by the commander. When the order will not be signed by the commander—

(1) Use the FOR THE COMMANDER authority line when the commander has the title CG or Commanding Officer.

(2) Use the FOR THE (title of authorizing official) authority line when the authorizing official has a title other than CG or Commanding Officer.

b. The chief of staff, executive officer, adjutant general, or adjutant will normally authenticate orders. For CONUS installations (AR 5-3, chap 1) that do not have a chief of staff, the deputy installation commander will normally authenticate orders. When delegated authority by the commander, other civilian or MILPER may also authenticate orders.

c. The authentication is completed if one of the following tasks is performed:

(1) The official seal of the headquarters is placed over or above the signature block.

(2) An official seal is mechanically drawn on each mechanically produced order.

(3) The authenticator signs above his or her typed signature block.

(4) Another authenticator signs his or her name and adds the word "for" in front of the typed name in the signature block. If one soldier signs for another, his or her grade of rank will be shown.

d. The authenticator ensures that the action being ordered is correct and complete and complies with applicable regulations.

## 2-19. Distribution

a. *How to indicate distribution.* See figures 2-1 through 2-4 for

the location of the distribution block on permanent orders and orders. See paragraph 12-1 for the location of the distribution block on DD Form 1610 when it has been continued and when it has not been continued. Include the following information under Distribution:

(1) Names of individuals to be furnished copies and, in parenthesis, the number of copies to be furnished to each. When an order applies to four or more individuals, distribution may be shown as "Each indiv indicated" (each individual indicated) instead of listing each individual by name.

(2) A list of organizations to be furnished copies and, in parenthesis, the number of copies to be furnished each. When copies will be mailed to an organization, include the complete unit designation and post office address. Do not use statements such as "each unit concerned." When organizations are at the same location as the order-issuing organization, use a standard distribution letter (for example, "A," "B," or "C") instead of listing each organization. The headquarters or agency concerned will publish a distribution list that shows the organizations included in each letter designation.

*b. Commanders issuing orders.* Commanders issuing orders will establish strict controls to ensure that—

(1) Orders are sent promptly to each individual and organization named in the order with sufficient lead time to execute the order.

(2) Orders are sent through intermediate commanders unless the intermediate commanders are not authorized to modify or suspend them. In these cases, orders will be sent directly to the soldier who will execute them, and one copy will be furnished to each intermediate commander.

(3) Local distribution is limited to official agencies with a need for orders.

(4) Individuals and organizations are furnished the minimum number of copies.

(5) Distribution includes one copy for the record set of military publications.

(6) Local inspections include a review of the orders distribution system to determine if copies are required by all organizations receiving distribution and if the number of copies is correct.

(7) Orders being mailed from a location within CONUS for delivery in CONUS are sent as follows:

(a) First-class mail if they weigh 1 ounce or less.

(b) First-class mail if they are for USAR personnel not on active duty and if orders were issued on the basis of requests received less than 45 days before the duty date.

(c) Third-class single-piece mail and third-class bulk mail if (a) or (b) above do not apply.

(8) Orders being mailed to, from, or between overseas locations are sent as follows:

(a) First-class mail if they weigh 1 ounce or less.

(b) First-class mail if they are being mailed to, from, or between Alaska, Hawaii, and Puerto Rico.

(c) First-class mail if they are for USAR personnel not on active duty and if orders were issued on the basis of requests received less than 45 days before the duty date.

(d) Airmail if they are being mailed to an international address (non-APO).

(e) Third-class military ordinary mail if (a) (b) (c) or (d) above does not apply.

(9) SSNs of all soldiers shown in an order are deleted from all copies of orders being distributed to organizations or individuals for unofficial purposes.

(10) Travelers will be advised that copies of their order should not be given to car rental agents, airline ticket agents, hotel clerks, and motel clerks. Travelers can show their DOD identification card or a copy of their travel orders as proof of eligibility for a discount rate.

*c. Gaining commanders.* Gaining commanders will establish strict controls to ensure that—

(1) Orders are routed immediately to the agency responsible for strength accountability, to the servicing personnel unit, and to the

unit to which the soldier is attached for quarters, rations, or administration.

(2) Mail distribution personnel are trained in the special handling required for orders and are aware of the importance of orders.

*d. PCS orders.* Distribution will include—

(1) Enough copies for each soldier to meet personal requirements, for example, movement of family members and HHG.

(2) One copy for the commander of the unit to which the soldier is being assigned. The complete unit designation and post office address of the gaining unit will be shown. Do not use statements such as "each unit concerned."

(3) One copy for the commander of the unit to which the soldier will be attached while en route to a new assignment.

(4) One copy for the MPRJ.

(5) One copy for the Commander, Eighth Personnel Command, ATTN: EAPC-RR, APO 96205 for each soldier who is being assigned to Korea.

(6) One copy to the Commander, U.S. Army Central Personnel Security Facility, ATTN: PCCF-SC (Bldg 4552A), Fort George G. Meade, Maryland 20755-5202, for all soldiers who are being assigned to the North Atlantic Treaty Organization (NATO), Allied Command Europe (ACE) which includes the Supreme Headquarters Allied Powers Europe (SHAPE), Belgium; Allied Forces Central Europe (AFCENT); Allied Land Forces Southeastern Europe (ALFSEE), Turkey; Allied Forces Southern Europe (AFSOUTH), Italy; Land Forces Southern Europe (LANDSOUTH), Italy; Allied Forces Northern Europe (AFNORTH), Norway; Central Army Group (CENTAG), Germany (will be combined with Northern Army Group (NORTHAG)) as Land Forces Central Europe (LANDCENT); and Allied Command Europe Corps (ARC), Germany.

*e. Orders.* Orders when personnel records are being sent to another unit or station. The provisions of *d*(4) above apply when a soldier's personnel records are being sent to another unit or section.

*f. Orders for HQDA.* A note to the formats described in this regulation prescribes the number of copies to be sent to agencies of HQDA. Send orders daily in an envelope addressed to the specific office requiring the order. Do not send orders for one office in an envelope addressed to another office. All orders sent to a career management branch at PERSCOM will have the soldier's primary MOS (PMOS) shown in parenthesis after the appropriate office symbol.

*g. Orders citing specific allotments of funds.* Include one copy for the finance officer of the specific station number cited in that particular accounting classification.

*h. Transition orders.*

(1) Include one copy of each transition order and each reassignment for transition processing order, if separate, for the servicing finance and accounting office. This copy is needed to support the Joint Uniform Military Pay System automated transition system.

(2) Include one copy of each transition order issued to a USAR soldier on IADT for the troop program unit if the unit is shown in the distribution block of the IADT order.

## **2-20. Transmission by message**

*a.* Orders may be sent by message when the commander issuing the order determines that to send the order by mail will not accomplish the purpose. Orders received by message will be endorsed (JFTR, vol I, para U2115-D) and may be reproduced if more copies are needed.

*b.* The transmission of orders by message will be kept to a minimum.

*c.* Classified orders will not be transmitted by commercial facilities.

## **2-21. Amendments, revocations, and rescissions**

*a.* Only the organization that published the original order may amend, rescind, or revoke the order. Exceptions to this policy are listed in (1) through (3) below.

(1) Commanders may revoke the following award orders that

were issued by another headquarters when authorized under AR 672-5-1

(a) Interim award of a decoration when a higher decoration is approved.

(b) Award of a Good Conduct Medal.

(c) Award of a combat badge.

(d) Award of a special skill badge.

(2) Commanders may revoke orders announcing a promotion to sergeant and staff sergeant that were issued by another headquarters when authorized under AR 600-8-19, chapter 1 and AR 140-158, paragraph 1-8.

(3) U.S. Army transition points may rescind the unexecuted portion of Formats 501 and 526 on or before the date of discharge or relief from active duty shown in the order when the soldier is to be transitioned after the effective date shown in the order (Format 501, note 9; and Format 526, note 3).

b. Use DD Form 1610 to amend, revoke, or rescind TDY orders issued on a DD Form 1610. Use Formats 700 (fig 2-6) and 705 (fig 2-7) to amend, revoke, or rescind other orders.

c. Use DA Form 31 to amend, revoke, or rescind emergency leave authorized to a soldier or a soldier traveling with family members on DA Form 31.

d. Rescind only the unexecuted portion of the order if any action has been taken in compliance with the order.

e. 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 actually issued before the effective date of discharge. (See the glossary for definitions of actual and constructive delivery.)

f. Distribution will include copies for the soldier concerned and one copy for each organization that received distribution of the original order. If a copy is being sent to a career branch for an Army Medical Department (AMEDD) officer, add the officer's AOC after the address, for example, "HQDA (TAPC-OPH-MS), Alexandria, VA 22332-0417 (AOC 67E)." Attach one copy of the original order to each amendment, revocation, or rescission being sent to—

(1) An organization that was not on the distribution list for the original order.

(2) HQDA (ASNI-DAA-AO), HQDA (TAPC-MSR-R), HQDA (TAPC—appropriate officer management division symbol), or the Commander, U.S. Army Enlisted Records and Evaluation Center.

## 2-22. 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. Do not change orders to reflect facts that did not exist at the time the original order was published. Issue only one corrected copy. Further corrections will be made by revoking and reissuing the 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. Distribution will be the same as the original order.

## 2-23. Endorsements

a. Transition orders will not be endorsed. Exceptions to this policy are defined in (1) through (7) below.

(1) U.S. Army transition points will endorse Formats 501 and 526, including those issued by their headquarters, to show the actual effective date of discharge from active duty or release from active duty (REFRAD) when required under Format 501, note 9; and Format 526, note 3.

(2) The CG, ARPERCEN, may endorse discharge from active duty and REFRAD orders. See figures 2-8 and 2-9 for a sample endorsement.

(3) The Commander, U.S. Army Enlisted Records and Evaluation

Center, may endorse discharge from active duty and REFRAD orders.

(4) U.S. Army transition points may endorse Formats 501 and 526 to show the transition point where the soldier is being transitioned when the soldier reports to the wrong transition point.

(5) MILPER and Transportation Assistance Offices may endorse Formats 501 and 526 to send a soldier to the correct U.S. Army transition point for processing.

(6) U.S. Army transition points may endorse Format 501 to add the following statement when the soldier is a dual component enlistee and the original order does not contain this statement: "Order does not affect your enlistment in the U.S. Army Reserve."

(7) U.S. Army transition points may endorse Format 526 to show assignment to a USAR troop program unit instead of a USAR control group when a soldier decides to join a USAR unit after he or she arrives at the transition point.

b. Commanders are authorized to endorse other orders (except Format 301) issued by another headquarters to perform the tasks listed in (1) through (20) below:

(1) Correct a name or SSN.

(2) Correct the grade of rank shown as of the date of HQDA assignment orders. No change is required when the soldier is promoted after the date of the original order.

(3) Correctly show the losing organization when it was changed just before or after HQDA orders were issued but before the soldier's departure from the present station in compliance with the orders.

(4) Correctly identify the losing organization and/or station.

(5) Change the duty station if it is different from the assigned station or incorrectly identified.

(6) Correctly show the unit that replaced an inactivated or reorganized unit.

(7) Correctly show the new location of a relocated unit.

(8) Add a departure date, and if necessary, show the place from which ordered to ADT when USAR and ARNG personnel complete ADT (JFTR, vol I, para U5125).

(9) Change reporting data for soldiers on the TDRL who are ordered to military hospitals for a periodic examination and/or who are ordered to appear before a Physical Evaluation Board for a formal hearing.

(10) Change reporting and/or availability date resulting from deferments authorized under AR 600-11, chapters 2 through 5 and AR 600-8-10, paragraph 7-3g and AR 614-100, paragraph 6-21.

(11) Add one of the following statements per AR 55-46, paragraph 1-2, 2-2, and 2-11, and AR 55-71, chapter 4: "Travel of your family members to the overseas duty station is not authorized during this tour," "Concurrent travel of your family members is not authorized," "Concurrent travel of your family members is authorized," "Travel of your family members is not authorized," "You are not authorized movement of your family members and household goods at Government expense," or "You are authorized shipment of household goods." However, when the original order contained one of these statements, a change to another statement is not authorized unless the change has been coordinated with the original issuing headquarters.

(12) Correct a unit designation.

(13) Further assign a soldier or unit when a change of station is not required.

(14) Make other changes specifically authorized by other DA regulations and directives.

(15) Change an incorrect financial entitlement when the organization that issued the original order has been inactivated.

(16) Further attach a soldier when a change of station is not required.

(17) Attach enlisted personnel who are also being further assigned when a change of station is not required.

(18) Show an earlier or later termination date for TDY when TDY is to attend a course of instruction. The availability of funds will be ascertained before a period of TDY is extended.

(19) Add authority to ship a POV when a shipment is authorized

per AR 55-71, chapter 12. If the original order contained a statement pertaining to the shipment of a POV, coordinate the change with the original issuing headquarters before endorsing the order to change the statement.

(20) Correct the fiscal year appropriation in the accounting classification.

c. Samples of endorsements are shown in figures 2-8 and 2-9.

d. Distribution of endorsements will be as outlined in (1) and (2) below.

(1) Soldiers on active duty, ADT, ADSW, or active training. Distribution will include copies for the soldier concerned, copies for HQDA if required by a note to the format, one copy for the MPRJ if a copy of the original order is filed in the MPRJ, and one copy for the organization that published the original order unless—

(a) The endorsement is further assigning, further attaching, or attaching a soldier.

(b) The organization that published the original order has been inactivated.

(c) The organization that published the original order is a Military Entrance Processing Station (MEPS).

(2) USAR soldiers on IADT. Distribution will include copies for the soldier concerned, one copy for the troop program unit if the unit is shown in the distribution block of the original order, and one copy for the MPRJ.

e. On declaration of full mobilization, commanders of U.S. Army personnel assistance points are authorized to divert soldiers by endorsing PCS orders issued by another headquarters. Use Format 423 or Format 424 for all other diversions.

## 2-24. True copies

True copies may be made of an order or a part of an order.

a. Use the same heading, authority line, and signature block as the original order.

b. When preparing true copies of other order formats, use asterisks to show where a name or names within a paragraph have been omitted and to show where a paragraph or paragraphs have been omitted. One set of asterisks can mean that one or more names have been omitted or that one or more paragraphs have been omitted. (Para 7-3 lists the names alphabetically.)

c. Place the statement "A TRUE COPY," the typed signature block of the person authenticating the true copy, and the distribution block of the true copy below the signature block shown on the original order.

d. The official authorized to authenticate orders under paragraph 2-18 is also authorized to authenticate true copies. The person authenticating the true copy will sign above his or her typed signature block.

## 2-25. Files

a. An orders consolidation is the compilation of all orders issued during the day and brought together as a record set by one of the following methods:

(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 will identify 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 1990. 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 within the orders-issuing activity that maintains the consolidated orders log.

(2) Each work center or office that publishes orders will collect all orders published each day and make a notation at the top of the first order of the day. The notation will show the 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 5-1 through 5-15. Orders 5-3 and 5-4 were not used. Order 5-14 was excluded (Confidential)."

b. File permanent orders permanently and separately from orders.

c. Maintain and dispose of record sets per AR 25-400-2, table B-48.

d. File classified orders separately from unclassified orders, and safeguard classified orders per AR 380-5 (DOD 5200.1-R) according to the security classification of the order.

e. File DD Form 1610 and endorsements to orders per AR 25-400-2, table B-48.

f. Maintain a posted set of issued orders if needed.

## 2-26. DA Form 2446

a. If it is determined locally that a separate request for orders is needed, DA Form 2446 (Request for Orders) may be used to request orders. Using DA Form 2446 helps to ensure that data needed to make the action administratively complete and legally sufficient are included. A sample of a completed DA Form 2446 is shown in figure 2-10.

b. The distribution required for the order will be shown on DA Form 2446.

c. DA Form 2446 is available through normal Adjutant General publications supply channels.

d. DA Form 2446 will not be used to request TDY orders prepared on DD Form 1610.

e. MILPER work centers that can produce automated orders using TACCS, TACCS-Enhanced (TACCS-E), or installation-level integrated database and subject area database multiuser open systems environment computers (para 13-4) will not use DA Form 2446.

f. Do not use DA Form 2446 to request emergency leave prepared on DA Form 31. (Only use DA Form 2446 when Format 342 (para 5-1) is being used to authorize emergency leave to family members traveling without the soldier.)

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

Format	MILPER function or program	Figure number
100	Recruiting	11-1
110	Officer procurement	6-1
112	Officer procurement	6-2
120	Manpower mobilization	14-1
150	Manpower mobilization	14-2
153	Manpower mobilization	14-3
155	Officer procurement	6-3
156	Officer procurement	6-4
157	Officer procurement	6-5
159	Retention	10-1
160	Manpower mobilization	14-4
162	Manpower mobilization	14-5
163	Manpower mobilization	14-6
164	Manpower mobilization	14-7
168	Retention	10-2
172	Enlisted management	3-1
174	Enlisted or officer management	3-2
180	Manpower mobilization	14-8
181	Manpower mobilization	14-9
185	Officer procurement	6-6
186	Officer procurement	6-7
187	Officer procurement	6-8
188	Officer procurement	6-9
190	Officer procurement	6-10
196	Enlisted or officer management	3-3
198	Enlisted management	3-4
250	Trainee and student support	13-1
260	Trainee and student support	13-2
262	Trainee and student support	13-3
263	Trainee and student report	13-4
266	Transition management	9-1
267	Transition management	9-2
269	Trainee and student support	13-5
270	Trainee and student support	13-6
272	Trainee and student support	13-7

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

Format	MILPER function or program	Figure number
274	Transition management	9-3
301	Enlisted promotions or reductions	7-1 and 7-2
302	Enlisted promotions or reductions	7-3 and 7-4
305	Officer promotions	7-5
306	Enlisted promotions or reductions	7-6
310	Enlisted management	3-5
320	Awards and decorations	5-1
330	Special pay programs	3-6
331	Special pay programs	3-7
332	Special pay programs	3-8
342	Leaves and passes	5-2
344	Leaves and passes	5-3
390	Officer promotions	7-7
400	Miscellaneous (TDY)	12-3
401	Individual deployed soldier	4-1
405	Reassignment	4-2
407	Reassignment	4-3
410	Reassignment	4-4
417	Reassignment	4-5
418	Reassignment	4-6
419	Reassignment	4-7
422	Replacement operations	8-1
423	Replacement operations	8-2
424	Reassignment	4-8
425	Reassignment	4-9
426	Enlisted or officer management	3-9
430	Transition processing	9-4
434	Transition processing	9-5
440	Enlisted or officer management	3-10
450	Enlisted or officer transfers and discharges	5-4
452	Reassignment	4-10
454	Transition processing	9-6
460	Enlisted or officer management	3-11
500	Enlisted or officer transfers and discharges	5-5

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

Format	MILPER function or program	Figure number
501	Enlisted or officer transfers and discharges	5-6
502	Enlisted or officer transfers and discharges	5-7
505	Enlisted or officer transfers and discharges	5-8
520	Officer transfers and discharges	5-9
522	Officer transfers and discharges	5-10
523	Transition management	9-7
524	Transition management	9-8
526	Transition management	9-9
530	Officer transfers and discharges	5-11
540	Enlisted or officer transfers and discharges	5-12
550	Manpower mobilization	14-10
562	Transition management	9-10
564	Officer transfers and discharges	5-13
600	Transition processing	9-11
610	Transition processing	9-12
612	Transition processing	9-13
620	Transition processing	9-14
660	Transition processing	9-15
662	Transition processing	9-16
680	Transition processing	9-17
682	Transition processing	9-18
684	Transition processing	9-19
686	Transition processing	9-20
687	Transition processing	9-21
688	Transition processing	9-22
690	Transition processing	9-23
692	Transition processing	9-24
694	Transition processing	9-25
696	Transition processing	9-26
700	Orders	2-6
705	Orders	2-7
740	Unit manning	3-12
745	Reassignment	4-11

**Table 2-2**  
**Additional instructions for travel orders**

Item	Statement	Authorization
1	Travel by privately owned vehicle is authorized as more advantageous to the Government.	See JFTR, paragraph U3305, to limit reimbursement to a monetary allowance in lieu of transportation. See item 26 to authorize reimbursement for actual expenses incurred in operating the conveyance instead of the monetary allowance. Do not include both this item and item 26.
2	You are authorized use of special conveyance.	See JFTR, paragraph U3415.
3	You are authorized travel within and around the temporary duty station.	See JFTR, paragraph U3500 and U3510.
4	You are authorized to change the above itinerary and to proceed to additional places as may be necessary to accomplish this mission.	See JFTR, paragraph U2135.
5	Use of an existing Government facility would adversely affect the performance of the assigned mission.	See AR 37-106, paragraph 1-46c(1); and JFTR, paragraph U4400.
6	Concurrent travel of your dependents is authorized.	See AR 55-46, chapter 3, for overseas travel.
7	Concurrent travel of your dependents is not authorized.	See AR 55-46, chapter 3, for overseas travel.
8	Travel of your dependents to the overseas duty station is not authorized during this tour.	See AR 55-46, chapter 1, for overseas travel.
8-1	Travel of your family members is not authorized.	See AR 55-46, chapter 1.
9	You are not authorized movement of your dependents and household goods at Government expense.	See AR 55-46, chapter 1, and AR 55-71, chapter 4.

**Table 2-2**  
**Additional instructions for travel orders—Continued**

Item	Statement	Authorization
10	You are authorized shipment of household goods.	See AR 55-71, chapters 4 and 5.
10-1	You are authorized shipment of household goods at the with-dependent rate.	See AR 55-71, chapters 4 and 5.
10-2	You are authorized shipment of household goods at the without-dependent rate.	See AR 55-71, chapters 4 and 5.
11	You are authorized shipment of household goods and privately owned vehicle.	See AR 55-71, chapters 4, 5, and 12. Do not include both this item and item 10.
11-1	You are authorized shipment of household goods and privately owned vehicle at the with-dependent rate.	See AR 55-71, chapters 4, 5, and 12. Do not include both this item and item 10-1.
11-2	You are authorized shipment of household goods and privately owned vehicle at the without-dependent rate.	See AR 55-71, chapters 4, 5, and 12. Do not include both this item and item 10-2.
12	You are authorized to ship (enter number) pounds of household goods and/or unaccompanied baggage, in excess of that permitted free on ticket, under JFTR, paragraph U3600.	This entitlement must be properly justified by the soldier and approved by the commanding officer or orders-issuing authority before it can be included in ADT or TDY orders.
13	You are authorized to ship your household goods to your home of record or place of entry on active duty.	See AR 55-71, chapters 4 and 5, and JFTR, volume 1, chapter 5, when the soldier is being separated.
14	If you plan to ship personal property at Government expense, contact your local transportation office to arrange for shipment, and contact the transportation office of your new duty station immediately after arrival to arrange for delivery.	Include this item in all PCS travel orders.
15	Excess baggage of (enter number) pounds is authorized.	See AR 55-71, paragraph 7-3, to determine the allowance for accompanied baggage.
16	You must wear civilian clothing while in travel status directed by this order.	Include this item in travel orders only when wearing of civilian clothing is required at the point of debarkation. See AR 670-1, paragraph 1-13; and the Foreign Clearance Guide.
17	You will report between 0800 and 1700 on the scheduled reporting date.	See DA Pam 351-4, paragraph 1-18, HQDA assignment instructions, or the PERSCOM request for orders.
18	You are authorized up to 1 year to select a home and complete travel in connection with this action.	See JFTR, paragraph U5130.
19	You will submit a reviewed travel voucher to the fianance office within 15 days after travel is completed.	See AR 37-106, paragraph 21b.1.
20	Your are required to report to the family housing office or housing referral office serving your new duty station before you make housing arrangement for renting, leasing, or purchasing any off-post housing.	See AR 210-50, chapter 3.
21	You are authorized to take your own unloaded personal firearms outside the United States, not for resale.	Include this item in orders for travel from CONUS to overseas when the member has firearms to be exported. This item permits the member to export firearms from the United States without an export license.
22	Your hazardous duty pay will continue if you are otherwise entitled until you arrive at your new duty station, at which time it may be terminated based on the duty position assigned.	See DODPM, table 2-3-5, rule 4 and note 3, for PCS orders.
23	Your hazardous duty pay will continue if you are otherwise entitled until your date of departure from the present duty station, at which time it will terminate.	See DODPM, table 2-3-5, rule 4 and note 3, for PCS orders.
24	Your hazardous duty pay will continue if you are otherwise entitled until you complete the temporary duty directed in these orders, at which time it will terminate.	See DODPM, table 2-3-5, rule 4 and note 3, directing PCS with TDY en route.
25	You are authorized shipment of household goods and movement of your dependents to a designated location.	See JFTR, paragraphs U5222-D and U5350-D; AR 37-106, paragraph 9-43; AR 55-46, chapter 6; and AR 55-71, chapters 4 and 5.
26	Travel by privately owned conveyance is authorized as more advantageous to the Government according to JFTR, paragraph U3305-B.	See JFTR, paragraph U3305-B, to authorize reimbursement for actual expenses incurred in operating the conveyance. See item 1 above to authorize the monetary allowance instead of reimbursement for actual expenses incurred in operating the conveyance. Do not include both this item and item 1.
27	You are authorized to ship your household goods to your home of selection.	See AR 55-71, chapters 4 and 5, and JFTR, volume 1, chapter 5, part D, when the soldier is being separated.

**Table 2-2**  
**Additional instructions for travel orders—Continued**

Item	Statement	Authorization
28	This overseas assignment will preclude voluntary separation except under AR 635-100 or AR 635-200.	Include this item in all PCS travel orders that assign an officer OCONUS.
29	This overseas assignment will preclude voluntary nondisability retirement except under AR 635-200.	Include this item in PCS travel orders for enlisted personnel if they are being assigned OCONUS and are eligible to retire or will become eligible to retire while overseas.
30	You are authorized to ship unaccompanied baggage.	See AR 55-71, chapter 7, when overseas travel is required. Do not include both this item and an item that authorizes shipment of household goods.
31	Increased administrative weight allowance of (enter number) pounds is authorized.	See AR 55-71, paragraph 5-8.
32	This is a joint domicile assignment.	Include this item in PCS orders of both soldiers when a joint domicile assignment has been approved under AR 614-100, chapter 7, or AR 614-200, chapter 3, section V.
33	You are authorized to handcarry or escort classified material during this trip.	See AR 380-5, chapter 8, section 3, for TDY orders.
34	You are entitled to the least expensive mode of transportation.	See JFTR, paragraph U7500, when the soldier is being separated under other than honorable conditions.
35	You must apply for shipment of your household goods within 180 days of your separation from the Service, or your shipping entitlement will be lost.	See JFTR, paragraph U5360-G, when the soldier is being separated.
36	Travel by privately owned conveyance is authorized from (enter current location) to (enter location of new unit of assignment).	The overseas commander must approve this travel according to AR 55-46, paragraph 3-16, before it can be included in PCS orders.
37	You are authorized shipment of a privately owned vehicle.	See the Personal Property Consignment Instruction Guide, volume II. Do not include both this item and item 11.
38	Travel by more than one privately owned conveyance is (enter authorized if before travel begins) or (enter approved if after travel has been completed).	See JFTR, paragraph U5205-A2, to limit reimbursement to a monetary allowance in lieu of transportation for PCS orders.
39	This continuous temporary duty in excess of 180 days at one location is authorized by the Secretary of the Army per (enter type of correspondence used for approval) Headquarters, Department of the Army (enter office symbol, date and subject of approval).	See paragraph 1-21c(4).
	Personnel must be made fully aware of their potential income tax liability if their TDY assignment is at one location for more than a year.	
40	You are not authorized to report earlier than the date specified above.	None.
41	Government quarters and mess will be used, if available.	None.
42	Proper documentation to support your entitlement to the variable housing allowance is required immediately on arrival at your new duty station. Obtain information from the finance office before departure.	See JFTR, paragraph U8000, for PCS orders.
43	Cost of insurance for rental vehicles not otherwise included in the basic agreement is not reimbursable.	Include this item in all CONUS travel orders authorizing rental vehicles.
44	You are authorized to ship temporary duty weight allowance of household goods to your new permanent duty station via (enter location of temporary duty station).	See JFTR, paragraph U5345-C.
45	You are authorized leave travel to your home of record (enter city and State) or to a place no farther distant than your home of record.	See JFTR, paragraph U7200, for PCS orders.
46	You and your command-sponsored dependents are authorized leave travel to your home of record (enter city and State) or to a place no farther distant than your home of record.	See JFTR, paragraph U7200, for PCS orders. Do not use both this item and item 45 above.
47	Travel of your command-sponsored dependents in conjunction with your consecutive overseas assignment is authorized to your home of record (enter city and State) or to a place no farther distant than your home of record.	See AR 55-46, chapter 5, and JFTR, paragraph U7200, for PCS orders.
48	The soldier is participating in the home base program and has elected to leave family members at (enter home base location) while serving in a dependent-restricted area.	See AR 614-30, paragraph 1-7. Do not use both this item and item 49.

**Table 2-2**  
**Additional instructions for travel orders—Continued**

Item	Statement	Authorization
49	The soldier is participating in the advance assignment program and has elected to leave family members at (enter current location) or has elected to send family members to (enter advanced assignment location) while serving in a dependent-restricted area.	See AR 614-30, paragraph 1-7. Do not use both this item and item 48.
50	You are responsible for reporting to your next duty station or school in satisfactory physical condition, able to pass the Army Physical Fitness Test, and meet weight standards.	See AR 600-9, paragraph 16.

DEPARTMENT OF THE ARMY  
Headquarters, 12th Infantry Division  
Camp Jones, Georgia 30312-5000<sup>1</sup>

ORDERS 157-500<sup>2</sup>

1 June 1993<sup>3,4</sup>

1. JENKINS, MAY A. 000-00-0000 PFC Hq Co (WA12SA) Camp Jones, GA 30312-5000 Pers con no: 8SN 0302<sup>5,6,7</sup>

You will proceed on permanent change of station as shown.<sup>8,9</sup>

Assigned to:<sup>10</sup> Headquarters and Headquarters Company, 2d Armored Division (WADSAA), Fort Hood, Texas 75646-5000

Reporting date: 16 June 1993

Additional instructions:<sup>11</sup>

(a) You are not authorized movement of your dependents and household goods at Government expense.

(b) You are required to report to the family housing office or housing referral office serving your new duty station before you make housing arrangements for renting, leasing, or purchasing any off-post housing.

FOR ARMY USE

Auth:<sup>12</sup> Not applicable

MDC:<sup>13</sup> O1E0

Enlistment/REENLB indic:<sup>14</sup> None

PPD:<sup>15</sup> Not applicable

PMOS/AOC:<sup>16</sup> 11B200000

Projected specialty:<sup>17</sup> None

Pers con no:<sup>18</sup> See standard name line.

Asgd to mgt designation:<sup>19</sup> 11B200000

Con specialty:<sup>20</sup> None

Pers security code:<sup>21</sup> None

Format:<sup>22</sup> 410

ORDERS 157-500, HQ, 12th Inf Div, 1 June 1993<sup>2,3,4,23,24</sup>

2. The following order is amended as indicated.<sup>6</sup>

So much of:<sup>10</sup> Orders 150-25, Headquarters, 12th Infantry Division 9 June 1993

Pertaining to:<sup>10</sup> Temporary duty travel of Jenkins, Mary A. 000-00-000 PFC Company A 12th Signal Battalion  
(W12345) Camp Jones, Georgia 30312-5000

As reads:<sup>10</sup> Reporting date: 10 June 1993

How changed:<sup>10</sup> Amended to read: Reporting date: 12 June 1993

Authority:<sup>12</sup>

Not applicable Format:<sup>22</sup> 700

**Figure 2-1. Sample format for an order with more than one paragraph—Continued**

M.C. DRAKE<sup>27</sup>  
LTC, AG  
Chief, Information Management

DISTRIBUTION:<sup>28</sup>

B plus

SFC Jenkins (40)

Cdr, USAECFB, Fort Leonard Wood, MO 33060-5000 (1)

MPRJ (1)

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Notes:

1. Letterhead. Type the first line of the letterhead, DEPARTMENT OF THE ARMY (except for ARNG units not on active duty), on the fifth line from top of page. Center each line horizontally. Type the name of the headquarters issuing the orders on the second line or second and third lines in uppercase and lowercase or all uppercase letters. The last line is the mailing address. See paragraph 2-3.
2. Order number. Block at the left margin on the second line below the last line of the letterhead. See paragraph 2-14 for the number to use. Also see paragraph 2-3.
3. Date. Enter the current date on the second line below the letterhead flush at the right margin. Do not postdate or antedate orders. See paragraph 2-3.
4. Effective date. See paragraph 2-16 for the effective date of orders.
5. Standard name line. Block at the left margin on the second line below the order number. See paragraph 2-5.
6. Paragraphs. Block at the left margin on the second line below the order number. This order contains two paragraphs. Number all paragraphs when an order has two or more paragraphs. Block the second paragraph at the left margin on the second line below the Format headline. See paragraph 2-4.
7. Group actions. See paragraph 2-2 for instructions on preparing formats as group actions.
8. Constant information. Block at the left margin on the second line below the name line. Do not change the constant information on Formats 320 and 705. See paragraph 2-6. Do not modify the constant information for Format 410 unless paragraph 2-6 authorizes the modification.
9. Format 410 (para 1 of this order) contains two sections; see paragraph 2-15d. Format 700 (para 2 of this order) contains one section; see paragraph 2-15c.
10. Responses to headlines. Each headline requires a response. See paragraph 2-7. If a response requires more than one line, begin the second and succeeding line two spaces from the left margin; begin typing on the third space.
11. Additional instructions. Table 2-2 lists statements that can be shown as a response to the Additional instructions headline. Also see paragraph 2-9.
12. Authority or Auth. See paragraph 4-8a for responses to the Authority headline when preparing reassignment orders. When an amendment (Format 700) is prepared, the response will be "Not applicable" unless paragraph 4-8a(1) or (2) applies. Do not cite AR 600-8-105 as the authority for amending, revoking, or rescinding an order.
13. MDC. Enter the MDC. See chapter 1 and table 1-2.
14. Enlistment/REENLB indic. Enter the enlistment/reenlistment bonus indicator. See AR 601-280, paragraph 8-17 and AR 601-210, table 9-1.
15. Enter the proficiency pay designator (PPD).
16. PMOS/AOC. Enter the nine-character PMOS for enlisted personnel and WOs and the AOC for officers.
17. Projected specialty. Enter the projected specialty. Use for commissioned officers only.
18. Pers con no. Enter the enlisted personnel directorate control and line number (EPD C&L No) for enlisted personnel and the requisition identification code for officers. Also include the Army Education Requirements Board (AERB)-validated position number if the soldier is being assigned to an AERB position.
19. Asgd to mgt designation. Enter the assignment MOS. Use for enlisted personnel only.
20. Con specialty. Enter the control specialty listed on the PERSCOM request for orders. Use for commissioned officers only.
21. Pers security code. Enter the personnel security code shown on the assignment instructions.
22. Format. The Format headline is the last headline of each paragraph.
23. Heading of continuation page. Enter the type and number of order, the issuing headquarters, and the date of the order.
24. This page is a continuation of the order. This order was prepared from data provided on DA Form 2446 (para 2-26). Figure 2-11 shows the specific request.
25. See paragraphs 2-9b and 2-10a.
26. Authentication. Block at the left margin on the second line below the Format headline. Do not use an Authentication if the commander will sign the order. See paragraph 2-18.
27. Signature block. Begin on the fifth line below the Authentication at the center of the page. If no Authentication is used, begin on the fifth line below the Format headline. See paragraph 2-18 for authentication of orders.
28. Distribution. Block at the left margin on the second line below the signature block. See paragraph 2-19.
29. Page numbering. This order consists of more than one page; therefore, number it according to paragraph 2-12.

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**Figure 2-1. Sample format for an order with more than one paragraph**

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DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY EUROPE AND SEVENTH ARMY  
APO, New York 09403<sup>1</sup>

PERMANENT ORDER 90-7<sup>2</sup>

7 July 1993<sup>3</sup>

100th Personnel Service Company (W12345) Mainz, Germany<sup>4</sup>

The following organization or unit action is directed.<sup>5</sup>

Action:<sup>6</sup> Unit reorganized

Assigned to:<sup>6</sup> 1st Support Brigade

Mission:<sup>6</sup> As stated in Section I, Tables of Distribution and Allowances E1W1234501

Effective date:<sup>6</sup> 1 August 1993

Military structure strength:<sup>6</sup> 38 commissioned officers, 14 warrant officers, 150 enlisted, 202 aggregate.

Military authorized strength:<sup>6</sup> 36 commissioned officers, 14 warrant officers, 143 enlisted, 193 aggregate.

Civilian structure strength:<sup>6</sup> 28 direct hire United States, 162 direct hire foreign national, 32 indirect  
hire foreign national, 222 aggregate.

Civilian authorized strength:<sup>6</sup> 25 direct hire United States, 162 direct hire foreign national, 32 indirect  
hire foreign national, 219 aggregate.

Accounting classification:<sup>6</sup> Appropriate allotments will be obligated to the extent necessary  
(AR 37-100-93).

Authority:<sup>6</sup> Letter, DAMO-FDA, Headquarters,

Department of the Army, 3 Dec 1992, subject: Advance Copy of

Department of the Army-Approved Summary Authorization Document (Number EUR 78, Fiscal Year 93).

Additional instructions:<sup>7</sup> None

Format:<sup>8</sup> 740

FOR THE COMMANDER IN CHIEF:<sup>9</sup>

R.J. SMITH<sup>10</sup>  
Captain, AG  
Personnel Officer

DISTRIBUTION:<sup>11</sup>

M plus

HQDA (DAMH-HSO-U), WASH DC 20314-0200 (2)

HQDA (DAMO-FDA) WASH DC 20310-0460 (1)

HQDA (DAAG-HDP), Cameron Station, Alexandria, VA 22314-5050 (1)<sup>12</sup>

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Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-3 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5. Because this order has one paragraph, do not number it.
5. Constant information. See paragraph 2-6 and figure 2-1, note 8.
6. Responses to leadlines. See figure 2-1, note 10. Do not omit or rearrange the leadlines. Copy exactly from Format 740. See paragraph 2-7.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. Format. See figure 2-1, note 22.
9. Authentication. See paragraph 2-18 and figure 2-1, note 26.
10. Signature block. See paragraph 2-18 and figure 2-1, note 27.
11. Distribution. See paragraph 2-19 and figure 2-1, note 28.
12. Because this order consists of one page, do not number the page. See paragraph 2-12.

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**Figure 2-2. Sample format for a permanent order with one paragraph**

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DEPARTMENT OF THE ARMY  
Headquarters, 12th Infantry Division  
Camp Jones, Georgia 30312-5000<sup>1</sup>

PERMANENT ORDER 150-15<sup>2</sup>

16 July 1993<sup>3</sup>

1. STRAUB, LESTER R. 000-00-0000 SFC Co B 12th Avn Bn (WA12SB) Camp Jones, GA 30312-5000<sup>4</sup>

Announcement is made of the following award:<sup>5</sup>

Award: Army Commendation Medal  
Date(s) or period of service: From 1 January 1993 to 15 July 1993  
Authority: AR 672-5-1, paragraph 2-20

Reason: For meritorious service  
Format: 320<sup>6</sup>

2. The following order is revoked or rescinded as shown.<sup>5</sup>

Action:<sup>7</sup> Revoke  
So much of: Permanent Orders 95-10, Headquarters, 12th Infantry Division, 11 July 1993  
Pertaining to: Award of Army Commendation Medal to Wilson, Jonathan V. 000-00-0000 1LT Company A 12th Signal  
Battalion (W12345) Camp Jones, Georgia 30312-5000  
Authority: AR 672-5-1, paragraph 1-28  
Format:<sup>6</sup> 705

FOR THE COMMANDER:<sup>8</sup>

M.C. DRAKE  
LTC, AG  
Chief, Information Management<sup>9</sup>

DISTRIBUTION:<sup>10</sup>  
M plus  
SFC Straub (5)  
1LT Wilson (1)

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Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-3 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Constant information. See figure 2-1, note 8. Do not change the constant information in Formats 320 and 705. See paragraph 2-6.
6. Format. See figure 2-1, note 22.
7. Revocation of permanent orders. Prepare a permanent order to revoke, rescind, or amend a permanent order.
8. Authentication. See paragraph 2-18 and figure 2-1, note 26.
9. Signature block. See paragraph 2-18 and figure 2-1, note 27.
10. Distribution. See paragraph 2-19 and figure 2-1, note 28.

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**Figure 2-3. Sample format for a permanent order with two paragraphs**

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DEPARTMENT OF THE ARMY  
Headquarters, 12th Infantry Division  
Camp Jones, Georgia 30312-5000<sup>1</sup>

ORDERS 170-700<sup>2</sup>

18 July 1993<sup>3</sup>

PARK, RICHARD C. 000-00-0000 MAJ Hq Co (WA12SA) Camp Jones, GA 30312-5000<sup>4</sup>

You will proceed on permanent change of station as shown.<sup>5</sup>

Assigned to: Headquarters and Headquarters Company, V Corps (W338AA) APO New York 09757 (Germany) with duty  
Hanau, Germany

Reporting date:<sup>6</sup> 11 Aug 1993

Additional instructions:<sup>7</sup>

- (a) You are authorized shipment of household goods and privately owned vehicle.
- (b) Concurrent travel of your dependents is authorized: Jean A. (wife), Valerie L 24 Oct 1974 (daughter), David R 23 Feb 1976 (son).
- (c) Excess baggage of 70 pounds is authorized.
- (d) Increased administrative weight allowance of 648 pounds is authorized.
- (e) You are required to report to the family housing office or housing referral office serving your new duty station before you make housing arrangements for renting, leasing, or purchasing any off-post housing.

FOR ARMY USE

Auth:<sup>8</sup> Not applicable

MDC:<sup>9</sup> 4AO3

Enlistment/REENLB indic:<sup>10</sup> None

PPD:<sup>11</sup> Not applicable

PMOS/AOC:<sup>12</sup> None

Projected specialty:<sup>13</sup> 42

Pers con no:<sup>14</sup> E1E106E000180

Asgd to mgt designation:<sup>15</sup> None

Con specialty:<sup>16</sup> 41

Pers security code:<sup>17</sup> None

CIC:<sup>18</sup> 261A21, 261A22

Aval date:<sup>19</sup> 4 Aug 1993

Format:<sup>20</sup> 410

FOR THE COMMANDER:<sup>21</sup>

JAMES J. JACKSON<sup>22</sup>  
SFC, USA  
Chief, COMPACT Admin Svc

DISTRIBUTION:<sup>23</sup>

B plus

MAJ PARK (30)

MPRJ (1)

Cdr, HHC, V Corps, APO New York 09757 (1)

Telephone 000-2000 if you have a question about this order.<sup>24</sup>

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Notes:

- 1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
- 2. Order number. See paragraph 2-3 and figure 2-1, note 2.
- 3. Date. See paragraph 2-3 and figure 2-1, notes 3 and 4.
- 4. Standard name line. See paragraph 2-5.
- 5. Constant information. See paragraph 2-6 and figure 2-1, note 8.
- 6. Reporting date. See paragraph 4-7 for instructions for completing the Reporting date headline.

**Figure 2-4. Sample format for an order with one paragraph—Continued**

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7. Additional instructions. See paragraph 2–9 and table 2–2.
8. Auth. See figure 2–1, note 12.
9. MDC. Enter the MDC. See chapter 1 and table 1–2.
10. Enlistment/REENLB indic. Enter the enlistment/reenlistment bonus indicator. See AR 601–280, paragraph 8–17 and AR 601–210, table 9–1.
11. Enter the PPD.
12. PMOS/SSI. Enter the PMOS for enlisted personnel and the SSI for officers.
13. Projected specialty. Enter the projected specialty. Use for commissioned officers only.
14. Pers con no. Enter the EPD C&L No for enlisted personnel and the requisition identification code for officers. Also include the AERB–validated position number if the soldier is being assigned to an AERB position.
15. Asgd to mgt designation. Enter the assignment MOS. Use for enlisted personnel only.
16. Con specialty. Enter the control specialty. Use for commissioned officers only.
17. Pers security code. Enter the code shown on the assignment instructions.
18. Enter the customer identification code (CIC). See AR 37–1, chapter 5. Use for overseas travel only. The 2 identifies the Department of the Army; the 6 identifies the fiscal year (same as the last digit of the MDC); the 1A21 identifies rotational travel for an officer; the 1A22 identifies rotational travel for an officer's dependents.
19. Aval date. Enter the available date. Use for overseas travel only.
20. Format. See figure 2–1, note 22.
21. Authentication. See paragraph 2–18 and figure 2–1, note 26.
22. Signature block. See paragraph 2–18 and figure 2–1, note 27.
23. Distribution. See paragraph 2–19 and figure 2–1, note 28.
24. Point of contact. A point of contact statement may be shown at the bottom of the order.

**Figure 2-4. Sample format for an order with one paragraph**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2,3</sup> *(Enter date.)*<sup>4</sup>

*(Enter standard name line.)*<sup>5</sup>

The following order is amended as indicated.<sup>6,7</sup>

So much of: (Enter order number, headquarters, and date.)  
 Pertaining to: (Enter action,<sup>8</sup> name, SSN, grade of rank, organization and address.)<sup>9</sup>  
 As reads: (Enter item to be changed.)  
 How changed: (Indicate whether the order is amended to add, amended to delete, or amended to read, and specify the change desired.)  
 Authority: (Enter the authority to amend the order.)  
 PCN: (Enter PERSCOM 15 digit control number, that is, A19930230123945.)  
 Format:<sup>10</sup> (Enter 700.)

*Enter authentication.)*<sup>11</sup>

*(Enter signature block.)*<sup>12</sup>

*(Enter distribution.)*<sup>13</sup>

Notes:

1. Letterhead. See paragraph 2–3 and figure 2–1, note 1.
2. Order number. See paragraph 2–3 and figure 2–1, note 2.
3. Publish Format 700 as a permanent order when amending a permanent order. Publish Format 700 as an order when amending an order. Only the organization that published the original order may amend it. See paragraph 2–21.
4. Date. See paragraph 2–3 and figure 2–1, notes 3 and 4.
5. Standard name line. See paragraph 2–5.

**Figure 2-5. Format 700, Amendment of orders—Continued**

6. Constant information. See paragraph 2-6.
7. Amendatory orders changing the original unit of assignment will be used only if the soldier's gaining unit will receive the amendment before the reporting date contained in the original assignment order. Do not amend an order that was revoked or rescinded. Do not amend an order to add a name; issue a new order.
8. Indicate action required by original order (for example, Promotion of . . . and Reassignment of . . .).
9. If the soldier's name, SSN, grade of rank, organization, or address was shown incorrectly in the original order, enter the correct information as the response to the Pertaining to leadline.
10. Format. See figure 2-1, note 22.
11. Authentication. See paragraph 2-18 and figure 2-1, note 26.
12. Signature block. See paragraph 2-18 and figure 2-1, note 27.
13. Distribution. See paragraph 2-19 and figure 2-1, note 28.

**Figure 2-5. Format 700, Amendment of orders**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2,3</sup>

*(Enter date.)*<sup>4</sup>

*(Enter standard name line.)*<sup>5</sup>

The following order is revoked or rescinded as shown.<sup>6</sup>

Action: (Enter either revoke or rescind.)<sup>7,8</sup>

So much of: (Enter order number, headquarters, and date.)<sup>9</sup>

Pertaining to:<sup>8</sup> (Indicate action required by the original order.)<sup>10</sup>

Authority: (Enter the authority to amend the order.)

PCN: (Enter PERSCOM 15 digit control number, that is, R19930230123945.)

Format:<sup>11</sup> (Enter 705.)

*(Enter authentication.)*<sup>12</sup>

*(Enter signature block.)*<sup>13</sup>

*(Enter distribution.)*<sup>14</sup>

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Publish Format 705 as a permanent order when revoking or rescinding a permanent order. Publish Format 705 as an order when revoking or rescinding an order. Only the organization that published the original order may revoke or rescind it, except as noted in paragraph 2-21. 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.
4. Date. See paragraph 2-3 and figure 2-1, notes 3 and 4.
5. Standard name line. See paragraph 2-5.
6. Constant information. See paragraph 2-6.
7. Rescind an order when there is no longer a reason for keeping it in effect. Revoke an order when it is void and was without effect from the beginning.
8. To delete a name(s) from an order with more than one name, enter Revoke as a response to the Action lead line and enter the name, SSN, grade of rank, organization and address of each soldier being deleted from the original order as the response to the Pertaining to leadline.
9. Indicate "Unexecuted portion of . . ." when the order being rescinded has been partially complied with.
10. The following statements are examples of responses to the Pertaining to leadline:
  - a. "Promotion to SFC of Straub, Lester R. 000-00-0000 Company B 12th Aviation Battalion (WA12SB) Camp Jones, Georgia 30312-5000."
  - b. "Award of Army Commendation Medal to Wilson, Jonathan V. 000-00-0000 1LT Company A 12th Signal Battalion (W12345) Camp Jones, Georgia 30312-5000."
  - c. "Reassignment of Price, Joan L. 000-00-0000 SPC Company B 12th Signal Battalion (W12344) Camp Jones, Georgia 30312-5000."
11. Format. See figure 2-1, note 22.
12. Authentication. See paragraph 2-18 and figure 2-1, note 26.
13. Signature block. See paragraph 2-18 and figure 2-1, note 27.
14. Distribution. See paragraph 2-19 and figure 2-1, note 28.

**Figure 2-6. Format 705, Revocation or rescission of orders**

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---

AAAA-AA 1st End<sup>1,2,3</sup> SUBJECT:<sup>4</sup> Order 50-1, HQ, USATC and Ft Knox 1 March 1993

DA, HQ, 12th Infantry Division, Camp Jones, Georgia 30312-5000 6 March 1993<sup>5</sup>

TO:<sup>6</sup> JACKSON, RICHARD D. 000-00-0000 SGT Company A 12th Signal Battalion, Camp Jones, Georgia 30312-5000

Effective 8 March 1990, you are further assigned to Company B 12th Signal Battalion (WA12SB) Camp Jones, Georgia 30312-5000. No travel is involved. Movement designator code is N1E0.<sup>7,8</sup>

FOR THE COMMANDER:<sup>9</sup>

RAMONA A. PAYNE<sup>10</sup>  
Chief, Orders Branch

DISTRIBUTION:<sup>11</sup>

M plus  
SGT Jackson (2)<sup>12</sup>

---

Notes:

1. Endorsement to orders. See paragraph 2-23 to determine if the order may be endorsed. If so, the endorsement may be placed on the same page as the original order or, if the order has been amended, on the same page as the last amendment; on the back of the original order or, if the order has been amended, on the back of the last amendment; or on a separate sheet of plain white paper.
2. Margins. Use a margin of 1-1/4 inch at the top of the page. Use a margin of 1 inch on both sides and at the bottom of each page or as required by local instructions.
3. First line. Type the symbol of the office or action officer preparing the endorsement. Type the endorsement number two spaces after the office symbol. The writer's name, initials of the typist, and telephone number of the writer may be typed on the same line as the endorsement number, ending approximately at the right margin.
4. Subject. The subject is the number of the original order, the organization shown in the letterhead of the original order, and the date of the original order. If the subject cannot be typed on a single line, go to the next line and continue the subject phrase beginning at the left margin. Omit the subject if the endorsement is prepared on the same sheet of paper as the original order, an amendment, or another endorsement.
5. Address of endorsing office. Type at the left margin on the second line below the subject or, if a subject is not required, on the second line below the office symbol. The address of the endorsing office serves as a return address. Type or stamp the date of the endorsement after the ZIP Code of the endorsing office.
6. Address of soldier. At the left margin on the second line below the address of the endorsing office, type 'TO:;' the soldier's name (last name, first name, middle initial or first name, middle initial, last name), SSN, grade of rank, and current address.
7. Paragraph numbers. This endorsement contains one paragraph. Do not number the paragraph. When the endorsement has two or more paragraphs, number the paragraphs consecutively using arabic numerals. When paragraphs are subdivided, identify the first subdivision by a letter of the alphabet (with no parenthesis). Identify second subdivisions by arabic numerals in parenthesis. Identify third subdivisions by letters of the alphabet in parenthesis.
8. Abbreviations. Abbreviations in paragraph(s) of endorsement are limited to APO, AR, DC, DSN, FPO, MOS, U.S., months of the year, and grades of rank. See paragraph 2-15.
9. Authentication. See paragraph 2-18 and figure 2-1, note 26.
10. Signature block. See paragraph 2-18 and figure 2-1, note 27. If no authentication is used, begin on the fifth line below the last line of the endorsement.
11. Distribution. See paragraph 2-19 and figure 2-1, note 28..
12. Stamp endorsement. Unchanging items are set as a rubber stamp (about 2-1/2-by-3 inches with a rectangular border), designed so that the user need only fill in blank spaces with the appropriate information. The user will complete the order by adding appropriate information in the blank spaces. The information can be printed or written legibly in ink. Stamp endorsements will be authenticated according to paragraph 2-18.

---

**Figure 2-7. Sample format for an endorsement to a reassignment order**

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DARP-XXX 1st End

SUBJECT: Orders 90-536, HQ, U.S. Army Support Command 10 April 1993

DA, U.S. Army Reserve Personnel Center, 9700 Page Boulevard, St. Louis, Missouri 63132-5200 9 May 1993

---

**Figure 2-8. Sample format for an endorsement to a separation order—Continued**

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TO: EDWARDS, KATHY A. 000-00-0000 SGT 2611 Ala Wai Boulevard, Apt 11, Honolulu, Hawaii 00000-0000

Because you have no Reserve status, you are discharged from the Regular Army instead of released from active duty. You are not assigned to the U.S. Army Reserve Control Group (Reinforcement), U.S. Army Reserve Personnel Center. Your discharge from the Regular Army is effective 12 May 1993. You do not have a Reserve obligation.

FOR THE COMMANDER:

RAYMOND T. CHIEF  
Colonel, GS  
Chief, Administrative Division

DISTRIBUTION:

SGT Edwards (2)

OMPF (1)

MPRJ (1)

CDR, USA Separation Trf Pt, USASCH Fort Shafter, HI 96848-000 (1)

**Figure 2-8. Sample format for an endorsement to a separation order**

---

<b>REQUEST FOR ORDERS</b>		<b>DATE OF REQUEST</b>
For use of this form, see AR600-8-105 the proponent agency is ODCSPER		1 June 1993
<b>TO:</b> Chief, Administrative Services Division	<b>FROM:</b> Chief, Information Management	
<b>TITLE OF FORMAT</b> Reassignment without overseas travel		
<b>STANDARD NAME LINE</b> JENKINS, MAY A. 000-00-0000 PFC HHC 12th Inf Div (WA12AA) Camp Jones, GA 30312-5000		
LEAD LINE	VARIABLE INFORMATION	
Assigned to: Reporting date: Additional Instructions:  FOR ARMY USE Auth MDC: Enl/REENLB indic: PPD: PMG/AOC: Proj specialty: Pers con no: Asgd to mgt dsq: Con specialty: Pers scty code: Format:  DISTRIBUTION:	Headquarters and Headquarters Company, 2d Armored Division (WADSAA), Fort Hood, Texas 75646-5000 16 June 1993 a. You are authorized shipment of household goods. b. You are required to report to the family housing office or housing referral office serving your new duty station before you make housing arrangements for renting, leasing, or purchasing any off-post housing.  Not applicable 01ED None Not applicable 11BZ00000 None 7MD 9015 11BZ00000 None None 410  B plus PFC Jenkins (40) Commander, Headquarters and Headquarters Company, 2d Armored Division (WADSAA), Fort Hood, Texas 75646-5000 (1)	
<b>REQUESTER'S NAME AND TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION (Type or Print)</b>	<b>SIGNATURE</b>	

**DA FORM 2446**  
1 JAN 76

REPLACES DA FORM 2446, 1 DEC 73, WHICH MAY BE USED.

U.S.G.P.O.: 1986-491-003/50499

Figure 2-9. Sample of a completed DA Form 2446

## Chapter 3 Strength Management

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

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

- (1) Enlisted management.
- (2) Officer management.
- (3) Special pay programs.
- (4) Unit manning.

b. The MILPER work center that produces strength management-related orders may be located at HQDA, MACOM, or the installation (MILPER Division or PSC) level. However, the strength management work center at the installation level in the Active Army publishes the majority of these orders.

### 3-2. Strength management-related formats

This chapter describes formats for preparing strength management-related orders at all echelons of Active Army and Reserve Components organizations. Formats 172, 174, 196, 198, 310, 330, 331, 332, 426, 440, 460, and 740 are used for strength management-related orders and are shown in figures 3-1 through 3-12, respectively.

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

Formats 196 and 198 have been designated for HQDA Use Only and will be used exclusively at the HQDA level. (See figs 3-3 and 3-4.)

### 3-4. Reserve Components strength management-related formats

Formats 172, 174, and 460 will be used for ARNGUS or USAR personnel only. (See figs 3-1, 3-2, and 3-11.)

### 3-5. Other strength management-related formats

Formats 310, 330, 331, 332, 426, 440, and 740 pertain to strength management-related orders that may be used at all echelons of Active Army and Reserve Components organizations. (See figs 3-5 through 3-10 and fig 3-12.) A command memorandum will be used in lieu of an orders format (formerly Format 312) to announce detail of officers to the Army General Staff.

### 3-6. Modification of strength management-related formats

Strength management-related formats will not be modified unless a note to a format specifically authorizes the modification or unless additional leadlines are required for TDY and the format does not have the necessary leadlines. (See para 2-7.) Read all of the notes pertaining to a format before attempting to publish an order.

**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 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.
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, Redesignate, or Discontinue an Organization or Unit.	Unit manning.

---

(Letterhead.)<sup>1</sup>

(Enter order number.)<sup>2</sup>

(Enter date.)<sup>3</sup>

(Enter standard name line.)<sup>4</sup>

You are ordered to active duty in the grade of rank shown above for the period shown in active duty commitment below. You are released from your present Reserve Component assignment. You will proceed from your current location in time to report on the date shown below.

Report to: (Enter the report to unit or organization.)

Reporting date: (Enter the reporting date.)

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Active duty commitment: (Enter the active duty commitment.)

Purpose: (Describe the purpose.)

Additional instructions <sup>5,6,7,8,9,10,11</sup> (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter the authority information.)

MDC:12 (Enter the MDC.)

Pers con no: (Enter the EPD C&L No for enlisted personnel and the requisition identification code for officers.)

Place EAD or OAD: (Enter the place of entry on active duty (EAD) or ordered to active duty (OAD).)

HOR: (Enter the home of record (HOR).)

Comp: (Enter the component.)

PMOS: (Enter the PMOS.) Sex: (Enter M or F.)

Format: (Enter 172.)

(Enter authentication.)<sup>13</sup>

(Enter signature block.)<sup>14</sup>

(Enter distribution.)<sup>15</sup>

---

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Additional instructions. See paragraph 2-9 and table 2-2.
6. For ARNGUS personnel, include the following statement: "You are ordered to active duty with the consent of" (enter the Governor or other authority and the State, Puerto Rico, or the District of Columbia, whichever is appropriate).
7. If appropriate, include the following statement: "Travel by privately owned vehicle is authorized."
8. If appropriate, include the following statement: "This assignment is for strength accountability only. Your travel and movement of your dependents and household goods at Government expense are not authorized to the unit of assignment."
9. If appropriate, confirm U.S. Army Advance Emergency Order to Active Duty (AR 140-145, para 5-1).
10. Format 172 may be modified as follows:
  - a. In response to the Additional instructions leadline, when overseas travel is necessary, add the CIC and Aval date leadlines to the FOR ARMY USE section and include the following statement: "Information concerning your port call will be provided separately."
  - b. Add TDY information.
  - c. Add the Accounting classification leadline to the FOR ARMY USE section for orders prepared for ARNGUS personnel and orders prepared by ARPERCEN only.
11. Include the following statement if the soldier has an obligation: "Recoupment applies if active duty service obligation is not fulfilled."
12. MDC. See chapter 1 and table 1-2.
13. Authentication. See paragraph 2-18 and figure 2-1, note 26.
14. Signature block. See paragraph 2-18 and figure 2-1, note 27.
15. Distribution. See paragraph 2-19 and figure 2-1, note 28. Send one copy to the soldier's ARNGUS or USAR unit.

---

**Figure 3-1. Format 172, Active duty of ARNGUS or USAR enlisted personnel**

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(Letterhead.)<sup>1</sup>

(Enter order number.)<sup>2</sup>

(Enter date.)<sup>3</sup>

(Enter standard name line.)<sup>4</sup>

You are ordered to active duty in Active Guard or Reserve status in the grade of rank shown above for the period shown below. You will proceed from your current location in time to report on the date shown below.<sup>5</sup>

Report to: (Enter the report to assignment.)

Reporting date:<sup>6</sup> (Enter the reporting date.)

Attached to: (Enter the attached to unit or organization.)

Period: (Enter the active duty commitment.)

Purpose: (Describe the purpose.)

Additional instructions:<sup>7,8,9,10</sup> (Enter any authorized additional instructions.)

FOR ARMY USE<sup>8,11,12</sup>

Auth: (Enter "(Do not access into the strength of the Active Army).")

Accounting classification: (Enter the accounting classification.)

HOR: (Enter the HOR.)

DOR: (Enter the date of rank (DOR).)

PMOS/AOC: (Enter the PMOS for enlisted personnel and the AOC for commissioned officers required for the active duty.)

Security cl: (Enter the security classification.)

UCMJ responsibility: (Enter the installation responsible for administration of the UCMJ for all USAR personnel and for ARNGUS personnel OAD under authority of title 10, United States Code (10 USC).

PEBD: (Enter the PEBD.)

Format: (Enter 174.)

(Enter authentication.)<sup>13</sup>

(Enter signature block.)<sup>14</sup>

(Enter distribution.)<sup>15</sup>

---

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Add the following statement to the constant information when ARNGUS personnel are OAD: "On completion of the period of active duty, unless sooner released or extended by proper authority, you will return to the place where you entered active duty and be released from such duty."
6. Add an Assigned to leadline after the Reporting date leadline when ARNGUS personnel are OAD.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. When an officer in an operational flying position is being OAD in an AGR duty position and when the officer meets gate requirements specified in DODPM, chapter 1, part 2, add the TFOS (total Federal officer service) and ASED (aviation service entry date) leadlines to the FOR ARMY USE section and include the following statement in response to the Additional instructions leadline: "You are entitled to continuous aviation career incentive pay."
9. For ARNGUS personnel, include the following statement: "You are ordered to active duty with the consent of" (enter the Governor or other authority and the State, Puerto Rico, or the District of Columbia, whichever is appropriate).
10. If appropriate, include the following statement: "Travel by privately owned vehicle is authorized."
11. Add the DMOS (duty MOS), REFRAD, and ETS (expiration term of service) leadlines to the FOR ARMY USE section when enlisted USAR personnel are OAD.
12. Add the MPRJ responsibility leadline to the FOR ARMY USE section when USAR personnel are OAD. The response will be the appropriate UIC.
13. Authentication. See paragraph 2-18 and figure 2-1, note 26.
14. Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>15</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 3-2. Format 174, Active duty of ARG personnel for 180 days or more**

---

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4,5</sup>

You are recalled to active duty from retired status. You will proceed from your current location in time to report on the date shown below.

Assigned to:<sup>6</sup> (Enter the unit of assignment (including UIC) and station of assignment.)

Reporting date: (Enter reporting date.)

Active duty commitment: (Enter active duty commitment.)

Basic branch: (Enter the officer's basic branch.)

Date of rank: (Enter the DOR.)

Additional instructions:<sup>7,8</sup> (Enter any authorized additional instructions.)

FOR ARMY USE<sup>9</sup>

Auth:<sup>10</sup> (Enter the authority information.)

MDC:<sup>11</sup> (Enter the MDC.)

HOR: (Enter the HOR.)

Sex: (Enter M or F.)

Projected specialty: (Enter the officer's projected specialty as shown on the PERSCOM request for orders.

Enter "None" for enlisted personnel, for officers who are not managed by PERSCOM, and for officers whose PERSCOM request for orders does not show a specialty.)

PMOS: (Enter the PMOS.)

Comp: (Enter the comp.)

PPN:<sup>12</sup> (Enter the procurement program number (PPN).)

Con specialty: (Enter the officer's control specialty as shown on the PERSCOM request for orders. Enter "None" for enlisted personnel, for officers who are not managed by PERSCOM, and for officers whose PERSCOM request for orders does not show a specialty.)

Asgd to mgt designation: (Enter the MOS to which the enlisted soldier is being assigned.)

Format: (Enter 196.)

*(Enter authentication.)*<sup>13</sup>

*(Enter signature block.)*<sup>14</sup>

*(Enter distribution.)*<sup>15</sup>

---

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Format 196 may be modified to delete unnecessary leadlines when the soldier shown in the name line is a general officer.
6. When the soldier will be on active duty in AGR status, add an Attached to leadline before the Assigned to leadline.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. When the soldier will be on active duty in AGR status, enter the following statement as the response to the Additional instructions leadline: "This is active duty in Active Guard or Reserve status."
9. ARPERCEN may modify Format 196 to add an Accounting classification leadline to the FOR ARMY USE section.
10. When the soldier will be on active duty in AGR status, enter the following statement as the response to the Auth leadline: "Do not access into the strength of the Active Army."
11. MDC. See chapter 1 and table 1-2.
12. PPN. See AR 601-110, appendix B.
13. Authentication. See paragraph 2-18 and figure 2-1, note 26.
14. Signature block. See paragraph 2-18 and figure 2-1, note 27.

---

**Figure 3-3. Format 196, Recall to active duty—retired personnel (HQDA use only)—Continued**

---

15. Distribution. See paragraph 2–19 and figure 2–1, note 28. For distribution to HQDA of officer's active duty orders—
- Send one copy to HQDA (TAPC–MSR), Alexandria, VA 22332–0400, with the officer's name and SSN underlined.
  - If the officer is PERSCOM–managed, send one copy to HQDA (TAPC–OP)–(enter the symbol for the officer's career management division)), Alexandria, VA 22332–0400.
  - If the officer is a chaplain, send one copy to ATTN DACH–PER, CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, WASHINGTON DC 20310–2700.
  - If the officer is an AMEDD officer, send one copy to HQDA(SGPE–PD), 5109 Leesburg Pike, Falls Church, VA 22041–3258, and one copy to HQDA (TAPC–OPH)–(enter the symbol for the officer's career management division)), Alexandria, VA 22332–0417.
  - If the officer is a Judge Advocate General's Corps (JAGC) officer, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA–PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310–2200.

**Figure 3-3. Format 196, Recall to active duty—retired personnel (HQDA use only)**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup> *(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are released from active duty and discharged for the purpose of immediate reenlistment in the U.S. Army Reserve. You reenlisted and are ordered to active duty in Active Guard or Reserve status for the additional active duty commitment shown below. No travel is involved.<sup>5</sup>

Report to: (Enter the report to unit or organization.)  
 Reporting date: (Enter the reporting date.)  
 Active duty commitment: (Enter the active duty commitment.)  
 Effective date of reenlistment: (Enter the effective date of reenlistment.)  
 Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)  
 Attached to: (Enter the attached to assignment.)  
 Purpose: (Describe the purpose.) Additional instructions:<sup>6,7</sup> (Enter any authorized additional instructions.)

FOR ARMY USE  
 Auth:(Enter “(Do not access into the strength of the Active Army.)”.)  
 Accounting classification: (Enter the accounting classification.)  
 HOR: (Enter the HOR.)  
 PMOS: (Enter the PMOS.)  
 PEBD: (Enter the PEBD.)  
 UCMJ responsibility: (Enter the installation responsible for administration of the UCMJ.)  
 DOR: (Enter the date of record.)  
 DMOS: (Enter the DMOS.)  
 Security cl: (Enter the security classification.)  
 MPRJ responsibility: (Enter the appropriate UIC.)  
 Format: (Enter 198.)

*(Enter authentication.)*<sup>8</sup>

*(Enter signature block.)*<sup>9</sup>

*(Enter distribution.)*<sup>10</sup>

Notes:

- Letterhead. See paragraph 2–3 and figure 2–1, note 1.
- Order number. See paragraph 2–3 and figure 2–1, note 2.
- Date. See paragraph 2–16 and figure 2–1, notes 3 and 4.
- Standard name line. See paragraph 2–5.

**Figure 3-4. Format 198, Release from active duty of AGR enlisted personnel, discharge for purpose of immediate reenlistment in USAR, and order to additional active duty (HQDA use only)—Continued**

5. Use Format 198 for an enlisted soldier who is on active duty in AGR status if he or she is reenlisting in the USAR on or before date of ETS (release from active duty (REFRAD) and ETS dates must be the same) and he or she will perform additional active duty in AGR status. Use Format 198 instead of Format 500 (Discharge) and Format 174 (Active duty of AGR personnel.)
6. Include the following statement: "You will not be issued separation documents unless required by AR 635-5."
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. Authentication. See paragraph 2-18 and figure 2-1, note 26.
9. Signature block. See paragraph 2-18 and figure 2-1, note 27.
10. Distribution. See paragraph 2-19 and figure 2-1, note 28.

**Figure 3-4. Format 198, Release from active duty of AGR enlisted personnel, discharge for purpose of immediate reenlistment in USAR, and order to additional active duty (HQDA use only)**

---

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

The following MOS action is directed.<sup>5</sup>

Awarded:<sup>6</sup> (Enter the MOS award.)

Withdrawn: (Enter the MOS withdrawn.)

Effective date:<sup>7</sup> (Enter the effective date.)

Reclassification control number:<sup>8</sup> (Enter the reclassification control number.)

Additional instructions:<sup>5,9,10,11</sup> (Enter any authorized additional instructions.)

Format: (Enter 310.)

*(Enter authentication.)*<sup>12</sup>

*(Enter signature block.)*<sup>13</sup>

*(Enter distribution.)*<sup>14</sup>

---

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Add "and badge awarded" to the constant information and a Badge awarded leadline before the Additional instructions leadline when the order-issuing organization has been delegated authority to use Format 310 to award the U.S. Army Recruiter badge.
6. When the response to the Assigned to leadline is the same for all soldiers, add an Assigned to: (enter the standard name line of unit or organization) leadline before the Awarded leadline for a group action to. Do not include the unit and station of assignment in the standard name line.
7. For MOS award or withdrawal actions directed by HQDA, the effective date will be the date specified by HQDA.
8. See AR 600-200, paragraph 2-311, for reclassification control number information. Enter "Not applicable" for USAR soldiers. This format will no longer be used to change an MOS when the change is for a skill qualification identifier (SQI) obtained through some type of formal training (for example, Parachute Badge "P"). This change will be shown in format 320 and awarded simultaneously with appropriate badge or Tab (see format 320, fig 5-1).
9. Additional instructions. See paragraph 2-9 and table 2-2.
10. If an enlistee completes AIT and is entitled to an enlistment bonus, include the following statement: "Enlistment for" (enter appropriate option title and appropriate table number from AR 601-210).
11. When reclassification requires the recoupment of an unearned portion of the enlistment bonus, Selective RE-UP Bonus (SRB), or variable reenlistment bonus (VRB), include the following statement: "Recoupment of the unearned portion of the bonus is required because of" (provide reason). "Bonus entitlement ended" (enter the date).
12. Authentication. See paragraph 2-18 and figure 2-1, note 26.
13. Signature block. See paragraph 2-18 and figure 2-1, note 27.
14. Distribution. See paragraph 2-19 and figure 2-1, note 28. For distribution to HQDA of MOS reclassification order for soldiers on active duty—
  - a. Send one copy to HQDA (TAPC-EP-(enter the symbol for the soldier's gaining career branch as shown in AR 614-200, table 1-1)), Alexandria, VA 22331-0400. Also indicate the soldier's new PMOS.
  - b. Send one copy to HQDA (TAPC-EP-(enter the symbol for the soldier's losing career branch as shown in AR 614-200, table 1-1)), Alexandria, VA 22331-0400. Also include the soldier's old PMOS.
  - c. Only if a USAR soldier is on active duty in AGR status, send one copy to the Commander, ARPERCEN, ATTN: DARP-AR, 9700 Page Boulevard, St. Louis, MO 63132-5200.
  - d. Send one copy to HQDA (TAPC-MSP-E), Alexandria, VA 22332-0443, if the soldier (staff sergeant through master sergeant) is on a current HQDA promotion list.

---

**Figure 3-5. Format 310, MOS action**

---

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

Proficiency pay for you is awarded, changed, terminated, or reinstated as shown.<sup>5</sup>

Action: (Indicate whether awarded, changed, terminated, or reinstated, and type of proficiency pay involved.)

Authority:<sup>6</sup> (Enter the authority information.)

Effective date:<sup>7</sup> (Enter the effective date.)

Termination date: (Enter the termination date.)

PMOS: (Enter the PMOS.)

Additional instructions:<sup>8</sup> (Enter any authorized additional instructions.)

Format: (Enter 330.)

*(Enter authentication.)*<sup>9</sup>

*(Enter signature block.)*<sup>10</sup>

*(Enter distribution.)*<sup>11</sup>

---

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Use Format 330 to award Foreign Language Proficiency Pay to Active Army and Reserve Components personnel.
6. Only when the response to the Assigned to leadline and the response to the Action leadline are the same for all soldiers, add an Assigned to (enter the standard name line of unit or organization) leadline before the Authority leadline for a group action. Do not include the unit and station of assignment in the standard name line.
7. The effective date will be the same as the date of the order unless used in conjunction with a specific reference from AR 600-200 or other HQDA directive that authorizes a different date.
8. Additional instructions. See paragraph 2-9 and table 2-2.
9. Authentication. See paragraph 2-18 and figure 2-1, note 26.
10. Signature block. See paragraph 2-18 and figure 2-1, note 27.
11. Distribution. See paragraph 2-19 and figure 2-1, note 28. If the USAR soldier is on active duty in an AGR status, send one copy to the Commander, ARPERCEN, ATTN: DARP-AR, 9700 Page Boulevard, St. Louis, MO 63132-5200.

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**Figure 3-6. Format 330, Proficiency pay**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

Action:<sup>5,6,7</sup> (Enter the action.)

Authority: (Enter the authority information.)

Additional pay code:<sup>8</sup> (Enter the additional pay code.)

Effective date: (Enter the effective date.)

TFOS: (Enter the TFOS.)

ASED: (Enter the ASED.)

Date ACIP terminated: (Enter the date that the aviation career incentive pay (ACIP) terminated.)

Additional instructions:<sup>9</sup> (Enter any authorized additional instructions.)

Format: (Enter 331.)

*(Enter authentication.)*<sup>10</sup>

*(Enter signature block.)*<sup>11</sup>

*(Enter distribution.)*<sup>12</sup>

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Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Do not use Format 331 for nonrated personnel, WO candidates, or officer students attending flight surgeon training before commissioning in the Medical Corps. Do not use Format 331 to announce monthly entitlement to ACIP.
6. Enter one or a combination of the following statements:
  - a. "Perform aviation service and begin entitlement to aviation career incentive pay" if a commissioned officer, a WO, or a Medical Corps officer is entering into aviation service with entitlement to ACIP at beginning of aviation training.
  - b. "Perform aviation service with entitlement to aviation career incentive pay" if a formerly rated officer is returning to aviation service and is entitled to ACIP.
  - c. "Terminate aviation service and entitlement to aviation career incentive pay" if a rated officer's aviation service and ACIP is being terminated for medical or nonmedical disqualification.
  - d. "Award of" (enter an Army aviator badge or a flight surgeon badge).
  - e. "Revocation of" (enter an Army aviator badge or a flight surgeon badge).
  - f. "Award of" (enter aeronautical ratings).
  - g. "Revocation of" (enter aeronautical rating).
  - h. "Terminate aviation service orders and entitlement to aviation career incentive pay" if a rated officer is no longer performing operational flying and is no longer entitled to ACIP.
  - i. "Terminate aviation service orders" if a rated officer is no longer performing operational flying but is still entitled to continuous ACIP.
7. Use Format 331 instead of Format 320, 332, or 705 to award or revoke Army aviator badges or flight surgeon badges.
8. See AR 680-29, paragraph 1-28.
9. Additional instructions. See paragraph 2-9 and table 2-2.
10. Authentication. See paragraph 2-18 and figure 2-1, note 26.
11. Signature block. See paragraph 2-18 and figure 2-1, note 27.
12. Distribution. See paragraph 2-19 and figure 2-1, note 28. For distribution to HQDA of an aviation service order, if an aviator or flight surgeon will perform aviation service, send one copy to HQDA (TAPC-MSR), Alexandria, VA 22332-0400, with the officer's name and SSN underlined.

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**Figure 3-7. Format 331, Aeronautical rating, aviation service, or aviation career incentive pay**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

Hazardous duty will be performed or terminated as shown.<sup>5,6</sup>

Action: (Indicate whether required to be performed or terminated.)

Type duty:<sup>6</sup> (Enter the type of duty.)

Authority:(Enter the authority information.)

Additional pay code:<sup>7</sup> (Enter the additional pay code.)

Special qualifications identifier awarded:<sup>8</sup> (Enter the special qualifications identifier (SQI) awarded.)

Effective date:<sup>9</sup> (Enter the effective date.)

Date additional pay terminated: (Enter the date the additional pay was terminated.)

Additional instructions:<sup>10,11</sup> (Enter any authorized additional instructions.)

Format: (Enter 332.)

*(Enter authentication.)*<sup>12</sup>

*(Enter signature block.)*<sup>13</sup>

*(Enter distribution.)*<sup>14</sup>

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Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> Modify the constant information as follows:

- a. Change "Hazardous duty" to "Regular and frequent aerial flight" for aviation crewmember or noncrewmember duty.
- b. Change "Hazardous duty" to "Diving duty" for soldiers entitled to receive special pay for diving duty.
- c. Change "Hazardous duty" to "Sea duty" for soldiers entitled to receive special pay for sea duty.

<sup>6</sup> Use Format 332 for diving duty, sea duty, parachute duty, demolition duty, experimental stress duty, toxic pesticides duty, dangerous organisms laboratory duty, and toxic fuels or propellants duty. In addition, use Format 332 for flying duty of nonrated personnel in the following categories who are not entitled to ACIP:

- a. Commissioned officers (other than student aviators, aviators, or flight surgeons) performing crewmember or noncrewmember duty.
- b. WO candidates performing crewmember duties as student aviators.
- c. Enlisted crewmembers and noncrewmembers.
- d. Officer medical students not yet commissioned in the Medical Corps while attending flight surgeon training.

<sup>7</sup> See AR 680-29, paragraph 1-24.

<sup>8</sup> If the SQI was awarded previously, enter "Not applicable."

<sup>9</sup> Modify Format 332 as follows:

- a. Add a Badge/bar/tab awarded leadline before the Effective date leadline when the award will be effective on the same date as a soldier is directed to perform hazardous duty or diving duty. This modification does not apply if the award will be effective on a different date or when the badge to be awarded is an Army aviator or a flight surgeon badge.
- b. Add a Badge/bar/tab revoked leadline before the Effective date leadline when the award will be withdrawn on the same date as the soldier's hazardous duty or diving duty is being terminated. Use Format 705 when the withdrawal of the award will be effective on a different date.

<sup>10</sup> Additional instructions. See paragraph 2-9 and table 2-2.

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**Figure 3-8. Format 332, Hazardous duty incentive pay, special pay for diving duty, or special pay for sea duty—Continued**

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<sup>11</sup> Include the following statement if enlisted personnel are to perform the duty for an indefinite period: "These orders remain in effect after discharge and reenlistment without a break in service unless sooner terminated." However, a new order must be issued if there is a break in service of 1 day or more.

<sup>12</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>13</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>14</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. If a USAR soldier is on active duty in AGR status, send one copy to the Commander, ARPERCEN, ATTN: DARP-AR, 9700 Page Boulevard, St. Louis, MO 63132-5200.

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**Figure 3-8. Format 332, Hazardous duty incentive pay, special pay for diving duty, or special pay for sea duty**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are assigned as shown.<sup>5</sup>

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Effective date: (Enter the effective date.)

Additional instructions:<sup>6</sup> (Enter any authorized additional instructions.)

FOR ARMY USE

DFR of: (Enter the unit or organization from which the soldier was dropped from the rolls (DFR).)

Component:<sup>7</sup> (Enter the component.)

Place and date returned to mil con: (Enter the place and date returned to military control.)

MDC:<sup>8</sup> (Enter the MDC.)

Format: (Enter 426.)

*(Enter authentication.)*<sup>9</sup>

*(Enter signature block.)*<sup>10</sup>

*(Enter distribution.)*<sup>11</sup>

---

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Use Format 426 to assign soldiers when it has been established that they were DFR of their previous organization, including soldiers who were initially attached to classify their absence.
6. Additional instructions. See paragraph 2-9 and table 2-2.
7. See AR 680-29.
8. MDC. See chapter 1 and table 1-2.
9. Authentication. See paragraph 2-18 and figure 2-1, note 26.
10. Signature block. See paragraph 2-18 and figure 2-1, note 27.
11. Distribution. See paragraph 2-19 and figure 2-1, note 28. For distribution to HQDA of PCS orders—
  - a. If the officer is an AMEDD officer, send one copy to HQDA (TAPC-OPH-(enter the symbol for officer's career management division)), Alexandria, VA 22332-0417.
  - b. If the officer is a JAGC officer, send one copy to The Judge Advocate General, ATTN: DAJA-PT, 2200 Army Pentagon, WASH DC 20310-2206.
  - c. If the officer is a chaplain, send one copy to ATTN DACH-PER, 2700 ARMY PENTAGON, WASHINGTON DC 20310-2700.
  - d. If the officer's requisition identification code contains CE, send one copy to HQDA (DAEN-PEM-A), WASH DC 20314-1000.
  - e. Only if the WO holds a USAR commission or if an enlisted soldier holds a USAR commission or warrant, send one copy to the Commander, ARPERCEN, ATTN: DARP-PAT-S, 9700 Page Boulevard, St. Louis, MO 63132-5200.

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**Figure 3-9. Format 426, Assignment—individual returned to military control after being dropped from the rolls**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4,5</sup>

You are attached or released from attachment as shown.<sup>6</sup>

Action:<sup>7,8</sup> (Enter the action.)

Effective date: (Enter the effective date.)

Period: (Enter the period.)

Purpose:<sup>9</sup> (Describe the purpose.)

Accounting classification: (Enter the accounting classification.)

Additional instructions:<sup>10,11,12,13</sup> (Enter any authorized additional instructions.)

Format: (Enter 440.)

*(Enter authentication.)*<sup>14</sup>

*(Enter signature block.)*<sup>15</sup>

*(Enter distribution.)*<sup>16</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2–3 and figure 2–1, note 1.

<sup>2</sup> Order number. See paragraph 2–3 and figure 2–1, note 2.

<sup>3</sup> Date. See paragraph 2–16 and figure 2–1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2–5.

<sup>5</sup> For reception stations, add a Series and Line Number or a Company Code and Line Number after the standard name line.

<sup>6</sup> DA Form 4187 (Personnel Action) may be used instead of Format 440 to announce—

a. Attachment when a soldier is to be attached to a unit at the same geographical location and in the same battalion as his or her unit of assignment. Use Format 440 if a soldier is to be attached to a unit at a different geographical location and/or in a different battalion as his or her unit of assignment.

b. Release from attachment when DA Form 4187 was used to announce the attachment and another document is needed to announce that the soldier is to be released from attachment.

<sup>7</sup> Enter one or a combination of the following statements: “You are attached to” (enter organization), “You are released from attachment to” (enter organization), or “You are further attached to” (enter organization), or a statement shown in AR 630–10, paragraph 5–3, as appropriate.

<sup>8</sup> Add an Assigned to (enter standard name line of losing organization) leadline before the Action leadline for a group action when the organization shown as the response to the Assigned to leadline and the response to the Action leadline are the same for all soldiers. Do not include the unit and station of assignment in the standard name line.

<sup>9</sup> The Purpose leadline may be used to show the reason a soldier is attached, for example, “Pending clarification of your status after return to military control from absent without leave.”

<sup>10</sup> Additional instructions. See paragraph 2–9 and table 2–2.

<sup>11</sup> When appropriate, include the following statement: “On completion, you will return to your permanent station.”

<sup>12</sup> For soldiers on the TDRL ordered to report for a periodic physical examination, include the following statement: “Transportation request permitting travel at Government expense may be obtained at the nearest military installation or recruiting station. Maximum use of transportation request is encouraged. For travel by commercial carrier or privately owned vehicle at personal expense, a monetary allowance for the distance traveled is authorized. You will return home on completion of examination and release by hospital commander.”

**Figure 3-10. Format 440, Attachment or release from attachment—Continued**

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<sup>13</sup> When ARNGUS or USAR personnel on active duty in AGR status are being reattached and no travel is involved, add a FOR ARMY USE section between the Additional instructions leadline and the Format leadline. The FOR ARMY USE section for ARNGUS personnel may contain the UCMJ responsibility, TFOS, ASED, and Format leadlines. The FOR ARMY USE section for USAR personnel may contain the UCMJ responsibility, DMOS, REFRAD, ETS, PEBD, MPRJ responsibility, TFOS, ASED, and Format leadlines.

<sup>14</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>15</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>16</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

**Figure 3-10. Format 440, Attachment or release from attachment**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are ordered to active duty in the grade shown above for the period shown in the active duty commitment below. You will proceed from your current location in time to report on the date shown below.

Report to: (Enter the report to unit or organization.)

Reporting date: (Enter the reporting date.)

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Active duty commitment: (Enter the active duty commitment.)

Purpose: (Enter "UCMJ processing.")

Additional instructions: (Enter "Individual is relieved from present Reserve assignment on the day before the effective date of active duty. Individual will be ordered to active duty in his or her current grade and is excluded from the Active Army officer strength-in-grade limitations. Shipment of household goods and travel of family members is not applicable.")

FOR ARMY USE

Auth: (Enter "Section 802d, title 10, USC.")

HOR: (Enter the HOR.)

PPN:<sup>5</sup> (Enter the PPN.)

Res grade: (Enter the reserve grade.)

DOR: (Enter the date on which DFR.)

Basic br: (Enter the basic branch.)

PEBD: (Enter the PEBD.)

Accounting classification: (Enter the accounting classification.)

MDC:<sup>6</sup> (Enter the MDC.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

PMOS/AOC: (Enter the PMOS or AOC.)

SEX: (Enter M or F.)

COMP: (Enter the comp.)

Format: (Enter 460.)

*(Enter authentication.)*<sup>7</sup>

*(Enter signature block.)*<sup>8</sup>

*(Enter distribution.)*<sup>9</sup>

**Figure 3-11. Format 460, Involuntary active duty of ARNGUS and USAR soldiers for processing under the UCMJ—Continued**

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Notes:

- <sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.
- <sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.
- <sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
- <sup>4</sup> Standard name line. See paragraph 2-5.
- <sup>5</sup> PPN. See AR 601-110.
- <sup>6</sup> MDC. See chapter 1 and table 1-2.
- <sup>7</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.
- <sup>8</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.
- <sup>9</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution is as follows:
  - a. One copy to the soldier concerned.
  - b. One copy to the CG, at the appropriate U.S. Army Command.
  - c. For all officers, send one copy to HQDA (TAPC-MSR), Alexandria, VA 22332-0400, with the name and SSN underlined.
  - d. If the officer is a PERSCOM-managed officer, send one copy to HQDA (TAPC-OPP-P), Alexandria, VA 22332-0400.
  - e. If the officer is a chaplain, send one copy to HQDA (DACH-PER), WASH DC 20310-2700.
  - f. If the officer is an AMEDD officer, send one copy to HQDA (SGPE-PD), 5109 Leesburg Pike, Falls Church, VA 22041-3258, and one copy to HQDA (TAPC-OPH-(enter the office symbol of the officer's career management division)), Alexandria, VA 22332-0417.
  - g. If the officer is a JAGC officer, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-PT, 2200 ARMY PENTAGON, WASHINGTON 20310-2200.
  - h. If the officer is a WO, send one copy to HQDA (TAPC-OPW), Alexandria, VA 22332-0400.
  - i. If the soldier is an enlisted soldier, send one copy to HQDA (TAPC-EPR), Alexandria, VA 22331-0400.

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**Figure 3-11. Format 460, Involuntary active duty of ARNGUS and USAR soldiers for processing under the UCMJ**

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*(Letterhead. )*<sup>1</sup>

*(Enter order number.)*<sup>2,3</sup>

*(Enter date.)*<sup>4</sup>

*(Enter standard name line.)*<sup>5</sup>

The following organization or unit action is directed.<sup>6</sup>

Action:<sup>7</sup> (Indicate the action taken pertaining to the unit or organization.)

Assigned to: (Enter the parent organization.)

Mission: (Enter the mission.)

Effective date: (Enter the effective date.)

Military structure strength:<sup>8</sup> (Enter the military structure strength.)

Military authorized strength:<sup>8</sup> (Enter the military authorized strength.)

Civilian structure strength:<sup>8</sup> (Enter the civilian structure strength.)

Civilian authorized strength:<sup>8</sup> (Enter the civilian authorized strength.)

Accounting classification: (Enter the accounting classification.)

Authority: (Enter the authority information.)

Additional instructions:<sup>9</sup> (Enter any authorized additional instructions.)

Format: (Enter 740.)

*(Enter authentication.)*<sup>10</sup>

*(Enter signature block.)*<sup>11</sup>

*(Enter distribution.)*<sup>12</sup>

---

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Format 740 will be published as a permanent order.
4. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
5. Standard name line. See paragraph 2-5.
6. Orders will not be used to announce a change in strength, position, grade, MOS, priority status, or TDA number of an unit or organization, or other minor changes that do not affect the basic organization of the unit or organization. As an exception, an order is required for all USAR strength changes.
7. For a redesignation, enter "Redesignated as" (enter new designation).
8. Delete strength leadlines that are not applicable to the unit or organization. For example, if the organization consists of military personnel only, the Civilian structure strength and/or Civilian authorized strength leadlines may be deleted.
9. Additional instructions. See paragraph 2-9 and table 2-2. Include requirements pertaining to personnel and equipment.
10. Authentication. See paragraph 2-18 and figure 2-1, note 26.
11. Signature block. See paragraph 2-18 and figure 2-1, note 27.
12. Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution to HQDA of orders for—
  - a. Change in status of unit or organization is as follows:
    - (1) Send two copies to U.S. Army Center of Military History, ATTN: DAMH-HSO, 1099 14th Street, NW., Washington, DC 20005-3402.
    - (2) Send one copy to The Institute of Heraldry, 9325 Gunston Road, Room S-112, Fort Belvoir, VA 22060-5579.
    - (3) If AMEDD spaces are required or authorized, send one copy to HQDA (SGPE-PD), 5109 Leesburg Pike, Falls Church, VA 22041-3258, and one copy to HQDA (TAPC-OPH-ZA), Alexandria, VA 22332-0417.
    - (4) If JAGC spaces are required or authorized, send one copy to The JUDGE ADVOCATE GENERAL, ATTN: DAJA-PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310-2200.
    - (5) If chaplain spaces are required or authorized, send one copy to HQDA (DACH-PER), WASH DC 20310-2700.
  - b. Movement of unit or organization is as follows:
    - (1) Send two copies to U.S. Army Center of Military History, ATTN: DAMH-HSO-U, WASH DC 20005-3402.
    - (2) Send one copy to HQDA (TAPC-OPD), Alexandria, VA 22332-0400.

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**Figure 3-12. Format 740, Activate, inactivate, organize, reorganize, designate, redesignate, or discontinue an organization or unit**

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## Chapter 4 Personnel Reassignment

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

a. When personnel reassignment-related orders are executed, they will connect with the reassignment function outlined in table 4-1.

b. The MILPER work center that produces personnel reassignment-related orders may be located at HQDA, MACOM, or the installation (MILPER Division or PSC) level. However, the personnel reassignment work center at the installation level in the Active Army publishes the majority of these orders.

### 4-2. Personnel reassignment-related formats

This chapter describes formats for preparing personnel reassignment-related orders at all echelons of Active Army and Reserve Components organizations. Formats 401, 405, 407, 410, 417, 418, 419, 424, 425, 452, and 745 are used for personnel reassignment-related orders and are shown in figures 4-1 through 4-11, respectively.

### 4-3. Reserve Components personnel reassignment-related formats

Format 452 will be used for ARNGUS or USAR personnel only. (See fig 4-10.)

### 4-4. Other personnel reassignment-related formats

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 Active Army and Reserve Components organizations. (See figs 4-2 through 4-9 and fig 4-11.) DA Form 4187 (Personnel Action) will be used in lieu of orders formats (formerly Formats 420 and 421) to announce intrastation reassignment of either individuals or groups when no travel is involved.

### 4-5. Format 401 (Individual Deployed Soldier)

Format 401 will be used when the name of an operation is known, such as Operation Desert Storm (Saudi Arabia) and Operation Just Cause (Panama). (See fig 4-1.) Format 401 will be used for preassigned replacements deploying from the home station, for preassigned 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 CONUS 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 (para 14-3).

### 4-6. Modification of personnel reassignment-related formats

a. Personnel reassignment-related formats will not be modified unless a note to a format specifically authorizes the modification or unless additional leadlines are required for TDY (para 2-7) and the format does not have the necessary leadlines.

b. Orders issuing activities will add "Dependents: Yes or No" to the Additional instructions leadline to provide the transportation office with proof of dependents for soldiers on PCS orders.

c. Orders issuing activities will add "soldier is authorized consecutive overseas tour" (COT) leave to the Additional instructions leadline. (See AR 600-8-10, paras 4-17 and 4-18, for COT leave.) For soldiers authorized to defer their COT leave or if the losing or gaining commander defers COT leave due to military necessity, the soldier's PCS orders will reflect in the Additional instructions leadline that the soldier is authorized COT leave and the reason for deferral.

d. Be sure to read all of the notes pertaining to a format before attempting to publish an order.

### 4-7. Temporary duty in connection with permanent change of station

a. When TDY in connection with a PCS will not exceed 1 day, cite only an MDC in the PCS order.

b. When TDY in connection with a PCS will exceed 1 day 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 by the command or activity requesting the TDY en route. Operation and Maintenance, Army (OMA), funds available to the benefiting command or activity will be charged for the per-diem allowances for the period of TDY en route. Travel allowances for the soldier from the old permanent station to the TDY station and from the TDY station to the new permanent station, which are in excess of travel allowances that would be payable for direct travel from the old permanent station to the new permanent station, will also be charged to the OMA funds available to the benefiting command or activity.

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 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 OMA appropriation per AR 37-100-(current fiscal year).

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. TDY (both travel allowances and per-diem allowances) will be charged to the applicable open allotments of the OMA appropriation per AR 37-100-(current fiscal year).

### 4-8. Reassignment orders

The response to the Assigned to leadline on reassignment orders will include assignment to one organization only, the UIC of the gaining organization, and the address of the gaining organization. Both the gaining organization and the duty station will be shown as a response to the Assigned to leadline when the soldier is being assigned to one geographical location with duty at another geographical location. If the address has an APO or FPO number, enter the country or island to which the soldier is being assigned in parenthesis after the APO or FPO number.

a. *Authority.* The response to the Authority leadline on reassignment orders will be "Not applicable" or "None" unless—

(1) The order is being issued by a commander who has not been delegated the authority to issue orders involving travel of MILPER by a MACOM supplement to this regulation or paragraph 1-16 of this regulation.

(2) The order involves more than one PCS within a fiscal year. If so, enter the following statement: "This additional fiscal year move is authorized by the Secretary of the Army per" (enter the specific paragraph or subparagraph of AR 614-6 or other authority that approved the action).

(3) The order confirms orders previously issued verbally (para 1-23).

b. *Reporting date.* Enter the following response to the Reporting date leadline on reassignment orders for enlisted intertheater transfers who are authorized travel or leave en route in CONUS and enlisted personnel being reassigned from CONUS to an overseas area who do not have approval to proceed to an overseas assignment at their own expense: "In accordance with your port call." Specific report dates facilitate accurate personnel reporting and strength accounting. Reassignment orders for all other enlisted personnel and all officers will show a reporting date calculated as follows:

(1) The reporting to a specific unit or the starting date of service school as specified in assignment instructions issued by the DA.

(2) When assignment instructions issued by a higher headquarters fail to specify a complete reporting date, the reporting date will be established as the earliest practical date in the personnel arrival

month specified in the assignment instructions or as modified by appropriate delegated authority. The availability of the individual, leave, TDY, travel time, and date eligible for return from overseas (DEROS) will be considered when the reporting date is computed.

(3) For reassignments without change of station, the reporting date will be the scheduled date of departure plus the number of days leave authorized and TDY. If no leave or TDY is involved, the reporting date will be the scheduled date of departure.

(4) Discharges, REFRAD, and retirements processed by U.S. Army transition centers will be per AR 635-10, chapter 3.

*c. Retention at the losing organization.* When a soldier will be retained at the losing organization for a period that precludes reporting to the gaining organization on or before the reporting date, AR 600-8-11, chapter 2 will be followed, and the commander of the losing organization will immediately advise the commander of the gaining organization of the delay before the reporting date in the original orders. Reassignment orders will be amended to include the recalculated reporting date, and the gaining commander will be advised accordingly.

*d. Assignment changed after orders are published.* The commander publishing the revocation, amendment, or diversion order will immediately notify the gaining organization shown in the original order that the soldier will not report. The revocation, amendment, or diversion order may be used for the notification if it is mailed promptly.

*e. Reporting date changes.* If reporting date changes, PCS orders must be amended and distributed to interested activities especially the losing and gaining units. See paragraph *h* below for exceptions.

*f. Leave termination date.* If leave termination date on soldier's DA Form 31 is greater than the reporting date in orders, then the reporting date in PCS orders takes precedence.

*g. Deferment request.* If the reporting date in orders or leave termination date is greater than the HQDA directed reporting date/month, then the PSC/MPD must process a deferment request.

*h. Calculating reporting dates.* The following provides guidance on how to calculate reporting dates.

(1) *PCS moves when no overseas travel is required.* Reporting date equals soldier's established departure date, plus any leave and TDY enroute, (plus normal travel time to and from TDY station, if applicable), plus normal travel time to the gaining station.

(2) *PCS moves when overseas travel is required.*

(a) *CONUS to OCONUS.* Reporting date equals availability date plus 10 days (to allow a port call window) plus normal travel time to gaining duty station. If actual reporting date remains within the 10 days window, no amendment to PCS order is required. Soldier will be instructed to report to the port of embarkation on date and time directed in port call instructions.

(b) *OCONUS to CONUS.* Reporting date equals availability date plus 10 days (to allow for a port call window) plus any leave and TDY enroute plus normal travel time from port of entry to TDY station plus normal travel time from TDY station to gaining duty station. If actual reporting date remains within the 10 day window, no amendment to PCS order is required. Soldier will be instructed to report to the port of embarkation on date and time directed in port call instructions.

(3) *OCONUS TO OCONUS.*

(a) *OCONUS travel without portcall.* See paragraph (1) above. An example of this travel is PCS within the same overseas command and ground transport is used.

(b) *Portcall required.* See paragraph (2)(b) above.

(4) *TDY enroute.* Ensure that—

(a) The days TDY enroute along with travel time to and from TDY stations are included in reporting date calculation.

(b) PCS orders also contain the proper leadline and reporting date to the TDY station. Also, see paragraph *j* below.

*i. Reassignment for transition from the Army.*

(1) If soldier will transition from the Army at the current duty station and no transition leave, excess leave, or PTDY is taken in conjunction with transition, the reporting date is not later than 0800 hours, the date of separation, release from active duty, or retirement.

(2) For CONUS based soldiers who will take transition leave, excess leave, and/or PTDY in conjunction with transition. The reporting date to the transition point/center or PSC that will process soldier for transition will be the date of the soldier's separation, release from active duty, or retirement date. Soldiers will accomplish all transition processing prior to departing on transition leave, excess leave, and/or PTDY according to DA Pamphlet 600-8-11, table 2-1-2.

(3) For OCONUS based soldiers who will transition at a transition point servicing the port of entry. The reporting date to the transition point will be at least 2 days prior to the soldier's separation, release from active duty, or retirement date. Soldiers will be instructed to report directly to the transition point from the port of entry. Soldiers will complete transition processing at the transition point before departing on transition leave, excess leave, and/or PTDY.

(4) For OCONUS based soldiers who will transition in the same overseas area. The reporting date will be the same as paragraphs i(1) or (2) above.

(5) For soldiers being reassigned to a transition center/point of choice for transition processing (fig 9-5). The reporting date in orders will be the retirement, release from active duty, or separation date, less normal travel time from the duty station to port of embarkation, less normal transient time between ports, less normal travel time from port of debarkation to transition point/center, less PTDY, excess leave, and/or transition leave, less 2 days processing time at transition center/point. For a soldier who will retire on 30 June of the current year and will take 15 days transition leave and 30 days PTDY prior to retirement, the reporting date in orders to the transition center/point would be 12 May of the current year (includes 2 days travel/transient time and 2 days processing time at transition center/point). Soldier will complete transition processing at the transition center/point of choice prior to departing on transition leave, excess leave, and/or PTDY.

*j. Proper reporting date.* It is equally important that SIDPERS clerks enter the proper reporting date in the SIDPERS departure transition. The reporting date must be the reporting date to the gaining PCS unit. The reporting date to TDY station will not be reported in the departure transaction.

#### 4-9. 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. Figure 4-12 is a sample of a completed NATO travel order.

*a.* NATO travel orders are required for U.S. MILPER directed 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.

*b.* When U.S. MILPER 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 paper. The paper should be as close as possible to 8 1/2-by-11 inches.

*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 paragraph 4 on the NATO travel order only after the activity or installation security director approves the action.

f. This paragraph and figure 4–12 comply with Standard NATO Agreement (STANAG) 2026.

**Table 4–1  
Functions within the personnel reassignment 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.

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

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

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are reassigned and/or deployed as shown below and are to return to your permanent station upon completion of the duties in support of this operation. You will submit a reviewed travel voucher for this travel to the finance office within 5 working days after return to home station.

Assigned to:<sup>5</sup> (Indicate the unit to which the soldier is assigned in the theater of operation. If the soldier is unassigned, enter “CONUS Replacement Center” or an appropriate replacement activity.)

Purpose: (Include “Deployment in support of Operation” (enter the name of the operation).)

Number of days: (Enter “Not to exceed 179 days unless directed otherwise by the Commander, the U.S.

Total Army Personnel Command.”)

Will proceed date: (Enter the date of departure from the home station.)

Security clearance: (Enter the security clearance as verified by the local security officer.)

Accounting classification:<sup>6</sup> (Enter the home station accounting classification.)

Movement designator code:<sup>7</sup> (Enter the MDC.)

Additional instructions:<sup>8,9,10</sup> (Enter any authorized additional instructions.)

Format: (Enter 401.)

*(Enter authentication.)*<sup>11</sup>

*(Enter signature block.)*<sup>12</sup>

*(Enter distribution.)*<sup>13</sup>

Notes:

1. Letterhead. See paragraph 2–3 and figure 2–1, note 1.
2. Order number. See paragraph 2–3 and figure 2–1, note 2.
3. Date. See paragraph 2–16 and figure 2–1, notes 3 and 4.

**Figure 4-1. Format 401, Individual deployed soldier—Continued**

4. Standard name line. See paragraph 2–5.
5. See paragraph 4–5. For soldiers who will travel TDY en route, modify Format 401 as follows:
  - a. Add the Temporary duty at leadline. The response will reflect the location where the soldier will perform TDY.
  - b. Add the Reporting date, temporary duty station, leadline. The response will reflect the appropriate reporting date to the location where the soldier will perform TDY.
  - c. Add the Period of temporary duty leadline. The response will reflect the number of days required to complete TDY. If the purpose of TDY is to attend a training course, obtain the number of days from the Army Training Requirements and Resources System.
  - d. Add the Purpose of temporary duty leadline. The response will include the course title or number if the purpose of TDY is to attend a training course.
6. Enter "Project Code" (enter the code as determined by the Commander, PERSCOM) after the accounting classification.
7. MDC. See chapter 1 and table 1–2.
8. Additional instructions. See paragraph 2–9 and table 2–2.
9. The Additional instructions leadline will include the following statements:
  - a. This is not a permanent change of station (PCS). Normal PCS entitlements and allowances and relocation of family members are not authorized.
  - b. Temporary storage of HHG are authorized as provided by paragraph U4770–A, Joint Federal Travel Regulation. Contact the local transportation office for assistance.
  - c. Travel by POV rental car is not authorized.
  - d. Transport of personal weapon is not authorized.
  - e. You will bring only those items specified by Commander, PERSCOM or other appropriate authority. You will be provided a list of those items from your servicing personnel service center/company.
  - f. Soldier readiness processing will be accomplished prior to departure from losing installation/home station per AR 600–8–101, chapter 4. Losing installation commander will determine the extent of out-processing. Soldier will handcarry out-processing packet, Military Personnel Records Jacket (MPRJ) along with associated transfer documents and records and deployment packet to the gaining PSC or replacement activity.
  - g. Government quarters and dining facilities will be used at the replacement activity and during deployment. Essential unit mess has been declared by Assistance Secretary of the Army (Manpower and Reserve Affairs) ASA(M&RA) for the mobilization and demobilization sites not to exceed (10) days. Per diem payable is \$2.00 per day for CONUS and \$3.50 per day for OCONUS. Per diem will normally be paid for the travel to gaining station, or replacement activity unless prohibited by travel circumstances.
  - h. During period of deployment, gaining/deployed unit commander has responsibility for personnel service support to include awards and decorations, UCMJ, and all other forms of personnel and legal administration support except Reserve Component promotion authority.
  - i. For active duty soldiers, including Active Guard/Reserve, variable housing allowance (VHA) is based upon their permanent duty station. For reserves and retired members called or ordered to active duty for more than 139 days in support of operation (name), VHA is based on their principal place of residence when called or ordered to the tour of active duty if denied movement of dependents and HHG.
  - j. Soldier may submit interim travel voucher if otherwise entitled to per diem and/or travel. Care should be taken to keep all required documents to support payments/request for payments.
10. Include other information as required by the requesting headquarters. The format 401 order is a circuitous order (similar to TDY orders) which may be endorsed, as required, to reflect movement within the replacement system to the forward deployed unit and return to home station.
11. Authentication. See paragraph 2–18 and figure 2–1, note 26.
12. Signature block. See paragraph 2–18 and figure 2–1, note 27.
13. Distribution. See paragraph 2–19 and figure 2–1, note 28.

**Figure 4-1. Format 401, Individual deployed soldier**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are authorized to travel at Government expense as shown.<sup>5</sup>

Authority: (Enter the authority information.)

Destination: (Enter the destination.)

Current address: (Enter the current address.)

Home of record: (Enter the HOR.)

Purpose: (Describe the purpose.)

Accounting classification: (Enter the accounting classification.)

Movement designator code: (Enter the movement designator code.)

Additional instructions:<sup>6,7,8</sup> (Enter any authorized additional instructions.)

Format: (Enter 405.)

*(Enter authentication.)*<sup>9</sup>

*(Enter signature block.)*<sup>10</sup>

*(Enter distribution.)*<sup>11</sup>

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Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> Format 405 is authorized for—

- a. Overseas travel at Government expense in connection with separation.
- b. Reserve Officers Training Corps (ROTC) travel.
- c. Travel in connection with convalescent leave.
- d. Travel in connection with rest and recuperative absence.
- e. Travel in conjunction with a consecutive overseas tour.
- f. Other travel of family members requiring an order when another format is not available.

<sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>7</sup> Include the following information in the Additional instructions leadline if it is applicable:

- a. Information on travel of family members.
- b. A statement that the soldier is to return to the HOR or the location of the unit.
- c. Information concerning baggage allowance.
- d. The CIC.

<sup>8</sup> If aeromedical evacuation of soldiers and family members is required, add the following statements to the Additional instructions leadline:

**Figure 4-2. Format 405, Miscellaneous travel—Continued**

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a. "This means you will receive reimbursement for actual costs incurred by obtaining food, housing, and transportation. Reimbursement will be accomplished at the local finance office and receipts are required."

b. "You will be briefed by the originating medical treatment facility on the current conditions at the destination hospital. The information will include climate, clothing required; estimated costs at the destination hospital (bring credit cards and travelers checks); how to make housing reservations; helping agencies and their telephone numbers; the requirement that the assigned unit is to appoint a designated sponsor to provide support; the method to obtain reimbursement for actual expenses; and the maximum amount allowed."

<sup>9</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>10</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>11</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

**Figure 4-2. Format 405, Miscellaneous travel**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup> *(Enter date.)*<sup>3</sup>

*(Enter name line.)*<sup>4</sup>

Shipment of personal property of above-named individual is authorized.<sup>5</sup>

Authority:<sup>6</sup> (Enter the authority information.)  
Movement designator code:<sup>7</sup> (Enter the MDC for rotational travel of military members from a permanent station in an overseas area to a CONUS permanent station.)  
Destination: (Enter the destination.)  
Home of record: (Enter the HOR.)  
Place entered active duty: (Enter the place the soldier entered active duty.)  
Additional instructions:<sup>8</sup> (Enter "Nontemporary storage is authorized." if applicable.)  
Format: (Enter 407.)

*(Enter authentication.)*<sup>9</sup>

*(Enter signature block.)*<sup>10</sup>

*(Enter distribution.)*<sup>11</sup>

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Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Enter one of the following name lines:

a. The following modification applies if shipment is authorized for a soldier who has been DFR of an organization: soldier's name, SSN, grade of rank, DFR of the soldier's last unit of assignment, and station of assignment, for example, "MASON, JOHN A. 000-00-0000 SPC dropped from rolls of HHC V Corps (W338AA) APO New York 09757."

b. The following modification applies if storage is authorized when a dependent dies: dependent's name, SSN, relationship to sponsor, and sponsor's name, SSN, grade of rank, unit and station of assignment, for example, "MASON, MARY C. 000-00-0000 wife of MASON, JOHN A. 000-00-0000 SPC HHC V Corps (W338AA) APO New York 09757."

c. The following modification applies if shipment is authorized when a soldier dies: soldier's name (DECEASED), SSN, grade of rank, last unit of assignment and station of assignment, for example, "MASON, JOHN A. (DECEASED) 000-00-0000 SPC HHC V Corps (W338AA) APO New York 09757."

**Figure 4-3. Format 407, Shipment of personal property from overseas area—Continued**

<sup>5</sup> Use Format 407 when personal property shipment is authorized and neither an order nor a travel authorization is required for the soldier and/or dependents.

<sup>6</sup> Enter the appropriate paragraph or paragraphs of the JFTR, for example, "Joint Federal Travel Regulations, paragraphs U5370–D8 and U5440–A."

<sup>7</sup> MDC. See chapter 1 and table 1–2.

<sup>8</sup> Additional instructions. See paragraph 2–9 and table 2–2.

<sup>9</sup> Authentication. See paragraph 2–18 and figure 2–1, note 26.

<sup>10</sup> Signature block. See paragraph 2–18 and figure 2–1, note 27.

<sup>11</sup> Distribution. See paragraph 2–19 and figure 2–1, note 28.

**Figure 4-3. Format 407, Shipment of personal property from overseas area**

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*(Letterhead.)*<sup>1,2</sup>

*(Enter order number.)*<sup>3</sup>

*(Enter date.)*<sup>4</sup>

*(Enter standard name line.)*<sup>5</sup>

You will proceed on permanent change of station as shown.<sup>6</sup>

Assigned to:<sup>7,8</sup> (Enter the unit of assignment (including UIC) and station of assignment.)

Reporting date: (Enter the reporting date.)

Temporary duty at:<sup>9</sup> (Enter the TDY at assignment.)

Reporting date, temporary duty station:<sup>9</sup> (Enter the reporting date at the TDY station.)

Period of temporary duty:<sup>9</sup> (Enter the period of TDY.) Purpose of temporary duty:<sup>9</sup> (Include the course title and/or number.)

Additional instructions:<sup>10,11</sup> (Enter any authorized additional instructions.)

#### FOR ARMY USE

Auth:<sup>12</sup> (Enter the authority information.)

Accounting classification:<sup>9</sup> (Enter the accounting classification.)

MDC:<sup>13,14</sup> (Enter the MDC.)

Enlistment/REENLB indicator:<sup>15</sup> (Enter the enlistment/reenlistment bonus indicator.)

PPD: (Enter the PPD.)

PMOS/AOC: (Enter the 9-character PMOS for enlisted personnel and WOs, and the AOC for officers.)

Projected specialty: (Enter the officer's projected specialty as shown on the PERSCOM request for orders. Enter "None" for enlisted personnel, officers who are not managed by PERSCOM, and officers whose PERSCOM request for orders does not show a specialty.)

Pers con no: (Enter the EPD C&L No for enlisted personnel and the requisition identification code for officers.)

Asgd to mgt designation: (Enter the assignment MOS for enlisted personnel only.)

Con specialty: (Enter the officer's control specialty as shown on the PERSCOM request for orders. Enter "None" for enlisted personnel, officers who are not managed by PERSCOM, and officers whose PERSCOM request for orders does not show a specialty.)

Pers security code: (Enter the code shown on the assignment instructions.)

CIC:<sup>16</sup> (Enter the CIC.)

Aval date:<sup>17</sup> (Enter the available date.)

Format: (Enter 410.)

**Figure 4-4. Format 410, Reassignment with or without overseas travel—Continued**

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*(Enter authentication.)*<sup>18</sup>

*(Enter signature block.)*<sup>19</sup>

*(Enter distribution.)*<sup>20</sup>

---

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. If a soldier is a "Blue Bark" traveler, center the words "THIS IS A BLUE BARK TRAVELER" in uppercase letters two spaces above the heading of the order.
3. Order number. See paragraph 2-3 and figure 2-1, note 2.
4. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
5. Standard name line. See paragraph 2-5.
6. Add the following statement to the constant information: For reassignments with overseas travel add: "Information concerning your port call will be provided separately." If the soldier elects option 1, 2, or 3 of HQDA-directed TDY schooling in conjunction with PCS. For option 1 or 3, add "after temporary duty shown below has been completed". For option 2, add "and then proceed on temporary duty shown below". See paragraph 2-6.
7. For a group action, when the organization shown as the response to the Assigned to and Released from leadlines are the same for all members, add a Released from (enter the standard name line of the losing organization) leadline before the Assigned to leadline. Do not include the unit and station of assignment in the standard name line.
8. If the order pertains to a general officer, HQDA may delete unnecessary leadlines.
9. If PCS does not require TDY en route, delete all TDY leadlines and the Accounting classification leadline.
10. Additional instructions. See paragraph 2-9 and table 2-2.
11. The Additional instructions leadline of Format 410 may be modified as follows:
  - a. When a soldier's entitlement to hazardous duty incentive pay, special pay for diving duty, or special pay for sea duty will terminate in conjunction with the reassignment, enter the following statement: "Your entitlement to" (enter hazardous duty incentive pay, special pay for diving duty, or special pay for sea duty) "terminates on" (enter day, month, and year pay is to terminate). This statement in the order replaces the need to issue Format 332.
  - b. Enter the following statement: "The use of more than one privately owned conveyance within the same household in connection with PCS may be authorized before or approved after travel as advantageous to the Government under certain conditions as specified in the Joint Federal Travel Regulations, paragraph U5205." See table 2-2, item 38, for entitlement.
  - c. If a soldier is participating in the home base or advance assignment program, include the applicable statement in the order. See table 2-2, items 48 and 49.
12. Enter the following statement if a dropped from strength Standard Installation/Division Personnel System (SIDPERS) transaction has been processed on the soldier who is being reassigned: "Do not input SIDPERS." See AR 680-1, paragraph 13i, and DA Pam 600-8-1, procedure 2-8.
13. MDC. See chapter 1 and table 1-2.
14. Enter the reimbursable accounting classification if the PCS move is funded under the reimbursement program, for example, PCS moves that support foreign military sales and PCS moves that support the U.S. Army Corps of Engineers.
15. See AR 601-280, paragraph 8-17 and AR 601-210, table 9-1.
16. CIC. See AR 37-1. Use for overseas travel only.
17. Use for overseas travel only.
18. Authentication. See paragraph 2-18 and figure 2-1, note 26.
19. Signature block. See paragraph 2-18 and figure 2-1, note 27.
20. Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution of a PCS TDY order is outlined in a through g below.
  - a. If the officer is a chaplain, send one copy to ATTN DACH-PER, CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, WASHINGTON DC 20310-2700.
  - b. If the officer is an AMEDD officer, send one copy to HQDA (SGPE-PD), 5109 Leesburg Pike, Falls Church, VA 22041-3258, and one copy to HQDA (TAPC-OPH-(enter the office symbol of the officer's career management division)), Alexandria, VA 22332-0417.
  - c. If the officer is a JAGC officer, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-PT, 2200 ARMY PENTAGON, WASHINGTON 20310-2200.
  - d. If the officer's requisition identification code contains CE, send one copy to HQDA (DAEN-PEM-A), WASH DC 20314-1000.
  - e. Only if the WO holds a USAR commission, send one copy to the Commander, ARPERCEN, ATTN: DARP-PAT-S, St. Louis MO 63132-5200.
  - f. Only if an enlisted member holds a USAR commission or warrant, send one copy to the Commander, ARPERCEN, ATTN: DARP-PAT-S, St. Louis MO 63132.
  - g. If the designated place of confinement is being changed for a prisoner whose sentence as initially promulgated includes confinement and punitive discharge, send one copy to The Judge Advocate General, ATTN: (DAJA-CC), Falls Church, VA 22041-5013.
  - h. If the designated place of confinement is being changed for a prisoner whose sentence as initially promulgated includes confinement of 1 year or more without punitive discharge, send one copy to HQDA (JALS-CC), Falls Church, VA 22041-5013.

**Figure 4-4. Format 410, Reassignment with or without overseas travel**

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(Letterhead.)<sup>1</sup>

(Enter order number.)<sup>2</sup>

(Enter date.)<sup>3</sup>

(Enter name line.)<sup>4</sup>

You will proceed on permanent change of station as shown. This is a group travel order. Information concerning your port call will be provided separately.<sup>5</sup>

Release from: (Enter the losing unit of assignment (including the UIC) and the station of assignment.)

Assigned to:<sup>6</sup> (Enter the gaining organization (including UIC) and the address of the gaining organization.)

Reporting date: (Enter "In accordance with your port call.")

Additional instructions:<sup>7,8,9,10,11,12</sup> (Enter any authorized additional instructions.)

FOR ARMY USE

Auth:<sup>13</sup> (Enter the authority information.)

MDC for officers:<sup>14</sup> (Enter the MDC.)

MDC for enlisted:<sup>14</sup> (Enter the MDC.)

CIC for officers:<sup>15</sup> (Enter the CIC.)

CIC for enlisted:<sup>15</sup> (Enter the CIC.)

PSRD:<sup>16</sup> (Enter the personnel shipment ready date as shown on the personnel movement directive.)

Pers MD: (Enter the number of the personnel movement directive received from PERSCOM.)

Aval date: (Enter the available date.)

No. in group: (Enter the total number of name lines shown in this order.)

Format: (Enter 417.)

(Enter authentication.)<sup>17</sup>

(Enter signature block.)<sup>18</sup>

(Enter distribution.)<sup>19</sup>

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Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Enter name, SSN, grade of rank, and PMOS or SSI. Enter the PMOS for WOs and enlisted personnel. Enter the SSI for commissioned officers.
5. Use Format 417 for reassignments in connection with cohesion and operational readiness and training or new manning system. Use a separate name line for each soldier to be reassigned.
6. See paragraph 4-8.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. Include the following statement if applicable: "Officers are authorized" (enter number) "pounds of excess baggage. Enlisted personnel are authorized /quote1> (enter number) "pounds of excess baggage." Or if all personnel are authorized the same amount, enter "You are authorized" (enter number) "pounds of excess baggage."
9. Include the following statement if applicable: "Your dependents will be furnished a travel authorization if they are authorized to travel to a designated location or to your new permanent duty station at Government expense." Any increased administrative weight allowance will be included in the travel authorization instead of the order. All dependents authorized concurrent travel in conjunction with this PCS will be shown on the same travel authorization.
10. Include the following statement if applicable: "You are authorized shipment of household goods and privately owned vehicle."
11. Include the following statement if applicable: "If you ship personal property at Government expense, contact the transportation office of your new duty station immediately after arrival to arrange for delivery."
12. Include a statement to show the method by which the MPRJ will be moved. See AR 220-10, paragraph 3-11.
13. See paragraph 4-8a.
14. MDC. See chapter 1 and table 1-2.
15. CIC. See AR 37-1.
16. This date is when personnel of the unit must be ready to depart the home station.
17. Authentication. See paragraph 2-18 and figure 2-1, note 26.
18. Signature block. See paragraph 2-18 and figure 2-1, note 27.
19. Distribution. See paragraph 2-19 and figure 2-1, note 28.

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**Figure 4-5. Format 417, Reassignment with overseas travel, group**

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(Letterhead.)<sup>1</sup>

(Enter order number.)<sup>2</sup>

(Enter date.)<sup>3</sup>

The following named soldiers are reassigned as shown and will proceed on permanent change of station as shown below. Information applies to each soldier unless the soldier is specifically excluded.

Reporting date:<sup>4</sup> (Enter the reporting date.)

Authority:<sup>5</sup> (Enter the authority information.)

Movement designator code:<sup>6</sup> (Enter the MDC.)

Release from: (Enter the standard name line of the losing organization.)

Additional instructions:<sup>7,8</sup> (Enter any authorized additional instructions.)

(Enter name line.)<sup>9</sup>

Assigned to: (Enter the standard name line of the gaining organization.)

FOR ARMY USE

Pers con no: (Enter the EPD C&L No for enlisted personnel and the requisition identification code for officers.)

PMOS/AOC: (Enter the nine-character PMOS for enlisted personnel and WOs. Enter an AOC for commissioned officers of AMEDD, JAGC, and chaplains.)

PPD:<sup>10</sup> (Enter the PPD.)

Enlistment/REENLB indicator:<sup>10,11</sup> (Enter the enlistment/reenlistment bonus indicator.)

Asgd to mgt designation:<sup>10</sup> (Enter the MOS to which the enlisted soldier is being assigned.)

Con specialty:<sup>12</sup> (Enter the officers's control specialty as shown on the PERSCOM request for orders.)

Enter "None" for officers who are not managed by PERSCOM and officers whose PERSCOM request for orders does not show a specialty.)

Projected specialty:<sup>12</sup> (Enter the officers's projected specialty as shown on the PERSCOM request for orders. Enter "None" for officers who are not managed by PERSCOM and officers whose PERSCOM request for orders does not show a specialty.)

(Enter name line.)<sup>9</sup>

Assigned to: (Enter the standard name line of the gaining organization.)

FOR ARMY USE

Pers con no: (Enter the EPD C&L No for enlisted personnel and the requisition identification code for officers.)

PMOS/AOC: (Enter the nine-character PMOS for enlisted personnel and WOs. Enter an AOC for commissioned officers of AMEDD, JAGC, and chaplains.)

PPD:<sup>10</sup> (Enter the PPD.)

Enlistment/REENLB indicator:<sup>10,11</sup> (Enter the enlistment/reenlistment bonus indicator.)

Asgd to mgt designation:<sup>10</sup> (Enter the MOS to which the enlisted soldier is being assigned.)

Con specialty:<sup>12</sup> (Enter the officers's control specialty as shown on the PERSCOM request for orders.)

Enter "None" officers who are not managed by PERSCOM and officers whose PERSCOM request for orders does not show a specialty.)

Projected specialty:<sup>12</sup> (Enter the officers's projected specialty as shown on the PERSCOM request for orders. Enter "None" for officers who are not managed by PERSCOM and officers whose PERSCOM request for orders does not show a specialty.)

Format:<sup>9</sup> (Enter 418.)

(Enter authentication.)<sup>13</sup>

(Enter signature block.)<sup>14</sup>

(Enter distribution.)<sup>15</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> See paragraph 4-8b.

**Figure 4-6. Format 418, Reassignment, group—from one unit to several units—Continued**

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<sup>5</sup> See paragraph 4–8a.

<sup>6</sup> MDC. See chapter 1 and table 1–2.

<sup>7</sup> Additional instructions. See paragraph 2–9 and table 2–2.

<sup>8</sup> If a port call is required, include the following statement in the Additional instructions leadline: "Information concerning your port call will be provided separately." Also include the CIC and the availability date.

<sup>9</sup> Name line. Enter name, SSN, and grade of rank. Repeat the name line, the Assigned to leadline, and the FOR ARMY USE section for each soldier to be reassigned. Enter the Format leadline as the last entry in the paragraph.

<sup>10</sup> Delete the Enlistment/REENLB indicator, Asgd to mgt designation, and PPD leadlines when the paragraph will apply to officers only.

<sup>11</sup> See AR 601–280, paragraph 8–17 and AR 601–210, table 9–1.

<sup>12</sup> Delete the Con specialty and Projected specialty leadlines when the paragraph will apply to enlisted personnel only.

<sup>13</sup> Authentication. See paragraph 2–18 and figure 2–1, note 26.

<sup>14</sup> Signature block. See paragraph 2–18 and figure 2–1, note 27.

<sup>15</sup> Distribution. See paragraph 2–19 and figure 2–1, note 28. Distribution to HQDA of PCS orders is outlined in a through f below.

a. If the officer is an AMEDD officer, send one copy to HQDA (TAPC–OPH–(enter the symbol for the officer's career management division)), Alexandria, VA 22332–0417.

b. If the officer is a JAGC officer, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA–PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310–2200.

c. If the officer is a chaplain, send one copy to ATTN DACH–PER, CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, WASHINGTON DC 20310–2700.

d. If the officer's requisition identification code contains CE, send one copy to HQDA (DAEN–PEM–A), WASH DC 20314–1000.

e. Only if a WO holds a USAR commission, send one copy to the Commander, ARPERCEN, ATTN: DARP–PAT–S, 9700 Page Boulevard, St. Louis, MO 63132–5200.

f. Only if the enlisted soldier holds a USAR commission or warrant, send one copy to the Commander, ARPERCEN, ATTN: DARP–PAT–S, 9700 Page Boulevard, St. Louis, MO 63132–5200.

---

**Figure 4-6. Format 418, Reassignment, group—from one unit to several units**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

The following named soldiers are released from current assignment and reassigned as shown. The information applies to each soldier unless the soldier is specifically excluded.

Reassigned to: (Enter the standard name line of the gaining organization.)

Reporting date:<sup>4</sup> (Enter the reporting date.)

Authority:<sup>5</sup> (Enter the authority information.)

Additional instructions:<sup>6,7</sup> (Enter any authorized additional instructions.)

(Enter standard name line.)<sup>8</sup>

FOR ARMY USE

---

**Figure 4-7. Format 419, Reassignment, group—from several units to one unit—Continued**

---

Pers con no: (Enter the EPD C&L No for enlisted personnel and the requisition identification code for officers.)  
PMOS/AOC: (Enter a PMOS for enlisted personnel and WOs. Enter an AOC for commissioned officers of AMEDD, JAGC, and chaplains.)  
MDC:<sup>9</sup> (Enter the MDC.)  
Enlistment/REENLB indicator:<sup>10,11</sup> (Enter the enlistment/reenlistment bonus indicator.)  
Asgd to mgt designation:<sup>10</sup> (Enter the MOS to which an enlisted soldier is being assigned.)  
Con specialty:<sup>12</sup> (Enter the officer's control specialty as shown on the PERSCOM request for orders.  
Enter "None" for officers who are not managed by PERSCOM and officers whose PERSCOM request for orders does not show a specialty.)  
Projected specialty:<sup>12</sup> (Enter the officer's projected specialty as shown on the PERSCOM request for orders. Enter "None" for officers who are not managed by PERSCOM and officers whose PERSCOM request for orders does not show a specialty.)  
PPD:<sup>10</sup> (Enter the PPD.)

(Enter standard name line.)<sup>8</sup>

FOR ARMY USE

Pers con no: (Enter the EPD C&L No for enlisted personnel and the requisition identification code for officers.)  
PMOS/AOC: (Enter a PMOS for enlisted personnel and WOs. Enter an AOC for commissioned officers of AMEDD, JAGC, and chaplains.)  
MDC:<sup>9</sup> (Enter the MDC.)  
Enlistment/REENLB indicator:<sup>10,11</sup> (Enter the enlistment/reenlistment bonus indicator.)  
Asgd to mgt designation:<sup>10</sup> (Enter the MOS to which an enlisted soldier is being assigned.)  
Con specialty:<sup>12</sup> (Enter the officer's control specialty as shown on the PERSCOM request for orders.  
Enter "None" for officers who are not managed by PERSCOM and officers whose PERSCOM request for orders does not show a specialty.)  
Projected specialty:<sup>12</sup> (Enter the officer's projected specialty as shown on the PERSCOM request for orders. Enter "None" for officers who are not managed by PERSCOM and officers whose PERSCOM request for orders does not show a specialty.)  
PPD:<sup>10</sup> (Enter the PPD.)  
Format:<sup>8</sup> (Enter 419.)

*(Enter authentication.)*<sup>13</sup>

*(Enter signature block.)*<sup>14</sup>

*(Enter distribution.)*<sup>15</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> See paragraph 4-8b.

<sup>5</sup> See paragraph 4-8a.

<sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>7</sup> If a port call is required, include the following statement in the Additional instructions leadline: "Information concerning your port call will be provided separately." Also include the CIC and the availability date.

<sup>8</sup> Standard name line. See paragraph 2-5. Repeat the standard name line and the FOR ARMY USE section for each soldier to be reassigned. Enter the Format leadline as the last entry in the paragraph.

<sup>9</sup> MDC. See chapter 1 and table 1-2.

<sup>10</sup> Delete the Enlistment/REENLB indicator, Asgd to mgt designation, and PPD leadlines when the paragraph will apply to officers only.

<sup>11</sup> See AR 601-280, paragraph 8-11 and AR 601-210, table 9-1.

<sup>12</sup> Delete the Con specialty and Projected specialty leadlines when the paragraph will apply to enlisted personnel only.

<sup>13</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>14</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

---

**Figure 4-7. Format 419, Reassignment, group—from several units to one unit—Continued**

<sup>15</sup> Distribution. See paragraph 2–19 and figure 2–1, note 28. Distribution to HQDA of PCS orders is outlined in a through f below.

a. If the officer is an AMEDD officer, send one copy to HQDA (TAPC–OPH–(enter the symbol for officer’s career management division)), Alexandria, VA 22332–0417.

b. If the officer is a JAGC officer, send one copy to ATTN DAJA–PT, THE JUDGE ADVOCATE GENERAL, 2200 ARMY PENTAGON, WASHINGTON DC 20310–2200.

c. If the officer is a chaplain, send one copy to ATTN DACH–PER, CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, WASHINGTON DC 20310–2700.

d. If the officer’s requisition identification code contains CE, send one copy to HQDA (DAEN–PEM–A), WASH DC 20314–1000.

e. Only if the WO holds a USAR commission, send one copy to the Commander, ARPERCEN, ATTN: DARP–PAT–S, 9700 Page Boulevard, St. Louis, MO 63132–5200.

f. Only if the enlisted soldier holds a USAR commission or warrant, send one copy to the Commander, ARPERCEN, ATTN: DARP–PAT–S, 9700 Page Boulevard, St. Louis, MO 63132–5200.

**Figure 4-7. Format 419, Reassignment, group—from several units to one unit**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter name line.)*<sup>4,5</sup>

You are reassigned (diverted) and will proceed on permanent change of station as shown.<sup>6</sup>

Released from assigned, not joined: (Enter the released from assigned, not joined, information.)

Reassigned to: (Enter the unit of reassignment (including UIC) and station of assignment.)

Reporting date: (Enter the reporting date.)

Additional instructions:<sup>7,8</sup> (Enter any authorized additional instructions.)

FOR ARMY USE<sup>9</sup>

Auth:<sup>10</sup> (Enter the authority information.)

Last unit assignment: (Enter the unit of assignment shown in the standard name line of the last PCS order of the soldier being diverted.)

MDC:<sup>11</sup> (Enter the MDC.)

Pers con no:<sup>12</sup> (Enter the EPD C&L No for enlisted personnel and the requisition identification code for officers.)

Enlistment/REENLB indicator:<sup>13</sup> (Enter the enlistment/reenlistment bonus indicator.)

PPD: (Enter the PPD.)

Asgd to mgt designation: (Enter the MOS to which the enlisted soldier is being assigned. Enter “Not applicable” for officers.)

PMOS/AOC: (Enter a PMOS for enlisted personnel and WOs. Enter an AOC for commissioned officers of AMEDD, JAGC, and chaplains.)

Con specialty: (Enter the officer’s control specialty as shown on the PERSCOM request for orders. Enter “None” for the enlisted personnel, officers who are not managed by PERSCOM, and officers whose PERSCOM request for orders does not show a specialty.)

Projected specialty: (Enter the officer’s projected specialty as shown on the PERSCOM request for orders. Enter “None” for the enlisted personnel, officers who are not managed by PERSCOM, and officers whose PERSCOM request for orders does not show a specialty.)

Format: (Enter 424.)

*(Enter authentication.)*<sup>14</sup>

*(Enter signature block.)*<sup>15</sup>

*(Enter distribution.)*<sup>16</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2–3 and figure 2–1, note 1.

<sup>2</sup> Order number. See paragraph 2–3 and figure 2–1, note 2.

**Figure 4-8. Format 424, Reassignment—diversion—Continued**

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- <sup>3</sup> Date. See paragraph 2–16 and figure 2–1, notes 3 and 4.
- <sup>4</sup> Enter the name, SSN, grade of rank, and current address.
- <sup>5</sup> . When the soldier shown in the name line is a general officer, HQDA may delete unnecessary leadlines.
- <sup>6</sup> Use Format 424 when a soldier's PCS order contains a numbered MDC and the assignment is changed after the soldier begins travel from the last permanent assignment.
- <sup>7</sup> Additional instructions. See paragraph 2–9 and table 2–2.
- <sup>8</sup> If overseas travel is involved, include the following statement in the Additional instructions leadline: "Information concerning your port call will be provided separately."
- <sup>9</sup> If overseas travel is involved, add the CIC and Aval date leadlines to the FOR ARMY USE section.
- <sup>10</sup> See paragraph 4–8a.
- <sup>11</sup> MDC. See chapter 1 and table 1–2.
- <sup>12</sup> Include the AERB–validated position number if the soldier is being diverted to an AERB–validated position, for example, "AGAG086000179 AERB TCN001."
- <sup>13</sup> See AR 601–280 and AR 601–210.
- <sup>14</sup> Authentication. See paragraph 2–18 and figure 2–1, note 26.
- <sup>15</sup> Signature block. See paragraph 2–18 and figure 2–1, note 27.
- <sup>16</sup> Distribution. See paragraph 2–19 and figure 2–1, note 28. Distribution to HQDA of PCS orders is outlined in a through f below.
- a. If the officer is an AMEDD officer, send one copy to HQDA (TAPC–OPH–(enter the symbol for officer's career management division)), Alexandria, VA 22332–0417.
- b. If the officer is a JAGC officer, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA–PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310–2200.
- c. If the officer is a chaplain, send one copy to ATTN DACH–PER, CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, WASHINGTON, DC 20310–2700.
- d. If the officer's requisition identification code contains CE, send one copy to HQDA (DAEN–PEM–A), WASH DC 20314–1000.
- e. Only if the WO holds a USAR commission, send one copy to the Commander, ARPERCEN, ATTN: DARP–PAT–S, 9700 Page Boulevard, St. Louis, MO 63132–5200.
- f. Only if the enlisted soldier holds a USAR commission or warrant, send one copy to the Commander, ARPERCEN, ATTN: DARP–PAT–S, 9700 Page Boulevard, St. Louis, MO 63132–5200.

**Figure 4-8. Format 424, Reassignment—diversion**

---



---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You will proceed on permanent change of station as shown.

**Figure 4-9. Format 425, Reassignment—interstation low-cost PCS—Continued**

---

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Reporting date:<sup>5</sup> (Enter the reporting date.)

Additional instructions:<sup>6,7,8,9</sup> (Enter any authorized additional instructions.)

FOR ARMY USE

Auth:<sup>10</sup> (Enter the approving headquarters and the date of authorization.)

MDC:<sup>11</sup> (Enter the appropriate four-digit MDC for a low-cost move.)

Asgd to mgt designation: (Enter the MOS to which the enlisted soldier is being assigned. Enter "Not applicable" for officers.)

PMOS/AOC: (Enter the PMOS for enlisted personnel and WOs. Enter the AOC for commissioned officers of AMEDD, JAGC, and chaplains.)

Con specialty: (Enter "None" for enlisted personnel. Enter the officer's current control specialty (three digits for commissioned officers and five digits for WOs).)

Format: (Enter 425.)

*(Enter authentication.)*<sup>12</sup>

*(Enter signature block.)*<sup>13</sup>

*(Enter distribution.)*<sup>14</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5 and figure 2-5.

<sup>5</sup> See paragraph 4-8b.

<sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>7</sup> Enter the following statement to the Additional instructions leadline if appropriate: "The soldier is authorized full entitlements as prescribed by the Joint Federal Travel Regulations. Projected cost does not exceed \$500."

<sup>8</sup> For CONUS, enter the following statement to the Additional instructions leadline if appropriate: "This low-cost move does not stabilize you at the gaining location, and you remain eligible for worldwide assignment." For OCONUS, enter the following statement to the Additional instructions leadline if appropriate: "This low-cost move does not obligate you to an increased tour; the date eligible for return from overseas remains the same. You are not entitled to free home travel. You remain eligible for the overseas extension incentive program (OEIP) consecutive overseas tour (COT), and in-place consecutive overseas tour (IPCOT) programs."

<sup>9</sup> Include the AERB-validated position number if the soldier is being assigned to an AERB position.

<sup>10</sup> See paragraph 4-8a.

<sup>11</sup> MDC. See chapter 1 and table 1-2.

<sup>12</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>13</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>14</sup> Distribution. Send one copy to the appropriate career manager at PERSCOM. Also see paragraph 2-19 and figure 2-1, note 28.

---

**Figure 4-9. Format 425, Reassignment—interstation low-cost PCS**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are on active duty in Active Guard or Reserve status and will proceed on permanent change of station as shown.<sup>5</sup>

Report to: (Enter the report to unit or organization.)

Reporting date: (Enter the reporting date.)

Attached to: (Enter the attached to unit or organization.)

Released from attachment to: (Enter the released from attachment to unit or organization.)

Active duty commitment:<sup>6</sup> (Enter the active duty commitment.)

Purpose: (Describe the purpose.)

Additional instructions:<sup>7,8</sup> (Enter any authorized additional instructions.)

FOR ARMY USE<sup>8,9,10</sup>

Auth: (Enter “(Do not access into the strength of Active Army.)”)

Accounting classification: (Enter the accounting classification.)

PMOS/AOC: (Enter the PMOS for enlisted personnel and WOs and the AOC required for the new assignment for commissioned officers.)

UCMJ responsibility: (Enter the installation responsible for administration of the UCMJ.)

Format: (Enter 452.)

*(Enter authentication.)*<sup>11</sup>

*(Enter signature block.)*<sup>12</sup>

*(Enter distribution.)*<sup>13</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> Use Format 452 when a soldier is on active duty in an AGR status and is being reattached for other than separation processing and when travel is required. Use Format 454 when a soldier is being reattached for separation processing. Use Format 440 when a soldier is being reattached for other than separation processing and no travel is involved.

<sup>6</sup> For USAR AGR soldiers, delete the Active duty commitment leadline.

<sup>7</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>8</sup> When an officer in any duty position was initially OAD from an operational flying position and the officer meets gate requirements specified in DODPM, chapter 1 of part 2, add the TFOS and ASED leadlines to the FOR ARMY USE section, and include the following statement in the Additional instructions leadline: “You are entitled to continuous aviation career incentive pay.”

<sup>9</sup> When enlisted USAR personnel are being reattached, add the DMOS, REFRAD, and ETS leadlines to the FOR ARMY USE section.

<sup>10</sup> When USAR personnel are being reattached, add the MPRJ responsibility leadline to the FOR ARMY USE section. Enter the appropriate UIC in response to the MPRJ responsibility leadline.

**Figure 4-10. Format 452, Release from attachment and reattachment of ARNGUS or USAR personnel on active duty in AGR status—Continued**

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<sup>11</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>12</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>13</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 4-10. Format 452, Release from attachment and reattachment of ARNGUS or USAR personnel on active duty in AGR status**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2,3</sup>

*(Enter date.)*<sup>4</sup>

*(Enter standard name line.)*<sup>5</sup>

The following organization or unit action is directed.<sup>6,7</sup>

Action: (Indicate the appropriate action taken regarding the organization or unit.)

Assigned to: (Enter the parent organization.)

Effective date: (Enter the effective date.)

Accounting classification: (Enter the accounting classification.)

Authority: (Enter the authority information.)

Additional instructions:<sup>8,9,10,11,12,13</sup> (Enter any authorized additional instructions.)

Format: (Enter 745.)

*(Enter authentication.)*<sup>14</sup>

*(Enter signature block.)*<sup>15</sup>

*(Enter distribution.)*<sup>16</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Format 745 will be published as a permanent order.

<sup>4</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>5</sup> Standard name line. See paragraph 2-5.

<sup>6</sup> If group travel is being directed, see paragraph 2-2.

<sup>7</sup> Add the following statement to the constant information: "Organization or unit members are released from active duty on the date(s) shown at the annex(es)."

<sup>8</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>9</sup> Include requirements pertaining to personnel and equipment.

<sup>10</sup> If temporary attachment of the unit with its personnel is required, attach a roster showing name, SSN, and grade of rank for each member. If travel is required and members will travel as a group, add the following statement to the Additional instructions headline: "Unit members will travel as a group." If travel is required and members will not travel as a group, issue separate orders for members.

---

**Figure 4-11. Format 745, Assignment, transfer, attachment, release from attachment, reassignment, deployment, or change of station (temporary or permanent) of organization or unit—Continued**

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<sup>11</sup> If PCS movement of the unit with its personnel is required, attach a roster showing name, SSN, grade of rank, and MDC for each member. If members will travel as a group, add the following statement to the Additional instructions leadline: "Unit members will travel as a group." If members will not travel as a group, issue separate orders for members.

<sup>12</sup> Include a CIC as shown in AR 37-1 if overseas travel is required.

<sup>13</sup> Add the following statement to the Additional instructions leadline: "Attach annex(es) listing release date(s) of unit members from active Federal duty." Ensure that the annexes account for all soldiers including those who are released early. Construct annex(es) to reflect name, grade, SSN, and release date if known (for example, trail party); if the information is not known, enter "To be determined." Amend the order as appropriate when dates are determined. Ensure that the release from active duty date for each soldier reflects that soldier's actual release date. Prepare annexes as follows:

- a. Main body.
- b. Trail party.
- c. Other annexes as necessary.

<sup>14</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>15</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>16</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution to HQDA of orders is outlined in a and b below.

a. Change in status of organization or unit—

(1) Send two copies to U.S. Army Center of Military History, ATTN: DAMH-HSO-U, 1099 14th Street, Washinton DC 20005-3402.

(2) Send one copy to The Institute of Heraldry, 9325 Gunston Road, Room S-112, Fort Belvoir, VA 22060-5579.

(3) Send one copy to ATTN DAMO-FDA, DEPUTY CHIEF OF STAFF OPERATIONS AND PLANS, 460 ARMY PENTAGON, WASHINGTON, DC 20310-0460.

(4) If AMEDD spaces are required or authorized, send one copy to HQDA (SGPE-PD), 5109 Leesburg Pike, Falls Church, VA 22041-3258, and one copy to HQDA (TAPC-OPH-ZA), Alexandria, VA 22332-0417.

(5) If JAGC spaces are required or authorized, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310-2200.

(6) If chaplain spaces are required or authorized, send one copy to ATTN DACH-PER, CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, WASHINGTON DC 20310-2700.

b. Movement of organization or unit—

(1) Send two copies to U.S. Army Center of Military History, ATTN: DAMH-HSO-U, 1099 14th Street, NW., Washington, DC 20005-3402.

(2) Send one copy to HQDA (TAPC-OPD), Alexandria, VA 22332-0400.

**Figure 4-11. Format 745, Assignment, transfer, attachment, release from attachment, reassignment, deployment, or change of station (temporary or permanent) of organization or unit**

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*(Letterhead of organization issuing the NATO travel order)*

NATO TRAVEL ORDER/ORDRE DE MISSION OTAN

Country of Origin: United States  
Pays de provenance: United States

Order Number: *(enter PCS or TDV order no)*  
Numero deseries: *(enter PCS or TDY order no)*

1. The bearer (and group as shown hereon or on attached list)  
Le porteur (et personnel porte ci-dessus ou sur la liste jointe)

Social security number/No Mle	Grade of rank/Grade	Name/Nom
000-00-000 SFC/E7	SMITH, SPENCER A.	

2. Will travel from United States to Germany  
Fera mouvement de United States a Germany

via Date of departure: 14 February 1993  
via Date du depart: 14 February 1993  
Expected date of return *(leave blank when member has PCS orders)*  
Date probable de retour *(leave blank when member has PCS orders)*

3. Authority (is) (is not) granted to possess and carry arms.  
Autorisation de port d'armes (accordee) (non accordee).

4. The person named in paragraph 1 is authorized to carry. *(not applicable)*  
La personne indiquee au paragraphe 1 est autorisee a porter

sealed dispatches, containing only official documents, numbered. *(not applicable)*  
plis scelles, ne contiennent que des documents officiels, numerotes

5. I hereby certify that this individual/group\* is/are member(s) of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized move under the terms of this agreement.  
*(\*Delete if not applicable)*

Je soussigne certifie que le personnel vise appartient a une armee telle que definie dans l'Accord OTAN sur le statut des Forces armees et que ce deplacement est officiel selon les termes de cet Accord.

6. This travel order is to be produced to civil and military authorities on request.

Cet ordre de mission devra etre presente sur demande des autorites civiles et militaires.

FOR THE COMMANDER: *(or appropriate authority line)*

JOHN A DOE, C, PERS Assignment Sec  
*(Officer authorizing movement)*  
*(Officier autorisant le mouvement)*

1 February 1993  
*(Date of issue)*  
*(Date de l'autorisation)*

INSTRUCTIONS WHICH MAY BE SHOWN ON THE BACK  
OF THE NATO TRAVEL ORDER

1. This travel order is to be used for both individual and collective movement. When the travel order is issued to parties of 20 or over, detailed arrangements are to be made as necessary for movement, reception, staging, etc. If more than one person is traveling, the attached list (as referred to in paragraph 1) should show traveler's social security number, grade of rank, name, and unit.

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Figure 4-12. Sample NATO travel order—Continued

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2. The country from which travel is authorized and the country or countries to and through which travel is authorized must be shown in paragraph 2. The inclusion of the town or city from and to which travel is authorized is optional.

3. The traveler must have an Active Duty Military Identification Card or an Armed Forces Identification Card.

4. Paragraph 4 should be deleted is not applicable.

Figure 4-12. Sample NATO travel order

## 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 HQDA, MACOM, or installation (MILPER Division or PSC) level. However, the personnel plans and actions work center at the installation level in the Active Army publishes the majority of these orders.

### 5-2. Personnel plans and actions-related formats

This chapter describes formats for preparing personnel plans and actions-related orders at all echelons of Active Army and Reserve Components organizations. Formats 320, 342, 344, 450, 500, 501, 502, 505, 520, 522, 530, 540, and 564 apply to personnel plans and actions-related orders and are shown in figures 5-1 through 5-13, respectively.

### 5-3. Reserve Components personnel plans and actions-related formats

Formats 450 and 564 will be used for ARNGUS or USAR personnel only. (See figs 5-4 and 5-13.)

### 5-4. Other personnel plans and actions-related formats

Formats 320, 342, 344, 500, 501, 502, 505, 520, 522, 530, and 540 pertain to personnel plans and actions-related orders that may be used at all echelons of Active Army and Reserve Components organizations. (See figs 5-1 through 5-3 and figs 5-5 through 5-12.) DA Form 638-1 and an award certificate will be used in instead of Format 320 to announce award of AAM, ARCOM, and MSM when authorized by AR 672-5-1, chapter 2.

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

Personnel plans and actions-related formats will not be modified unless a note to a format specifically authorizes the modification or unless additional leadlines are required for TDY (para 2-7) and the format does not have the necessary leadlines. Read all of the notes pertaining to a format before attempting to publish an order.

### 5-6. 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 (AR 190-45, chapter 5 and FM 19-10):

(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, chapter 5.

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. Transportation requests and meal tickets will be prepared in accordance with AR 55-355, chapter 53. The installation transportation officer will comply with AR 37-104-3, before the transportation request is given to the soldier. See JFTR, paragraph U7400, vol I, and AR 37-106, paragraph 3-24, for transportation furnished to soldiers without funds.

**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 Discharge (Including Resignation) From All Status or Discharge From Regular Army While Under Dual Component Enlistment Option.	Enlisted or officer transfers and discharges.
502	Discharge ROTC 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.
530	Interservice Transfers of Officers to the U.S. Navy, U.S. 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 AMEDD 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.

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2,3</sup>

*(Enter date.)*<sup>4</sup>

(Enter standard name line or standard name line of unit for unit awards.)<sup>5,6</sup>

Announcement is made of the following award and the following MOS action is directed.<sup>7,8</sup>

Award: (Enter the name of the award and the awarded MOS.)

Date(s) or period of service:<sup>9</sup> (Include the specific date (day, month, and year) or period (from day, month, and year to day, month, and year).)

Authority:<sup>10</sup> (Enter the authority information.)

Reason:<sup>11</sup> (Enter the reason for the award.)

Format: (Enter 320.)

*(Enter authentication.)*<sup>12</sup>

*(Enter signature block.)*<sup>13</sup>

*(Enter distribution.)*<sup>14,15</sup>

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Format 320 will be published as a permanent order.

**Figure 5-1. Format 320, Awards—Continued**

- <sup>4</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
- <sup>5</sup> Standard name line of unit. See paragraph 2-5. Name line. Enter the name, SSN, grade, military occupational specialty (MOS) upon entering training, for example, 11B10.
- <sup>6</sup> Enter the organization and the location of the awardee at the end of the period of service or on the date that the soldier qualified for the award.
- <sup>7</sup> Do not use Format 320 if the award certificate will be annotated with the order number per AR 672-5-1, chapter 2. This rule applies to award of AAM, ARCOM, and MSM. However, for award of the parachute badge, ranger Tab or any other training upon completion and MOS change is obtained (for example, Parachute Badge "P" 11B1P) the new MOS will be reflected as shown above example in the Award headline.
- <sup>8</sup> Do not issue an order for award of service medals, service ribbons, identification badges, or basic marksmanship qualification badges.
- <sup>9</sup> Include the estimated date of separation as the closing date when orders announce advance award of the Good Conduct Medal (AR 672-5-1), for example, "From 31 Oct 1988 to date of separation on or about 30 Oct 1990."
- <sup>10</sup> Include the specific paragraph of AR 672-5-1, if appropriate.
- <sup>11</sup> Include the full citation for award of the Medal of Honor and the Distinguished Service Cross. In other cases, enter the reason that may apply in the particular instance as set forth in the appropriate paragraph of AR 672-5-1, for example, "For gallantry in action" for the Silver Star or "For heroism in ground combat" for the Bronze Star Medal (Valor).
- <sup>12</sup> Authentication. See paragraph 2-18. and figure 2-1, note 26.
- <sup>13</sup> Signature block. See paragraph 2-18. and figure 2-1, note 27.
- <sup>14</sup> Distribution. See paragraph 2-19. and figure 2-1, note 28. Distribution to HQDA of award orders is outlined in *a* through *c* below.
- a. Unit awards—
    - (1) Send two copies to HQDA (DAMH-HSO-U), WASH DC 20314-0200.
    - (2) Send two copies to HQDA (TAPC-PDA), Alexandria, VA 22332-0471.
    - (3) Send three copies to HQDA (DAMH-HSO), WASH DC 20314-0200.
  - b. Awards to living personnel—
    - (1) If the soldier is an officer, send one copy to HQDA (TAPC-MSR), Alexandria, VA 22332-0400. Attach the award citation when it is published separately.
    - (2) If the soldier is enlisted personnel, send one copy to the Commander, USAEREC, ATTN: PCRE-FS, Fort Benjamin Harrison, IN 46249-5000, with the soldier's name and SSN underlined.
  - c. Posthumous award of a decoration. When a decoration cannot be presented to next of kin, send three copies of the award orders to HQDA (TAPC-PDA), Alexandria, VA 22332-0471, per AR 672-5-1, paragraph 1-27b. Attach the award certificate and three copies of the citation when it is published separately.
- <sup>15</sup> When MOS changes are reflected, ensure one copy of orders is sent to local reclassification section.

---

**Figure 5-1. Format 320, Awards**

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*(Letterhead.)*<sup>1,2</sup>

*(Enter order number.)*<sup>3</sup>

*(Enter date.)*<sup>4</sup>

*(Enter standard name line.)*<sup>5</sup>

You are authorized emergency leave as indicated.<sup>6,7,8</sup>

Type of absence:<sup>2</sup> (Enter the type of absence.)

Effective date: (Enter the effective date.)

Number of days: (Enter the number of days of emergency leave.)

Leave address: (Enter the leave address.)

Additional instructions:<sup>9,10</sup> (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter the authority information.)

ETS: (Enter the ETS.)

Months overseas: (Enter the months overseas.)

DEROS: (Enter the date eligible for return from overseas (DEROS).)

Accounting classification: (Enter the accounting classification.)

CIC:<sup>11</sup> (Enter the CIC.)

Format: (Enter 342.)

*(Enter authentication.)*<sup>12</sup>

*(Enter signature block.)*<sup>13</sup>

*(Enter distribution.)*<sup>14</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> If the member is a Blue Bark traveler, center the words "THIS IS A BLUE BARK TRAVELER" in capital letters two spaces above the heading of the order.

<sup>3</sup> Order number. See paragraph 2-3. and figure 2-1, note 2.

<sup>4</sup> Date. See paragraph 2-16. and figure 2-1, notes 3 and 4.

<sup>5</sup> Standard name line. See paragraph 2-5.

<sup>6</sup> Do not use Format 342 if DA Form 31 will be used as an order per AR 600-8-10, chapter 6.

<sup>7</sup> Use Format 342 to grant emergency leave that requires travel on Military Airlift Command aircraft. This rule applies only to family members who are traveling on emergency leave without a sponsor.

<sup>8</sup> Show the reason for emergency leave.

<sup>9</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>10</sup> Include the following statement in the Additional instructions leadline: "Contact the" (enter appropriate personnel assistance point) "at area code" (enter the commercial telephone number of personnel assistance point) "if you need help with personal problems or return travel."

<sup>11</sup> CIC. See AR 37-1, chapter 5.

<sup>12</sup> Authentication. See paragraph 2-18. and figure 2-1, note 26.

<sup>13</sup> Signature block. See paragraph 2-18. and figure 2-1, note 27.

<sup>14</sup> Distribution. See paragraph 2-19. and figure 2-1, note 28.

**Figure 5-2. Format 342, Emergency leave**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter name line.)*<sup>4</sup>

You are recalled to duty from leave status effective on receipt of this order.

Return to: (Enter the return to organization or unit.)

Authority:<sup>5,6</sup> (Enter the authority information.)

Accounting classification: (Enter the accounting classification.)

Reason for recall: (Enter the reason for recall.)

Additional instructions:<sup>7,8</sup> (Enter any authorized additional instructions.)

Format: (Enter 344.)

*(Enter authentication.)*<sup>9</sup>

*(Enter signature block.)*<sup>10</sup>

*(Enter distribution.)*<sup>11</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Enter name, SSN, current grade of rank, and leave point.

<sup>5</sup> See AR 630-5, paragraph 4-7, for change in status while on leave.

<sup>6</sup> See JFTR, vol 1, paragraph U7220-B, for travel of members because of recall from leave.

<sup>7</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>8</sup> See JFTR, vol 1, paragraph U7220-C2, for allowances authorized because of recall from leave.

<sup>9</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>10</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>11</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

**Figure 5-3. Format 344, Recall from leave**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are reassigned in the Reserve Components as shown below.

Released from:<sup>5</sup> (Enter the released from organization or unit.)

Reason:<sup>6</sup> (Enter the reason for the reassignment.)

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Effective date:<sup>7</sup> (Enter the effective date.)

Additional instructions:<sup>8,9,10,11,12</sup> (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter the authority information.)

Asgd to mgt designation:<sup>13</sup> (Enter the MOS to which the enlisted soldier is being assigned. Enter "Not applicable" for officers.)

Basic br:<sup>13</sup> (Enter the basic branch.)

Con br:<sup>13</sup> (Enter the control branch.)

Con specialty:<sup>13</sup> (Enter the control specialty for officers other than AMEDD, JAGC, and chaplains.)

Projected specialty:<sup>13</sup> (Enter the projected specialty, if applicable, for officers other than AMEDD, JAGC, and chaplains.)

Format: (Enter 450.)

*(Enter authentication.)*<sup>14</sup>

*(Enter signature block.)*<sup>15</sup>

*(Enter distribution.)*<sup>16</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> To transfer a soldier from inactive standby status, enter "Inactive U.S. Army Reserve."

<sup>6</sup> For example, enter "Nonselection for Reserve promotion 2 Jan 1990."

<sup>7</sup> See paragraph 2-16.

<sup>8</sup> When the MPRJ will not accompany the soldier, include the soldier's PEBD and security clearance.

<sup>9</sup> Include remarks as appropriate, such as "You will be furnished DA Form 977 (Certificate of Transfer to Retired Reserve)" or "This action does not affect your current active duty status."

<sup>10</sup> When a soldier's entitlement to hazardous duty incentive pay, special pay for diving duty, or special pay for sea duty will terminate in conjunction with the reassignment, enter the following statement: "Your entitlement to" (enter hazardous duty incentive pay, special pay for diving duty, or special pay for sea duty) "terminates on" (enter day, month and year pay is to terminate). This statement in the order replaces the need to issue Format 332.

<sup>11</sup> For USAR soldiers reassigned between troop program units, include the UIC, payroll number, and input station number of the losing unit.

<sup>12</sup> Additional instructions. See paragraph 2-9 and table 2-2.

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**Figure 5-4. Format 450, Transfers among Reserve Components, control groups, or units—Continued**

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<sup>13</sup> ARPERCEN may modify Format 450 to delete the Asgd to mgt designation, Basic br, Con br, Con specialty, and Projected specialty leadlines when computer–printed orders are prepared.

<sup>14</sup> Authentication. See paragraph 2–18 and figure 2–1, note 26.

<sup>15</sup> Signature block. See paragraph 2–18 and figure 2–1, note 27.

<sup>16</sup> Distribution. See paragraph 2–19 and figure 2–1, note 28. Distribution to HQDA of transfer orders is outlined in a and b below.

a. If the order applies to an officer on active duty, send one copy to HQDA (TAPC–MSR), Alexandria, VA 22332–0400, with the officer’s name and SSN underlined.

b. If the order applies to an enlisted soldier on active duty, send one copy to the Commander, USAEREC, ATTN: PCRE–FS, Fort Benjamin Harrison, IN 46249–5000, with the soldier’s name and SSN underlined.

---

**Figure 5-4. Format 450, Transfers among Reserve Components, control groups, or units**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are discharged from the Component shown.<sup>5,6</sup>

Authority:<sup>7</sup> (Enter the appropriate Army regulation, for example, “AR 600–43.” Do not show the paragraph, chapter, or reason for release from active duty.)

Effective date:<sup>8</sup> (Enter the effective date.)

Component: (Enter the component.)

Additional instructions: <sup>9,10,11,12,13,14,15,16</sup> (Enter any authorized additional instructions.)

Format: (Enter 500.)

*(Enter authentication.)*<sup>17</sup>

*(Enter signature block.)*<sup>18</sup>

*(Enter distribution.)*<sup>19</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2–3 and figure 2–1, note 1.

<sup>2</sup> Order number. See paragraph 2–3 and figure 2–1, note 2.

<sup>3</sup> Date. See paragraph 2–16 and figure 2–1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2–5.

<sup>5</sup> Use Format 500 when the soldier is being discharged without being reassigned for separation processing. Use Format 501 when the soldier is being reassigned for separation processing and is being discharged.

<sup>6</sup> If the discharge is in absentia and the notice is constructive, the order will be annotated as directed in the applicable separation regulation.

<sup>7</sup> Add the Type of discharge leadline when the soldier will not be furnished DD Form 214 (Certificate of Release or Discharge from Active Duty).

<sup>8</sup> Unless otherwise provided by law, the effective date of the discharge is the date the soldier receives actual or constructive notice of discharge according to the applicable separation regulation.

<sup>9</sup> Additional instructions. See paragraph 2–9 and table 2–2.

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**Figure 5-5. Format 500, Discharge (includes resignation) from all status or discharge from the RA while under dual component enlistment option—Continued**

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<sup>10</sup> Add a FOR ARMY USE section between the Additional instructions leadline and the Format leadline when travel is authorized in connection with the separation. The FOR ARMY USE section will contain the HOR, Place EAD or OAD, MDC, and Format leadlines.

<sup>11</sup> If the discharge is because of disability, include the percentage of the disability, for example, "Percentage of disability—20%."

<sup>12</sup> For Reserve commissioned and WOs, include the following statement: "All Reserve of the Army and Army of the United States appointments are terminated."

<sup>13</sup> For RA commissioned and WOs, include the following statement:

"Any temporary commissions or appointments held are terminated."

<sup>14</sup> When disposition instructions from the CG, PERSCOM, contain information pertaining to disability severance pay, include the following statement: "You are authorized disability severance pay in pay grade" (enter pay grade) "based on" (enter number) "years," (enter number) "months," (enter number) "days of service as computed under section 1208, section 10, United States Code" (10 USC 1208).

<sup>15</sup> If the soldier is a dual component enlistee, enter the following statement: "This order does not affect your enlistment in the U.S. Army Reserve" or "This order does not affect your enlistment in the" (enter State name)"Army National Guard."

<sup>16</sup> The following information will be entered first on transition orders for officers and enlisted soldiers being separated with voluntary separation incentive/special separation benefit (VSI/SSB) payment in the additional instructions leadline:

a. "Soldiers who receive VSI/SSB based on service in the Armed Forces, and who subsequently qualify under 10 USC or 14 USC for retired or retainer pay shall have deducted an amount equal to the total amount of VSI/SSB pay not previously recouped. This amount will be recouped from each payment of retired or retainer pay until the total amount deducted is equal to the total amount of VSI/SSB received."

b. "Transition Assistance Management Program:"

(1) Soldier approved for VSI/SSB payment (choose appropriate entry).

(2) "Expiration medical:" (enter date.)

(3) "Expiration Post Exchange/Commissary:" (enter date.)

(4) "Expiration VSI/SSB reserve commitment:" (Enter date.)

(5) "For information on benefits and services, see the Army Career and Alumni Program (ACAP) office, Army Community Services (ACS) office and/or your military personnel office."

c. Status of Forces Agreement (SOFA), or military bases agreement between the United States and another country may preclude separating and retiring members and their dependents who plan to live or travel overseas from using US military facilities (for example, commissary, PX or other) whether or not they have a valid ID card.

d. When calculating the reserve commitment be sure to add any remaining time from block 6 of the DD Form 214 to additional reserve time incurred due to acceptance of VSI/SSB.

<sup>17</sup> Authentication. See paragraph 2–18 and figure 2–1, note 26.

<sup>18</sup> Signature block. See paragraph 2–18 and figure 2–1, note 27.

<sup>19</sup> Distribution. See paragraph 2–19 and figure 2–1, note 28. Distribution of separation orders is outlined in *a* and *b* below.

a. To HQDA—

(1) If the officer is a JAGC officer on active duty and is being separated because of nonselection for promotion, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA–PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310–2200.

(2) If the soldier is on active duty with the rank of staff sergeant through sergeant major or is centrally managed as outlined in AR 614–200, table 1–1, send one copy to HQDA (TAPC–EP—(enter the symbol for the soldier's career branch as shown in AR 614–200, table 1–1)), Alexandria, VA 22331–0400. Also indicate the soldier's PMOS in parenthesis.

(3) If the soldier is on active duty with the rank of staff sergeant through master sergeant and is on a current HQDA promotion list, send one copy to HQDA (TAPC–MSP–E), Alexandria, VA 22332–0443.

(4) Only if the enlisted soldier is on active duty and holds a USAR commission or warrant, send one copy to the Commander, ARPERCEN, ATTN: DARP–AR, 9700 Page Boulevard, St. Louis, MO 63132–5200.

b. Other—

(1) Send one copy of orders, DD Form 214 (copy 4), and copies of DD Form 4/1 and 4/2 (Enlistment/Reenlistment Document Armed Forces of the United States) to the local finance office for determination of the amount of separation pay and final payment to the soldier.

(2) When the USAR soldier is on IADT, send one copy to his or her troop program unit when the troop program unit was shown in the distribution block of the IADT order.

**Figure 5-5. Format 500, Discharge (includes resignation) from all status or discharge from the RA while under dual component enlistment option**

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*(Letterhead.)*<sup>1</sup>

**Figure 5-6. Format 501, Reassignment for separation processing and discharge (including resignation) from all status or discharge from the RA while under dual component enlistment option—Continued**

---

(Enter order number.)<sup>2</sup>

(Enter date.)<sup>3</sup>

(Enter standard name line.)<sup>4,5</sup>

You are reassigned to the U.S. Army transition point shown for transition processing. After processing, you are discharged from the Component shown. If you are delayed in reporting to the transition point, you still must report to the transition point as soon as possible or as authorized to receive a new effective date of discharge.<sup>6,7</sup>

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Reporting date:<sup>8</sup> (Enter the reporting date.)

Component: (Enter the component.)

Date of discharge unless changed or rescinded:<sup>9</sup> (Enter the scheduled date of discharge.)

Additional instructions:<sup>10,11,12,13,14,15,16,17,18</sup> (Enter any authorized additional instructions.)

FOR ARMY USE<sup>19</sup>

Auth: (Enter appropriate Army regulations, for example, "AR 635-200." Do not show the paragraph, chapter, or reason for discharge.)

HOR: (Enter the HOR.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

CIC:<sup>20,21</sup> (Enter the CIC.)

MDC:<sup>22</sup> (Enter the MDC.)

Aval date:<sup>20</sup> (Enter the available date.)

Format: (Enter 501.)

(Enter authentication.)<sup>23</sup>

(Enter signature block.)<sup>24</sup>

(Enter distribution.)<sup>25</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> HQDA may delete unnecessary leadlines when the soldier shown in the standard name line is a general officer.

<sup>6</sup> Use Format 501 when the soldier is being both reassigned for separation processing and discharged. Use Format 500 when the soldier is being discharged without being reassigned for separation processing.

<sup>7</sup> Add the following statement to the constant information when the soldier will be furnished a port call: "Information concerning your port call will be provided separately."

<sup>8</sup> See DA Pam 600-8-11, table 2-1-2.

<sup>9</sup> When the soldier reports to the U.S. Army transition point and it is determined that the soldier will not be discharged on the scheduled date of discharge, the U.S. Army transition point will-

a. Endorse the order (para 2-23 and fig 2-8) to show the actual effective date of discharge when the soldier is discharged before the scheduled date of discharge.

b. When the soldier reports to the transition point on or before the scheduled date of discharge and the soldier is to be discharged after the scheduled date of discharge, rescind the unexecuted portion (Format 705) of this order on or before the scheduled date of discharge and issue Format 500 to show a later effective date of discharge.

c. Endorse this order (para 2-23 and fig 2-8) to show the actual effective date of discharge if the soldier is delayed through no fault of his or her own and reports to the transition point after the scheduled date of discharge.

<sup>10</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>11</sup> If the discharge is because of disability, include the percentage of disability, for example, "Percentage of disability—20%."

<sup>12</sup> For Reserve commissioned and WOs, include the following statement: "All Reserve of the Army and Army of the United States appointments are terminated."

**Figure 5-6. Format 501, Reassignment for separation processing and discharge (including resignation) from all status or discharge from the RA while under dual component enlistment option—Continued**

---

<sup>13</sup> For RA commissioned and WOs, include the following statement:  
"Any temporary commissions or appointments held are terminated."

<sup>14</sup> If the soldier will be furnished a port call and it is not appropriate to modify Format 501 (note 7), enter the following statement: "Information concerning your port call will be provided separately."

<sup>15</sup> When the soldier is not entitled to movement of dependents and/or HHG at Government expense, enter one of the following statements:  
a. "You are not authorized movement of your dependents or household goods at Government expense."  
b. "You are not authorized movement of your dependents at Government expense."  
c. "You are not authorized movement of your household goods at Government expense."

<sup>16</sup> When the disposition instructions from the CG, PERSCOM, contain information pertaining to disability severance pay, include the following statement: "You are authorized disability severance pay in pay grade" (enter pay grade) "based on" (enter number) "years," (enter number) "months," (enter number) "days of service as computed under 10 USC 1208."

<sup>17</sup> If the soldier is a dual component enlistee, enter one the following statements: "This order does not affect your enlistment in the U.S. Army Reserve" or " This order does not affect your enlistment in the" (enter State name) "Army National Guard."

<sup>18</sup> The following information will be entered first on transition orders for officers and enlisted soldiers being separated with voluntary separation incentive/special separation benefit (VSI/SSB) payment in the additional instructions leadline.

a. "Soldiers who receive VSI/SSB based on service in the Armed Forces, and who subsequently qualify under 10 USC or 14 USC for retired or retainer pay shall have deducted an amount equal to the total amount of VSI/SSB pay not previously recouped. This amount will be recouped from each payment of retired or retainer pay until the total amount deducted is equal to the total amount of VSI/SSB received."

b. "Transition Assistance Management Program:"

(1) Soldiers approved for VSI/SSB payment (choose appropriate entry.)

(2) "Expiration medical:" (enter date.)

(3) "Expiration Post Exchange/Commissary:" (enter date.)

(4) "Expiration VSI/SSB reserve commitment:" (enter date.)

(5) "For information on benefits and services, see the Army Career and Alumni Program (ACAP) office, Army Community Services (ACS) office and/or your military personnel office."

c. Status of Forces Agreement (SOFA), or military bases agreement between the United States and another country may preclude separating and retiring members and their dependents who plan to live or travel overseas from using US military facilities (for example, commissary, PX or other) whether or not they have a valid ID card.

d. When calculating the reserve commitment be sure to add any remaining time from block 6 of the DD Form 214 to additional reserve time incurred due to acceptance of VSI/SSB.

<sup>19</sup> Add the Type of discharge leadline to the FOR ARMY USE section when the soldier will not be issued DD Form 214.

<sup>20</sup> Delete the CIC and Aval date leadlines when no overseas travel is required.

<sup>21</sup> CIC. See AR 37-1, chapter 5.

<sup>22</sup> MDC. See chapter 1 and table 1-2.

<sup>23</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>24</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>25</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution of separation orders is outlined in *a* and *b* below.

a. To HQDA—

(1) If the officer is a JAGC officer on active duty and is being separated because of nonselection for promotion, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310-2200.

(2) If the soldier is on active duty with the rank of staff sergeant through sergeant major or is centrally managed as outlined in AR 614-200, table 1-1, send one copy to HQDA (TAPC-EP—(enter the symbol for the soldier's career branch as shown in AR 614-200, table 1-1)), Alexandria, VA 22331-0400. Also, indicate the soldier's PMOS in parenthesis.

(3) Only if the enlisted soldier is on active duty and holds a USAR commission or warrant, send one copy to the Commander, ARPERCEN, ATTN: DARP-AR, 9700 Page Boulevard, St. Louis, MO 63132-5200.

b. To other—

(1) Send one copy of the orders, DD Form 214 (copy 4), and copies of DD Form 4/1 and 4/2 to the local finance office for determination of the amount of separation pay and final payment to the soldier.

(2) When the USAR soldier is on IADT, send one copy to his or her troop program unit when the troop program unit was shown in the distribution block of the IADT order.

**Figure 5-6. Format 501, Reassignment for separation processing and discharge (including resignation) from all status or discharge from the RA while under dual component enlistment option**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

The Reserve Officers' Training Corps cadet is discharged from the U.S. Army Reserve to accept a commission in the U.S. Armed Forces.<sup>4,5,6</sup>

Effective date: (Enter the effective date.)

Released from: (Enter the released from unit or organization.)

Additional instructions:<sup>7</sup> (Enter any authorized additional instructions.)

Name and home address:<sup>8</sup> (Enter the name and home address.)

SSN:<sup>8</sup> (Enter the SSN.)

Grade of rank:<sup>8</sup> (Enter the grade of rank.)

Selective Service Number:<sup>8</sup> (Enter the Selective Service Number.)

Format: (Enter 502.)

*(Enter authentication.)*<sup>9</sup>

*(Enter signature block.)*<sup>10</sup>

*(Enter distribution.)*<sup>11</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> See AR 135-178, chapter 4, for discharge of USAR enlisted personnel for convenience of the Government.

<sup>5</sup> See AR 145-1, chapter 6 and paragraph 3-27, for discharge of ROTC cadets from the USAR to accept a commission.

<sup>6</sup> Use Format 502 to discharge an ROTC cadet who is accepting a commission. Use Format 500 to discharge all other ROTC cadets from the USAR.

<sup>7</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>8</sup> In a table, insert the name and home address, SSN, grade of rank, and Selective Service Number for each cadet discharged.

<sup>9</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>10</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>11</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 5-7. Format 502, Discharge ROTC cadet from USAR to accept commission**

---

---

**Figure 5-8. Format 505, Release individuals from custody and control of the Army—Continued**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4,5</sup>

You are released from custody and control to the Army on the effective date indicated.<sup>6</sup>

Effective date: (Enter the effective date.)

Additional instructions:<sup>5,7</sup> (Enter any authorized additional instructions.)

FOR ARMY USE

HOR: (Enter the HOR.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

Permanent adrs:<sup>8</sup> (Enter the permanent address.)

Format: (Enter 505.)

*(Enter authentication.)*<sup>9</sup>

*(Enter signature block.)*<sup>10</sup>

*(Enter distribution.)*<sup>11</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> When the soldier being released has entered the Army using an assumed name and/or false SSN—

a. Enter the soldier's actual name and SSN in the standard name line.

b. Enter the soldier's assumed name and/or false SSN as a response to the Additional instructions leadline; for example, "You entered the Army using the name James E. Jones."

<sup>6</sup> Use Format 505 for void enlistment, induction, or writ of habeas corpus.

<sup>7</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>8</sup> Do not show an MDC on this order when the soldier is also issued Format 430. When the soldier is not issued Format 430, modify Format 505 to add an MDC leadline after the Permanent adrs leadline.

<sup>9</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>10</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>11</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. For distribution to HQDA of separation orders, if a RA enlisted soldier is released for void enlistment, send one copy to the Commander, USAEREC, ATTN: PCRE-FT, Fort Benjamin Harrison, IN 46249-5000, with the soldier's name and SSN underlined.

---

**Figure 5-8. Format 505, Release individuals from custody and control of the Army**

---

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are released from active duty to enlist in the Regular Army. All temporary appointments are terminated. Unused accrued leave will be carried over to new status.<sup>5</sup>

Effective date: (Enter the effective date.)

Additional instructions:<sup>6</sup> (Enter any authorized additional instructions.)

Format: (Enter 520.)

*(Enter authentication.)*<sup>7</sup>

*(Enter signature block.)*<sup>8</sup>

*(Enter distribution.)*<sup>9</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> Delete the following statement from the constant information when the soldier may be paid for accrued leave according to DODPM, table 4-4-2: "Unused accrued leave will be carried over to new status."

<sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>7</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>8</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>9</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 5-9. Format 520, Release Reserve officers and WOs from active duty to enlist in the RA**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

---

**Figure 5-10. Format 522, Release Reserve officer from active duty and immediate reversion to RA WO status—Continued**

---

*(Enter standard name line.)*<sup>4</sup>

You are released from further active duty as a commissioned officer, on which date all temporary appointments are terminated. On the date following release from active duty, you revert to warrant officer Regular Army grade of rank and date of rank shown and are appointed and promoted to Army of the United States grade of rank with date of rank shown below.

Effective date: (Enter the effective date.)

Temporary grade of rank: (Enter the temporary grade of rank and DOR.)

Permanent grade of rank: (Enter the permanent grade of rank and DOR.)

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Primary MOS: (Enter the PMOS.)

Additional instructions:<sup>5</sup> (Enter any authorized additional instructions.)

Format: (Enter 522.)

*(Enter authentication.)*<sup>6</sup>

*(Enter signature block.)*<sup>7</sup>

*(Enter distribution.)*<sup>8</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>6</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>7</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>8</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 5-10. Format 522, Release Reserve officer from active duty and immediate reversion to RA WO status**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

Your interservice transfer is directed, you are released from further active duty with the Department of the Army, and your commissions in the Regular Army and Army of the United States are vacated effective on execution of oath of office in the Service to which you are transferring. You will notify the commanding officer of your present organization and station of the date and place oath of office was executed. All leave credited is transferred to your new status.<sup>5</sup>

---

**Figure 5-11. Format 530, Interservice transfer of officers to the U.S. Navy, U.S. Marine Corps, U.S. Coast Guard, or U.S. Air Force—Continued**

---

Effective date: (Indicate the date the officer is executed the oath of office.)  
Transferred to: (Indicate the service to which the officer is transferring.)  
Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)  
Reporting date:<sup>6</sup> (Enter the reporting date.)  
Additional instructions:<sup>7</sup> (Enter any authorized additional instructions.)  
Format: (Enter 530.)

*(Enter authentication.)*<sup>8</sup>

*(Enter signature block.)*<sup>9</sup>

*(Enter distribution.)*<sup>10</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> When the soldier is a USAR officer, change "Regular Army" to "U.S. Army Reserve" in the constant information.

<sup>6</sup> Do not show a MDC on this order when the soldier is also issued Format 430 or 432. Add the MDC leadline after the Reporting date leadline when the soldier is not issued Format 430 or 432.

<sup>7</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>8</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>9</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>10</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 5-11. Format 530, Interservice transfer of officers to the U.S. Navy, U.S. Marine Corps, U.S. Coast Guard, or U.S. Air Force**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

The above named individual is dropped from rolls of the Army.

Effective date: (Enter the effective date.)  
Authority: (Enter the authority information.)  
Component: (Enter the component.)  
Home of record: (Enter the HOR.)  
Additional instructions:<sup>5,6</sup> (Enter any authorized additional instructions.)

---

**Figure 5-12. Format 540, DFR of the Army—Continued**

---

Format: (Enter 540.)

*(Enter authentication.)*<sup>7</sup>

*(Enter signature block.)*<sup>8</sup>

*(Enter distribution.)*<sup>9</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>6</sup> When the soldier is a member of the Standby Reserve or a reservist deferred from induction, include the Selective Service Number.

<sup>7</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>8</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>9</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution to HQDA of officer's orders is outlined in a through d below.

a. Send one copy to HQDA (TAPC-MSR), Alexandria, VA 22332-0400, with the officer's name and SSN underlined.

b. If the officer is an AMEDD officer, send one copy to HQDA (TAPC-OPH-PSI), Alexandria, VA 22332-0417, and one copy to HQDA (TAPC-OPH-(enter the symbol for the officer's career management division)), Alexandria, VA 22332-0417.

c. If the officer is a JAGC officer, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310-2200.

d. If the officer is a chaplain, send one copy to ATTN DACH-PER, CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, WASHINGTON DC 20310-2700.

---

**Figure 5-12. Format 540, DFR of the Army**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

Your interservice transfer is directed and you are discharged from your status as a Reserve of the Army effective on the date indicated. Effective on your acceptance of appointment as a commissioned officer in the Reserve Component indicated, you are transferred and assigned to the organization and station shown.

Effective date of discharge: (Enter the date preceding the date of appointment in the gaining service.)

Transferred to: (Enter the gaining service.)

Date new commission accepted: (Enter the date that the new commission was accepted.)

Assigned to: (Enter the gaining unit of assignment (including UIC) and station of assignment.)

Additional instructions:<sup>5</sup> (Enter any authorized additional instructions.)

Format: (Enter 564.)

*(Enter authentication.)*<sup>6</sup>

*(Enter signature block.)*<sup>7</sup>

*(Enter distribution.)*<sup>8</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>6</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>7</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>8</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 5-13. Format 564, Interservice transfer of AMEDD Reserve officer not on active duty to U.S. Navy, U.S. Coast Guard, U.S. Marine Corps, or U.S. Air Force Reserve Components**

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## **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, MACOM, or the installation (MILPER Division or PSC) level. However, the soldier actions work center at the installation level in the Active Army publishes the majority of these orders.

### **6-2. Soldier actions-related formats**

This chapter describes formats for preparing soldier actions-related orders at all echelons of Active Army and Reserve Components organizations. Formats 110, 112, 155, 156, 157, 185, 186, 187, 188, and 190 are used for soldiers actions-related orders and are shown in figures 6-1 through 6-10, respectively.

### **6-3. HQDA soldier actions-related formats**

Formats 185, 186, 187, 188, and 190 have been designated for HQDA Use Only and will be used exclusively at the HQDA level. (See figs 6-6 through 6-10.)

**6-4. Reserve Components soldier actions-related formats**  
 Formats 155, 156, and 157 will be used for ARNGUS or USAR personnel only. (See figs 6-3 through 6-5.)

**6-5. Other soldier actions-related formats**  
 Formats 110 and 112 pertain to soldier actions-related orders that

may be used at all echelons of Active Army and Reserve Components organizations. (See figs 6-1 and 6-2.)

**6-6. Modification of soldier actions-related formats**  
 Soldier actions-related formats will not be modified unless a note to a format specifically authorizes the modification or unless additional leadlines are required for TDY (para 2-7) and the format does not have the necessary leadlines. Read all of the notes pertaining to a format before attempting to publish an order.

**Table 6-1**  
**Functions within the soldier actions work center**

Format number	Format title	MILPER function or program
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 as 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 TDRL (HQDA Use Only)	Officer procurement

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter name line.)*<sup>4</sup>

You are tendered an appointment in the Regular Army and ordered to active duty on the date you execute the oath of office. You will report to your temporary duty station as shown. On instructions of the School Commandant, you will proceed to your assigned organization for duty.<sup>5,6</sup>

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Reporting date: (Enter the reporting date.)

Temporary duty at:<sup>6</sup> (Enter the TDY at unit or organization.)

Reporting date, temporary duty station:<sup>6</sup> (Enter the reporting date at the TDY station.)

Period of temporary duty:<sup>6</sup> (Enter the period of TDY.)

Purpose of temporary duty:<sup>6,7</sup> (Enter the purpose of the TDY.)

Grade of rank: (Enter the grade of rank.)

Basic branch:<sup>8</sup> (Enter the basic branch.)

Control branch:<sup>8</sup> (Enter the control branch.)

Additional instructions:<sup>9,10</sup> (Enter any authorized additional instructions.)

FOR ARMY USE

HOR: (Enter the HOR.)

Accounting classification:<sup>6</sup> (Enter the accounting classification.)

MDC:<sup>11</sup> (Enter the MDC.)

Date of appt: (Enter the date of the appointment.)

Pers con no: (Enter the requisition identification code.)

PPN:<sup>12</sup> (Enter the PPN.)

Sex: (Enter M or F.)

Con specialty:<sup>13</sup> (Enter the control specialty.)

**Figure 6-1. Format 110, Initial assignment of an RA officer to service school—Continued**

Projected specialty:<sup>13</sup> (Enter the projected specialty.)

PMOS:<sup>14</sup> (Enter the PMOS.)

CIC:<sup>15,16</sup> (Enter the CIC.)

Aval date:<sup>16</sup> (Enter the available date.)

Format: (Enter 110.)

*(Enter authentication.)*<sup>17</sup>

*(Enter signature block.)*<sup>18</sup>

*(Enter distribution.)*<sup>19</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Enter the name, SSN, and current address.

<sup>5</sup> Field commanders will use Format 110 to supplement initial appointment orders issued by HQDA.

<sup>6</sup> If the school is 20 weeks or more (excluding holiday periods), change "report to your temporary duty station as shown" to "report to your permanent duty station as shown" and delete the remainder of the constant information. Delete all temporary duty leadlines and the Accounting classification leadline.

<sup>7</sup> Include the course title and number.

<sup>8</sup> Use for commissioned officers only.

<sup>9</sup> If overseas travel is necessary, add the following statement to the Additional instructions leadline: "Information concerning your port call will be provided separately."

<sup>10</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>11</sup> MDC. See chapter 1 and table 1-2.

<sup>12</sup> PPN. See AR 601-110.

<sup>13</sup> se for Officer Personnel Directorate, PERSCOM (OPD) commissioned officers only.

<sup>14</sup> Use for WOs only.

<sup>15</sup> CIC. See AR 37-1, chapter 5.

<sup>16</sup> Use for overseas travel only.

<sup>17</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>18</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>19</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution of orders to HQDA is outlined in *a* through *f* below.

a. Send one copy to HQDA (TAPC-MSR), Alexandria, VA 22332-0400.

b. If the officer is a PERSCOM-managed officer, send one copy to HQDA (TAPC-OP-(enter the office symbol of the officer's career management division)), Alexandria, VA 22332-0400.

c. If the officer is a chaplain, send one copy to ATTN DACH-PER, CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, WASHINGTON DC 20310-2700.

d. If the officer is an AMEDD officer, send one copy to HQDA (SGPE-PD), 5109 Leesburg Pike, Falls Church, VA 22041-3258, and one copy to HQDA (TAPC-OPH-(enter the office symbol of the officer's career management division)), Alexandria, VA 22332-0417.

e. If the officer is a JAGC officer, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310-2200.

f. If the officer is a WO, send one copy to HQDA (TAPC-OPW), Alexandria, VA 22332-0400.

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**Figure 6-1. Format 110, Initial assignment of an RA officer to service school**

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---

(Letterhead.)<sup>1</sup>

(Enter order number.)<sup>2</sup>

(Enter date.)<sup>3</sup>

(Enter name line.)<sup>4</sup>

You are tendered an appointment in the U.S. Army and ordered to active duty on the date you execute the oath of office. You are assigned to the organization shown and authorized excess leave without pay and allowances, as granted by a separate leave form (DA Form 31), to fulfill requirements for a degree at the school specified.<sup>5</sup>

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Attached to:<sup>5,6</sup> (Enter the attached to unit or organization.)

Component: (Enter the component.)

Grade of rank: (Enter the grade of rank.)

Basic branch: (Enter the basic branch.)

Control branch: (Enter the control branch.)

Type degree: (Enter the type of degree to be obtained.)

Subject degree: (Enter the subject of the degree.)

School: (Enter the name of the school.)

Additional instructions:<sup>7,8</sup> (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter the authority information.)

HOR: (Enter the HOR.)

Eff date: (Enter the effective date.)

MDC:<sup>9</sup> (Enter the MDC.)

AOC: (Enter the AOC.)

PPN:<sup>10</sup> (Enter the PPN.)

Sex: (Enter M or F.)

Accounting classification:<sup>11</sup> (Enter the accounting classification.)

Format: (Enter 112.)

(Enter authentication.)<sup>12</sup>

(Enter signature block.)<sup>13</sup>

(Enter distribution.)<sup>14</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Enter the name, SSN, and current address.

<sup>5</sup> If the officer is attending law school, add the following statement to the constant information: "When school is not in session, you will report to the station to which you are attached for duty with full pay and allowances in connection with Judge Advocate General's Corps activities."

<sup>6</sup> Use for law school only.

<sup>7</sup> If the officer is attending law school, add the following statement to the Additional instructions headline: "Travel of dependents and shipment of household goods to the

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**Figure 6-2. Format 112, Initial assignment with excess leave of a commissioned officer—Continued**

---

assigned station are authorized at Government expense. After initial travel to the assigned station, all travel, school expense, shipment of household goods, etc., relating to this course of study will be at no expense to the Government."

<sup>8</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>9</sup> MDC. See chapter 1 and table 1-2.

<sup>10</sup> PPN. See AR 601-110, appendix B.

<sup>11</sup> Only ARPERCEN may use the Accounting classification leadline.

<sup>12</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>13</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>14</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution of orders to HQDA is outlined in a through e below.

a. Send one copy to HQDA (TAPC-MSR), Alexandria, VA 22332-0400, with the officer's name and SSN underlined.

b. If the officer is a PERSCOM-managed officer, send one copy to HQDA (TAPC-OP-(enter the office symbol of the officer's career management division)), Alexandria, VA 22332-0400.

c. If the officer is a chaplain, send one copy to ATTN DACH-PER, CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, WASHINGTON DC 20310-2700.

d. If the officer is an AMEDD officer, send one copy to HQDA (SGPE-PD), 5109 Leesburg Pike, Falls Church, VA 22041-3258, and one copy to HQDA (TAPC-OPH-(enter the office symbol of the officer's career management division)), Alexandria, VA 22332-0417.

e. If the officer is a JAGC officer, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310-2200.

**Figure 6-2. Format 112, Initial assignment with excess leave of a commissioned officer**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter name line.)*<sup>4</sup>

You are ordered to active duty in the grade of rank shown above for the period shown in the Active duty commitment below. No travel is involved.<sup>5</sup>

Active duty commitment: (Enter the active duty commitment.)

Additional instructions:<sup>6,7,8</sup> (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter "Section 672(d), title 10, USC.")

HOR: (Enter the HOR.)

Con specialty: (Enter the control specialty.)

Projected specialty: (Enter the projected specialty.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

PPN:<sup>9</sup> (Enter the PPN.)

Comp: (Enter the component.)

Sex: (Enter M or F.)

Res grade: (Enter the reserve grade.)

Basic br: (Enter the basic branch.)

Format: (Enter 155.)

*(Enter authentication.)*<sup>10</sup>

**Figure 6-3. Format 155, Active duty of a USAR officer—no travel—Continued**

---

*(Enter signature block.)*<sup>11</sup>

*(Enter distribution.)*<sup>12</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Enter the name, SSN, grade of rank, and unit of attachment.

<sup>5</sup> Use Format 155 for Officer Candidate School graduates who attended Officer Candidate School in a TDY status. Use Format 156 for Officer Candidate School graduates who attended Officer Candidate School in a PCS status.

<sup>6</sup> Enter the following statement to the Additional instructions leadline: "You will continue to comply with" (cite order number, issuing headquarters, and date of PCS order).

<sup>7</sup> Enter the following statement to the Additional instructions leadline if the soldier is being released from active duty as a USAR WO (AR 635-100, para 3-96): "Your appointment as a USAR warrant officer is vacated effective" (enter day, month, year).

<sup>8</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>9</sup> PPN. See AR 601-110, appendix B.

<sup>10</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>11</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>12</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution to HQDA of an officer's active duty orders is outlined in *a* through *e* below.

*a.* Send one copy to HQDA (TAPC-MSR), Alexandria, VA 22332-0400, with the officer's name and SSN underlined.

*b.* If the officer is a PERSCOM-managed officer, send one copy to HQDA (TAPC-OP-(enter the office symbol of the officer's career management division)), Alexandria, VA 22332-0400.

*c.* If the officer is a chaplain, send one copy to ATTN DACH-PER, CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, WASHINGTON DC 20310-2700.

*d.* If the officer is an AMEDD officer, send one copy to HQDA (SGPE-PD), 5109 Leesburg Pike, Falls Church, VA 22041-3258, and one copy to HQDA (TAPC-OPH-(enter the office symbol of the officer's career management division)), Alexandria, VA 22332-0417.

*e.* If the officer is a JAGC officer, send one copy to THE JUDGE ADVPCATE GENERAL, ATTN: DAJA-PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310-2200.

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**Figure 6-3. Format 155, Active duty of a USAR officer—no travel**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4,5</sup>

You are ordered to active duty in the grade of rank shown above for the period shown in active duty commitment below. You are assigned as shown and will proceed from your current location in time to report on the date shown below.

Report to: (Enter the report to organization or unit.)

Reporting date:<sup>6</sup> (Enter the reporting date.)

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

---

**Figure 6-4. Format 156, Active duty of an ARNGUS or USAR officer—Continued**

---

Active duty commitment: (Enter the active duty commitment.)

Purpose: (Describe the purpose.)

Additional instructions: <sup>7,8,9,10,11,12,13,14</sup> (Enter any authorized additional instructions.)

FOR ARMY USE<sup>13,15,16</sup>

Auth: (Enter the authority information.)

Pers con no: (Enter the requisition identification code.)

MDC:<sup>17</sup> (Enter the MDC.)

HOR: (Enter the HOR.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

Basic br: (Enter the basic branch.)

PMOS/AOC: (Enter the PMOS or AOC.)

Projected specialty: (Enter the officer's projected specialty as shown on the PERSCOM request for orders. Enter "None" for officers who are not managed by PERSCOM and for officers whose PERSCOM request for orders does not show a specialty.)

Con specialty: (Enter the officer's control specialty as shown on the PERSCOM request for orders. Enter "None" for officers who are not managed by PERSCOM and for officers whose PERSCOM request for orders does not show a specialty.)

PPN:<sup>18</sup> (Enter the PPN.)

Sex: (Enter M or F.)

Res grade: (Enter the reserve grade.)

Comp: (Enter the component.)

Format: (Enter 156.)

*(Enter authentication.)*<sup>19</sup>

*(Enter signature block.)*<sup>20</sup>

*(Enter distribution.)*<sup>21</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> Delete unnecessary leadlines when the soldier shown in the standard name line is a general officer. Use only for orders prepared by HQDA.

<sup>6</sup> Add TDY information.

<sup>7</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>8</sup> When appropriate, add the following statement to the Additional instructions leadline: "You are released from" (enter ARNGUS or USAR assignment) "on the effective date of active duty."

<sup>9</sup> For ARNGUS personnel, add the following statement to the Additional instructions leadline: "You are ordered to active duty with the consent of" (enter the Governor or other authority and the State, Puerto Rico, or the District of Columbia, whichever is appropriate).

<sup>10</sup> If appropriate, add the following statement to the Additional instructions leadline: "Travel by privately owned vehicle is authorized."

<sup>11</sup> If appropriate, add the following statement to the Additional instructions leadline: "This assignment is for strength accountability only. Your travel and movement of your dependents and household goods at Government expense are not authorized to the unit of assignment."

<sup>12</sup> If appropriate, confirm the U.S. Army Advance Emergency Order to Active Duty that was issued under AR 140-145, paragraph 5-1.

<sup>13</sup> Add CIC and Aval date leadlines to the FOR ARMY USE section and include the following statement to the Additional instructions leadline when overseas travel is necessary: "Information concerning your port call will be provided separately."

<sup>14</sup> Add the following statement to the Additional instructions leadline if the soldier is being released from active duty as a USAR WO (AR 635-100, para 3-96): "Your appointment as a USAR warrant officer is vacated effective" (enter day, month, year).

**Figure 6-4. Format 156, Active duty of an ARNGUS or USAR officer—Continued**

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<sup>15</sup> Add the Accounting classification leadline to the FOR ARMY USE section only when orders are prepared for ARNGUS personnel and when ARPERCEN prepares orders.

<sup>16</sup> Add the Date of apt leadline to the FOR ARMY USE section if the actual date of appointment as a WO is known when the order is prepared.

<sup>17</sup> MDC. See chapter 1 and table 1–2.

<sup>18</sup> PPN. See AR 601–110, appendix B.

<sup>19</sup> Authentication. See paragraph 2–18 and figure 2–1, note 26.

<sup>20</sup> Signature block. See paragraph 2–18 and figure 2–1, note 27.

<sup>21</sup> Distribution. See paragraph 2–19 and figure 2–1, note 28. Distribution to HQDA of an officer's active duty orders is outlined in a through e below.

a. Send one copy to HQDA (TAPC–MSR), Alexandria, VA 22332–0400, with the officer's name and SSN underlined.

b. If the officer is a PERSCOM–managed officer, send one copy to HQDA (TAPC–OP–(enter the office symbol of the officer's career management division)), Alexandria, VA 22332–0400.

c. If the officer is a officer is chaplain, send one copy to ATTN DACH–PER, CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, WASHINGTON DC 20310–2700.

d. If the officer is an AMEDD officer, send one copy to HQDA (SGPE–PD), 5109 Leesburg Pike, Falls Church, VA 22041–3258, and one copy to HQDA (TAPC–OPH–(enter the office symbol of the officer's career management division)), Alexandria, VA 22332–0417.

e. If the officer is a JAGC officer, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA–PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310–2200.

**Figure 6-4. Format 156, Active duty of an ARNGUS or USAR officer**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter name line.)*<sup>4</sup>

Effective on your acceptance of an appointment in the U.S. Army Reserve, you are ordered to active duty for the period shown in Active duty commitment below. You will proceed from your current location in time to report on the date shown below.

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Reporting date: (Enter the reporting date.)

Temporary duty at:<sup>5</sup> (Enter the TDY at organization or unit.)

Reporting date, temporary duty station:<sup>5</sup> (Enter the reporting date at the TDY station.)

Period of temporary duty:<sup>5</sup> (Enter the period of TDY.)

Purpose of temporary duty:<sup>5</sup> (Enter the purpose of the TDY.)

Active duty commitment: (Enter the active duty commitment.)

Basic branch: (Enter the basic branch.)

Additional instructions:<sup>6,7,8</sup> (Enter any authorized additional instructions.)

FOR ARMY USE<sup>6</sup>

Auth: (Enter the authority information.)

Accounting classification:<sup>5,9</sup> (Enter the accounting classification.)

MDC:<sup>10</sup> (Enter the MDC.)

Pers con no: (Enter the requisition identification code.)

HOR: (Enter the HOR.)

Con br: (Enter the control branch.)

AOC: (Enter the AOC.)

**Figure 6-5. Format 157, Active duty of a ROTC member—Continued**

---

Projected specialty: (Enter the officer's projected specialty as shown on the PERSCOM request for orders. Enter "None" for enlisted soldiers, officers who are not managed by PERSCOM, and officers whose PERSCOM request for orders does not show a specialty.)

Con specialty: (Enter the officer's control specialty as shown on the PERSCOM request for orders. Enter "None" for enlisted soldiers, officers who are not managed by PERSCOM, and officers whose PERSCOM request for orders does not show a specialty.)

PPN:<sup>11</sup> (Enter the PPN.)

Sex: (Enter M or F.)

Date of appt: (Enter the date of the appointment.)

Date last med exam: (Enter the date of the most recent qualifying medical examination for Reserve officers who are appointed from the ROTC program.)

Format: (Enter 157.)

*(Enter authentication.)*<sup>12</sup>

*(Enter signature block.)*<sup>13</sup>

*(Enter distribution.)*<sup>14</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Enter the name, SSN, grade of rank, and mailing address.

<sup>5</sup> Delete the Temporary duty at, Reporting date, temporary duty station, Period of temporary duty, Purpose of temporary duty, and Accounting classification leadlines when the soldier will be at a school for 20 weeks or more, excluding holiday periods such as Christmas when no instruction is given.

<sup>6</sup> When overseas travel is necessary, add the CIC and Aval date leadlines to the FOR ARMY USE section and include the following statement to the Additional instructions leadline: "Information concerning your port call will be provided separately."

<sup>7</sup> If appropriate, include the following statement to the Additional instructions leadline: "Travel by privately owned vehicle is authorized."

<sup>8</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>9</sup> See paragraph 4-6.

<sup>10</sup> MDC. See chapter 1 and table 1-2.

<sup>11</sup> PPN. See AR 601-110, appendix B.

<sup>12</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>13</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>14</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution to HQDA of an officer's active duty orders is outlined in *a* through *e* below.

*a.* Send one copy to HQDA (TAPC-MSR), Alexandria, VA 22332-0400, with the officer's name and SSN underlined.

*b.* If the officer is a PERSCOM-managed officer, send one copy to HQDA (TAPC-OP-(enter the office symbol of the officer's career management division)), Alexandria, VA 22332-0400.

*c.* If the officer is a chaplain, send one copy to ATTN DACH-PER, CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, WASHINGTON DC 20310-2700.

*d.* If the officer is an AMEDD officer, send one copy to HQDA (SGPE-PD), 5109 Leesburg Pike, Falls Church, VA 22041-3258, and one copy to HQDA (TAPC-OPH-(enter the office symbol of the officer's career management division)), Alexandria, VA 22332-0417.

*e.* If the officer is a JAGC officer, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310-2200.

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**Figure 6-5. Format 157, Active duty of a ROTC member**

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---

(Letterhead.)<sup>1</sup>

(Enter order number.)<sup>2</sup>

(Enter date.)<sup>3</sup>

The following named individuals are appointed as second lieutenants in the Regular Army of the United States with appointment in or assignment to the branch shown below. The authority is sections 531, 2106, and 2107, title 10, United States Code. At the time the oath of office is executed, the individual must meet retention medical standards. The oath of office will not be executed until authorized by the commander or other proper authority. Effective on execution of the oath of office, officers who are not on active duty will be ordered to active duty as Regular Army officers.

Name:<sup>4</sup> (Enter the name of each appointee.)

SSN:<sup>4</sup> (Enter the SSN of each appointee.)

Branch:<sup>4,5</sup> (Enter the branch of each appointee.)

Format: (Enter 185.)

Enter authentication.)<sup>6</sup>

(Enter signature block.)<sup>7</sup>

(Enter distribution.)<sup>8</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> In a table, enter the name, SSN, and branch of each appointee.

<sup>5</sup> Codes listed in AR 680-29, paragraph 1-13, are authorized for the officer's branch.

<sup>6</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>7</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>8</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. For distribution to HQDA of an appointment order, send one copy to HQDA (TAPC-MSR), Alexandria, VA 22332-0400, with the officer's name and SSN underlined.

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**Figure 6-6. Format 185, Appointment as a commissioned officer in the RA, ROTC graduate (HQDA use only)**

---

(Letterhead.)<sup>1</sup>

(Enter order number.)<sup>2</sup>

(Enter date.)<sup>3</sup>

The following named graduates of the U.S. Military Academy (enter year) are appointed and commissioned under sections 531, and 4353, title 10, United States Code, as Second Lieutenants in the Regular Army of the United States. Officers are ordered to active duty and assigned to the Accession Detachment, U.S. Military Academy (W1FB02), West Point, New York 10996-5000. The procurement program number is A-1.

Effective date: (Enter the effective date.)

---

**Figure 6-7. Format 186, Appointment and commissioning of USMA cadets (HQDA use only)—Continued**

---

Date of rank: (Enter the DOR.)

Name:<sup>4</sup> (Enter the name of each appointee.)

SSN:<sup>4</sup> (Enter the SSN of each appointee.)

Format: (Enter 186.)

*(Enter authentication.)*<sup>5</sup>

*(Enter signature block.)*<sup>6</sup>

*(Enter distribution.)*<sup>7</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> In a table, enter the name and SSN of each appointee.

<sup>5</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>6</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>7</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. For distribution to HQDA of an appointment order, send one copy to HQDA (TAPC-MSR), Alexandria, VA 22332-0400, with the officer's name and SSN underlined.

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**Figure 6-7. Format 186, Appointment and commissioning of USMA cadets (HQDA use only)**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

The following named individuals are appointed under section 531, title 10, United States Code, in the Regular Army of the United States in the grade and with appointment or assignment to the branch shown below, effective on execution of the oath of office. At the time the oath of office is executed, the officer must meet the eligibility criteria of section 532, title 10, United States Code. Any Reserve appointment as a commissioned or warrant officer is vacated on acceptance of this appointment. The procurement program number is D5.

Additional instructions:<sup>4,5,6,7</sup> (Enter any authorized additional instructions.)

Name:<sup>8</sup> (Enter the name of each appointee.)

SSN:<sup>8</sup> (Enter the SSN of each appointee.)

Grade of rank:<sup>8</sup> (Enter the grade of rank of each appointee.)

Branch in which appointed or assigned:<sup>8,9</sup> (Enter the branch to which appointed or assigned of each appointee.)

Format: (Enter 187.)

*(Enter authentication.)*<sup>10</sup>

*(Enter signature block.)*<sup>11</sup>

*(Enter distribution.)*<sup>12</sup>

---

**Figure 6-8. Format 187, Appointment as a commissioned officer in the RA, except ROTC (HQDA use only)—Continued**

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Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Format 187 may be modified as follows:

a. Add a Grade of rank leadline before the Additional instructions leadline and delete the Grade of rank column when all officers are being appointed in the same grade of rank.

b. Add a Branch in which appointed or assigned leadline before the Additional instructions leadline and delete the Branch in which appointed or assigned column when all officers are being appointed in or assigned to the same branch.

<sup>5</sup> For chaplains, add the following statement to the Additional instructions leadline: "Chaplains must have an ecclesiastical endorsement before executing Regular Army oaths of office. Any Regular Army oath administered in the absence of a Regular Army ecclesiastical endorsement will not be considered valid."

<sup>6</sup> When the appointment in the RA is the result of automatic consideration (AR 601-100), add the following statement to the Additional instructions leadline: "The Regular Army oath of office will not be executed before the effective date of promotion to the grade of rank shown."

<sup>7</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>8</sup> In a table, enter the name, SSN, grade of rank, and branch to which appointed or assigned for each appointee.

<sup>9</sup> Abbreviations listed in AR 310-50 are authorized for the officer's branch.

<sup>10</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>11</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>12</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. For distribution to HQDA of an appointment order, send one copy to HQDA (TAPC-MSR), Alexandria, VA 22332-0400, with the officer's name and SSN underlined.

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**Figure 6-8. Format 187, Appointment as a commissioned officer in the RA, except ROTC (HQDA use only)**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

The following named individuals are appointed as warrant officers in the Regular Army of the United States under sections 571 and 3310, title 10, United States Code, in the Army of the United States grade of rank and primary military occupational specialty shown. At the time the oath of office is executed, the officer must meet retention medical standards. The oath of office will not be executed until authorized by a major command. Effective on execution of the oath of office, individuals are ordered to active duty as Regular Army warrant officers. Appointees will remain assigned to their present organization. Acceptance of this appointment will not affect existing Army of the United States warrant status. Appointment as a warrant officer in a Reserve Component is vacated. The procurement program number is F3.<sup>4</sup>

Name:<sup>5</sup> (Enter the name of each appointee.)

SSN:<sup>5</sup> (Enter the SSN of each appointee.)

AUS grade of rank:<sup>5</sup> (Enter the Army of the United States (AUS) grade of rank of each appointee.)

PMOS:<sup>5</sup> (Enter the PMOS of each appointee.)

Additional instructions:<sup>6,7</sup> (Enter any authorized additional instructions.)

Format: (Enter 188.)

*(Enter authentication.)*<sup>8</sup>

---

**Figure 6-9. Format 188, Appointment as a WO in the RA (HQDA use only)—Continued**

---

*(Enter signature block.)*<sup>9</sup>

*(Enter distribution.)*<sup>10</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Permanent grade and DOR will be determined on execution of the oath of office and will be announced by PERSCOM through separate correspondence.

<sup>5</sup> In a table, enter the name, SSN, AUS grade of rank, and PMOS of each appointee.

<sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>7</sup> When the appointment in the RA is the result of automatic consideration (AR 601-100), add the following statement to the Additional instructions leadline: "The Regular Army oath of office will not be executed before the effective date of promotion to the Army of the United States grade of rank shown."

<sup>8</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>9</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>10</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. For distribution to HQDA of an appointment order, send one copy to HQDA (TAPC-MSR), Alexandria, VA 22332-0400, with the officer's name and SSN underlined.

**Figure 6-9. Format 188, Appointment as a WO in the RA (HQDA use only)**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter name line.)*<sup>4</sup>

You are reappointed and commissioned in the Regular Army of the United States with assignment to the basic branch or appointment in the special branch shown below. You are ordered to active duty effective on the execution of the oath of office. The oath of office will not be executed until authorized by the major commander.

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Basic branch: (Enter the basic branch.)

Grade of rank: (Enter the grade of rank.)

Date of rank: (Enter the DOR.)

Additional instructions:<sup>5</sup> (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter the authority information.)

Eff date: (Enter the effective date.)

MDC:<sup>6</sup> (Enter the MDC.)

HOR: (Enter the HOR.)

Sex: (Enter M or F.)

PPN:<sup>7</sup> (Enter "H-6.")

Format: (Enter 190.)

*(Enter authentication.)*<sup>8</sup>

**Figure 6-10. Format 190, Reappointment in the RA from TDRL (HQDA use only)—Continued**

---

(Enter distribution.)<sup>10</sup>

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Enter the name, SSN, and current address.

<sup>5</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>6</sup> MDC. See chapter 1 and table 1-2.

<sup>7</sup> PPN. See AR 601-110, appendix B.

<sup>8</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>9</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>10</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution to HQDA of active duty orders is outlined in *a* and *b* below.

a. For officers—

(1) Send one copy to HQDA (TAPC-MSR), Alexandria, VA 22332-0400, with the officer's name and SSN underlined.

(2) If the officer is an AMEDD officer, send one copy to HQDA (TAPC-OPH-(enter the office symbol of the officer's career management division)), Alexandria, VA 22332-0417.

(3) If the officer is a JAGC officer, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310-2200.

b. For enlisted personnel—

(1) Send one copy to the Commander, U.S. Army Recruiting Command, ATTN: PCRE-FA, Fort Benjamin Harrison, IN 46249-5000, with the soldier's name and SSN underlined.

(2) If the soldier is on active duty with the rank of staff sergeant through master sergeant and is on a current HQDA promotion list, send one copy to HQDA (TAPC-MSP-E), Alexandria, VA 22332-0443.

Figure 6-10. Format 190, Reappointment in the RA from TDRL (HQDA use only)

## Chapter 7 Promotions

### 7-1. Promotions-related orders

*a.* When promotions-related orders are executed, they will connect with the following functions and multifunctional programs as outlined in table 7-1:

- (1) Enlisted promotions and reductions.
- (2) Officer promotions.

*b.* The MILPER work center that produces promotions-related orders may be located at HQDA, MACOM, or the installation (MILPER or PSC) level. However, the promotions work center at the installation level in the Active Army publishes the majority of these orders.

### 7-2. Promotions-related formats

This chapter describes formats for preparing promotions-related orders at all echelons of Active Army and Reserve Components organizations. Formats 301, 302, 305, 306, and 390 are used for promotions-related orders and are shown in figures 7-1 through 7-7.

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

Formats 301 (group), 305, and 390 have been designated for HQDA Use Only and will be used exclusively at the HQDA level. (See figs 7-1, 7-5, and 7-7.) Formats for orders to effect and amend promotions of officers on the active duty list are described in AR 624-100, figures 7-1 through 7-9.

### 7-4. Other promotions-related formats

Formats 301 (individual), 302, and 306 pertain to promotions-related orders that may be used at all echelons of Active Army and Reserve Components organizations. (See figs 7-2 through 7-4 and 7-6.) DA Form 4187 will be used in lieu of orders formats (formerly Formats 303 and 304) to announce lateral appointments to and from specialist and master sergeant and to announce promotion and MOS action to specialist.

### 7-5. Modification of promotions-related formats

Promotions-related formats will not be modified unless a note to a format specifically authorizes the modification or unless additional leadlines are required for TDY (para 2-7) and the format does not have the necessary leadlines. Read all of the notes pertaining to a format before attempting to publish an order.

**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.

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

The Secretary of the Army has reposed special trust and confidence in the patriotism, valor, fidelity, and professional excellence of the following noncommissioned officers. In view of these qualities and their demonstrated leadership potential and dedicated service to the U.S. Army, they are, therefore, promoted to the grade of rank shown. Promotion is made in the MOS shown in the name line, and the MOS is awarded as their primary MOS on the effective date of the promotion. The promotion is not valid and this order will be revoked if the soldier concerned is not in a promotable status on the effective date of promotion. Soldiers who are promoted automatically incur a 2-year service obligation before voluntary nondisability retirement. The authority for this promotion is AR 600-200, paragraph (enter appropriate paragraph).<sup>4, 5</sup>

Name, SSN, PMOS:<sup>6,7</sup> (Enter the name, SSN, and PMOS for each individual promoted.)

Grade of rank promoted to:<sup>6</sup> (Enter the grade of rank promoted to for each individual promoted.)

Effective date:<sup>6</sup> (Enter the effective date for each individual promoted.)

Date of rank:<sup>6</sup> (Enter the DOR for each individual promoted.)

Format: (Enter 301.)

*(Enter authentication.)*<sup>8</sup>

*(Enter signature block.)*<sup>9</sup>

*(Enter distribution.)*<sup>10</sup>

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> The group format will be used only for a consolidated PERSCOM order.

<sup>5</sup> Use Format 301 for promotion and MOS actions. Use Format 310 when the MOS action is not the result of a promotion.

<sup>6</sup> In a table, enter the name, SSN, and PMOS; grade of rank promoted to; effective date; and DOR for each individual promoted.

<sup>7</sup> List the names alphabetically.

<sup>8</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>9</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

**Figure 7-1. Format 301, Promotion and MOS award—enlisted soldiers promoted to sergeant first class (E7), master sergeant (E8), and sergeant major (E9) (group format—HQDA use only)—Continued**

<sup>10</sup> Distribution. See paragraph 2–19 and figure 2–1, note 28. Distribution to HQDA of promotion and MOS award orders is outlined in *a* and *b* below.

a. For promotion—

(1) Send one copy to the Commander, U.S. Army Recruiting Command, ATTN: PCRE–FS, Fort Benjamin Harrison, IN 46249–5000, with the soldier's name and SSN underlined.

(2) Only if the soldier holds a USAR commission or warrant, send one copy to the Commander, ARPERCEN, ATTN: DARP–PAT–S, 9700 Page Boulevard, St. Louis, MO 63132–5200.

(3) Only if a USAR soldier is on active duty in AGR status, send one copy to the Commander, ARPERCEN, ATTN: DARP–AR, 9700 Page Boulevard, St. Louis, MO 63132–5200.

b. For MOS reclassification of soldiers on active duty—

(1) Send one copy to HQDA (TAPC–EP–(enter the symbol for the soldier's gaining career branch as shown in AR 614–200, table 1–1)), Alexandria, VA 22331–0400. Also indicate the soldier's new PMOS.

(2) Send one copy to HQDA (TAPC–EP–(enter the symbol for the soldier's losing career branch as shown in AR 614–200, table 1–1)), Alexandria, VA 22331–0400. Also indicate the soldier's old PMOS.

**Figure 7-1. Format 301, Promotion and MOS award—enlisted soldiers promoted to sergeant first class (E7), master sergeant (E8), and sergeant major (E9) (group format—HQDA use only)**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

The Secretary of the Army has reposed special trust and confidence in the patriotism, valor, fidelity, and professional excellence of (enter first name, middle initial, and last name). In view of these qualities and (enter his or her) demonstrated leadership potential and dedicated service to the U.S. Army, (enter he or she) is, therefore, promoted from (enter grade of rank promoted from) to (enter grade of rank promoted to). MOS (enter PMOS including skill level, SQI, additional skill identifier, and language code, if appropriate) is awarded as (enter his or her) primary MOS (enter PMOS including skill level, SQI, additional skill identifier, and language code, if appropriate) is awarded as (enter his or her) primary MOS on the effective date of promotion. The promotion is effective (enter day, month, and year) with a date of rank of (enter day, month, and year). The promotion is not valid and this order will be revoked if (enter he or she) is not in a promotable status on the effective date of promotion. The promotion automatically incurs a 2–year service obligation before voluntary nondisability retirement. The authority for this promotion is paragraph AR (enter 140–158 or 600–200), (enter appropriate paragraph).<sup>4,5,6,7</sup>

Format: (Enter 301.)

*(Enter authentication.)*<sup>8</sup>

*(Enter signature block.)*<sup>9</sup>

*(Enter distribution.)*<sup>10</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2–3 and figure 2–1, note 1.

<sup>2</sup> Order number. See paragraph 2–3 and figure 2–1, note 2.

<sup>3</sup> Date. See paragraph 2–16 and figure 2–1, notes 3 and 4.

<sup>4</sup> If appropriate, add the following information to the constant information: "Confirms verbal orders of" (enter the CG or commanding officer, and the day, month, year of the verbal orders). "Other MOS actions are" (enter other MOS actions required as a result of this promotion; for example, award of secondary MOS, additional MOS, and withdrawal of PMOS; secondary MOS; and additional MOS. Each MOS will include skill level, SQI, additional skill identifier, and language code.

<sup>5</sup> Use the individual format to announce all promotions to sergeant first class, master sergeant, and sergeant major (except a consolidated PERSCOM order). Use the individual format when preparing true copies (para 2–24) of the consolidated PERSCOM order.

<sup>6</sup> Use Format 301 for promotion and MOS actions. Use Format 310 when the MOS action is not the result of a promotion.

<sup>7</sup> When the individual format is being issued to announce the promotion of a USAR soldier, modify Format 301 to delete the following statement from the constant information: "Promotion automatically incurs a 2–year service obligation before voluntary nondisability retirement."

<sup>8</sup> Authentication. See paragraph 2–18 and figure 2–1, note 26.

**Figure 7-2. Format 301, Promotion and MOS award—enlisted soldiers promoted to sergeant first class (E7), master sergeant (E8), and sergeant major (E9) (individual format)—Continued**

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<sup>9</sup> Signature block. See paragraph 2–18 and figure 2–1, note 27.

<sup>10</sup> Distribution. See paragraph 2–19 and figure 2–1, note 28. When the individual format is used, the soldier's name, SSN, and unit of assignment will be shown in the Distribution block, for example, "SFC Jones, 000–00–0000, Co B 12th Sig Bn (3)." Distribution to HQDA of promotion and MOS award orders is outlined in *a* and *b* below.

a. For promotion—

(1) Send one copy to the Commander, U.S. Army Recruiting Command, ATTN: PCRE–FS, Fort Benjamin Harrison, IN 46249–5000, with the soldier's name and SSN underlined.

(2) Only if the soldier holds a USAR commission or warrant, send one copy to the Commander, ARPERCEN, ATTN: DARP–PAT–S, 9700 Page Boulevard, St. Louis, MO 63132–5200.

(3) Only if a USAR soldier is on active duty in AGR status, send one copy to the Commander, ARPERCEN, ATTN: DARP–AR, 9700 Page Boulevard, St. Louis, MO 63132–5200.

b. For MOS reclassification of the soldiers on active duty—

(1) Send one copy to HQDA (TAPC–EP–(enter the symbol for the soldier's gaining career branch as shown in AR 614–200, table 1–1)), Alexandria, VA 22331–0400. Also indicate the soldier's new PMOS.

(2) Send one copy to HQDA (TAPC–EP–(enter the symbol for the soldier's losing career branch as shown in AR 614–200, table 1–1)), Alexandria, VA 22331–0400. Also indicate the soldier's old PMOS.

**Figure 7-2. Format 301, Promotion and MOS award—enlisted soldiers promoted to sergeant first class (E7), master sergeant (E8), and sergeant major (E9) (individual format)**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

The Secretary of the Army has reposed special trust and confidence in the patriotism, valor, fidelity, and professional excellence of the following noncommissioned officers. In view of these qualities and their demonstrated leadership potential and dedicated service to the U.S. Army, they are, therefore, promoted to the grade of rank shown. Promotion is made in the MOS shown in the name line, and the MOS is awarded as his or her primary MOS on the effective date of the promotion. The promotion is not valid and this order will be revoked if the soldier concerned is not in a promotable status on the effective date of promotion. The authority for this promotion is AR (enter 140–158 or 600–200), paragraph (enter the appropriate paragraph).<sup>4,5,6,7</sup>

Additional instructions:<sup>8,9</sup> (Enter any authorized additional instructions.)

Name, SSN, PMOS:<sup>10,11</sup> (Enter the name, SSN, and PMOS of each noncommissioned officer.)

Grade of rank promoted to:<sup>10</sup> (Enter the grade of rank promoted to of each noncommissioned officer.)

Effective date:<sup>10,12</sup> (Enter the effective date for each noncommissioned officer.)

Date of rank:<sup>10,13,14</sup> (Enter the DOR for each noncommissioned officer.)

Format: (Enter 302.)

*(Enter authentication.)*<sup>15</sup>

*(Enter signature block.)*<sup>16</sup>

*(Enter distribution.)*<sup>9,17</sup>

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Notes:

<sup>1</sup> Letterhead. See paragraph 2–3 and figure 2–1, note 1.

<sup>2</sup> Order number. See paragraph 2–3 and figure 2–1, note 2.

<sup>3</sup> Date. See paragraph 2–16 and figure 2–1, notes 3 and 4.

<sup>4</sup> Use Format 302 for promotion and MOS actions. Use Format 310 when the MOS action is not the result of a promotion or when the promotion is announced in the consolidated PERSCOM orders and an order is needed to announce related MOS actions.

<sup>5</sup> If AR 600–8–19 applies, enter "PERSCOM memorandum" and any other authority that announces the promotion.

**Figure 7-3. Format 302, Promotion and MOS award—enlisted soldiers promoted to sergeant (E5) and staff sergeant (E6) (group format)—**  
**Continued**

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<sup>6</sup> A soldier who receives a SRB or VRB may be promoted only in the bonus MOS or in an MOS to which the bonus MOS progresses in its normal career progression pattern.

<sup>7</sup> Modify the group format to delete all reference to award of an MOS when a student is promoted while attending a course that will lead to the award of a new PMOS (AR 600–8–19, para 1–20).

<sup>8</sup> Additional instructions. See paragraph 2–9 and table 2–2.

<sup>9</sup> Add an Assigned to (enter the standard name line of the organization or unit) leadline before the Additional instructions leadline only when the organization shown as a response to the Assigned to leadline is the same for all soldiers; otherwise, each soldier's name and unit of assignment may be shown in the Distribution block, for example, "SGT Jones, Co B 12th Sig Bn (3)."

<sup>10</sup> In a table, enter the name, SSN, and PMOS; grade of rank promoted to; effective date; and DOR for each individual promoted.

<sup>11</sup> List the names alphabetically. The PMOS will include the skill level and SQI, if appropriate. For promotions not announced in consolidated PERSCOM orders, the PMOS also will include the additional skill identifier and language code, if appropriate.

<sup>12</sup> Enter the effective date even if it is the same date as the date of the order.

<sup>13</sup> Enter the DOR even if it is the same date as the effective date of promotion.

<sup>14</sup> The group format may be modified to add an Other MOS action column after the DOR column. The response should include the reclassification control number, if appropriate, and other MOS actions being taken as a result of the promotion, which must be announced in an order according to AR 600–200, paragraph 2–18f.

<sup>15</sup> Authentication. See paragraph 2–18 and figure 2–1, note 26.

<sup>16</sup> Signature block. See paragraph 2–18 and figure 2–1, note 27.

<sup>17</sup> Distribution. See paragraph 2–19 and figure 2–1, note 28. Distribution to HQDA of promotion and MOS award orders is outlined in *a* and *b* below.

a. For promotion—  
(1) Send one copy to the Commander, U.S. Army Recruiting Command, ATTN: PCRE-FS, Fort Benjamin Harrison, IN 46249–5000, with the soldier's name and SSN underlined.

(2) Only if the soldier holds a USAR commission or warrant, send one copy to the Commander, ARPERCEN, ATTN: DARP-PAT-S, 9700 Page Boulevard, St. Louis, MO 63132–5200.

(3) Only if a USAR soldier is on active duty in AGR status, send one copy to the Commander, ARPERCEN, ATTN: DARP-AR, 9700 Page Boulevard, St. Louis, MO 63132–5200.

b. For MOS reclassification of soldiers on active duty—

(1) Send one copy to HQDA (TAPC-EP—(enter the symbol for the soldier's gaining career branch as shown in AR 614–200, table 1–1)), Alexandria, VA 22331–0400. Also indicate the soldier's new PMOS.

(2) Send one copy to HQDA (TAPC-EP—(enter the symbol for the soldier's losing career branch as shown in AR 614–200, table 1–1)), Alexandria, VA 22331–0400. Also indicate the soldier's old PMOS.

**Figure 7-3. Format 302, Promotion and MOS award—enlisted soldiers promoted to sergeant (E5) and staff sergeant (E6) (group format)**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

The Secretary of the Army has reposed special trust and confidence in the patriotism, valor, fidelity, and professional excellence of (enter first name, middle initial, and last name). In view of these qualities and (enter his or her) demonstrated leadership potential and dedicated service to the U.S. Army, (enter he or she) is, therefore, promoted from (enter grade of rank promoted from) to (enter grade of rank promoted to). MOS (enter PMOS including skill level, SQI, additional skill identifier, and language code, if appropriate) is awarded as (enter his or her) primary MOS effective (enter day, month, year of promotion). Promotion is effective (enter day, month, and year) with a date of rank of (enter day, month, and year). The Promotion is not valid and this order will be revoked if (enter he or she) is not in a promotable status on the effective date of promotion. The authority for this promotion is AR (enter 140–158 or 600–8–19), paragraph (enter appropriate paragraph).<sup>4,5,6,7</sup>

Additional instructions:<sup>8</sup> (Enter any authorized additional instructions.)

**Figure 7-4. Format 302, Promotion and MOS award—enlisted soldiers promoted to sergeant (E5) and staff sergeant (E6) (individual format)—Continued**

---

Format: (Enter 302.)

*(Enter authentication.)*<sup>9</sup>

*(Enter signature block.)*<sup>10</sup>

*(Enter distribution.)*<sup>11</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Use Format 302 for promotion and MOS actions. Use Format 310 when the MOS action is not the result of a promotion or when the promotion is announced in consolidated PERSCOM orders and an order is needed to announce related MOS actions.

<sup>5</sup> If AR 600-8-19 applies, enter "PERSCOM memorandum" and any other authority that authorizes the promotion. If appropriate, add the following statement to the constant information: "Confirms verbal orders of" (enter the CG or commanding officer and the day, month, year of verbal orders). "Other MOS actions are" (enter the reclassification control number, if applicable, and other MOS actions required as a result of this promotion; for example, award of secondary MOS, additional MOS, and withdrawal of PMOS; secondary MOS; and additional MOS. Each MOS will include skill level, SQL, additional skill identifier, and language code.

<sup>6</sup> A soldier who receives a SRB or VRB may be promoted only in the bonus MOS or in an MOS to which the bonus MOS progresses in its normal career progression pattern.

<sup>7</sup> Modify the individual format to delete all reference to award of an MOS a student is promoted while attending a course that will lead to the award of a new PMOS (AR 600-8-19).

<sup>8</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>9</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>10</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>11</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. When the individual format is used, the soldier's current grade of rank, name, SSN, and unit of assignment will be shown in the Distribution block, for example, "SGT Jones, 000-00-0000, Co B 12th Sig Bn (3)." Distribution to HQDA of promotion and MOS award orders is outlined in *a* and *b* below.

a. For promotion—

(1) Send one copy to the Commander, U.S. Army Recruiting Command, ATTN: PCRE-FS, Fort Benjamin Harrison, IN 46249-5000, with the soldier's name and SSN underlined.

(2) Only if the soldier holds a USAR commission or warrant, send one copy to the Commander, ARPERCEN, ATTN: DARP-PAT-S, 9700 Page Boulevard, St. Louis, MO 63132-5200.

(3) Only if a USAR soldier is on active duty in AGR status, send one copy to the Commander, ARPERCEN, ATTN: DARP-AR, 9700 Page Boulevard, St. Louis, MO 63132-5200.

b. For MOS reclassification of soldiers on active duty—

(1) Send one copy to HQDA (TAPC-EP—(enter the symbol for the soldier's gaining career branch as shown in AR 614-200, table 1-1)), Alexandria, VA 22331-0400. Also, indicate the soldier's new PMOS.

(2) Send one copy to HQDA (TAPC-EP—(enter the symbol for the soldier's losing career branch as shown in AR 614-200, table 1-1)), Alexandria, VA 22331-0400. Also indicate the soldier's old PMOS.

**Figure 7-4. Format 302, Promotion and MOS award—enlisted soldiers promoted to sergeant (E5) and staff sergeant (E6) (individual format)**

---

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter name line.)*<sup>4</sup>

**Figure 7-5. Format 305, Designation or termination of designation (HQDA use only)—Continued**

---

The following designation action is directed.<sup>5</sup>

Action: (Enter "Lateral designation" or "Termination of lateral designation.")

Rank designated: (Enter "Master Warrant Officer Four" or "Chief Warrant Officer Four." )

Rank terminated: (Enter "Master Warrant Officer Four" or "Chief Warrant Officer Four." )

Authority: (Enter the authority information.)

Date of rank:<sup>6</sup> (Enter the DOR.)

Additional instructions:<sup>7</sup> (Enter any authorized additional instructions.)

Format: (Enter 305.)

*(Enter authentication.)*<sup>8</sup>

*(Enter signature block.)*<sup>9</sup>

*(Enter distribution.)*<sup>10</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Enter the name, SSN, PMOS, unit of assignment, and station of assignment.

<sup>5</sup> Use Format 305 only to laterally designate a chief WO four to a master WO four or to terminate such designation.

<sup>6</sup> For Active Army WOs, enter the current temporary (AUS) DOR as a chief WO four. For Reserve Components WOs, enter the permanent DOR as chief WO four.

<sup>7</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>8</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>9</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>10</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution to HQDA of designation orders is outlined in *a* through *d* below.

a. For Active Army WOs, send one copy to the Commander, PERSCOM, ATTN: TAPC-MSR, Alexandria, VA 22332-0400, and one copy to the Commander, PERSCOM, ATTN: TAPC-OPW-D, Alexandria, VA 22332-0400.

b. For National Guard WOs on active duty, send one copy to the Commander, ARNG Personnel Center, ATTN: NGB-ARP-C, Falls Church, VA 22041-5125.

c. For USAR WOs, send one copy to the Commander, ARPERCEN, ATTN: DARP-OPF-WO, 9700 Page Boulevard, St. Louis, MO 63132-5200.

d. For USAR WOs on active duty in AGR status, send one copy to the Commander, ARPERCEN, ATTN: DARP-ARO, 9700 Page Boulevard, St. Louis, MO 63132-5200.

---

**Figure 7-5. Format 305, Designation or termination of designation (HQDA use only)**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter name line.)*<sup>4</sup>

You are reduced in grade of rank as shown below.

From: (Enter the reduced from grade of rank.)

---

**Figure 7-6. Format 306, Reduction (other than disciplinary) career branch as shown in AR 614-200, table 1-1)), Alexandria, VA 22331-0400.—Continued**

---

To:<sup>5</sup> (Enter the reduced to grade of rank.)  
Effective date: (Enter the effective date.)  
Authority: (Enter the authority information.)  
Format: (Enter 306.)

*(Enter authentication.)*<sup>6</sup>

*(Enter signature block.)*<sup>7</sup>

*(Enter distribution.)*<sup>8</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Enter the name, SSN, PMOS, unit of assignment, and station of assignment.

<sup>5</sup> Also enter the soldier's DOR when the soldier's DOR will be different than the effective date of the reduction, for example, "PFC, with date of rank of 1 Jan 1991."

<sup>6</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>7</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>8</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution to HQDA of reduction orders is outlined in *a* through *e* below.

*a.* Send one copy to the Commander, U.S. Army Recruiting Command, ATTN: PCRE-FS, Fort Benjamin Harrison, IN 46249-5000, with the soldier's name and SSN underlined.

*b.* If the soldier is on active duty with a grade of rank of staff sergeant through sergeant major or is centrally managed as outlined in AR 614-200, table 1-1, send one copy to HQDA (TAPC- EP-(enter the symbol for the soldier's career branch shown in AR 614-200, table 1-1)), Alexandria, VA 22331-0400.

*c.* Only if the soldier holds a USAR commission or warrant, send one copy to the Commander, ARPERCEN, ATTN: DARP-PAT-S, 9700 Page Boulevard, St. Louis, MO 63132-5200.

*d.* Only if a USAR soldier is on active duty in AGR status, send one copy to the Commander, ARPdERCEN, ATTN: DARP-AR, 9700 Page Boulevard, St. Louis, MO 63132-5200.

---

**Figure 7-6. Format 306, Reduction (other than disciplinary)career branch as shown in AR 614-200, table 1-1)), Alexandria, VA 22331-0400.**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

(Enter the professor's first name, middle initial, last name, and SSN) has the grade of rank of Colonel, Regular Army, effective this date. This action is in recognition of service as a permanent professor of the U.S. Military Academy and is authorized according to section 4336(a), title 10, United States Code.<sup>4</sup>

Format: (Enter 390.)

*(Enter authentication.)*<sup>5</sup>

*(Enter signature block.)*<sup>6</sup>

*(Enter distribution.)*<sup>7</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

---

**Figure 7-7. Format 390, Announce grade of rank for a permanent professor of USMA (HQDA use only)—Continued**

---

- <sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
- <sup>4</sup> Publish Format 390 in a consolidated PERSCOM order.
- <sup>5</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.
- <sup>6</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.
- <sup>7</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

**Figure 7-7. Format 390, Announce grade of rank for a permanent professor of USMA (HQDA use only)**

**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 Active Army.

**8-2. Replacement support-related formats**

Overseas replacement units exclusively will use Formats 422 and 423 to prepare replacement support-related orders. (See figs 8-1 and 8-2.)

**8-3. Modification of replacement support-related formats**

Replacement support-related formats will not be modified unless a note to a format specifically authorizes the modification or unless additional leadlines are required for TDY (para 2-7) and the format does not have the necessary leadlines. Read all of the notes pertaining to a format before attempting to publish an order.

**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.

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

The following enlisted personnel are reassigned as shown below and will proceed on permanent change of station as shown.<sup>4</sup>

- Released from: (Enter the standard name line of the losing organization.)
- Reporting date: (Enter the reporting date.)
- Movement designator code:<sup>5</sup> (Enter the MDC.)
- Additional instructions:<sup>6,7</sup> (Enter any authorized additional instructions.)

- Name, SSN, grade of rank:<sup>8</sup> (Enter name, SSN, and grade of rank.) PMOS, assigned to management designation, enlistment/reenlistment Bonus indicator:<sup>8</sup> (Enter the soldier's PMOS, the MOS in which the soldier is being reassigned, and the designator prescribed by AR 601-280, para 8-17.)
- Assigned to:<sup>8</sup> (Enter the unit of assignment.)

Format: (Enter 422.)

*(Enter authentication.)*<sup>9</sup>

*(Enter signature block.)*<sup>10</sup>

*(Enter distribution.)*<sup>11</sup>

**Figure 8-1. Format 422, Reassignment, group—continuation move of enlisted personnel—Continued**

Notes:

<sup>1</sup> Letterhead. See figure 2-1, note 1.

<sup>2</sup> Order number. See figure 2-1, note 2.

<sup>3</sup> Date. See figure 2-1, note 3.

<sup>4</sup> Only overseas replacement units are authorized to use Format 422. Format 422 may be used for continuation moves (chap 1) of enlisted personnel when soldiers will be briefed regarding the reassignment, escorted to their transportation, and met at their destination by a representative of the gaining unit.

<sup>5</sup> MDC. See chapter 1 and table 1-2.

<sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>7</sup> When Format 422 is issued by an overseas replacement unit within Europe, include the following statement in the Additional instructions leadline: "If you have baggage being shipped from your last duty station, contact the transportation officer within 10 days after arrival at your new duty station to arrange for onward movement of the baggage to your new duty station."

<sup>8</sup> In a table, enter the name, SSN, and grade of rank; PMOS, assigned to management designation, and enlistment/reenlistment bonus indicator; and assigned to information for each soldier reassigned.

<sup>9</sup> Authentication. See figure 2-1, note 26.

<sup>10</sup> Signature block. See figure 2-1, note 27.

<sup>11</sup> Distribution. See figure 2-1, note 28.

---

**Figure 8-1. Format 422, Reassignment, group—continuation move of enlisted personnel**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

The following enlisted personnel are reassigned (diverted) and will proceed on permanent change of station as indicated.<sup>4</sup>

Current address: (Enter the standard name line of the organization preparing this order.)

Reporting date: (Enter the reporting date.)

Movement designator code:<sup>5</sup> (Enter the MDC.)

Additional instructions:<sup>6,7</sup> (Enter any authorized additional instructions.)

Name, SSN, grade of rank, and last unit of assignment:<sup>8</sup> (Enter the name, SSN, grade of rank, and last unit of assignment.)

PMOS, assigned to management designation, enlistment/reenlistment bonus indicator:<sup>8</sup> (Enter the soldier's PMOS, the MOS in the which soldier is being reassigned, and the designator prescribed by AR 600-8-19.)

Relieved from assigned (not joined):<sup>8</sup> (Enter the relieved from assigned (not joined) information.)

Reassigned to:<sup>8</sup> (Enter the reassigned to unit.)

Format: (Enter 423.)

*(Enter authentication.)*<sup>9</sup>

*(Enter signature block.)*<sup>10</sup>

*(Enter distribution.)*<sup>11</sup>

---

**Figure 8-2. Format 423, Reassignment, group—diversion of enlisted personnel—Continued**

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Notes:

<sup>1</sup> Letterhead. See figure 2–1, note 1.

<sup>2</sup> Order number. See figure 2–1, note 2.

<sup>3</sup> Date. See figure 2–1, note 3.

<sup>4</sup> Only overseas replacement units are authorized to use Format 423. Format 423 may be used to divert enlisted personnel when soldiers will be briefed regarding the reassignment, escorted to their transportation, and met at their destination by a representative of the gaining unit.

<sup>5</sup> MDC. See chapter 1 and table 1–2.

<sup>6</sup> Additional instructions. See paragraph 2–9 and table 2–2.

<sup>7</sup> When Format 423 is issued by an overseas replacement unit within Europe, include the following statement in the Additional instructions leadline: “If you have baggage being shipped from your last duty station, contact the transportation officer within 10 days after arrival at your new duty station to arrange for onward movement of the baggage to your new duty station.”

<sup>8</sup> In a table, enter the name, SSN, grade of rank, and last unit of assignment; PMOS, assigned to management designation, and enlistment/reenlistment bonus indicator; relieved from assigned (not joined); and reassigned to information for each soldier reassigned.

<sup>9</sup> Authentication. See figure 2–1, note 26.

<sup>10</sup> Signature block. See figure 2–1, note 27.

<sup>11</sup> Distribution. See figure 2–1, note 28.

**Figure 8-2. Format 423, Reassignment, group—diversion of enlisted personnel**

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## **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, MACOM, or the installation (MILPER Division or PSC) level. However, the transition work center at the installation level in the Active Army publishes the majority of these orders.

### **9–2. Transition-related formats**

This chapter describes formats for preparing transition-related orders at all echelons of Active Army and Reserve Components organizations. Formats 266, 267, 274, 430, 434, 454, 523, 524, 526, 562, 600, 610, 612, 620, 660, 662, 680, 682, 684, 686, 687, 688, 690, 692, 694, and 696 are used for transition-related orders and are shown in figures 9–1 through 9–26, respectively.

### **9–3. HQDA transition-related formats**

Formats 680, 682, 684, 686, 687, 688, 690, 692, 694, and 696 have been designated for HQDA Use Only and will be used exclusively at the HQDA level. (See figs 9–17 through 9–26.)

### **9–4. Reserve Components transition-related formats**

Formats 266, 267, 274, 454, 562, 660, and 662 will be used for ARNGUS or USAR personnel only. (See figs 9–1 through 9–3 and figs 9–6, 9–10, 9–15, and 9–16.)

### **9–5. Other transition-related formats**

Formats 430, 434, 523, 524, 526, 600, 610, 612, and 620 pertain to transition-related orders that may be used at all echelons of Active Army and Reserve Components organizations. (See figs 9–4, 9–5, 9–7 through 9–9, and 9–11 through 9–14.)

### **9–6. Modification of transition-related formats**

*a.* Transition-related formats will not be modified unless a note to a format specifically authorizes the modification or unless additional leadlines are required for TDY (para 2–7) and the format does not have the necessary leadlines.

*b.* Orders-issuing activities are authorized to add “Dependents: Yes/No” to the Additional instructions leadline to provide the transportation office with proof of dependents for soldiers on PCS orders.

*c.* Orders-issuing activities will add soldier is authorized consecutive overseas tour (COT) leave in the Additional instructions leadline. For soldiers authorized to defer their COT leave or if the losing or gaining commander defers due to military necessity, the soldier’s PCS orders will reflect in the Additional instructions leadline the soldier is authorized COT leave and the reason for deferral.

*d.* Read all of the notes pertaining to a format before attempting to publish an order.

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

Format number	Format title	MILPER function or program
266	Release From ADT, Discharge From the Reserve of the Army, and Return to the ARNG.	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 processing.
434	Travel to Location of Personal Choice for Retirement or Separation.	Transition processing.
454	Release From Attachment and Reattachment for Separation Processing of ARNGUS or USAR Soldier in AGR Status.	Transition processing.
523	REFRAD and Assign to Nonactive Duty ARNGUS or USAR Status.	Transition management.
524	Relief From Active Duty—Officers of AUS Without Component.	Transition management.
526	Reassignment for Separation Processing, REFRAD, and Assign to Nonactive 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 processing.
610	Disability Retirement (Temporary) of Regular Army Personnel.	Transition processing.
612	Disability Retirement (Permanent) of Regular Army Personnel.	Transition processing.
620	REFRAD and Reversion to Retired Status.	Transition processing.
660	Disability Retirement (Temporary) of ARNGUS or USAR Personnel on Active Duty.	Transition processing.
662	Disability Retirement (Permanent) of ARNGUS or USAR Officers on Active Duty.	Transition processing.
680	Retirement, Service or Age, of Regular Army Commissioned and Warrant Officers and AUS Warrant Officers (HQDA Use Only).	Transition processing.
682	Service Retirement of USAR (Active or Retired Reserve) Commissioned or Warrant Officers Serving on Active Duty in ARNGUS, USAR, Regular Army, or AUS Warrant Officer Status (HQDA Use Only).	Transition processing.
684	Service Retirement of USAR (Active or Retired Reserve) Officers Serving on Active Duty as Enlisted Personnel (HQDA Use Only).	Transition processing.
686	Retirement of ARNGUS and USAR Personnel for Qualifying Active Duty or Reserve Service (HQDA Use Only).	Transition processing.
687	Disability Retirement (Permanent) of ARNGUS or USAR Personnel Not on Active Duty (HQDA Use Only).	Transition processing.
688	Disability Retirement (Temporary) of ARNGUS or USAR Personnel Not on Active Duty (HQDA Use Only).	Transition processing.
690	Removal From TDRL and Discharge (HQDA Use Only).	Transition processing.
692	Removal From TDRL and Permanent Retirement of Personnel (HQDA Use Only).	Transition processing.
694	Removal From TDRL Because of Failure To Report for Physical Examination (HQDA Use Only).	Transition processing.
696	Removal From TDRL of Physically Fit Personnel (HQDA Use Only).	Transition processing.

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are released from active duty for training, discharged from the Reserve of the Army, and returned to the Army National Guard unit shown. This action does not terminate your individual status as a member of the Army National Guard of (enter appropriate State).<sup>5</sup>

Effective date: (Enter the effective date.)

Army National Guard unit: (Enter the ARNG unit.)

Army National Guard grade of rank, basic branch, component: (Enter the ARNG grade of rank, basic branch, and component.)

Last permanent duty station: (Enter the last permanent duty station.)

Accounting classification: (Enter the accounting classification.)

Percentage of disability: (Enter the percentage of disability.)

Additional instructions:<sup>6</sup> (Enter any authorized additional instructions.)

Format: (Enter 266.)

*(Enter authentication.)*<sup>7</sup>

*(Enter signature block.)*<sup>8</sup>

*(Enter distribution.)*<sup>9</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> See AR 635-100, chapter 3, for release from ADT of officers. See AR 635-200, chapters 1 and 4, for release from ADT of enlisted personnel.

<sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>7</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>8</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>9</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 9-1. Format 266, Release from ADT, discharge from the Reserve of the Army, and return to the ARNG**

---

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are released from active duty for training (ADT) on the effective date shown. On the date immediately following release from ADT you are returned to the unit shown.<sup>5,6</sup>

Effective date: (Enter the effective date.)

Returned to (unit): (Enter the returned to unit.)

Terminal date of Reserve obligation: (Enter the terminal date (day, month, and year) of Military Selective Service obligation, for example, "Ends on 6 Oct 1990.")

Component: (Enter the component.)

Accounting classification: (Enter the accounting classification.)

Additional instructions:<sup>7,8</sup> (Enter any authorized additional instructions.)

Format: (Enter 267.)

*(Enter authentication.)*<sup>9</sup>

*(Enter signature block.)*<sup>10</sup>

*(Enter distribution.)*<sup>11</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> In the constant information, change "active duty for training (ADT)" to "active duty in Active Guard Reserve status" and "ADT" to "active duty" when AGR soldiers are being released from active duty and returned to ARNG, Individual Ready Reserve, or a USAR troop program unit.

<sup>6</sup> A separation order is not needed when a self-terminating order was used to order the soldier to ADT or active duty in AGR status.

<sup>7</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>8</sup> If appropriate, add the following statement to the Additional instructions headline: "You are not required to report physically to your assigned unit; however, you must keep them informed by mail of your address."

<sup>9</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>10</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>11</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

**Figure 9-2. Format 267, Release from ADT of ARNGUS or USAR personnel ordered to ADT for periods of 90 days or more and REFRAD of AGR personnel**

---

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are released from active duty for training (ADT) on the effective date shown. On the date immediately following release from ADT you are (enter "returned to State Adjutant General shown for discharge from your State status and transferred to the U.S. Army Reserve Control Group for completion of your military service obligation" for ARNGUS personnel or enter "transferred to the U.S. Army Reserve Control Group for completion of your military service obligation" for USAR personnel).

Effective date: (Enter the effective date.)

Returned to:<sup>5</sup> (Enter "State Adjutant General of" (enter the appropriate State).)

Transferred to:<sup>6</sup> (Enter "U.S. Army Reserve Control Group" (enter annual training or reinforcement).)

Military service obligation: (Enter the terminal date (day, month, and year) of military service obligation, for example, "Ends on 6 Oct 1990".)

Additional instructions:<sup>7,8</sup> (Enter any authorized additional instructions.)

FOR ARMY USE

HOR: (Enter the HOR.)

Place OAD: (Enter the place OAD.)

Comp: (Enter the component.)

Accounting classification: (Enter the accounting classification.)

Format: (Enter 274.)

*(Enter authentication.)*<sup>9</sup>

*(Enter signature block.)*<sup>10</sup>

*(Enter distribution.)*<sup>11</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> Use for ARNGUS personnel only.

<sup>6</sup> See AR 635-10 for the correct control group.

<sup>7</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>8</sup> Enter the following statement in the Additional instructions leadline: "You are not required to physically report to the State Adjutant General or U.S. Army Reserve Control Group."

<sup>9</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>10</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>11</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

**Figure 9-3. Format 274, Release from ADT of USAR or ARNGUS enlisted personnel and transfer to a USAR control group to complete a military service obligation**

---

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are reassigned as shown for separation processing.<sup>5,6</sup>

Assigned to:<sup>7</sup> (Enter the unit of assignment (including UIC) and station of assignment.)

Reporting date:<sup>8</sup> (Enter the reporting date.)

Additional instructions:<sup>9</sup> (Enter any authorized additional instructions.)

**FOR ARMY USE**

Auth: (Enter the authority information.)

18 years act Federal svc on 1 Nov 81: (Enter "Yes" if the soldier is to be retired and had 18 years or more active Federal service on 1 November 1981. Enter "Not applicable" for all other soldiers.)

HOR: (Enter the HOR.)

Scheduled date of separation: (Enter the scheduled date of separation.)

MDC:<sup>10</sup> (Enter the MDC.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

Comp: (Enter the component.)

SPD:<sup>11</sup> (Enter the Army regulation authorizing separation.)

CIC:<sup>12</sup> (Enter the CIC.)

Aval date:<sup>13</sup> (Enter the available date.)

Format: (Enter 430.)

*(Enter authentication.)*<sup>14</sup>

*(Enter signature block.)*<sup>15</sup>

*(Enter distribution.)*<sup>16</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> Use Format 430 to reassign personnel for separation processing when neither Format 501 nor 526 is appropriate.

<sup>6</sup> For reassignments with overseas travel, add the following statement to the constant information: "Information concerning your port call will be provided separately."

<sup>7</sup> If the order pertains to a general officer, HQDA may delete unnecessary leadlines.

<sup>8</sup> See DA Pam 600-8-11, table 2-1-2.

<sup>9</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>10</sup> MDC. See chapter 1 and table 1-2.

<sup>11</sup> See AR 635-5-1, appendixes B and C.

<sup>12</sup> CIC. See AR 37-1, chapter 5. Use for overseas travel only.

**Figure 9-4. Format 430, Reassignment for separation processing—Continued**

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<sup>13</sup> Use for overseas travel only.

<sup>14</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>15</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>16</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution of a PCS-TDY order is outlined in a through f below.

a. If the officer is a chaplain, send one copy to ATTN DACH-PE, CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, WASHINGTON DC 20310-2700.

b. If the officer is an AMEDD officer, send one copy to HQDA (SGPE-PD), 5109 Leesburg Pike, Falls Church, VA 22041-3258, and one copy to HQDA (TAPC-OPH-(enter the office symbol of the officer's career management division)), Alexandria, VA 22332-0417.

c. If the officer is a JAGC officer, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310-2200.

d. If the officer's requisition identification code contains CE, send one copy to HQDA (DAEN-PEM-A), WASH DC 20314-1000.

e. Only if the WO holds a USAR commission, send one copy to the Commander, ARPERCEN, ATTN: DARP-PAT-S, St. Louis MO 63132-5200.

f. Only if the enlisted member holds a USAR commission or warrant, send one copy to the Commander, ARPERCEN, ATTN: DARP-PAT-S, St. Louis MO 63132-5200.

**Figure 9-4. Format 430, Reassignment for separation processing**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are ordered to travel to the U.S. Army Transition Point shown for the purpose of retirement/separation. You and your command sponsored dependents, household goods, accompanied and unaccompanied baggage, and POV are authorized Government funded travel from your overseas duty station to point of debarkation in the United States. Movement of soldier's dependents, accompanied and unaccompanied baggage, and POV from debarkation point to a home of selection, home of record, or place entered active duty at Government expense is authorized. Soldier's entitlement to travel and transportation allowances are from debarkation point through transition point to home of selection, home of record, or place entered active duty. Storage of household goods at point of debarkation is authorized up to 1 year for soldiers entitled to home of selection and 6 months for soldiers entitled to home of record or place of entered active duty. Soldiers separating with either voluntary separation incentive (VSI) or special separation benefit (SSB) with less than 8 years of active Federal service are only authorized movement of dependents and shipment of household goods and baggage to home of record or place entered active duty.

Assigned to:<sup>5</sup> (Enter the transition point at the location of choice)

Reporting date: (Enter the reporting date)

Retirement/separation date: (Enter the retirement or separation date.)

Additional instructions:<sup>6</sup>

FOR ARMY USE

Auth: (Enter the authority information.)

18 years act Federal svc on 1 Nov 81:<sup>7</sup> (Enter "Yes" if the soldier had 18 years or more of active Federal service on 1 November 1981. Enter "Not applicable" for all other soldiers.) 8 years act Fed svc on: (Enter the year, month, and day.) Authorized place of retirement/separation:<sup>8</sup> (Enter the authorized place of retirement or separation.)

Requested place of retirement/separation: (Enter the transition point at the location of choice.)

HOR: (Enter the HOR.)

Place EAD: (Enter the place of EAD)

MDC:<sup>9</sup> (Enter the MDC.)

CIC:<sup>10</sup> (Enter the CIC)

SPD:<sup>11</sup> (Enter the Army regulation authorizing separation.)

Aval date: (Enter the available date)

Format: (Enter 434)

**Figure 9-5. Format 434, Travel to location of personal choice for retirement or separation—Continued**

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*(Enter authentication.)*<sup>12</sup>

*(Enter signature block.)*<sup>13</sup>

*(Enter distribution.)*<sup>14</sup>

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Notes:

<sup>1</sup> Letterhead. See paragraph 2–3 and fig 2–1, note 1.

<sup>2</sup> Order number. See paragraph 2–3 and figure 2–1, note 2.

<sup>3</sup> Date. See paragraph 2–16 and figure 2–1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2–5.

<sup>5</sup> Enter the transition point at location of choice.

<sup>6</sup> Additional instructions. The following information will be entered first on transition orders for officer and enlisted soldiers being separated with voluntary separation incentive/special separation benefit (VSI/SSB) payment in the additional instructions leadline:

a. "Soldiers who receive VSI/SSB based on service in the Armed Forces, and who subsequently qualify under 10 USC or 14 USC for retired or retainer pay shall have deducted an amount equal to the total amount of VSI/SSB pay not previously recouped. This amount will be recouped from each payment of retired or retainer pay until the total amount deducted is equal to the total amount of VSI/SSB received."

b. "Transition Assistance Management Program."

(1) Soldier approved for VSI/SSB payment (choose appropriate entry).

(2) "Expiration medical:" (Enter date).

(3) "Expiration post exchange/commissary:" (Enter date).

(4) "Expiration SSB/VSI reserve commitment:" (Enter date).

(5) For information on benefits and services see the Army Career and Alumni Program (ACAP) office, Army Community Services (ACS) office and/or your military personnel office.

c. Status of Forces Agreement (SOFA), or military bases agreement between the United States and another country may preclude separating and retiring members and their dependents who plan to live or travel overseas from using US military facilities (for example, commissary, PX or other) whether or not they have a valid ID card.

d. When calculating the reserve commitment, be sure to add any remaining time from block 6 of the DD Form 214 to additional reserve time incurred due to acceptance of VSI/SSB.

e. Additional instructions for all soldiers are as follows:

(1) Soldier has pre-selected a location for retirement/separation. Soldier has been advised that this selection constitutes the place he or she intends to reside immediately after military service for the purpose of transportation and travel allowances. No additional fully funded move to another home of selection after retirement/separation will be authorized. Final travel settlement will be made after separation when soldier arrives at home of selection, home of record, or place entered active duty.

(2) Shipment of privately owned (POV) from overseas location to CONUS is authorized.

f. Authorized and requested place of retirement/separation must be the same as those designated in the retirement/ separation orders.

g. Enter "Yes" if soldier has 18 years or more of active Federal service on 1 November 1981. Enter "Not applicable" for all other soldiers.

h. Soldier with VSI/SSB must have 8 Years or more active Federal service to be authorized for entitlement to home of selection. Enter date soldier completed 8 years of service.

i. Example for OCONUS soldier's travel and transportation allowances. Soldier's point of departure is Frankfurt, GE Place of debarkation is JFK, NY, selected transition center is Fort Carson. Home of selection, home of record, or place entered active duty is Denver, CO.

(1) Soldier, dependents, household good, accompanied and unaccompanied baggage, and POV are authorized travel and transportation allowances from Frankfurt to JFK.

(2) Soldier is authorized reimbursement for travel and transportation of dependents, (dependents, from JFK to Denver).

(3) Soldier is authorized travel and transportation allowances from JFK to Fort Carson to Denver.

(4) Household goods (HHG) remain at JFK until soldier calls household goods forward to home of selection, home of record, or place entered active duty. Soldiers with over 8 years of service are authorized temporary storage up to 1 year and soldiers with less than 8 years up to 6 months.

(5) Dislocation allowance is not payable for this move is a final separation/retirement move.

(6) Eligibility for BAQ/VHA will be per DOD PM and JFTR.

j. Example of CONUS soldier travel and transportation allowances. Soldier's current place of assignment is Fort Drum, NY, home of selection, home of record or place entered active duty is Bloomington, IN.

(1) Soldier, dependents and household goods are authorized travel and transportation allowances from Fort Drum to Bloomington, IN.

(2) Soldier and dependents are authorized reimbursement for travel and transportation from Fort Drum to Bloomington.

(3) Household goods remain in storage until soldier calls household goods forward to home of selection, home of record, or place entered active duty. Soldiers with 8 or more years of active service are authorized movement of HHG from temporary storage, to a second and final home of selection at government expense if Bloomington is not the home of selection within 1 year of effective date of separation or retirement.

(4) Dislocation allowance is not payable for this move is a final separation/retirement move.

(5) Eligibility for BAQ/VHA will be per DOD PM and JFTR.

k. For CONUS officer and enlisted soldiers. Orders formats per AR 600–8–105 will be used for separation (500 series) and retirements (600 series).

<sup>7</sup> Enter "Yes" if soldier had 18 years or more of active Federal service on 1 November 1981. Enter "Not applicable" for all other soldiers.

<sup>8</sup> Authorized and requested place of retirement/separation must be the same as those designated in the retirement/separation order.

<sup>9</sup> MDC. See chapter 1, and table 1–2.

<sup>10</sup> CIC. See AR 37–1, chapter 5.

<sup>11</sup> SPD. Enter AR 635–200.

**Figure 9-5. Format 434, Travel to location of personal choice for retirement or separation—Continued**

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<sup>12</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>13</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>14</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

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**Figure 9-5. Format 434, Travel to location of personal choice for retirement or separation**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are reattached as shown for separation processing.<sup>5</sup>

Attached to: (Enter the unit of attachment.)

Reporting date: (Enter the reporting date.)

Released from attachment to: (Enter the released from unit of attachment.)

Additional instructions:<sup>6</sup> (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter "(Not accountable to end strength of active duty personnel who are to be paid from funds appropriated for active duty personnel.)".)

Accounting classification: (Enter the accounting classification.)

HOR: (Enter the HOR.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

Scheduled date of separation: (Enter the scheduled date of separation.)

Comp: (Enter the component.)

Format: (Enter 454.)

*(Enter authentication.)*<sup>7</sup>

*(Enter signature block.)*<sup>8</sup>

*(Enter distribution.)*<sup>9</sup>

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Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> Use Format 454 when a soldier is in AGR status and is being reattached for separation processing.

<sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>7</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>8</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>9</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. Copies of orders attaching AGR soldiers for transition processing should be sent to the Commander, ARPERCEN, ATTN: DARP-ART-F, 9700 Page Boulevard, St. Louis, MO 63132-5200.

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**Figure 9-6. Format 454, Release from attachment and reattachment for separation processing of ARNGUS or USAR soldier in AGR status**

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(Letterhead.)<sup>1</sup>

(Enter order number.)<sup>2</sup>

(Enter date.)<sup>3</sup>

(Enter standard name line.)<sup>4</sup>

You are released from active duty, not by reason of physical disability, and assigned as indicated on the date immediately following release from active duty. Any temporary appointments held are terminated on your effective date of release from active duty.<sup>5,6</sup>

Effective date of release from active duty:<sup>7</sup> (Enter the effective date of REFRAD.)

Assigned to:<sup>8</sup> (Enter the unit of assignment (including the UIC) and station of assignment.)

Terminal date of Reserve obligation:<sup>9</sup> (Enter the terminal date of Reserve obligation.)

Additional instructions:<sup>10,11,12</sup> (Enter any authorized additional instructions.)

**FOR ARMY USE**

HOR: (Enter the HOR.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

MDC:<sup>13</sup> (Enter the MDC.)

Comp: (Enter the component.)

Format: (Enter 523.)

(Enter authentication.)<sup>14</sup>

(Enter signature block.)<sup>15</sup>

(Enter distribution.)<sup>16</sup>

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Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> Use Format 526 if the soldier is being reassigned for transition processing.

<sup>6</sup> If REFRAD is in absentia and notice is constructive, the order will be annotated as directed in the applicable separation regulation.

<sup>7</sup> Unless otherwise provided by law, the effective date of REFRAD is the date the soldier receives actual or constructive notice of REFRAD according to the applicable separation regulation.

<sup>8</sup> If the soldier is returning or transferring to USAR status, enter the USAR unit to which the soldier is being assigned or the appropriate USAR control group when no specific unit assignment is specified. For Active Army personnel with a remaining military service obligation who are enlisting in a ARNG unit, enter the ARNG unit of assignment. If the soldier is returning to ARNGUS, enter the appropriate State National Guard.

<sup>9</sup> Enter the terminal date (day, month, and year) of military service obligation, for example, "Ends on 6 Oct 1990."

<sup>10</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>11</sup> If appropriate, add the following statement to the Additional instructions leadline: "You are not required to report physically to your assigned control group; however, you must keep them informed by mail of your address."

<sup>12</sup> The following information will be entered first on transition orders for officers and enlisted soldiers being separated with voluntary separation incentive/special separation benefit (VSI/SSB) payment in the additional instructions leadline.

a. "Soldiers who receive VSI/SSB based on service in the Armed Forces, and who subsequently qualify under 10 USC or 14 USC for retired or retainer pay shall have deducted an amount equal to the total amount of VSI/SSB pay not previously recouped. This amount will be recouped from each payment of retired or retainer pay until the total amount deducted is equal to the total amount of VSI/SSB received."

b. "Transition Assistance Management Program:"

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**Figure 9-7. Format 523, REFRAD and assign to nonactive duty ARNGUS or USAR status—Continued**

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- (1) Soldier approved for VSI/SSB payment (choose appropriate entry.)
  - (2) "Expiration medical:" (enter date.)
  - (3) "Expiration Post Exchange/Commissary:" (enter date.)
  - (4) "Expiration VSI/SSB reserve commitment:" (enter date.)
  - (5) "For information on benefits and services, see the Army Career and Alumni Program (ACAP) office, Army Community Services (ACS) office and/or your military personnel office."
- c. Status of Forces Agreement (SOFA), or military bases agreement between the United States and another country may preclude separating and retiring members and their dependents who plan to live or travel overseas from using US military facilities (for example, commissary, PX or other) whether or not they have a valid ID card.
- d. When calculating the reserve commitment be sure to add any remaining time from block 6 of the DD Form 214 to additional reserve time incurred due to acceptance of VSI/SSB.

<sup>13</sup> MDC. See chapter 1 and table 1–2.

<sup>14</sup> Authentication. See paragraph 2–18 and figure 2–1, note 26.

<sup>15</sup> Signature block. See paragraph 2–18 and figure 2–1, note 27.

<sup>16</sup> Distribution. See paragraph 2–19 and figure 2–1, note 28. Distribution of separation orders is outlined in *a* and *b* below.

- a. To HQDA—
  - (1) If the officer is a JAGC officer on active duty and is being separated because of nonselection for promotion, send one copy to THE JUDGE ADVOCATE GENERAL ATTN: DAJA–PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310–2200.
  - (2) If a nonregular AMEDD officer is being involuntarily released from active duty as directed by HQDA, send one copy to HQDA (TAPC–OPH–PSI), Alexandria, VA 22332–0417, and one copy to HQDA (TAPC–OPH–(enter the office symbol for the officer's career management division)), Alexandria, VA 22332–0417.
  - (3) If the soldier is on active duty with a rank of staff sergeant through sergeant major or is centrally managed as outlined in AR 614–200, table 1–1, send one copy to HQDA (TAPC–EP–(enter the office symbol for the soldier's career branch as shown in AR 614–200, table 1–1)), Alexandria, VA 22331–0400. Also indicate the soldier's PMOS in parenthesis.
  - (4) Only if the enlisted soldier is on active duty and holds a USAR commission or warrant, send one copy to the Commander, ARPERCEN, ATTN: DARP–AR, 9700 Page Boulevard, St. Louis, MO 63132–5200.
  - (5) Only if the USAR member is on active duty in AGR, send one copy to the Commander, ARPERCEN, ATTN: DARP–AR, 9700 Page Boulevard, St. Louis, MO 63132–5200.
  - (6) If the officer is a chaplain, send one copy to ATTN DACH–PER, CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, WASHINGTON DC 20310–2700.
- b. To other—
  - (1) Send one copy of orders, copy 4 of DD Form 214, and copies of DD Form 4/1 and 4/2 to the local finance office for determination of the amount of separation pay and final payment to the soldier.
  - (2) When the USAR soldier is on IADT, send one copy to his or her troop program unit when the troop program unit is shown in the distribution block of the IADT order.

**Figure 9-7. Format 523, REFRAD and assign to nonactive duty ARNGUS or USAR status**

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are relieved from active duty and discharged from the Army of the United States. Any temporary appointments held are terminated.<sup>5</sup>

Effective date: (Enter the effective date.)

Additional instructions:<sup>6,7</sup> (Enter any authorized additional instructions.)

Format: (Enter 524.)

*(Enter authentication.)*<sup>8</sup>

*(Enter signature block.)*<sup>9</sup>

*(Enter distribution.)*<sup>10</sup>

Notes:

<sup>1</sup> Letterhead. See paragraph 2–3 and figure 2–1, note 1.

<sup>2</sup> Order number. See paragraph 2–3 and figure 2–1, note 2.

<sup>3</sup> Date. See paragraph 2–16 and figure 2–1, notes 3 and 4.

**Figure 9-8. Format 524, Relief from active duty—officers of the AUS without Component—Continued**

<sup>4</sup> Standard name line. See paragraph 2–5.

<sup>5</sup> See AR 635–100, chapter 3, for separation of officers.

<sup>6</sup> Additional instructions. See paragraph 2–9 and table 2–2. )

<sup>7</sup> The following information will be entered first on transition orders for officers and enlisted soldiers being separated with voluntary separation incentive/special separation benefit (VSI/SSB) payment in the additional instructions leadline:

a. "Soldiers who receive VSI/SSB based on service in the Armed Forces, and who subsequently qualify under 10 USC or 14 USC for retired or retainer pay shall have deducted an amount equal to the total amount of VSI/SSB pay not previously recouped. This amount will be recouped from each payment of retired or retainer pay until the total amount deducted is equal to the total amount of VSI/SSB received."

b. "Transition Assistance Management Program:"

(1) Soldier approved for VSI/SSB payment (choose appropriate entry.)

(2) "Expiration medical:" (enter date).

(3) "Expiration Post Exchange/Commissary:" (enter date).

(4) "Expiration VSI/SSB reserve commitment:" (enter date.)

(5) "For information on benefits and services, see the Army Career and Alumni Program (ACAP) office, Army Community Services (ACS) office and/or your military personnel office."

c. Status of Forces Agreement (SOFA), or military bases agreement between the United States and another country may preclude separating and retiring members and their dependents who plan to live or travel overseas from using US military facilities (for example, commissary, PX or other) whether or not they have a valid ID card.

d. When calculating the reserve commitment be sure to add any remaining time from block 6 of the DD Form 214 to additional reserve time incurred due to acceptance of VSI/SSB.

<sup>8</sup> Authentication. See paragraph 2–18 and figure 2–1, note 26.

<sup>9</sup> Signature block. See paragraph 2–18 and figure 2–1, note 27.

<sup>10</sup> Distribution. See paragraph 2–19 and figure 2–1, note 28. Send one copy of orders, copy 4 of DD Form 214, and copies of DD Form 4/1 and DD Form 4/2 to the local finance office for determination of the amount of separation pay and final payment to the soldier.

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#### Figure 9-8. Format 524, Relief from active duty—officers of the AUS without Component

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2,3</sup>

*(Enter date.)*<sup>4</sup>

*(Enter standard name line.)*<sup>5</sup>

You are reassigned to the U.S. Army transition point shown for transition processing. After processing, you are released from active duty not by reason of physical disability and assigned as indicated on the date immediately following release from active duty. Any temporary appointments held are terminated on your effective date of release from active duty. If you are delayed in reporting to the transition point, you still must report to the transition point as soon as possible or as authorized to receive a new effective date of release from active duty.<sup>6</sup>

Assigned to: (Enter the transition point.)

Reporting date to transition point:<sup>7</sup> (Enter the reporting date to the transition point.)

Date of release from active duty unless changed/rescinded:<sup>8</sup> (Enter the scheduled date of REFRAD.)

Attached to:<sup>9</sup> (Enter the attached to unit.)

Assigned to:<sup>9,10</sup> (Enter the unit of assignment (including the UIC) and station of assignment.)

Terminal date of Reserve obligation: (Enter the terminal date (day, month, and year) of military service obligation, for example, "Ends on 6 Oct 1990.")

Additional instructions:<sup>11,12,13,14</sup> (Enter any authorized additional instructions.)

FOR ARMY USE

Auth:<sup>3,15</sup> (Enter the authority information.)

HOR: (Enter the HOR.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

Comp: (Enter the component.)

ETS: (Enter the ETS.)

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#### Figure 9-9. Format 526, Reassignment for separation processing, REFRAD, and assign to nonactive duty in ARNGUS or USAR status or to USAR in AGR status—Continued

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CIC:<sup>16,17</sup> (Enter the CIC.)  
MDC:<sup>18</sup> (Enter the MDC.)  
Aval date:<sup>16</sup> (Enter the available date.)  
Format: (Enter 526.)

*(Enter authentication.)*<sup>19</sup>

*(Enter signature block.)*<sup>20</sup>

*(Enter distribution.)*<sup>10,21</sup>

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Notes:

<sup>1</sup> Letterhead. See paragraph 2–3 and figure 2–1, note 1.

<sup>2</sup> Order number. See paragraph 2–3 and figure 2–1, note 2.

<sup>3</sup> If the soldier is REFRAD on the date shown in the order, this date is the effective date of REFRAD. When the soldier is to be REFRAD after the date originally shown in the order, the effective date of REFRAD is the date the soldier receives actual or constructive notice of REFRAD according to applicable separation regulations. If REFRAD is in absentia and notice is constructive, the order will be annotated as directed in the regulation shown as a response to the Auth leadline.

<sup>4</sup> Date. See paragraph 2–16 and figure 2–1, notes 3 and 4.

<sup>5</sup> Standard name line. See paragraph 2–5.

<sup>6</sup> Use Format 526 to reassign a soldier for transition processing, REFRAD, and assign to nonactive duty in ARNGUS or USAR status or to USAR in AGR status under the Active Transition/Conversion Army Reserve Program; the soldier must have a remaining military service obligation; see AR 135–18. Use Format 526 instead of issuing two orders (Format 430 or 432 and Format 523).

<sup>7</sup> See DA Pam 600–8–11, table 2–1–2.

<sup>8</sup> The U.S. Army transition point will—

a. Endorse the order (para 2–23 and fig 2–8) to show the actual effective date of REFRAD if the soldier is released from active duty before the scheduled date of REFRAD.

b. Rescind the unexecuted portion (Format 705) of this order on or before the scheduled date of REFRAD and issue Format 523 to show a later effective date of REFRAD when the soldier reports to the transition point on or before the scheduled date of REFRAD and the soldier is to be released from active duty after the scheduled date of REFRAD.

c. Endorse this order (para 2–23 and fig 2–8) to show the actual effective date of REFRAD if the soldier is delayed through no fault of his or her own and reports to the transition point after the scheduled date of REFRAD.

<sup>9</sup> If the soldier is returning or transferring to USAR status, enter the USAR unit to which the soldier is being assigned or the appropriate USAR control group when no specific unit assignment is specified. When the soldier is transferring to the USAR in AGR status, indicate the USAR unit to which the soldier is attached and that the soldier is in control group AGR. For active Army personnel with a remaining military service obligation who are enlisting in a ARNG unit, enter the ARNG unit of assignment. If the soldier is returning to the ARNGUS, enter the appropriate State National Guard.

<sup>10</sup> When reassignment is to a USAR control group, include the soldier's PMOS or AOC in the distribution block after the address of the control group, for example, "USAR Con Gp (AT), ARPERCEN, St. Louis MO 63132–5200 (PMOS 79D400000)."

<sup>11</sup> Additional instructions. See paragraph 2–9 and table 2–2.

<sup>12</sup> For personnel returning to CONUS from overseas for separation or movement of non–CONUS residents from CONUS to an overseas area or between overseas areas for separation, add the following statement to the Additional instructions leadline: "Information concerning your port call will be provided separately."

<sup>13</sup> When the soldier is not entitled to movement of dependents and/or HHG at Government expense, add one of the following statements to the Additional instructions leadline:

a. "You are not authorized movement of your dependents or household goods at Government expense."

b. "You are not authorized movement of your dependents at Government expense."

c. "You are not authorized movement of your household goods at Government expense."

<sup>14</sup> The following information will be entered first on transition orders for officers and enlisted soldiers being separated with voluntary separation incentive/special separation benefit (VSI/SSB) payment in the additional instructions leadline:

a. "Soldiers who receive VSI/SSB based on service in the Armed Forces and who subsequently qualify under 10 USC or 14 USC for retired or retainer pay shall have deducted an amount equal to the total amount of VSI/SSB pay not previously recouped. This amount will be recouped from each payment of retired or retainer pay until the total amount deducted is equal to the total amount of VSI/SSB received."

b. "Transition Assistance Management Program:"

(1) Soldier approved for VSI/SSB payment (choose appropriate entry.)

(2) "Expiration medical:" (enter date).

(3) "Expiration Post Exchange/Commissary:" (enter date).

(4) "Expiration VSI/SSB reserve commitment:" (enter date.)

(5) "For information on benefits and services, see the Army career and Alumni Program (ACAP) office, Army Community Services (ACS) office and/or your military personnel office."

**Figure 9-9. Format 526, Reassignment for separation processing, REFRAD, and assign to nonactive duty in ARNGUS or USAR status or to USAR in AGR status—Continued**

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c. Status of Forces Agreement (SOFA), or military bases agreement between the United States and another country may preclude separating and retiring members and their dependents who plan to live or travel overseas from using US military facilities (for example, commissary, PX or other) whether or not they have a valid ID card.

d. When calculating the reserve commitment be sure to add any remaining time from block 6 of the DD Form 214 to additional reserve time incurred due to acceptance of VSI/SSB.

<sup>15</sup> Enter appropriate Army regulations, for example, "AR 635-200." Do not show the paragraph, chapter, or reason for REFRAD.

<sup>16</sup> Delete the CIC and Aval date deadlines when no overseas travel is involved.

<sup>17</sup> CIC. See AR 37-1, chapter 5.

<sup>18</sup> MDC. See chapter 1 and table 1-2.

<sup>19</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>20</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>21</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution of separation orders is outlined in *a* and *b* below.

a. To HQDA—

(1) If the officer is a JAGC officer on active duty and is being separated because of nonselection for promotion, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310-2200.

(2) If the soldier is on active duty with a rank of staff sergeant through sergeant major or is centrally managed as outlined in AR 614-200, table 1-1, send one copy to HQDA (TAPC-EP—(enter the office symbol for the soldier's career branch as shown in AR 614-200, table 1-1)), Alexandria, VA 22331-0400. Also indicate the soldier's PMOS in parenthesis.

(3) Only if the enlisted soldier is on active duty and holds a USAR commission or warrant, send one copy to the Commander, ARPERCEN, ATTN: DARP-AR, 9700 Page Boulevard, St. Louis, MO 63132-5200.

(4) If the officer is a chaplain, send one copy to ATTN DACH-PER, CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, WASHINGTON DC 20310-2700.

b. To other—

(1) Send one copy of orders, copy 4 of DD Form 214, and copies of DD Form 4/1 and DD Form 4/2 to the local finance office for determination of the amount of separation pay and final payment to the soldier.

(2) When the USAR soldier is on IADT, send one copy to his or her troop program unit when the troop program unit is shown in the distribution block of the IADT order.

**Figure 9-9. Format 526, Reassignment for separation processing, REFRAD, and assign to nonactive duty in ARNGUS or USAR status or to USAR in AGR status**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are released from active duty and discharged to reenlist in the Reserve of the Army with assignment to the Army National Guard of the United States. Effective on the date immediately following release from active duty, you are ordered to active duty.<sup>5</sup>

Effective date: (Enter the effective date.)

Component:<sup>6</sup> (Enter the component.)

Terminal date of Reserve obligation: (Enter the terminal date (day, month, and year) of military service obligation, for example, "Ends on 6 Oct 1990.")

Additional instructions:<sup>7</sup> (Enter any authorized additional instructions.)

Format: (Enter 562.)

*(Enter authentication.)*<sup>8</sup>

*(Enter signature block.)*<sup>9</sup>

*(Enter distribution.)*<sup>10</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

**Figure 9-10. Format 562, REFRAD and discharge of ARNGUS enlisted personnel for purpose of immediate reenlistment and order to additional active duty—Continued**

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<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> Use Format 562 together with Format 168.

<sup>6</sup> Include a statement showing the home state of the ARNGUS in which reenlisted, for example, "Army National Guard of the United States—Maine."

<sup>7</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>8</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>9</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>10</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

**Figure 9-10. Format 562, REFRAD and discharge of ARNGUS enlisted personnel for purpose of immediate reenlistment and order to additional active duty**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are released from active duty and, on the date following, placed on the retired list.<sup>5</sup> The people of the United States express their thanks and gratitude for your faithful service. Your contributions to the defense of the United States of America are greatly appreciated.<sup>6,7</sup>

Effective date: (Enter the effective date.)

Retired grade of rank: (Enter the retired grade of rank.)

Authorized place of retirement: (Enter the authorized place of retirement.)

Requested place of retirement: (Enter the requested place of retirement.)

Grade of rank to which advanced on retired list:<sup>8,9</sup> (Enter the grade of rank to which advanced on the retired list.)

Effective date of retirement: (Enter the effective date of retirement.)

Date placed on retirement list: (Enter the date placed on retirement list.)

DOB: (Enter the DOB.)

Sex: (Enter "M" or "F.")

Retirement type and allotment code: (Enter the retirement type and allotment code.)

Component: (Enter "RA," "USAR," "ARNGUS" or "AUS".)

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Vol retirement: (Enter the years, months, and days.)

Basic pay: (Enter the years, months, days.)

Significant awards: (Enter "yes" or "No;" If yes add the awards.)

Additional instructions:<sup>10,11</sup> (Enter 15 digit PERSCOM retirement control number, that is, P19931204160012 (CSMs, CSM designees, SGMs, and MSG(P) only) and any other authorized additional instructions.)

Format: (Enter 600.)

---

**Figure 9-11. Format 600, Service retirement of enlisted personnel—Continued**

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*(Enter authentication.)*<sup>12</sup>

*(Enter signature block.)*<sup>13</sup>

*(Enter distribution.)*<sup>14</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> For personnel on the TDRL with 20 years of service, change the first sentence of the constant information to read as follows: "You are removed from the Temporary Disability Retired List and on the date following, placed on the retired list."

<sup>6</sup> If the soldier has 20, but less than 30, years service, add the following statement to the constant information: "On date placed on the retired list, you are transferred to the U.S. Army Reserve Control Group (Retired), U.S. Army Reserve Personnel Center, St. Louis, Missouri 63132-5200."

<sup>7</sup> The second and third sentences of the constant information may be deleted if appropriate.

<sup>8</sup> If the soldier was not issued a Format 430, 432, or 434 order or is not on active duty in AGR status, add the 18 years active Federal service on 1 Nov 81, Home of record, Place of entry on active duty, and Movement designator code leadlines between the significant awards leadline and the Additional instructions leadline.

<sup>9</sup> Complete this leadline only for personnel with 30 years of service.

<sup>10</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>11</sup> Include the following statement to the Additional instructions leadline when the soldier holds a current commission or warrant in the USAR: "You are transferred to U.S. Army Reserve Control Group (Retired) as a" (enter grade of rank elected by the soldier under AR 635-200, para 12-4b).

<sup>12</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>13</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>14</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution of orders to HQDA is outlined in a through c below.

a. If the soldier is centrally managed as outlined in AR 614-200, table 1-1, or holds a grade of staff sergeant through sergeant major, send one copy to HQDA (TAPC-EP-(enter the office symbol of the soldier's career branch)), Alexandria, VA 22331-0400. Also indicate the soldier's PMOS in parenthesis.

b. Only if the soldier holds a USAR commission or warrant, send one copy to the Commander, ARPERCEN, ATTN: DARP-PAT-S, 9700 Page Boulevard, St. Louis, MO 63132-5200.

c. Only if the USAR member is on active duty in AGR status, send one copy to the Commander, ARPERCEN, ATTN: DARP-AR, 9700 Page Boulevard, St. Louis, MO 63132-5200.

---

**Figure 9-11. Format 600, Service retirement of enlisted personnel**

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---

(Letterhead.)<sup>1</sup>

(Enter order number.)<sup>2</sup>

(Enter date.)<sup>3</sup>

(Enter standard name line.)<sup>4</sup>

You are released from assignment and duty because of physical disability incurred while entitled to basic pay and under conditions that permit your placement on the Temporary Disability Retired List.<sup>5</sup>

Effective date of retirement:<sup>6</sup> (Enter the effective date of retirement.)

Date placed on retired list: (Enter the date placed on the retired list.)

Retired grade of rank: (Enter the retired grade of rank.)

Authorized place of retirement: (Enter the authorized place of retirement.)

Requested place of retirement: (Enter the requested place of retirement.)

Percentage of disability:<sup>7</sup> (Enter the percentage of disability.)

DOB: (Enter the DOB)

Sex: (Enter "M" or "F.")

Retirement type and allotment code: (Enter the retirement type and allotment code.)

Component: (Enter "RA," "USAR," "ARNGUS" or "AUS.")

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Disability retirement: (Enter the years, months and days.)

Basic pay: (Enter the years, months, and days.)

Completed over 4 years of active service as Enl or WO: (Enter "Yes" or "No.")

Disability is based on injury or disease received in LOD as a direct Result of Armed Conflict or caused by an instrumentality of war and incurred in the LOD during a war period as defined by law: (Enter "Yes" or "No.")

Disability resulted from a combat related injury as defined in 26 USC 104: (Enter "Yes" or "No.")

Member of an Armed Force on 24 Sep 75: (Enter "Yes" or "No.")

Significant awards: (Enter "Yes" or "No;" If yes enter the awards.)

Additional instructions:<sup>8</sup> (Enter any authorized additional instructions.)

Format: (Enter 610.)

(Enter authentication.)<sup>9</sup>

(Enter signature block.)<sup>10</sup>

(Enter distribution.)<sup>11</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> See AR 635-10, chapter 6, for separation processing. See AR 635-40, chapter 7, for physical evaluation board processing for retirement.

<sup>6</sup> Do not show an MDC when the soldier is issued Format 430, 432, or 434.

<sup>7</sup> Add the 18 years active Federal service on 1 Nov 81, Home of record, Place of entry on active duty, and Movement designator code leadlines between the Significant awards leadline and the Additional instructions leadline if the soldier is not issued Format 430, 432, or 434.

**Figure 9-12. Format 610, Disability retirement (temporary) of RA personnel—Continued**

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<sup>8</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>9</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>10</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>11</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

**Figure 9-12. Format 610, Disability retirement (temporary) of RA personnel**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are released from assignment and duty because of physical disability incurred while entitled to basic pay and under conditions that permit your retirement for permanent physical disability.<sup>5</sup>

Effective date of retirement: (Enter the effective date of retirement.)

Date placed on retired list: (Enter the date placed on the retired list.)

Retired grade of rank: (Enter the retired grade of rank.)

Percentage of disability: (Enter the percentage of disability.)

DOB: (Enter the DOB.)

Sex: (Enter "M" or "F.")

Retirement type and allotment code: (Enter the retirement type and allotment code.)

Component: (Enter "RA," "USAR," "ARNGUS" or "AUS.")

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Disability retirement: (Enter the years, months and days.)

Basic pay: (Enter the years, months and days.)

Completed over 4 years of active service as Enl or WO: (Enter "Yes" or "No.")

Disability is based on injury or disease received in LOD as a direct Result of Armed Conflict or caused by an instrumentality of war and incurred in the LOD during a war period as defined by law: (Enter "Yes" or "No.")

Disability resulted from a combat related injury as defined in 26 USC 104: (Enter "Yes" or "No.")

Member of an Armed Force on 24 Sep 75: (Enter "Yes" or "No.")

Significant awards: (Enter "Yes or No;" If yes enter the awards.)

Additional instructions:<sup>6</sup> (Enter any authorized additional instructions.)

FOR ARMY USE<sup>7</sup>

Ret list: (Enter the retired list.)

Authorized place of retirement: (Enter the authorized place of retirement.)

Requested place of retirement: (Enter the requested place of retirement.)

Format: (Enter 612.)

*(Enter authentication.)*<sup>8</sup>

*(Enter signature block.)*<sup>9</sup>

*(Enter distribution.)*<sup>10</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> See AR 635-10, chapter 3, for separation processing. See AR 635-40, chapter 7, for physical evaluation board processing for retirement.

**Figure 9-13. Format 612, Disability retirement (permanent) of RA personnel—Continued**

---

<sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>7</sup> Do not show an MDC when the soldier is issued Format 430, 432, or 434. Add the 18 years act Federal svc on 1 Nov 81, HOR, Place EAD, and MDC leadlines to the FOR ARMY USE section if the soldier is not issued Format 430, 432, or 434.

<sup>8</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>9</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>10</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 9-13. Format 612, Disability retirement (permanent) of RA personnel**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are released from active duty, and on the date following release, you revert to retired status.<sup>5</sup>

Effective date: (Enter the effective date.)

Place of release:<sup>6</sup> (Enter the place of release.)

Additional instructions:<sup>7</sup> (Enter any authorized additional instructions.)

Format: (Enter 620.)

*(Enter authentication.)*<sup>8</sup>

*(Enter signature block.)*<sup>9</sup>

*(Enter distribution.)*<sup>10</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> See AR 635-10, chapter 3, for separation processing.

---

**Figure 9-14. Format 620, REFRAD and reversion to retired status—Continued**

---

<sup>6</sup> Do not show an MDC when the soldier is issued Format 430 or 432. Add the 18 years active Federal service on 1 Nov 81, Home of record, Place of entry on active duty, and Movement designator code leadlines between the Place of release leadline and the Additional instructions leadline if the soldier is not issued Format 430 or 432.

<sup>7</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>8</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>9</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>10</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. For distribution to HQDA of orders for an enlisted soldier, if ARPERCEN did not publish the order, send one copy to the Commander, ARPERCEN, ATTN: DARP-PAP-M, 9700 Page Boulevard, St. Louis, MO 63132-5200.

---

**Figure 9-14. Format 620, REFRAD and reversion to retired status**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are released from assignment and duty because of physical disability incurred while entitled to basic pay and under conditions that permit your placement on the Temporary Disability Retired List.<sup>5</sup>

Effective date of retirement: (Enter the effective date of retirement.)

Date placed on retired list: (Enter the date placed on the retired list.)

Retired grade of rank: (Enter the retired grade of rank.)

Permanent grade of rank: (Enter the permanent grade of rank.)

Authorized place of retirement: (Enter the authorized place of retirement.)

Requested place of retirement: (Enter the requested place of retirement.)

Percentage of disability:<sup>6</sup> (Enter the percentage of disability.)

DOB: (Enter the DOB.)

Sex: (Enter "M" or "F.")

Retirement type and allotment code: (Enter the allotment code.)

Component: (Enter "RA," "USAR," "ARNGUS" or "AUS.")

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Disability retirement: (Enter the years, months and days.)

---

**Figure 9-15. Format 660, Disability retirement (temporary) of ARNGUS or USAR personnel on active duty—Continued**

---

Basic pay: (Enter the years, months and days.)

Completed over 4 years of active service as Enl or WO: (Enter "Yes" or "No.")

Disability is based on injury or disease received in LOD as a direct Result of Armed Conflict or caused by an instrumentality of war and period as defined by law: (Enter "Yes" or "No.")

Disability resulted from a combat related injury as defined in 26 USC 104: (Enter "Yes" or "No.")

Member of an Armed Force on 24 Sep 75: (Enter "Yes" or "No.")

Significant awards: (Enter "Yes" or "No;" If yes enter the awards.)

Additional instructions:<sup>7</sup> (Enter any authorized additional instructions.)

Format: (Enter 660.)

*(Enter authentication.)*<sup>8</sup>

*(Enter signature block.)*<sup>9</sup>

*(Enter distribution.)*<sup>10</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> See AR 635-10, chapter 3, for separation processing. See AR 635-40, chapter 7, for physical evaluation board processing for retirement.

<sup>6</sup> Do not show an MDC when the soldier is issued Format 430, 432, or 434. Add the 18 years active Federal service on 1 Nov 81, Home of record, Place of entry on active duty, and Movement designator code leadlines between the Significant awards leadline and theleadline and the Additional instructions leadline if the soldier is not issued Format 430, 432, or 434.

<sup>7</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>8</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>9</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>10</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 9-15. Format 660, Disability retirement (temporary) of ARNGUS or USAR personnel on active duty**

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---

(Letterhead.)<sup>1</sup>

(Enter order number.)<sup>2</sup>

(Enter date.)<sup>3</sup>

(Enter standard name line.)<sup>4</sup>

You are released from assignment and duty because of physical disability incurred while entitled to basic pay and under conditions that permit your retirement for permanent physical disability. On the date following release from active duty, you are placed on the retired list and transferred to the U.S. Army Reserve Control Group (Retired), U.S. Army Reserve Personnel Center, St. Louis, Missouri 63132-5200.<sup>5</sup>

Effective date of retirement: (Enter the effective date of retirement.)

Retired grade of rank: (Enter the retired grade of rank.)

Permanent grade of rank: (Enter the permanent grade of rank.)

Percentage of disability: (Enter the percentage of disability.)

Date placed on retired list: (Enter the date placed on retired list.)

DOB: (Enter the DOB.)

Sex: (Enter "M" and "F.")

Retirement type and allotment code: (Enter the retirement type and allotment code.)

Component: (Enter "RA," "USAR," "ARNGUS" or "AUS.")

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Disability retirement: (Enter the years, months and days.)

Basic pay: (Enter the years, months and days.)

Completed over 4 years of active service as Enl or WO: Enter "Yes" or "No."

Disability is based on injury or disease received in LOD as a direct Result of Armed Conflict or caused by an instrumentality of war and incurred in the LOD during a war period as defined by law: (Enter "Yes" or "No.")

Disability resulted from a combat related injury as defined in 26 USC 104. (Enter "Yes" or "No.")

Member of an Armed Force on 24 Sep 75: (Enter "Yes" or "No.")

Significant awards: (Enter "Yes" or "No." If yes, enter the awards.)

Additional instructions:<sup>6</sup> (Enter any authorized additional instructions.)

FOR ARMY USE<sup>7</sup>

Ret list: (Enter the retired list.)

Authorized place of retirement: (Enter the authorized place of retirement.)

Requested place of retirement: (Enter the requested place of retirement.)

Format: (Enter 662.)

(Enter authentication.)<sup>8</sup>

(Enter signature block.)<sup>9</sup>

(Enter distribution.)<sup>10</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

**Figure 9-16. Format 662, Disability retirement (permanent) of ARNGUS or USAR officers on active duty—Continued**

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<sup>4</sup> Standard name line. See paragraph 2–5.

<sup>5</sup> See AR 635–10, chapter 3, for separation processing. See AR 635–40, chapter 7, for physical evaluation board processing for retirement.

<sup>6</sup> Additional instructions. See paragraph 2–9 and table 2–2.

<sup>7</sup> Do not show an MDC when the soldier is issued Format 430, 432, or 434. Add the 18 years act Federal svc on 1 Nov 81, HOR, Place EAD, and MDC leadlines to the FOR ARMY USE section if the soldier is not issued Format 430, 432, or 434.

<sup>8</sup> Authentication. See paragraph 2–18 and figure 2–1, note 26.

<sup>9</sup> Signature block. See paragraph 2–18 and figure 2–1, note 27.

<sup>10</sup> Distribution. See paragraph 2–19 and figure 2–1, note 28.

---

**Figure 9-16. Format 662, Disability retirement (permanent) of ARNGUS or USAR officers on active duty**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are retired from active duty, released from assignment and duty, and on the date following, placed on the retired list. The people of the United States express their thanks and gratitude for your faithful service. Your contributions to the defense of the United States of America are greatly appreciated.<sup>5,6</sup>

Effective date: (Enter the effective date.)

Retired grade of rank: (Enter the retired grade of rank.)

Date placed on retirement list: (Enter the date placed on the retirement list.)

DOB: (Enter the DOB.)

Sex: (Enter the “M” or “F.”)

Retirement type and allotment code: (Enter the retirement type and allotment code.)

Component: (Enter “RA,” “USAR,” “ARNGUS” or “AUS.”)

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Vol retirement: (Enter the years, months, and days.)

Mandatory retirement: (Enter the years, months, and days.)

Section 1405: (Enter the years, months, and days.)

Basic pay: (Enter the years, months, and days.)

Completed over 4 years of active service as Enl or WO: (Enter “Yes” or “No.”)

Member of the armed forces on 24 Sep 75: (Enter “Yes or No.”)

---

**Figure 9-17. Format 680, Retirement, service or age, of RA commissioned and WOs, and AUS Wos (HQDA use only)—Continued**

---

Additional instructions:<sup>7</sup> (Enter 15 digit PERSCOM retirement control number, that is, P19920209153520 and any other authorized additional instructions.)

FOR ARMY USE

Ret list: (Enter the appropriate retired list.)

Authorized place of retirement (Enter the authorized place of retirement.)

Requested place of retirement (Enter the requested place of retirement.)

18 years act Federal svc on 1 Nov 81: (Enter "Yes" if the officer had 18 years or more of active Federal service on 1 November 1981. Enter "No" for all other officers.)

HOR: (Enter the HOR.)

Place EAD: (Enter the place of EAD.)

MDC:<sup>8</sup> (Enter the MDC.)

Format: (Enter 680.)

*(Enter authentication.)*<sup>9</sup>

*(Enter signature block.)*<sup>10</sup>

*(Enter distribution.)*<sup>11</sup>

---

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See AR 635-100, chapter 4, for retirement of officers.
6. Delete the second and third sentences of the constant information if appropriate, for example, if the retirement is in lieu of involuntary separation for misconduct, moral and/or professional dereliction, or substandard performance of duty.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. MDC. See chapter 1 and table 1-2.
9. Authentication. See paragraph 2-18 and figure 2-1, note 26.
10. Signature block. See paragraph 2-18 and figure 2-1, note 27.
11. Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 9-17. Format 680, Retirement, service or age, of RA commissioned and WOs, and AUS Wos (HQDA use only)**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4,5</sup>

You are retired from active duty, released from assignment and duty, and on the date following, placed on the retired list. On the date placed on the retired list, you are transferred to the Retired Reserve and assigned to the U.S. Army Reserve Control Group (Retired), U.S. Army Reserve Personnel Center, St. Louis, Missouri 63132-5200.<sup>6</sup>

Effective date: (Enter the effective date.)

Retired grade of rank: (Enter the retired grade of rank.)

Date placed on retirement list: (Enter the date placed on retirement list.)

DOB: (Enter the DOB.)

Sex: (Enter the "M" or "F".)

Retirement type and allotment code: (Enter the retirement type and allotment code.)

Component: (Enter "RA," "USAR," "ARNGUS" or "AUS.")

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Vol retirement: (Enter the years, months, and days.)

Mandatory retirement: (Enter the years, months, and days.)

Section 1405: (Enter the years, months, and days.)

Basis pay: (Enter the years, months, and days.)

Completed over 4 years of active service as Enl or WO: (Enter "Yes" or "No.")

Member of an armed forces on 24 Sep 75: (Enter "Yes or No.")

Additional instructions:<sup>7</sup> (Enter 15 digit PERSCOM retirement control number, that is, P19931212133020 and any other authorized additional instructions.)

#### FOR ARMY USE

Ret list: (Enter the retired list.)

Authorized place of retirement (Enter the authorized place of retirement.)

Requested place of retirement (Enter the requested place of retirement.)

RA WO appt vacated: (Enter the RA WO appointment vacated.)

18 years act Federal svc on 1 Nov 81: (Enter "Yes" if the officer had 18 years or more of active Federal service on 1 November 1981. Enter "No" for all other officers.)

HOR: (Enter the HOR.)

Place EAD: (Enter the place of EAD.)

MDC:<sup>5,8</sup> (Enter the MDC.)

Gross HHG wt alw authorized: (Enter the gross HHG weight allowance authorized.)

Format: (Enter 682.)

*(Enter authentication.)*<sup>9</sup>

*(Enter signature block.)*<sup>10</sup>

---

**Figure 9-18. Format 682, Service retirement of USAR (active or retired Reserve) commissioned or WO serving on active duty in ARNGUS, USAR, RA, or AUS WO status (HQDA use only)—Continued**

---

*(Enter distribution.)*<sup>11</sup>

---

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. Replace the MDC leadline with an Accounting classification leadline when the officer shown in the standard name line is on active duty in AGR status.
6. See AR 635-100, chapter 4, for retirement of officers.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. MDC. See chapter 1 and table 1-2.
9. Authentication. See paragraph 2-18 and figure 2-1, note 26.
10. Signature block. See paragraph 2-18 and figure 2-1, note 27.
11. Distribution. See paragraph 2-19 and figure 2-1, note 28.

**Figure 9-18. Format 682, Service retirement of USAR (active or retired Reserve) commissioned or WO serving on active duty in ARNGUS, USAR, RA, or AUS WO status (HQDA use only)**

---

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are retired from active service and discharged from your enlisted status for convenience of the Government. On the date following discharge, you are placed on the retired list, transferred to the U.S. Army Reserve (Retired Reserve), and assigned to the U.S. Army Reserve Control Group (Retired), U.S. Army Reserve Personnel Center, St. Louis, Missouri 63132-5200.<sup>5</sup>

Effective date: (Enter the effective date.)

Retired grade of rank:<sup>6</sup> (Enter the retired grade of rank.)

Date placed on retirement list: (Enter the date placed on retirement list.)

DOB: (Enter the DOB.)

Sex: (Enter the "M" or "F.")

Retirement type and allotment code: (Enter the retirement type and allotment code.)

Component: (Enter "RA," "USAR," "ARNGUS" or "AUS.")

Statute authorizing retirement: (Enter the statute authorizing retirement.)

**Figure 9-19. Format 684, Service retirement of USAR (active or retired Reserve) officers serving on active duty as enlisted personnel (HQDA use only)—Continued**

---

Other eligible laws: (Enter the other eligible laws.)  
Vol retirement: (Enter the years, months, and days.)  
Mandatory retirement: (Enter the years, months, and days.)  
Section 1405: (Enter the years, months, and days.)  
Basic pay: (Enter the years, months, and days.)  
Completed over 4 years of active service as Enl or WO: (Enter "Yes" or "No.")  
Member of an armed forces on 24 Sep 75: (Enter "Yes" or "No.")  
Additional instructions:<sup>7</sup> (Enter 15 digit PERSCOM retirement control number, that is, P19930429060020 and any other authorized additional instructions.)

**FOR ARMY USE**

Ret list: (Enter the appropriate retired list.)  
Authorized place of retirement (Enter the authorized place of retirement.)  
Requested place of retirement (Enter the requested place of retirement.)  
18 years act Federal svc on 1 Nov 81: (Enter "Yes" if the officer had 18 years or more of active Federal service on 1 November 1981. Enter "No" for all other officers.)  
HOR: (Enter the HOR.)  
Place EAD: (Enter the place of EAD.)  
MDC:<sup>8</sup> (Enter the MDC.)  
Gross HHG wt alw authorized: (Enter the gross HHG weight allowance authorized.)  
Format: (Enter 684.)

*(Enter authentication.)*<sup>9</sup>

*(Enter signature block.)*<sup>10</sup>

*(Enter distribution.)*<sup>11</sup>

---

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See AR 635-100, chapter 4, for retirement of officers.
6. The grade of rank in which transferred to the Retired Reserves is the commissioned or WO grade of rank held in the USAR.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. MDC. See chapter 1 and table 1-2.
9. Authentication. See paragraph 2-18 and figure 2-1, note 26.
10. Signature block. See paragraph 2-18 and figure 2-1, note 27.
11. Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution to HQDA of separation orders is outlined in *a* through *c* below.
  - a. If the soldier is centrally managed as outlined in AR 614-200, table 1-1, or holds a rank of staff sergeant through sergeant major, send one copy to HQDA (TAPC-EP-(enter the office symbol of the soldier's career branch)), Alexandria, VA 22331-0400. Also indicate the soldier's PMOS in parenthesis.
  - b. If the soldier is on active duty with the rank of staff sergeant through master sergeant and is on a current HQDA promotion list, send one copy to HQDA (TAPC-MSP-E), Alexandria, VA 22332-0443.
  - c. Only if the member holds a USAR commission or warrant, send one copy to the Commander, ARPERCEN, ATTN: DARP-PAT-S, 9700 Page Boulevard, St. Louis, MO 63132-5200.

**Figure 9-19. Format 684, Service retirement of USAR (active or retired Reserve) officers serving on active duty as enlisted personnel (HQDA use only)**

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---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are retired and placed on the retired list shown. No travel is involved.<sup>5</sup>

Assigned to:<sup>6</sup> (Enter the unit of assignment (including the UIC) and station of assignment.)

Retired grade of rank:<sup>5</sup> (Enter the retired grade of rank.)

Date placed on retirement list: (Enter the date placed on retirement list.)

DOB: (Enter the DOB.)

Sex: (Enter "M" or "F.")

Retirement type and allotment code: (Enter the retirement type and allotment code.)

Component: (Enter "RA," "USAR," "ARNGUS" or "AUS.")

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Vol retirement: (Enter the years, months, and days.)

Mandatory retirement: (Enter the years, months, and days.)

Section 1405: (Enter the years, months, and days.)

Member of an armed forces on 24 Sep 75: (Enter "Yes" or "No.")

Authorized place of retirement: (Enter the authorized place of retirement.)

Requested place of retirement: (Enter the requested place of retirement.)

Gr HHG Wt alw auth: (Enter the Gr HHG Wt alw auth.)

Additional instructions:<sup>7</sup> (Enter any authorized additional instructions.)

Format: (Enter 686.)

*(Enter authentication.)*<sup>8</sup>

*(Enter signature block.)*<sup>9</sup>

*(Enter distribution.)*<sup>10</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> If travel is involved, delete the following statement from the constant information: "No travel is involved." Also add the 18 years active Federal service on 1 Nov 81, Home of record, Place of entry on active duty, and Movement designator code leadlines between the Gr HHG Wt alw auth leadline and the Additional instructions leadline.

<sup>6</sup> A Reservist retired with at least 20 years of active Federal service will be assigned to the U.S. Army Reserve Control Group (Retired), U.S. Army Reserve Personnel Center, St. Louis, Missouri 63132-5200.

**Figure 9-20. Format 686, Retirement of ARNGUS and USAR personnel for qualifying active duty or Reserve service (HQDA use only)—**  
**Continued**

---

<sup>7</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>8</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>9</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>10</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

**Figure 9-20. Format 686, Retirement of ARNGUS and USAR personnel for qualifying active duty or Reserve service (HQDA use only)**

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---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are released from duty because of permanent physical disability incurred as a result of injury while entitled to basic pay and placed on the retired list.<sup>5</sup>

Date placed on retired list: (Enter the date placed on the retired list.)

Retired grade of rank: (Enter the retired grade of rank.)

Authorized place of retirement: (Enter the authorized place of retirement.)

Percentage of disability: (Enter the percentage of disability.)

Retired list: (Enter the retired list.)

DOB: (Enter the DOB.)

Sex: (Enter "M" or "F.")

Retirement type and allotment code: (Enter the retirement type and the allotment code.)

Component: (Enter "RA," "USAR," "ARNGUS" or "AUS.")

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Disability retirement: (Enter the years, months and days.)

Basic pay: (Enter the years, months and days.)

Completed over 4 years of active service as Enl and WO: (Enter "Yes" or "No.")

Disability is based on injury or disease received in LOD as a direct Result of Armed Conflict or caused by an instrumentality of war and incurred in the LOD during a war period as defined by law: (Enter "Yes" or "No.")

Disability Resulted from a combat related injury as defined in 26 USC 104: (Enter "Yes" or "No.")

Member of an armed force on 24 Sep 75: (Enter "Yes" or "No.")

Significant awards: (Enter "Yes" or "No;" If yes enter the awards.)

Additional instructions:<sup>6</sup> (Enter any authorized additional instructions.)

Format: (Enter 687.)

*(Enter authentication.)*<sup>7</sup>

*(Enter signature block.)*<sup>8</sup>

*(Enter distribution.)*<sup>9</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> See AR 635-40, chapter 7, for physical evaluation board processing for retirement.

**Figure 9-21. Format 687, Disability retirement (permanent) of ARNGUS or USAR personnel not on active duty (HQDA use only)—Continued**

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<sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>7</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>8</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>9</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 9-21. Format 687, Disability retirement (permanent) of ARNGUS or USAR personnel not on active duty (HQDA use only)**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are released from duty because of physical disability incurred as a result of injury while entitled to basic pay and placed on the Temporary Disability Retired List.<sup>5</sup>

Date placed on retired list: (Enter the date placed on the retired list.)

Retired grade of rank: (Enter the retired grade of rank.)

Authorized place of retirement: (Enter the authorized place of retirement.)

Percentage of disability: (Enter the percentage of disability.)

DOB: (Enter the DOB.)

Sex: (Enter "M" or "F.")

Retirement type and allotment code: (Enter the retirement type and allotment code.)

Component: (Enter "RA," "USAR," "ARNGUS" or "AUS.")

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Disability retirement: (Enter the years, months, and days.)

Basic pay: (Enter the years, months, and days.)

Completed over 4 years of active service as Enl or WO: (Enter "Yes" or "No.")

Disability is based on injury or disease received in LOD as a direct Result of Armed Conflict or caused by an instrumentality of war and incurred in the LOD during a war period as defined by law: (Enter "Yes" or "No.")

Disability resulted from a combat related injury as defined in 26 USC 104: (Enter "Yes" or "No.")

Member of an armed force on 24 Sep 75: (Enter "Yes" or "No.")

Significant awards: (Enter "Yes" or "No." If yes, enter the awards.)

Additional instructions:<sup>6</sup> (Enter any authorized additional instructions.)

Format: (Enter 688.)

*(Enter authentication.)*<sup>7</sup>

*(Enter signature block.)*<sup>8</sup>

---

**Figure 9-22. Format 688, Disability retirement (temporary) of ARNGUS or USAR personnel not on active duty (HQDA use only)—Continued**

---

*(Enter distribution.)*<sup>9</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> See AR 635-40, chapter 7, for physical evaluation board processing for retirement.

<sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>7</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>8</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>9</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 9-22. Format 688, Disability retirement (temporary) of ARNGUS or USAR personnel not on active duty (HQDA use only)**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are removed from the Temporary Disability Retired List and discharged from the service on the date indicated because of permanent physical disability.<sup>5</sup>

Effective date: (Enter the effective date.)

Percentage of disability: (Enter the percentage of disability.)

Additional instructions:<sup>6,7</sup> (Enter any authorized additional instructions.)

Format: (Enter 690.)

*(Enter authentication.)*<sup>8</sup>

*(Enter signature block.)*<sup>9</sup>

---

**Figure 9-23. Format 690, Removal from TDRL and discharge (HQDA use only)—Continued**

---

*(Enter distribution.)*<sup>10</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> See AR 635-40, chapter 7 for removal from the TDRL.

<sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>7</sup> Include the following statement in the Additional instructions leadline: "You" (enter "are" or "are not") entitled to severance pay.

<sup>8</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>9</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>10</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 9-23. Format 690, Removal from TDRL and discharge (HQDA use only)**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are removed from the Temporary Disability Retired List on the date indicated because of permanent physical disability, and on the date following, you are permanently retired in your current grade of rank.<sup>5,6</sup>

Date placed on Temporary Disability Retired List: (Enter the date placed on the TDRL.)

Date removed from Temporary Disability Retired List: (Enter the date removed from the TDRL.)

Percentage of disability: (Enter the percentage of disability.)

Authorized place of retirement: (Enter the authorized place of retirement.)

DOB: (Enter the DOB.)

Sex: (Enter "M" or "F.")

Retirement type and allotment code: (Enter the retirement type and allotment code.)

Component: (Enter "RA," "USAR," "ARNGUS" or "AUS.")

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Disability retirement: (Enter the years, months, and days.)

Basic pay: (Enter the years, months, and days.)

Completed over 4 years of active service as Enl or WO: (Enter "Yes" or "No.")

---

**Figure 9-24. Format 692, Removal from TDRL and permanent retirement of personnel (HQDA use only)—Continued**

---

Disability is based on injury or disease received in LOD as a direct Result of Armed Conflict or caused by an instrumentality of war and incurred in LOD during a war period as defined by law: (Enter “Yes” or “No.”)

Disability resulted from a combat related injury as defined in 26 USC 104: (Enter “Yes” or “No.”)

Member of an armed force on 24 Sep 75: (Enter “Yes” or “No.”)

Significant awards: (Enter “Yes” or “No.” If yes enter the awards.)

Additional instructions:<sup>6,7</sup> (Enter any authorized additional instructions.)

Format: (Enter 692.)

*(Enter authentication.)*<sup>8</sup>

*(Enter signature block.)*<sup>9</sup>

*(Enter distribution.)*<sup>10</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> See AR 635-40, chapter 7 for removal from TDRL.

<sup>6</sup> If the soldier's retirement is to be effective on the same date that the 5-year tenure period on the TDRL expires and the order is being issued after this date, change the "are" to "were" in the constant information. The response to the Additional instructions leadline will include the authority for the retroactive effective date; for example, "Retroactive effective date is authorized under 10 USC 1221."

<sup>7</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>8</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>9</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>10</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 9-24. Format 692, Removal from TDRL and permanent retirement of personnel (HQDA use only)**

---

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You have failed to complete a scheduled physical reexamination required by law. Because of this, you are administratively removed from the Temporary Disability Retired List on the date indicated without entitlement to severance pay.<sup>5</sup>

Date removed from Temporary Disability Retired List: (Enter the date removed from the TDRL.)

DOB: (Enter the DOB)

Sex: (Enter "M" and "F.")

Retirement type and allotment code: (Enter the retirement type and allotment code.)

Component: (Enter "RA," "USAR," "ARNGUS" or "AUS.")

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Disability retirement: (Enter the years, months, and days.)

Basic pay: (Enter the years, months, and days.)

Completed over 4 years of active service as Enl or WO: (Enter "Yes" or "No.")

Disability is based on injury or disease received in LOD as a direct Result of Armed Conflict or caused by an instrumentality of war and incurred in the LOD during a war period as defined by law: (Enter "Yes" or "No.")

Disability resulted from a combat related injury as defined in 26 USC 104: (Enter "Yes" or "No.")

Member of an armed force on 24 Sep 75: (Enter "Yes" or "No.")

Significant awards: (Enter "Yes" or "No." If yes enter the awards.)

Additional instructions:<sup>6</sup> (Enter any authorized additional instructions.)

Format: (Enter 694.)

*(Enter authentication.)*<sup>7</sup>

*(Enter signature block.)*<sup>8</sup>

*(Enter distribution.)*<sup>9</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> See AR 635-40, chapter 7, for physical evaluation board processing.

<sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>7</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

**Figure 9-25. Format 694, Removal from TDRL because of failure to report for physical examination (HQDA use only)—Continued**

---

<sup>8</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>9</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

**Figure 9-25. Format 694, Removal from TDRL because of failure to report for physical examination (HQDA use only)**

---

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You have been found fit for duty and, on the date indicated, are removed from the Temporary Disability Retired List.<sup>5</sup>

Effective date: (Enter the effective date.)

DOB: (Enter the DOB.)

Sex: (Enter "M" or "F.")

Retirement type and allotment code: (Enter the retirement type and allotment code.)

Component: (Enter "RA," "USAR" "ARNGUS" or "AUS.")

Statute authorizing retirement: (Enter the statute authorizing retirement.)

Other eligible laws: (Enter the other eligible laws.)

Disability retirement: (Enter the years, months, and days)

Basic pay: (Enter the years, months, and days.)

Completed over 4 years of active service as Enl or WO: (Enter "Yes" or "No.")

Disability is based on injury or disease received in LOD as a direct Result of Armed Conflict or caused by an instrumentality of war and incurred in the LOD during a war period as defined by law: (Enter "Yes" or "No.")

Disability resulted from a combat related injury as defined in 26 USC 104: (Enter "Yes" or "No.")

Member of an armed force on 24 Sep 75: (Enter "Yes" or "No.")

Significant awards: (Enter "Yes" or "No." If yes, enter the awards.)

Additional instructions:<sup>6</sup> (Enter any authorized additional instructions.)

Format: (Enter 696.)

*(Enter authentication.)*<sup>7</sup>

*(Enter signature block.)*<sup>8</sup>

*(Enter distribution.)*<sup>9</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> See AR 635-40, chapter 7. for physical evaluation board processing.

<sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>7</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>8</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>9</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

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**Figure 9-26. Format 696, Removal from TDRL of physically fit personnel (HQDA use only)**

**Chapter 10  
Retention**

**10-1. Retention-related orders**

- a. When retention-related orders are executed, they will connect with the retention function as outlined in table 10-1.
- b. The MILPER work center that produces retention-related orders may be located at HQDA, MACOM, or the installation (MILPER Division or PSC) level. However, the retention work center at the installation level in the Active Army publishes the majority of these orders.

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

This chapter describes formats for preparing retention-related orders at all echelons of Reserve Components organizations. Formats 159 and 168 will be used for ARNGUS or USAR personnel only. (See figs 10-1 and 10-2.)

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

Retention-related formats will not be modified unless a note to a format specifically authorizes the modification or unless additional leadlines are required for TDY (para 2-7) and the format does not have the necessary leadlines. Read all of the notes pertaining to a format before attempting to publish an order.

**Table 10-1  
Functions within the retention work center**

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

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are retained in an active status, with your consent, until the date indicated unless sooner discharged or transferred to the Retired Reserve.<sup>5</sup>

Authority: (Enter the authority information.)

Date qualified for retired pay: (Enter the date qualified for retired pay.)

Retained in an active status until: (Enter the retained in an active status until date.)

Additional instructions:<sup>6</sup> (Enter any authorized additional instructions.)

Format: (Enter 159.)

*(Enter authentication.)*<sup>7</sup>

*(Enter signature block.)*<sup>8</sup>

*(Enter distribution.)*<sup>9</sup>

Notes:

<sup>1</sup> 1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.

**Figure 10-1. Format 159, Retention in an active status of ARNGUS and USAR general officers and WOs after qualification for retired pay—  
Continued**

2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See AR 135-32, chapter 5, for retention in an active status of USAR general officers and WOs after qualification for retirement. See AR 135-156 for retention in an active status of USAR general officers.
6. Additional instructions. See paragraph 2-9 and table 2-2.
7. Authentication. See paragraph 2-18 and figure 2-1, note 26.
8. Signature block. See paragraph 2-18 and figure 2-1, note 27.
9. Distribution. See paragraph 2-19 and figure 2-1, note 28.

**Figure 10-1. Format 159, Retention in an active status of ARNGUS and USAR general officers and WOs after qualification for retired pay**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are ordered to active duty for the additional active duty commitment shown and assigned to the organization shown after your name. No travel is involved.<sup>5</sup>

Active duty commitment: (Enter the active duty commitment.)

Effective date: (Enter the effective date.)

Additional instructions:<sup>6</sup> (Enter any authorized additional instructions.)

**FOR ARMY USE**

Grade of rank and DOR: (Enter the grade of rank and DOR.)

HOR: (Enter the HOR.)

Comp:<sup>7</sup> (Enter the component.)

MDC:<sup>8</sup> (Enter the appropriate no-cost MDC.)

Format: (Enter 168.)

*(Enter authentication.)*<sup>9</sup>

*(Enter signature block.)*<sup>10</sup>

*(Enter distribution.)*<sup>11</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

---

**Figure 10-2. Format 168, Immediate order to additional active duty of AUS or RA personnel—Continued**

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<sup>5</sup> Use Format 168 together with Format 562.

<sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>7</sup> See AR 680-29, paragraph 1-70.

<sup>8</sup> MDC. See chapter 1 and table 1-2.

<sup>9</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>10</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>11</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution to HQDA of officer's active duty orders is outlined in a through e below.

a. Send one copy to HQDA (TAPC-MSR), Alexandria, VA 22332-0400, with the officer's name and SSN underlined.

b. If the officer is a PERSCOM-managed officer, send one copy to HQDA (TAPC-OP-(enter the symbol for the officer's career management division)), Alexandria, VA 22332-0400.

c. If the officer is a chaplain, send one copy to ATTN DACH-PER, CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, WASHINGTON DC 20310-2700.

d. If the officer is an AMEDD officer, send one copy to HQDA (SGPE-PD), 5109 Leesburg Pike, Falls Church, VA 22041-3258, and one copy to HQDA (TAPC-OPH-(enter the symbol for the officer's career management division)), Alexandria, VA 22332-0417.

e. If the officer is a JAGC officer, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310-2200.

**Figure 10-2. Format 168, Immediate order to additional active duty of AUS or RA personnel**

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## Chapter 11 Recruiting

### 11-1. Recruiting-related orders

a. Recruiting is a work center that is excluded from AR 600-8 because it is not located within the MILPER Division. Because of the unusual nature of recruiting, the MEPS publishes orders described in this chapter.

b. When orders in the MEPS are executed, they will connect with the recruiting function. Format 100, Enlistment and Assignment, is the function of the recruiting work center.

### 11-2. Recruiting-related formats

This chapter describes Format 100 for preparing recruiting-related orders in the MEPS for prior service enlistees. The MEPS will use standardized formats prescribed by AR 601-270, chapters 2, 3, and 6, to issue orders for all nonprior service enlistees. The MEPS will use Format 100 to enlist and assign prior service soldiers into the Regular Army (RA). (See fig 11-1.) The MEPS will not modify Format 100 unless a note to the format specifically authorizes the modification or unless additional leadlines are required for TDY (para 2-7) and the format does not have the necessary leadlines. Read all of the notes pertaining to Format 100 before attempting to publish an order.

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You enlisted and are assigned as shown.<sup>5</sup>

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

**Figure 11-1. Format 100, Enlistment and assignment—Continued**

---

Reporting date: (Enter the reporting date.)  
Active duty commitment: (Enter the active duty commitment.)  
Effective date: (Enter the effective date.)  
Additional instructions:<sup>6,7,8</sup> (Enter any authorized additional instructions.)

**FOR ARMY USE**

Auth: (Enter the authority information.)  
MDC:<sup>9</sup> (Enter the MDC.)  
Sex: (Enter M or F.)  
PMOS: (Enter the PMOS.)  
HOR: (Enter the HOR.)  
Comp: (Enter the component.)  
Format: (Enter 100.)

*(Enter authentication.)*<sup>10</sup>

*(Enter signature block.)*<sup>11</sup>

*(Enter distribution.)*<sup>12</sup>

---

Notes:

- <sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.
- <sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.
- <sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
- <sup>4</sup> Standard name line. See paragraph 2-5.
- <sup>5</sup> See AR 601-210, paragraph 8-17, for information on enlistments.
- <sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.
- <sup>7</sup> If overseas travel is necessary, add the following statement to the Additional instructions leadline: "Information concerning your port call will be provided separately."
- <sup>8</sup> Add TDY information according to paragraphs 2-7 *c* and 4-6.
- <sup>9</sup> MDC. See chapter 1 and table 1-2.
- <sup>10</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.
- <sup>11</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.
- <sup>12</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution to HQDA for Regular Army enlistment is outlined in *a* and *b* below.
  - a.* Send one copy with the enlistment packet to the Commander, U.S. Army Recruiting Command, ATTN: PCRE-FS, Fort Benjamin Harrison, IN 46249-5000, with the soldier's name and SSN underlined.
  - b.* Only if the soldier holds a USAR commission or warrant, send one copy to the Commander, ARPERCEN, ATTN: DARP-PAT-S, 9700 Page Boulevard, St. Louis, MO 63132-5200.

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**Figure 11-1. Format 100, Enlistment and assignment**

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

**12-1. DD Form 1610**

Table 12-1 is a checklist to review a completed DD Form 1610. DD

Form 1610 will be used to request and publish TDY orders unless Format 400 is more applicable. Figure 12-1 provides a sample of a completed DD Form 1610 prepared for one person and figure 12-2 provides a sample of a completed DD Form 1610 prepared for a group. Figures 12-1 and 12-2 also provide instructions for completing DD Form 1610. DD Form 1610 in an electronically generated

format may be used if the form is an exact replica of DD Form 1610.

### 12-2. DA Form 31 as an emergency leave order

DA Form 31 will be used to authorize emergency leave travel to a soldier or soldier traveling with family members. Format 342 (fig 5-2) will be used only when a family member is traveling on emergency leave without the soldier. (See AR 600-8-10, chapter 6, for instructions for completing DA Form 31.)

### 12-3. Format 400

Format 400 may be used when the issuing agency has a mechanized preparation systems (for example, TACCS) or when DD Form 1610 is not available. (See fig 12-3.)

### 12-4. Modification of temporary duty orders

TDY orders will not be modified by issuing agencies unless a note to DD Form 1610 or Format 400 (figs 12-1 through 12-3) specifically authorizes the modification. 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 that sometimes arises over billeting and transportation. Read all of the notes pertaining to a form or format before attempting to publish an order.

### 12-5. Amendment of temporary duty orders and emergency leave travel orders

*a.* When amending TDY orders issued on DD Form 1610, complete items 1 through 7, 17, 18, 20, 21, 22, and item(s) requiring the amendment. Use the number of the original order in item 22 in accordance with paragraph 2-14b.

*b.* When amending emergency leave orders issued on DA Form 31, complete items 1 through 7, 26, 27, 28, 29, 30, and item(s) requiring the amendment. Use the number of the original order in item 29 per paragraph 2-14b.

*c.* When amending TDY orders issued on Format 400, use Format 700 (fig 2-6) and follow the guidance provided in paragraph 2-14a.

### 12-6. Rescission or revocation of temporary duty orders and emergency leave orders

*a.* Use DD Form 1610 to rescind or revoke TDY orders issued on DD Form 1610. Complete items 1 through 7, 17, 18, 20, 21, and 22. Use the number of the original order in item 22 in accordance with paragraph 2-14b.

*b.* Use DA Form 31 to rescind or revoke emergency leave orders issued on DA Form 31. Complete items 1 through 7, 26, 27, 28, 29, and 30. Use the number of the original order in item 29 per paragraph 2-14 *b.*

*c.* Use Format 705 (fig 2-7) to rescind or revoke TDY orders issued on Format 400. (See para 2-14 *a.*)

### 12-7. Continuation sheet for DD Form 1610

Use the reverse of DD Form 1610 or plain white paper for additional names, authorization, or additional information. Figure 12-2 illustrates the use of the reverse side of DD Form 1610 as a continuation sheet. When plain white paper is used as a continuation sheet, include the order number, the issuing agency, and the date of the order at the top of the page.

### 12-8. Distribution of temporary duty orders and emergency leave orders

Follow the instructions in paragraph 2-19.

### 12-9. Abbreviations on DD Form 1610

*a.* Items 1, 10 *b.*, and 21. Abbreviations for month and year are authorized.

*b.* Items 2 and 8. No abbreviations are authorized.

*c.* Item 3. Abbreviations for grade of rank are authorized.

*d.* Items 4, 5, 7, 17, 18, 19, and 20, and the distribution item. Abbreviations for States and abbreviations and brevity codes listed

in AR 310-50 are authorized. The abbreviation for disbursing station symbol number (DSSN) is authorized.

*e.* Items 9 and 16. AR, MOS, DA, United States, APO, FPO, TDY, and Government transportation request (GTR) are authorized.

*f.* Item 11. United States, DC, and saint (St.) are authorized.

### 12-10. Roles and accountability

Pinpoint accountability for TDY travel will be maintained so that crime-conducive conditions of fraud, waste, and abuse may be effectively controlled. The 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 the position to which designated.

*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 DSSN are shown in item 19, and the order is properly distributed. The order-authorizing official will enter 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 that funds are available. (See the example in fig 12-1.)

### 12-11. Justification of temporary duty travel requirements

Table 12-1 lists minimum essential considerations needed to justify and verify TDY travel requirements. Officials who sign DD Form 1610 will 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 the TDY travel is reasonably justified (subject to audit or inspection). The guide sheet in table 12-1 will be used as a daily desktop guide and a guard against abuse when officials prepare and issue TDY orders; however, officials do not have to complete the guide sheet for each TDY order unless required by local instructions. Order-requesting, order approving, and order-authorizing officials will use the pertinent guidelines listed in *a* through *o* below 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 that 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 that the exact TDY location is shown.

*f.* Except under unusual circumstances, require the use of Government quarters and mess unless a certificate of nonavailability is obtained.

*g.* Use Government transportation whenever possible, particularly Government air.

*h.* Minimize the 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 that travel is performed 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 that amendments, rescissions, or revocations are issued with minimum delay.
- m. Ensure that entitlements are stated and justified and authorized by governing regulations.
- n. Ensure that travelers submit reviewed travel settlement vouchers to their servicing finance office within 5 days after completing TDY.
- o. Ensure that the traveler is reminded to request a Government discount rate from the commercial lodging facility when required to stay in non-Government lodging facilities at the TDY site.

**12-12. Requirement to review travel vouchers**

Before travel vouchers are submitted to finance for payment, the traveler’s commander or supervisor or designated representative will review the DD Form 1351-2 (Travel Voucher and Subvoucher) as required by AR 37-106, paragraph 1-21b.1. The purpose of this review is not to compute the payment but to ensure that the claim is complete, reasonable, and consistent with both the mission and authorized reimbursable expenses on DD Form 1610.

**12-13. Mandatory statements**

Officials who sign 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 has been performed. As a minimum, the following mandatory statements will be entered in item 16, 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 5 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 the performance of the assigned mission. The assigned mission should be held to a minimum.”
- g. “When the 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 personnel entering the Republic of Panama. This requirement includes personnel arriving from TDY or PCS from U.S. military installations. This requirement applies only to active duty U.S. Forces MILPER on official duty orders. “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 (1-800-821-6559). At the time of the telephone call, the traveler will be given a call-in number that will be placed in the upper right corner of DD Form 1610.” (Include this item in all travel orders authorizing travel to the National Capital Region.)
- j. “To reduce lodging costs, the traveler will request a Government discount at all lodging establishments.”

**Table 12-1**  
**Guide sheet to review DD Form 1610**

Item 9. Purpose of TDY:	Ensure that— a. The mission requires the physical presence of individual(s) at itinerary location(s). b. The number of travelers is consistent with related factors of technical complexity, performance milestones, or prescribed attendance.
Item 10a. Approximate Number of Days TDY:	Ensure that dates do not exceed elapsed time to complete assignment (with impact on advances), and minimize unproductive TDY on weekends and holidays.
Item 11. Itinerary:	Ensure that— a. The requesting or approving official has signed the justification for variation, and it has been attached to the order. b. The military installation is shown as place of TDY when appropriate (with impact on use of quarters).
Item 12. Mode of Transportation:	Ensure that— a. Costs are based on use of scheduled airline ticket office or transportation office for travel arrangements. b. The POC authorization does not increase Government costs over other practical transportation. c. Per diem supports a realistic number of days and, when appropriate, use of Government quarters. d. The authorized advance is supported by realistic cost estimates. Also, determine whether the traveler has a Government credit card (for example, American Express Card).
Item 14. Estimated Costs:	Ensure that— a. Costs are based on the use of the scheduled airline ticket office or transportation office for travel arrangements. b. The POC authorization does not increase Government costs over other practical transportation. c. Per diem supports a realistic number of days and, when appropriate, use of Government quarters.

**Table 12-1**  
**Guide sheet to review DD Form 1610—Continued**

	<p>d. The authorized advance is supported by realistic cost estimates. Also, determine whether the traveler has a Government credit card (for example, American Express Card).</p>
Item 16. Remarks	<p>Ensure that—</p> <p>a. The rental car authorization is consistent with a need for local travel at the TDY location, realities of public transportation, cost of taxi service, and number of travelers.</p> <p>b. Exceptions such as “use of existing Government facilities would adversely affect the performance of the assigned mission” are traceable to support.</p> <p>c. Special authorization for travel advance, taxi, extra baggage, and so forth, are traceable to support.</p> <p>d. Multiple choice and number-coded travel options are prohibited.</p> <p>e. Government transportation request costs are shown if the POV is not authorized. When the Air Mobility Command cost is the appropriate cost to the Government for overseas travel, ensure that the Air Mobility Command cost is shown instead of the Government transportation request cost.</p> <p>f. The following statement is present: “Travelers to the National Capital Region must contact the lodging success center before making lodging arrangements.”</p>
Items 17, Requesting Official; 18, Approving Official; 19, Accounting Citation; and 20, Order-Authorizing Official:	<p>a. Officials who can request, approve, and authorize TDY orders are formally designated.</p> <p>b. Item 19 includes the DSSN of the office that maintains the traveler’s DD Form 1588.</p> <p>c. The fund cite is traceable to approved travel funds.</p>

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations)</i> Travel Authorized as Indicated in Items 2 through 21.						1. DATE OF REQUEST 1 Jan 00	
<b>REQUEST FOR OFFICIAL TRAVEL</b>							
2. NAME (Last, First, Middle Initial) Smith, John J.			000-00-0000			3. POSITION TITLE AND GRADE OR RATING Supply Officer - 1LT	
4. OFFICIAL STATION Fort Rucker, AL			5. ORGANIZATIONAL ELEMENT Co B, 12th Avn Bn (WA12BA)			6. PHONE NO 000-0000	
7. TYPE OF ORDERS TDY		8. SECURITY CLEARANCE		9. PURPOSE OF TDY To attend Supply Officer's Workshop			
10a. APPROX. NO. OF DAYS OF TDY (Including travel time) 2		10b. PROCEED O/A (Date) 11 Jan 00		Operational-Managerial			
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED From Fort Rucker, Alabama to Fort Lee, Virginia return to Fort Rucker, Alabama							
<b>MODE OF TRANSPORTATION</b>							
COMMERCIAL		GOVERNMENT			PRIVATELY OWNED CONVEYANCE (Check one)		
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE
	X						<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR TRAVEL TIME LIMITED AS INDICATED IN JTR.			
13. <input type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)							
<b>ESTIMATED COST</b>						15. ADVANCE AUTHORIZED	
PER DIEM \$ 83.00		TRAVEL \$218.00		OTHER \$ 95.00		TOTAL \$396.00	
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) Travel voucher will be submitted for review within 5 days after completion of TDY; Government quarters and mess will be used, if available; rental car is authorized; cost of insurance for rental vehicles not otherwise included in the basic agreement is not reimbursable; GTR cost is \$218.00.							
17. REQUESTING OFFICIAL (Title and signature) JAMES E. JONES, MAJ, FA, Executive Officer				18. APPROVING OFFICIAL (Title and signature) CHARLES D. CHAFFEE, LTC, Armor, Bn Cdr			
<b>AUTHORIZATION</b>							
19. ACCOUNTING CITATION 000000 00-0000 P000000.0000 0000 0000000000000000/0000 \$00000 Advances: 000000 00-0000 P000000.0000 0000 0000000000000000/0000 \$00000 DSSN 0000 Signature of BUDGET/FISCAL OFFICER:							
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION HEADQUARTERS, 12TH INF DIV, FT RUCKER, AL FOR THE COMMANDER M.C. Drake, LTC, AG, Adjutant General						21. DATE ISSUED 4 Jan 00	
						22. TRAVEL ORDER NUMBER 1-15	

**DD** FORM 1610  
1 JUN 67

Figure 12-1. Sample of a completed DD Form 1610 prepared for one person

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21						1. DATE OF REQUEST 20 Oct 00	
<b>REQUEST FOR OFFICIAL TRAVEL</b>							
2. NAME (Last, First, Middle Initial) <b>See reverse</b>				3. POSITION TITLE AND GRADE OR RATING <b>See reverse</b>			
4. OFFICIAL STATION <b>Camp Jones, Georgia</b>				5. ORGANIZATIONAL ELEMENT <b>See reverse</b>		6. PHONE NO <b>000-0000</b>	
7. TYPE OF ORDERS <b>TDY - Group</b>		8. SECURITY CLEARANCE		9. PURPOSE OF TDY <b>Annual Weapons Qualification</b>			
10a. APPROX. NO. OF DAYS OF TDY (Including travel time) <b>6</b>		10b. PROCEED O/A (Date) <b>10 Nov 00</b>		10c. PURPOSE OF TDY <b>Training</b>			
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED <b>You will proceed from Camp Jones, Georgia to Fort Benning, Georgia and return to Camp Jones, Georgia</b>							
<b>MODE OF TRANSPORTATION</b>							
<b>COMMERCIAL</b>				<b>GOVERNMENT</b>		<b>PRIVATELY OWNED CONVEYANCE (Check one)</b>	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE
							<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.			
12. <input type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)							
<b>ESTIMATED COST</b>						13. ADVANCE AUTHORIZED	
PER DIEM	TRAVEL	OTHER	TOTAL				
\$	\$	\$	\$			\$	
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) <b>Travel voucher will be submitted for review within 5 days after completion of TDY. GTR cost is \$175.00/</b>							
17. REQUESTING OFFICIAL (Title and signature) <b>JAMES E. JONES, MAJ, FA, Battalion Commander</b>				18. APPROVING OFFICIAL (Title and signature) <b>CHARLES D. CHAFFEE, LTC, AR, Gp Cdr</b>			
<b>AUTHORIZATION</b>							
19. ACCOUNTING CITATION <b>0000000 00-0000 P000000.0000 0000 00000000000000/0000 S00000</b> <b>Advances: 0000000 00-0000 P000000.0000 0000 00000000000000/0000</b> <b>S00000 DSSN 0000</b> <b>Signature of BUDGET/FISCAL OFFICER:</b>							
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION <b>HEADQUARTERS, 12TH INFANTRY DIVISION, CAMP JONES, GS</b> <b>FOR THE COMMANDER</b> <b>M.G. Drake, LTC, AG, Adjutant General</b>						21. DATE ISSUED <b>24 Oct 00</b>	
						22. TRAVEL ORDER NUMBER <b>10-143</b>	

**DD FORM 1610**  
1 JUN 67

Figure 12-2. Sample of a completed DD Form 1610 prepared for a group

Blocks 2 3, and 5 continued

NAME	SSN	GRADE Or RANK	Organizational element
Spalding, Gregory T.	000-00-0000	2LT	Company A, 12th Avn Bn (WA12BB)
Johnson, Marie S.	000-00-0000	SSG	• • • • •
Chapman, Charles B.	000-00-0000	SGT	• • • • •
Winston, James C.	000-00-0000	PFC	• • • • •
Hayden, Richard A.	000-00-0000	PFC	• • • • •
DeWitt, Gary E.	000-00-0000	PV2	• • • • •
Mason, Deborah K.	000-00-0000	PV2	• • • • •
Morris, Raymond A.	000-00-0000	SSG	Company B, 12th Avn Bn (WA12BA)
LeBlanc, Linda T.	000-00-0000	SGT	• • • • •
Simmons, Patrick A.	000-00-0000	SGT	• • • • •
Alland, Peter Z.	000-00-0000	SP4	• • • • •
Witt, Lawrence X.	000-00-0000	SP4	• • • • •
Edwards, Mary J.	000-00-0000	PFC	• • • • •
Pearch, Edgar R.	000-00-0000	PFC	• • • • •
Jean, Gregory T.	000-00-0000	PV2	• • • • •
Koonce, Danny A. Jr.	000-00-0000	PV1	• • • • •

**DISTRIBUTION:**  
 Each indiv indic (3)  
 FAO (1)  
 Travel section  
 File (1)

Figure 12-2. Sample of a completed DD Form 1610—Continued

Legend for Figure 12-2:

Instructions for completing DD Form 1610

**Item 1. Date of request:** Enter the day, month, and year (for example, "15 Aug 90").

**Item 2. Name:** Enter the name and SSN of the traveler.

**Item 3. Position title and grade or rating:** Enter the grade or rank of the traveler.

**Item 4. Official station:** Enter the name and location of the traveler's current permanent duty station.

**Item 5. Organizational element:** Enter the traveler's current unit of assignment.

**Item 6. Phone number:** Enter the traveler's duty telephone number.

**Item 7. Type of orders:** Enter "TDY" and, if appropriate "Group," "Confirmatory," "Repeated," "Blanket," "Amendment," "Rescission," or "Revocation."

**Item 8. Security clearance:** Leave this item blank unless information is considered necessary by the travel-directing official.

**Item 9. Purpose of TDY:** Specify clearly and fully. Enter the appropriate standard purpose category, for example, operational-managerial; meetings, conferences and speeches; training; relocation; and other travel. If TDY is to attend meetings of private organizations under AR

1-211, enter "To attend" (enter the name of the conference and the date of the conference) "as a liaison representative of the Department of the Army under authority of the Secretary of the Army" (enter the date approved). If TDY is to attend school, include the reporting date, course title, class or course number, and quota source.

**Item 10a. Approximate number of days of TDY:** Self-explanatory. However, the period, including travel time, may be exceeded by 100 percent or 7 days, whichever is less, without requiring a travel order amendment. Paragraph 1-21 c applies for continuous TDY at one location for more than 180 calendar days.

**Item 10b. Proceed O/A (Date):** Enter the date, as accurately as possible, for beginning official travel. (Official travel may begin as much as 7 days before or after the indicated date but is not official until the date the travel order is issued.)

**Item 11. Itinerary:** Indicate from and to locations to which official travel is authorized and the return to location. Do not enter a location unless TDY will be performed at that location or a rest stop is authorized at that location. If TDY is to be performed at a military installation, show the name of the military installation at which the organization is located. If the traveler may have to vary from a prescribed itinerary to accomplish the mission assignment, enter an "X" in the Variation authorized block. Justification for variation will be signed by the requesting or approving official and attached to the order.

**Item 12. Mode of transportation:** See paragraph 2-10. Leave the

space next to the Rate per mile block blank. Leave the block next to "Mileage reimbursement . . . as indicated in the JFTR" blank.

**Item 13. Per diem:** Do not prescribe a rate of per diem.

**Item 14. Estimated cost:** Leave blank unless information is required by local instructions.

**Item 15. Advance authorized:** Leave blank unless information is required by local instructions.

**Item 16. Remarks.** The person preparing the order will develop an appropriate response to this item by referring to table 2-2 and the regulations or other instructions governing the action to be taken. See paragraph 12-13 for applicable mandatory statements. Except when travel by POV is authorized as advantageous to the Government, contact the supporting transportation office to obtain the GTR cost and enter "GTR cost is" (enter the amount). Do not include information that is not essential to the TDY, for example, information on documents needed to support a travel claim, information on weapons or firearms unless required by AR 190-14 or table 2-2 (item 21) of this regulation, or requirement to use transportation requests and meal tickets. See paragraph 1-23 if this is a confirmatory order. When TDY is for maneuvers or exercises, enter "Per diem" (enter "will" or "will not") "be payable in accordance with AR 37-106, chapter 3, section IV."

**Item 17. Requesting official:** The requesting official will sign this item after determining that the TDY request meets the criteria prescribed in table 12-1. The requesting official will not normally sign as the approving official. (See para 12-10.) If the requesting official is also the approval official, enter "Same as item 18," and the official will sign item 18.

**Item 18. Approving official:** The approving official will sign this item after determining that the TDY request meet the criteria prescribed in table 12-1. The approving official will not normally sign as the order-authorizing official. (See para 12-10.) If the approving official is also the authenticating official, enter "Same as item 20," and the official will sign item 20.

**Item 19. Accounting citation:** The servicing budget or fiscal officer will enter the appropriate accounting classification and the DSSN of the office that maintains the individual's travel record (DD Form 1588) (Record of Travel Payment) and will certify the availability of funds by signing in item 19. See examples in figures 12-1 and 12-2. When TDY is to participate in civilian ceremonies (AR 360-61), enter "All expenses incurred as a result of this temporary duty will be borne by" (enter the sponsoring agency). Enter the CIC on all orders directing travel to or from an overseas area. AR 37-1 explains the construction of the CIC. When travel is administrative travel, enter "Administrative travel."

**Item 20. Order-authorizing official:** See paragraphs 1-16 and 2-18. The order-authorizing official will sign this item after determining that the TDY request meets the criteria in table 12-1. Show the order-issuing organization and location, in addition to the title and signature of the order-authorizing official. The requesting and approving officials will not normally sign as the order-authorizing official. (See para 12-10.)

**Item 21. Date issued:** Self-explanatory.

**Item 22. Travel order number:** See paragraph 2-14 b for instructions on numbering orders.

---

(Letterhead.)<sup>1</sup>

(Enter order number.)<sup>2</sup>

(Enter date.)<sup>3</sup>

(Enter standard name line.)<sup>4</sup>

You are to proceed on temporary duty as shown below and are to return to your permanent station on completion of the duty. You will submit a reviewed travel voucher for this travel to the finance office within 5 working days after completion of travel.<sup>5</sup>

Temporary duty at: (Enter the location where the soldier will perform TDY.)

Purpose:<sup>6,7,8</sup> (Describe the purpose.)

Number of days:<sup>9</sup> (Enter the number of days required to complete TDY.)

Will proceed date: (Enter the date the soldier is scheduled to depart the home station.)

Security clearance: (Enter "Not applicable" unless the information is considered necessary by the travel-directing official.)

Accounting classification:<sup>8</sup> (Enter the appropriate accounting classification.)

Additional instructions:<sup>10,11,12</sup> (Enter any authorized additional instructions.)

Format: (Enter 400.)

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Figure 12-3. Format 400, TDY travel—Continued

(Enter authentication.)<sup>13</sup>

(Enter signature block.)<sup>14</sup>

(Enter distribution.)<sup>15</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3, and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3, figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> See paragraph 12-2 for use of Format 400.

<sup>6</sup> When TDY is to attend private organization meetings under AR 1-211, include the following statement: "To attend" (enter the name of conference and date of conference) "as a liaison representative of the Department of the Army under authority of the Secretary of the Army," (enter the date approved).

<sup>7</sup> When TDY is to attend school, include the reporting date, course title, class or course number, and quota source.

<sup>8</sup> When TDY is to participate in civilian ceremonies (AR 360-61), enter the following statement: "All expenses incurred as a result of this temporary duty will be borne by" (enter the sponsoring agency).

<sup>9</sup> If the purpose of TDY is to attend a training course, obtain the number of days from the Army Training Requirements System.

<sup>10</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>11</sup> Enter "customer identification code" on all orders directing TDY travel to or from an overseas area.

<sup>12</sup> When TDY is for maneuvers or exercises, include the following statement: "Per diem" (enter "will" or "will not" ) "be payable in accordance with AR 37-106."

<sup>13</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>14</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>15</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. If the soldier is to attend a course of instruction, send one copy to the service school at least 30 days before the soldier is scheduled to arrive at the school.

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**Figure 12-3. Format 400, TDY travel**

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## **Chapter 13 Reserve Components Training**

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

This chapter describes order formats for ARNGUS and USAR training. Training includes annual training, ADT, and IADT.

### **13-2. Training operations**

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

### **13-3. Army National Guard of the United States or U.S. Army Reserve training formats**

Table 13-1 lists the agency or MACOM that publishes the above formats. Formats 250, 260, 262, 263, 269, 270, and 272 will be used for Reserve Components (ARNGUS or USAR) personnel only and are shown in figures 13-1 through 13-7, respectively. These orders cover an established training period and are self-terminating.

**Table 13-1**  
**Functions for Reserve Components (ARNGUS/USAR) training orders**

Format number	Format title	Agency or MACOM
250	Annual Training of USAR unit	FORSCOM, USASOC, USSOCOM
260	ADT or Annual Training (ARNGUS or USAR Personnel)	ARPERCEN, NGB
262	ADT (USAR School—Group)	FORSCOM, USASOC, USSOCOM
263	ADT of Non-CONUS Resident 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

Legend:

FORSCOM: Forces Command

NGB: National Guard Bureau

USASOC: U.S. Army Special Operations Command

USSOCOM: U.S. Special Operations Command

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line of unit.)*<sup>4</sup>

The U.S. Army Reserve unit shown and its members are ordered to annual training for the period shown and will proceed from the home station to the duty station shown. On completion of annual training, return to home station and revert to inactive status.

Authority: (Enter the authority information.)

Duty station: (Enter the duty station.)

Period: (Enter the training period.)

Personnel main body:<sup>5</sup> (Enter “Annex A.”)

Advance party: (Enter “Annex B.”)

Government convoy personnel: (Enter “Annex C.”)

Rear detachment: (Enter “Annex D.”)

Personnel authorized individual travel: (Enter “Annex E.” )

Personnel excused from annual training: (Enter “Annex F.”)

Personnel authorized change in annual training dates: (Enter “Annex G.” )

Movement data: (Enter the movement data.)

Accounting classification: (Enter the accounting classification.)

Additional instructions:<sup>6,7</sup> (Enter any authorized additional instructions.)

Format: (Enter 250.)

*(Enter authentication.)*<sup>8</sup>

*(Enter signature block.)*<sup>9</sup>

*(Enter distribution.)*<sup>10</sup>

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

**Figure 13-1. Format 250, Annual training of USAR unit—Continued**

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line of unit. See paragraph 2-5.

<sup>5</sup> Commanders will prepare and authenticate rosters to be attached as annexes and made a part of this order as appropriate. Rosters will list members by grade of rank and give the following information on each individual: grade of rank, name, SSN, and home address. When the MPRJ does not accompany members, include the PEBD for each member on the appropriate roster. Annexes will be identified as shown under the Personnel leadline of Format 250.

<sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>7</sup> Add the following statement to the Additional instructions leadline: "Payroll deduction for all meals available for the period from" (enter the beginning date and meal) "to" (enter the ending date and meal) "has been effected on DA Form 4187 in accordance with AR 600-38, chapter 4."

<sup>8</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>9</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>10</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 13-1. Format 250, Annual training of USAR unit**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are ordered to (enter "annual duty for training" or "annual training") for the period shown. On completion of the period of (enter "annual duty for training" or annual training), unless sooner released or extended by proper authority, you will return to the place where you entered (enter "annual duty for training" or "annual training").<sup>5</sup>

Period: (Enter the number of days and "days plus allowable travel time.")

Report to: (Enter the report to unit or organization.)

Reporting date:<sup>6</sup> (Enter the reporting date.)

Attached to: (Enter the attached to unit or organization.)

Purpose:<sup>7</sup> (Describe the purpose.)

Additional instructions:<sup>8,9</sup> (Enter any authorized additional instructions.)

FOR ARMY USE

Auth:<sup>10</sup> (Enter the authority information.)

---

**Figure 13-2. Format 260, ADT, annual training, or ADSW (ARNGUS or USAR personnel)—Continued**

---

HOR: (Enter the HOR.)

Accounting classification, travel: (Enter the accounting classification, travel.)

Accounting classification, pay and alw: (Enter the accounting classification, pay and allowance.)

PPN:<sup>11</sup> (Enter the PPN.)

Comp: (Enter the component.)

PMOS/AOC: (Enter the PMOS for enlisted personnel and the AOC for officers.)

Sex: (Enter "M" or "F.")

PEBD:<sup>12</sup> (Enter the PEBD.)

Security classification:<sup>12</sup> (Enter the security classification.)

Branch:<sup>12</sup> (Enter the branch.)

Date last med exam:<sup>13</sup> (Enter the date of the last medical examination.)

TFOS:<sup>9a,9b</sup> (Enter the total federal officer service (TFOS).)

ASED:<sup>9a,9b</sup> (Enter the ASED.)

Format: (Enter 260.)

*(Enter authentication.)*<sup>14</sup>

*(Enter signature block.)*<sup>15</sup>

*(Enter distribution.)*<sup>16</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> This order is a self-terminating order.

<sup>6</sup> For annual training, include the first day of training.

<sup>7</sup> For personnel without prior military service who enlisted under the Army Reserve Civilian Acquired Skills Program, include the starting date of basic training. For all other personnel without prior military service, include the starting dates of basic training and AIT.

<sup>8</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>9</sup> Format 260 may be modified as follows:

a. If the officer will perform operational flying while on ADT, complete the TFOS and ASED leadlines and include the following statement in the Additional instructions leadline: "You will perform aviation service and are entitled to aviation career incentive pay." A separate order (Format 331) is not required.

b. If the officer in an operational flying position is being OAD in a nonflying position and the officer meets gate requirements or monthly flying requirements for pay, complete the TFOS and ASED leadlines and include the following statement in the Additional instructions leadline: "You are entitled to aviation career incentive pay."

---

**Figure 13-2. Format 260, ADT, annual training, or ADSW (ARNGUS or USAR personnel)—Continued**

---

c. For ARNGUS personnel, include the following statement in the Additional instructions leadline: "You are ordered to" (enter "active duty for training" or "active duty for support") "with the consent of" (enter the Governor or other authority and the State, Puerto Rico, or the District of Columbia, whichever is appropriate).

d. For Medical Corps, Dental Corps, or Veterinary Corps officers, show the number of years of active medical or dental service.

e. Specify when training is IADT.

f. For Armed Forces Health Professions Scholarship Program participants, enter the following statement in the Additional instructions leadline: "You and your dependents, as your agents, are authorized commissary privileges, medical care, exchange privileges, and admission to military theaters during the period covered by this order." (Enter the names of dependents and relationship to sponsor).

g. If appropriate, include the following statement in the Additional instructions leadline: "Travel by privately owned vehicle is authorized."

h. For REP-63 personnel on IADT for less than 6 months, enter the following statement: "You will not be granted leave between basic combat training and advanced individual training."

<sup>10</sup> Enter one of the following:

a. "Section 270( a)(1), 10, USC" for annual training (service obligation, statutory).

b. "Section 270( a)(2), 10, USC" for annual training (service obligation, statutory).

c. "Sections 672( d) and 683( a)(1), title 10, USC" for ADT with pay.

d. "Sections 672( d) and 683( a)(2), title 10, USC" for ADT without pay.

e. "Section App 456( d)(1), title 50, USC" for ROTC officers ordered to IADT.

<sup>11</sup> See AR 601-110, appendix B.

<sup>12</sup> Use if the MPRJ will not accompany the soldier to the duty station.

<sup>13</sup> Use if the officer is appointed from the ROTC program.

<sup>14</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>15</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>16</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

**Figure 13-2. Format 260, ADT, annual training, or ADSW (ARNGUS or USAR personnel)**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

Faculty and students shown on attached roster<sup>4</sup>

The individuals on the attached roster are ordered to active duty for training (ADT) for the period indicated. Upon completion of the period of ADT, each individual will return to the place of entry on ADT and will be relieved.

Attached to: (Enter the unit of attachment.)

**Figure 13-3. Format 262, ADT (USAR school)—group—Continued**

---

Period: (Enter the training period.)

Purpose: (Describe the purpose.)

Reporting date: (Enter the reporting date.)

Additional instructions:<sup>5</sup> (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter the authority information.)

Accounting classification, travel: (Enter the accounting classification.)

Accounting classification, pay and alw: (Enter the accounting classification, pay and allowance.)

Format: (Enter 262.)

*(Enter authentication.)*<sup>6</sup>

*(Enter signature block.)*<sup>7</sup>

*(Enter distribution.)*<sup>8</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> The roster will fully identify each individual (name, SSN, grade of rank, sex, component, organization, and current address). When the MPRJ will not accompany the individuals, include on the roster the PEBD for each individual. If group travel is being directed, see paragraph 2-2.

<sup>5</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>6</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>7</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>8</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

**Figure 13-3. Format 262, ADT (USAR school)—group**

---

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are ordered to active duty for training (ADT) for the period indicated. Transportation to and from the continental United States will be in accordance with port call instructions to be issued separately. On completion of the period of ADT, unless sooner released or extended by proper authority, you will be attached to the unit shown below for completion of processing for release from ADT.

Period of active duty for training: (Enter the period of ADT.)

Attached to (active duty for training): (Enter the unit of attachment for ADT.)

Purpose: (Describe the purpose.)

Attached to (for processing for release from active duty for training): (Enter the unit of attachment for processing for release from ADT.)

Additional instructions:<sup>5,6,7</sup> (Enter any authorized additional instructions.)

FOR ARMY USE

HOR: (Enter the HOR.)

Place EAD or OAD: (Enter the place of EAD or OAD.)

PPN:<sup>8</sup> (Enter the PPN.)

PMOS/AOC: (Enter the PMOS for enlisted personnel and the AOC for officers.)

Comp: (Enter the component.)

Sex: (Enter "M" or "F.")

Accounting classification, travel: (Enter the accounting classification, travel.)

Accounting classification, pay and alw: (Enter the accounting classification, pay and allowance.)

Format: (Enter 263.)

*(Enter authentication.)*<sup>9</sup>

*(Enter signature block.)*<sup>10</sup>

---

**Figure 13-4. Format 263, ADT of non-CONUS resident to CONUS—Continued**

---

*(Enter distribution.)*<sup>11</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>6</sup> For ARNGUS personnel, include the following statement in the Additional instructions leadline: "You are ordered to active duty with the consent of" (enter the Governor or other authority and the State, Puerto Rico, or the District of Columbia, whichever is appropriate).

<sup>7</sup> When the MPRJ will not accompany the individual, include the PEBD.

<sup>8</sup> See AR 601-110, appendix B.

<sup>9</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>10</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>11</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 13-4. Format 263, ADT of non-CONUS resident to CONUS**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

The following personnel are ordered to annual training or active duty for training (ADT) joined with inactive duty training (IDT) for the period indicated plus allowable travel time. On completion of the period of training, unless sooner released or extended by proper authority, the following personnel will return to the place where they entered annual training or ADT and be released from such duty.<sup>4</sup>

Period: (Enter the date(s) of annual training or ADT and date(s) of inactive duty training, for example, "4 Aug to 7 Aug 1990 (IDT—4 Aug 1990, ADT—5 and 6 Aug 1990, IDT—7 Aug 1990).")

Report to: (Enter the report to unit or organization.)

Reporting date: (Enter the first day of training.)

Purpose: (Describe the purpose.)

Assigned to: (Enter the unit of assignment.)

---

**Figure 13-5. Format 269, Joint annual training—ADT—inactive duty training for USAR personnel—Continued**

---

Accounting classification, annual training or ADT (pay, allowances, and travel): (Enter the accounting classification, annual training or ADT (pay, allowances, and travel).)

Accounting classification, IDT (travel only):<sup>5</sup> (Enter the accounting classification, inactive duty training (travel only).)

Additional instructions:<sup>6</sup> (Enter any authorized additional instructions.)

Name and SSN:<sup>7</sup> (Enter the name and SSN for each person listed.)

10 USC section:<sup>7</sup> (Enter the applicable 10 USC section for each person listed.)

Pay entry basic date:<sup>7</sup> (Enter the PEBD for each person listed.)

Security clearance:<sup>7</sup> (Enter the security clearance for each person listed.)

Home of record:<sup>7</sup> (Enter the HOR for each person listed.)

Format: (Enter 269.)

*(Enter authentication.)*<sup>8</sup>

*(Enter signature block.)*<sup>9</sup>

*(Enter distribution.)*<sup>10</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Format 269 will be used only for Army Reserve personnel assigned to units authorized by the Commanding General, U.S. Army Forces Command, to perform Joint annual training-ADT-inactive duty training. This order is a self-terminating order.

<sup>5</sup> Inactive duty training is paid from the Joint Uniform Military Pay System—Reserve Components.

<sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>7</sup> In a table, enter the name and SSN, applicable 10 USC section, PEBD, security clearance, and HOR for each person listed.

<sup>8</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>9</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>10</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 13-5. Format 269, Joint annual training—ADT—inactive duty training for USAR personnel**

---

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are authorized to perform inactive duty training without pay for the purpose indicated. On completion of duty, you will return to your home.<sup>5</sup>

Authority: (Enter the authority information.)

Report to: (Enter the report to unit or organization.)

Period: (Enter the training period.)

Purpose: (Describe the purpose.)

Reporting date: (Enter the reporting date.)

Accounting classification: (Enter the accounting classification.)

Additional instructions:<sup>6</sup> (Enter any authorized additional instructions.)

Format: (Enter 270.)

*(Enter authentication.)*<sup>7</sup>

*(Enter signature block.)*<sup>8</sup>

*(Enter distribution.)*<sup>9</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> See AR 140-1, paragraph 3-35, for training of Reservists.

<sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>7</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

**Figure 13-6. Format 270, Inactive duty training without pay of USAR personnel—Continued**

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<sup>8</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>9</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 13-6. Format 270, Inactive duty training without pay of USAR personnel**

---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are authorized to perform inactive duty training for retirement points only. No pay, allowances, or travel at Government expense are authorized.<sup>5</sup>

Report to: (Enter the report to unit or organization.)

Period: (Enter the training period.)

Purpose: (Describe the purpose.)

Reporting date: (Enter the reporting date.)

Additional instructions:<sup>6,7</sup> (Enter any authorized additional instructions.)

Format: (Enter 272.)

*(Enter authentication.)*<sup>8</sup>

*(Enter signature block.)*<sup>9</sup>

*(Enter distribution.)*<sup>10</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> ARPERCEN may modify Format 272 to change "inactive duty training" to "active duty training" in the constant information.

<sup>6</sup> Additional instructions. See paragraph 2-9 and table 2-2.

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**Figure 13-7. Format 272, Inactive duty training of USAR personnel for retirement points only—no travel involved—Continued**

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<sup>7</sup> If appropriate, include any security clearance required.

<sup>8</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>9</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>10</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

**Figure 13-7. Format 272, Inactive duty training of USAR personnel for retirement points only—no travel involved**

## Chapter 14 Mobilization

### 14-1. Graduated mobilization response

At any level of graduated mobilization response, the Active 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 OAD of members of the Reserve Components.* Orders will cite 10 USC 688 (retirees retired UP 10 USC 1293, 3911, 3914, 6323, 8911, or 8914) or 10 USC 672( *d* ) (voluntary Reserve Components members). Use special care when processing these accessions to ensure that the proper personnel mobilization category code is reflected in the order. (Personnel mobilization category codes will be used to identify categories of mobilized military personnel accessed to SIDPERS-AC as required by table 14-1 and table 14-3.)

*b. Level 2: Presidential selected Reserve callup.* Reserve Component unit and individual mobilization augmentees may be involuntarily OAD when a Presidential selected Reserve callup is authorized. Orders of soldiers reporting for active duty because of a Presidential selected Reserve callup will cite 10 USC 673 *b* 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 *a* and *b* above, members of the Individual Ready Reserve may be involuntarily OAD because of either a Presidential (10 USC 673 *a*) or congressional (section 672, title 10, United States Code (10 USC 672)) declaration of partial mobilization. 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 pretrained 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 *a* (extension on active duty) or 10 USC 672 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 callup of Reserve forces or if there is a Presidential selected Reserve callup, the assignment restrictions in AR 614-30, table 3-1 apply. HQDA will modify or rescind restrictions as appropriate and provide specific guidance on the publication of orders.

*b.* Unless otherwise directed by PERSCOM or HQDA, individual fillers and replacements in support of contingency operations will be deployed to the theater of operations in a TCS status. The soldier's current unit of assignment will publish deployment orders according to paragraph 4-5 and figure 4-2. 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, PERSCOM 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. TCS orders will be published for soldiers being reassigned TCS to—

(1) A deploying unit before the unit's actual deployment to the theater of operations. This action does not apply to soldiers being crossleveled at the same installation before the unit deployment. This action does apply to soldiers being 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.

*c.* Orders format 401 will be published for Reserve Components soldiers deploying to the theater of operation as individual fillers in a temporary tour of active duty (TTAD) status. PERSCOM will publish the order. This order is sufficient to move Reserve Components 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 crossleveling 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. Formats for mobilization orders are shown in figures 14-1 through 14-9.

*b.* Mailgram will be used as follows:

(1) Upon declaration of a national emergency or determination of need for additional pretrained manpower, mobilization orders may be issued to retirees and individual reservists who are not members of Troop Program Units using format 163 (fig 14-6). DA will utilize the Mobilization Personnel Processing System (MOBPERS) to rapidly notify activated personnel. Electronic orders will be passed to Western Union, which will utilize the U.S. Postal Service to deliver a "mailgram" to the soldier's home. Concurrently the ARPERCEN Orders System (AORS) will publish a record copy of the order and make normal distribution (fig 14-11). 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 AG.

(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 Individual Ready

Reserve (IRR) and retirees. Mailgrams are prepared by the originator and sent to Western Union Priority Services. The mailgram is then passed from Western Union 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. Vender payment is required for the mailgram and any additional services required.

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

d. Table 14-2 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 CONUSA will publish permanent orders to release ARNG and USAR units from active Federal service using Format 550 (fig 14-9). The release from active duty 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 (fig 4-10) 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 (fig 9-7) or Format 500 (fig 5-5) for Individual Ready Reserve, individual mobilization augmentees, or troop program unit members, whether on active duty under TTAD or mobilized, separating early as individuals (for example, non-deployables held under stop-loss and soldiers returned on emergency leave with no need to return to the advanced list of overseas returners for reassignment (AOR)). The demobilization station will coordinate with the CONUSA, the U.S. Army Reserve Command (ARCOM), or the State area commands (STARC) for unit of attachment or assignment for training purposes pending unit return. Use Format 620 (fig 9-14) for recalled retirees reverting to retired status.

#### 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 (PERSCOM or ARPERCEN), CONUSA level, or installation level (mobilization station). The home station, losing installation, or the CRC normally publishes deployment orders (Format 401) (paras 14-2 b and c). CONUSA (para 14-3 e ) and the transition center located at the demobilization station publishes demobilization orders (para 14-3 f).

#### 14-5. Mobilization-related formats

This chapter contains formats (table 14-2) for preparing mobilization-related orders at all echelons of Active Army and Reserve Component organizations. Formats for deployment orders and demobilization orders are listed in paragraph 14-3 above. Formats 120, 150, 153, 160, 162, 163, 164, 180, 181, and 550 are used for mobilization-related orders and are shown in figures 14-1 through 14-9, respectively.

#### 14-6. HQDA mobilization-related formats

Formats 180 and 181 have been designated for "HQDA Use Only" and will be used exclusively at the HQDA level. See figures 14-7 and 14-8.

#### 14-7. Reserve Components mobilization-related formats

Formats 150, 153, 160, 162, 164, and 550 will be used for ARNGUS or USAR personnel only. See figures 14-2 through 14-6 and figure 14-9.

#### 14-8. Other mobilization-related formats

Format 120 pertains to mobilization-related orders that may be used

at all echelons of Active Army and Reserve Components organizations. See figure 14-1.

#### 14-9. Modification of mobilization-related formats

Mobilization-related formats will not be modified unless a note to a format specifically authorizes the modification or unless additional leadlines are required for TDY (para 2-7) and the format does not have the necessary leadlines. Read all of the notes pertaining to a format before attempting to publish an order.

**Table 14-1**  
**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, involuntarily OAD.
B	Members of the Individual Ready Reserve, involuntarily OAD.
C	ROTC Advance Camp graduate, involuntarily OAD as a commissioned officer (Enter under full mobilization 10 USC 672(a).)
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	ARNG soldiers, involuntary OAD as unit members.
H	ARNG unit members, voluntarily OAD as individuals (TTAD).
J	USAR troop program unit soldiers, voluntarily OAD as individuals (TTAD).
K	Individual mobilization augmentees, voluntarily OAD (TTAD).
L	Members of the Individual Ready Reserve, voluntarily OAD (TTAD).
M	Retirees in receipt of retired pay, voluntarily recalled to active duty.
N	Mobilized AGR soldiers (ARNG).
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 ARNG 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, 10 USC 672(a).)
U	Retirees, not in receipt of retired pay, involuntarily recalled to active duty.
V	USAR troop program unit 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.

**Table 14-2**  
**Functions for mobilization**

Format number	Format title	MILPER function or program
120	Preassignment or Contingent Preassignment 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.
180	Call—Local Disturbance (Secretary of the Army to Governors) (HQDA Use Only).	Manpower mobilization.
181	Preassignment for Full Mobilization (HQDA Use Only).	Manpower mobilization.
550	Relief From Active Duty of ARNGUS or USAR Unit.	Manpower mobilization.

**Table 14-3**  
**Personnel mobilization category for OAD under graduated mobilization response**

Manpower source	Authority	PMC voluntary	PMC involuntary
<b>Contingency operation<sup>1</sup> without the involuntary callup of Reserve units or individuals</b>			
Selected retired members retired UP 10 USC 1293, 3911, 3914, 6323, 8911, or 8914	10 USC 688(a)	M	W
Voluntary from other retired members	10 USC 672(d)	P	N/A
Voluntary members of IRR	10 USC 672(d)	L	N/A
Voluntary members of IMA	10 USC 672(d)	K	N/A
Voluntary members of RC TPU	10 USC 672(d)	H (ARNG) J (USAR)	N/A N/A
<b>Presidential selected Reserve Callup</b>			
Active Army		N/A	N/A
Selected retired members retired UP 10 USC 1293, 3911, 3914, 6323, 8911, or 8914	10 USC 688(a)	M	W
Involuntary RC TPU	10 USC 673(b)	N/A N/A	G (ARNG) V (USAR)
Selected IMA, Involuntary call-up	10 USC 673(b)	N/A	A
Voluntary from other retired members	10 USC 672(d)	P	N/A
Voluntary members of IRR	10 USC 672(d)	L	N/A
Voluntary members of IMA	10 USC 672(d)	K	N/A
Voluntary members of RC TPU	10 USC 672(d)	H (ARNG) J (USAR)	N/A N/A
<b>Partial mobilization</b>			
Active Army		N/A	N/A
Selected retired members retired UP 10 USC 1293, 3911, 3914, 6323, 8911, or 8914	10 USC 688(a)	M	W
Involuntary RC TPU	10 USC 673(a) or 672(a)	N/A N/A	G (ARNG) V (USAR)
Selected IMA, involuntary callup	10 USC 673(a) or 672(a)	N/A	A
Selected IRR, involuntary callup	10 USC 673(a)	N/A	B
Voluntary from other retired members	10 USC 672(d)	P	N/A
<b>Full mobilization</b>			
Active Army		N/A	N/A

**Table 14-3  
Personnel mobilization category for OAD under graduated mobilization response—Continued**

Manpower source	Authority	PMC voluntary	PMC involuntary
Involuntary recall retired members retired UP 10 USC 1293, 3911, 3414, 6323, 8911, or 8914	10 USC 688(a)	N/A	W
Involuntary callup of any unit, IMA, IRR	10 USC 672(a)	N/A N/A N/A N/A	G (ARNG) V (USAR) A (IMA) B (IRR)
Involuntary recall from other retired members	10 USC 675 (only in conjunction with section 672(a) or 688)	N/A	U
Involuntary callup standby Reserve	10 USC 674 (but only as provided in section 672)	N/A	S

Legend:

PMC: Personnel mobilization category.  
N/A: Not applicable  
IRR: Individual Ready Reserve  
IMA: Individual mobilization augmentees.  
RC: Reserve Components.  
TPU: Troop program unit.

Notes:

<sup>1</sup> 1. A contingency operation is any military operation that is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force, or results in the call or order to, or retention on active duty of members of the uniformed services under section 672(a), 673, 673b, 673c, 688, 3500, or 8500, chapter 15, 10 USC, or any other provision of law during a war or during a national emergency declared by the President or Congress.

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter name line of unit.)*<sup>4</sup>

You are ordered to active duty from retired status and assigned as shown below. When full mobilization is announced by the news media, you will proceed from your current location to the reporting station shown below.<sup>5,6</sup>

Assigned to: (Enter the unit of assignment.)

Reporting station: (Enter the reporting station.)

Reporting date:<sup>7</sup> (Enter the reporting date.)

Authority:<sup>8</sup> (Enter the authority information.)

Purpose: (Describe the purpose.)

Active duty commitment: (Enter "Duration of war or emergency and 6 months.")

Movement designator code: (Enter "A20\*" for officers and "A2E\*" for enlisted personnel.)

Mobilization category code:<sup>9</sup> (Enter the personnel mobilization category code.)

Additional instructions:<sup>10</sup> (Enter any authorized additional instructions.)

Format: (Enter 120.)

*(Enter authentication.)*<sup>11</sup>

**Figure 14-1. Format 120, Preassignment or contingent preassignment for full mobilization—retired personnel—Continued**

*(Enter signature block.)*<sup>12</sup>

*(Enter distribution.)*<sup>13</sup>

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Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Enter the name, mailing address, SSN, grade of rank, specialty (PMOS, AOC, or officer personnel management system (OPMS), and retired. See paragraph 2-5.
5. See AR 601-10, chapter 3, for mobilization of retired Army personnel.
6. Format 120 may be modified to change "you will proceed" to "prepare to proceed" in the constant information when Format 120 is being issued for the contingent preassignment of USAR retirees.
7. Enter the actual report date or "Within 7 days of full mobilization announcement" for active duty retirees.
8. Enter "10 USC 688" for retirees retired UP 10 USC 1293, 3911, 3914, 6323, 8911, or 8914. Enter "10 USC 672" for other retirees.
9. See table 14-2.
10. Additional instructions. See paragraph 2-9 and table 2-2.
11. Authentication. See paragraph 2-18 and figure 2-1, note 26.
12. Signature block. See paragraph 2-18 and figure 2-1, note 27.
13. Distribution. See paragraph 2-19 and figure 2-1, note 28.

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**Figure 14-1. Format 120, Preassignment or contingent preassignment for full mobilization—retired personnel**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2,3</sup>

*(Enter date.)*<sup>4</sup>

The (enter "U.S. Army Reserve" or "Army National Guard of the United States") units shown and their members are ordered to active duty for the period shown unless sooner released by proper authority.

Period: (Enter the period of active duty.)

Authority:<sup>5</sup> (Enter the authority information.)

Mobilization category code:<sup>6</sup> (Enter the personnel mobilization category code.)

Additional instructions:<sup>7,8</sup> (Enter any authorized additional instructions.)

Standard name line of unit:<sup>9,10</sup> (Enter the standard name line of the unit.)

Effective date (home station):<sup>9</sup> (Enter the effective date for the home station.)

Effective date (mobilization station):<sup>9</sup> (Enter the effective date for the mobilization station.)

Mobilization station:<sup>9</sup> (Enter the mobilization station.)

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**Figure 14-2. Format 150, Active duty of USAR or ARNGUS units—Continued**

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Format: (Enter 150.)

*(Enter authentication.)*<sup>11</sup>

*(Enter signature block.)*<sup>12</sup>

*(Enter distribution.)*<sup>13</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Publish Format 150 as permanent orders.

<sup>4</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>5</sup> Enter either "10 USC 672," "10 USC 673," or "10 USC 673b." See table 15-2.

<sup>6</sup> See table 14-2.

<sup>7</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>8</sup> If ARNGUS units, add to the following statement to the Additional instructions leadline: "All federally recognized officers of the Army National Guard who do not hold appointment as reserve commissioned or warrant officers of the Army with assignment to the Army National Guard of the United States in the grade of rank they hold in the Army National Guard are tendered such appointment and are ordered to active duty in these grades of rank. All other members assigned to the units listed, including the commander, are ordered to active duty in their Reserve Component of the Army grades of rank and in their present positions."

<sup>9</sup> In a table, list the standard name line of the unit, the effective date (home station), the effective date (mobilization station), and the mobilization station for each unit.

<sup>10</sup> Standard name line of unit. See paragraph 2-5.

<sup>11</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>12</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>13</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution to HQDA of change in status orders is outlined in a through d below.

a. Send two copies to HQDA (DAMH-HSO-U), WASH DC 20314-0200.

b. Send one copy to HQDA (DAAG-HDP), Cameron Station, Alexandria, VA 22314-5050.

c. Send one copy to ATTN DAMO-FDA, DEPUTY CHIEF OF STAFF OPERATIONS AND PLANS, 460 ARMY PENTAGON, WASHINGTON DC 20310-0460.

d. Send one copy to HQDA (DAMH-HSO), WASH DC 20314-0200.

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**Figure 14-2. Format 150, Active duty of USAR or ARNGUS units**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line of unit.)*<sup>4</sup>

The unit shown and its members have been ordered to active duty for the period indicated unless sooner released or unless extended. The unit enters active duty upon reporting to the home station.

Report to:<sup>5</sup> (Enter the home station and the date the unit is to report to the home station, for example, "Watertown U.S. Army Training Center, 414 Erie Street, Watertown, New York" (enter the place of EAD) on 28 April 1990.)

Report to:<sup>6</sup> (Enter the mobilization station and the date the unit is to report to the mobilization station.)

Period:<sup>7</sup> (Enter the period of active duty.)

Personnel:<sup>8</sup> (Enter the personnel ordered to active duty.)

Main body: (Enter "Annex A.")

Advance party: (Enter "Annex B.")

Government convoy personnel: (Enter "Annex C.")

Rear detachment: (Enter "Annex D.")

Personnel authorized individual travel: (Enter "Annex E.")

Personnel on initial active duty for training or active duty for training: (Enter "Annex F.")

Authority:<sup>9</sup> (Enter the authority information.)

Mobilization category code:<sup>10</sup> (Enter the personnel mobilization category code.)

Movement designator code: (Enter the MDC shown as a response to the Additional instructions leadline for Format 150.)

Additional instructions:<sup>11</sup> (Enter any authorized additional instructions.)

Format: (Enter 153.)

*(Enter authentication.)*<sup>12</sup>

*(Enter signature block.)*<sup>13</sup>

*(Enter distribution.)*<sup>14</sup>

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Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line of unit. See paragraph 2-5.

<sup>5</sup> The date will be the same as is shown as a response to the "Effective date (home station)" column for Format 150.

<sup>6</sup> The mobilization station and the date shown will be the same as is shown as a response to the "Mobilization station" and "Effective date (mobilization station)" columns for Format 150.

<sup>7</sup> Enter one of the following statements:

- a. "Duration of war or emergency and 6 months (10 USC 672)."
- b. "Up to 24 consecutive months (10 USC 673( a))."
- c. "Other" (specify the period (90 days unless extended)).

<sup>8</sup> Commanders will prepare and authenticate rosters to be attached as annexes and made a part of this order as appropriate. Rosters will list members by grade of rank and provide the grade of rank, name, SSN, and home address for each individual. Annexes will be identified as shown under the Personnel leadline of Format 153.

<sup>9</sup> Enter the number, the issuing headquarters, and the date of the order that was issued by the area commander (Format 150). Enter either "10 USC 672," "10 USC 673," or "10 USC 673b." See table 14-2.

<sup>10</sup> See table 14-2.

<sup>11</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>12</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>13</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>14</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution to HQDA of change in status orders is outlined in a through d below.

- a. Send two copies to HQDA (DAMH-HSO-U), WASH DC 20314-0200.
- b. Send one copy to HQDA (DAAG-HDP), Cameron Station, Alexandria, VA 22314-5050.
- c. Send one copy to ATTN DAMO-FDA, DEPUTY CHIEF OF STAFF OPERATIONS AND PLANS, 460 ARMY PENTAGON, WASHINGTON DC 20310-0460.
- d. Send one copy to HQDA (DAMH-HSO), WASH DC 20314-0200.

**Figure 14-3. Format 153, Unit mobilization (USAR or ARNGUS)**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter name line.)*<sup>4</sup>

You are ordered to active duty in advance of your parent unit in the grade of rank now held in the component shown. You will proceed from the address after your name to the unit of assignment or school listed below in time to report on the date shown. Unless sooner

**Figure 14-4. Format 160, Active duty in advance of parent unit, ARNGUS, or USAR personnel—Continued**

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released, you will be released from active duty on the date preceding the effective date upon which your parent unit enters on active duty and will reenter on active duty with your parent unit.

Period of active duty: (Enter the period of active duty.)

Purpose:<sup>5</sup> (Describe the purpose.)

Assigned to: (Enter the unit of assignment.)

Reporting date: (Enter the reporting date.)

Component: (Enter the component.)

Authority:<sup>6</sup> (Enter the authority information.)

Mobilization category code:<sup>7</sup> (Enter the personnel mobilization category code.)

Additional instructions:<sup>8,9,10</sup> (Enter any authorized additional instructions.)

#### FOR ARMY USE

Auth: (Enter the authority information.)

HOR: (Enter the HOR.)

Eff date, OAD: (Enter the effective date of OAD.)

Eff date of REFRAD: (Enter the effective date of REFRAD.)

PMOS/AOC: (Enter the PMOS or AOC.)

MDC:<sup>11</sup> (Enter the MDC.)

Sex: (Enter "M" or "F.")

Format: (Enter 160.)

*(Enter authentication.)*<sup>12</sup>

*(Enter signature block.)*<sup>13</sup>

*(Enter distribution.)*<sup>14</sup>

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#### Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Enter the name, SSN, grade of rank, and current address.
5. Enter either "Assist unit commander in preparing unit for entry on active duty" or "Assist unit commander in payment of troops or other financial matters."
6. Enter either "10 USC 671 a," "10 USC 672," or "10 USC 673 a." See table 14-2.
7. See table 14-2.
8. Additional instructions. See paragraph 2-9 and table 2-2.
9. For ARNGUS personnel, include the following statement in the Additional instructions leadline: "You are ordered to active duty with the consent of" (enter the Governor or other authority and the State, Puerto Rico, or the District of Columbia, whichever is appropriate).
10. If appropriate, include the following statement in the Additional instructions leadline: "Travel by privately owned vehicle is authorized."
11. MDC. See chapter 1 and table 1-2.
12. Authentication. See paragraph 2-18 and figure 2-1, note 26.
13. Signature block. See paragraph 2-18 and figure 2-1, note 27.
14. Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution to HQDA of officer's active duty orders is outlined in a through e below.
  - a. Send one copy to HQDA (TAPC-MSR), Alexandria, VA 22332-0400, with the officer's name and SSN underlined.
  - b. If the officer is a PERSCOM-managed officer, send one copy to HQDA (TAPC-OP-(enter the symbol for the officer's career management division)), Alexandria, VA 22332-0400.
  - c. If the officer is a chaplain, send one copy to ATTN DACH-PER, CHIEF OF CHAPLAINS, 2700 ARMY PENTAGON, WASHINGTON DC 20310-2700.
  - d. If the officer is an AMEDD officer, send one copy to HQDA (SGPE-PD), 5109 Leesburg Pike, Falls Church, VA 22041-3258, and one copy to HQDA (TAPC-OPH-(enter the symbol for the officer's career management division)), Alexandria, VA 22332-0417.
  - e. If the officer is a JAGC officer, send one copy to THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310-2200.

---

**Figure 14-4. Format 160, Active duty in advance of parent unit, ARNGUS, or USAR personnel**

---

---

(Letterhead.)<sup>1</sup>

(Enter order number.)<sup>2</sup>

(Enter date.)<sup>3</sup>

(Enter standard name line.)<sup>4</sup>

You are ordered to active duty under provision of section 672(d), title 10, United States Code, for the period shown plus the time necessary to travel. You will proceed from your home or current location in time to report for duty on the date shown below. On completion of this duty, unless sooner released, you will return to your home and, on arrival, be released from active duty.<sup>5</sup>

Report to: (Enter the report to unit or organization.)

Reporting date: (Enter the reporting date.)

Period of active duty: (Enter the period of active duty.)

Purpose: (Describe the purpose.)

Assigned to: (Enter the unit of assignment.)

Mobilization category code:<sup>6</sup> (Enter the personnel mobilization category code.)

Additional instructions:<sup>7,8,9,10,11,12,13</sup> (Enter any authorized additional instructions.)

FOR ARMY USE

Auth: (Enter the authority information.)

Accounting classification: (Enter the accounting classification.)

MDC:<sup>14</sup> (Enter the MDC.)

Comp: (Enter the component.)

PPN: (Enter the PPN.)

HOR: (Enter the HOR.)

PMOS/AOC: (Enter the PMOS or AOC.)

Sex: (Enter "M" or "F.")

PEBD: (Enter the PEBD.)

Format: (Enter 162.)

(Enter authentication.)<sup>15</sup>

(Enter signature block.)<sup>16</sup>

(Enter distribution.)<sup>17</sup>

---

Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See AR 135-210, chapter 3.
6. See table 14-2.
7. >Additional instructions. See paragraph 2-9 and table 2-2.

<sup>8</sup> For ARNGUS personnel, include the following statement in the Additional instructions headline: "You are ordered to active duty with the consent of" (enter the Governor or other authority the State, Puerto Rico, or the District of Columbia, whichever is appropriate).

8. Include the statements listed in a through m below in the Additional instructions headline.

---

**Figure 14-5. Format 162, Active duty of ARNGUS, or USAR personnel for short period with specific purpose—Continued**

---

- a. "Sure pay is mandatory. Soldier must bring the appropriate documentation to support the requirement to authorize sure pay to the bank."
  - b. "Early reporting is not authorized."
  - c. "Unaccompanied baggage shipment is not authorized."
  - d. "Movement of household goods and dependents is not authorized."
  - e. "Travel by privately owned vehicle is not authorized."
  - f. "Rental car is not authorized."
  - g. "Nontemporary storage of household goods is authorized."
  - h. "Excess accompanied baggage is not to exceed 120 pounds."
  - i. "Bring with you complete military clothing bag and appropriate personal items."
  - j. "Soldier will handcarry (if available) complete MPRJ, health and dental, training, and clothing records."
  - k. "Bring copies of rental or mortgage agreement, marriage certificate, birth certificate, birth certificate of natural children, or documentation of dependency or child support."
  - l. "Bring copies of family plan, wills, powers of attorney, and any other documentation affecting the soldier's pay or status."
  - m. "Personnel requiring eye correction will bring two pairs of eyeglasses and eye inserts for a protective mask."
  - n. "Government quarters and mess will be used."
10. Enter the security clearance.
11. The soldier will be excluded from the Active Army end-strength per section 138, title 10, United States Code, and will not be placed on the active duty list (10 USC 620(A)).
12. Send TTAD efficiency reports to the Commander, ARPERCEN, ATTN: DARP-PRE-E/O, 9700 Page Boulevard, St. Louis, MO 63132- 5200.
13. Special instructions may be added to fit the area of concern, including location or mission.
14. MDC. See chapter 1 and table 1-2.
15. Authentication. See paragraph 2-18 and figure 2-1, note 26.
16. Signature block. See paragraph 2-18 and figure 2-1, note 27.
17. Distribution. See paragraph 2-19 and figure 2-1, note 28.

**Figure 14-5. Format 162, Active duty of ARNGUS, or USAR personnel for short period with specific purpose**

*(Letterhead.)*<sup>1</sup>

*(Enter office symbol and order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter ARPERCEN orders system standard name line.)*<sup>4</sup>

Pursuant to Presidential Executive Order of (date), you are relieved from your present Reserve Component status and are ordered to active duty.<sup>5</sup> Proceed from your current location in sufficient time to report by the date specified.<sup>6</sup>

Report to: (Enter the report to organization and address.)

Reporting date: (Enter the reporting date.)

Period of active duty: (Enter the period of active duty.)

Purpose: (Enter the purpose of the active duty.)

Assigned to: (Enter the UIC and unit if predesignated.)

Mobilization category code:<sup>7</sup> (Enter the personnel mobilization category code.)

Additional instructions:<sup>8,9</sup> (Enter any authorized additional and administrative instructions.)

FOR ARMY USE

Authority: (Enter the Title 10 U.S. Code authority.)

Accounting classification: (Enter the accounting classification.)

Sex: (Enter "M" or "F".)

MDC:<sup>10</sup> (Enter the MDC.)

**Figure 14-6. Format 163, Mobilization of Individual Ready Reserve, Individual Mobilization Augmentee and Retired Personnel—Continued**

PMOS/AOC/ASI/LIC: (Enter the PMOS/AOC/ASI/LIC.)

PEBD: (Enter the PEBD.)

DOR: (Enter the DOR.)

Security clearance:<sup>11</sup> (Enter the security clearance.)

Comp: (Enter the component.)

Format: (Enter 163)

*(Enter authentication.)*<sup>12</sup>

*(Enter signature block.)*<sup>13</sup>

*(Enter distribution.)*<sup>14</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> For retirees, the first line is changed to read, "You are ordered to active duty in retired status for the period shown."

<sup>6</sup> See AR 140-145 and AR 601-10.

<sup>7</sup> See table 14-2.

<sup>8</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>9</sup> Include the statements listed in a through g below in the additional instructions leadline of mobilization standing instructions applicable to all personnel. The following administrative instructions are provided to assist you in complying with this order: ARPERCEN Hotline (enter the telephone number).

a. You are ordered to active duty under the authority indicated. You may request a delay or deferment only under circumstances of extreme hardship or physical inability. To request a delay or deferment call the ARPERCEN Hotline.

b. Direct deposit/sure pay is mandatory. Obtain and bring a Standard Form 1199A, Authorization for Deposit of Federal Recurring Payments with the financial institution portion completed. Forms are available at banks and financial institutions.

c. To receive information on storage of household goods contact the nearest military transportation office, or call the ARPERCEN Hotline.

d. Bring the following:

(1) This order.

(2) Proof of marriage.

(3) Birth certificates of children.

(4) Doctor statement for dependents over 21 and incapable of self support.

(5) Court orders covering legal custody, illegitimate children, or child support.

(6) Copy of mortgage/rental agreement (where dependents will live).

(7) Copy of last DD Form 214.

(8) Immunization records.

(9) ID card and tags.

(10) A class B uniform, physical fitness uniforms, athletic footwear and all battle dress uniform items in your possession.

(11) Retired military personnel: Bring most recent Army retired/annuitant pay statement.

(12) Specialty branch officers are to bring supporting documents for professional credentialing.

e. Leave a copy of this order with your family. Authorize family members may obtain ID cards at the closest military installation. They will be authorized morale,

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**Figure 14-6. Format 163, Mobilization of Individual Ready Reserve, Individual Mobilization Augmentee and Retired Personnel—Continued**

welfare, recreation, PX, commissary privileges, and space-available medical/dental care at military installations. They may use a copy of this order and appropriate identification until they obtain their ID cards. Your family should notify ARPERCEN of any temporary or permanent change of address during your absence.

f. Your family may obtain additional information and/or assistance from the family assistance center located at the National Guard State Area Command (STARC) headquarters for your state or the nearest military installation. For information concerning the nearest family assistance center, call the ARPERCEN Hotline.

g. If this order was forwarded to you or if you have a change of address, immediately call the ARPERCEN Hotline and report your current address.

<sup>10</sup> MDC. See chapter 1 and table 1-2.

<sup>11</sup> Enter the security clearance.

<sup>12</sup> Authority line. See paragraph 2-18 and figure 2-1, note 26.

<sup>13</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>14</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 14-6. Format 163, Mobilization of Individual Ready Reserve, Individual Mobilization Augmentee and Retired Personnel**

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---

*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

You are ordered to active duty for the period shown unless sooner released. You will proceed from your home or temporary address in time to report to the medical facility shown for a medical examination on the date shown.

Report to: (Enter the report to unit or organization.)

Reporting date: (Enter the reporting date.)

Period of active duty: (Enter the period of active duty.)

Assigned to: (Enter the unit of assignment.)

Authority:<sup>5</sup> (Enter the authority information.)

Mobilization category code:<sup>6</sup> (Enter the personnel mobilization category code.)

Additional instructions:<sup>7</sup> (Enter any authorized additional instructions.)

FOR ARMY USE

HOR: (Enter the HOR.)

Temporary adrs: (Enter the temporary address.)

Accounting classification: (Enter the accounting classification.)

Format: (Enter 164.)

*(Enter authentication.)*<sup>8</sup>

*(Enter signature block.)*<sup>9</sup>

*(Enter distribution.)*<sup>10</sup>

---

Notes:

<sup>1</sup> Letterhead. See paragraph 2-3 and figure 2-1, note 1.

<sup>2</sup> Order number. See paragraph 2-3 and figure 2-1, note 2.

<sup>3</sup> Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.

<sup>4</sup> Standard name line. See paragraph 2-5.

<sup>5</sup> See AR 40-501, paragraph 9-5, for travel to obtain a medical examination.

<sup>6</sup> See table 14-2.

<sup>7</sup> Additional instructions. See paragraph 2-9 and table 2-2.

<sup>8</sup> Authentication. See paragraph 2-18 and figure 2-1, note 26.

<sup>9</sup> Signature block. See paragraph 2-18 and figure 2-1, note 27.

<sup>10</sup> Distribution. See paragraph 2-19 and figure 2-1, note 28.

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**Figure 14-7. Format 164, Active duty for medical examination of ARNGUS or USAR personnel**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter the governor of the State concerned.)*

Under the authority contained in section 3500, chapter 15, title 10, United States Code, the Army National Guard unit listed below and its members are called into the military service of the United States effective (enter the date). Members of the unit will assemble at home stations on the effective date to await further orders from Headquarters, Department of the Army. The provisions of (enter the correct directive) will govern the induction processing of the unit except as otherwise directed. The number of local units called into the military service of the United States or the strengths of units will not be made public. Local unit commanders may announce that their units are called into the military service of the United States.

*(Enter the standard name line of the unit.)*<sup>4</sup>

Format: (Enter 180.)

*(Enter authentication.)*<sup>5</sup>

*(Enter signature block.)*<sup>6</sup>

*(Enter distribution.)*<sup>7</sup>

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Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line of unit. See paragraph 2-5.
5. Authentication. See paragraph 2-18 and figure 2-1, note 26.
6. Signature block. See paragraph 2-18 and figure 2-1, note 27.
7. Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution to HQDA of change in status orders is outlined in *a* through *f* below.
  - a. Send two copies to HQDA (DAMH-HSO-U), WASH DC 20314-0200.
  - b. Send one copy to HQDA (DAAG-HDP), Cameron Station, Alexandria, VA 22314-5050.
  - c. Send one copy to ATTN DAMO-FDA, DEPUTY CHIEF OF STAFF OPERATIONS AND PLANS, 460 ARMY PENTAGON, WASHINGTON DC 20310-0460.
  - d. Send one copy to HQDA (DAMH-HSO), WASH DC 20314-0200.
  - e. If AMEDD spaces are required or authorized, send one copy to HQDA (SGPE-PD), 5109 Leesburg Pike, Falls Church, VA 22041-3258, and one copy to HQDA (TAPC-OPH-ZA), Alexandria, VA 22332-0417.
  - f. If JAGC spaces are required or authorized, send one copy to THE JUDGE ADVOCATE GENERAL, DAJA-PT, 2200 ARMY PENTAGON, WASHINGTON DC 20310-2200.

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**Figure 14-8. Format 180, Call—local disturbance (Secretary of the Army to governors) (HQDA use only)**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2</sup>

*(Enter date.)*<sup>3</sup>

*(Enter standard name line.)*<sup>4</sup>

Effective on declaration of full mobilization, you are relieved from assignment to the control group and ordered to active duty and assigned as indicated below. The news media will announce full mobilization. You will proceed from your current location to the reporting station specified below.

Assigned to: (Enter the unit of assignment.)

Authority: (Enter "10 USC 672.")

Purpose: (Describe the purpose.)

Reporting date: (Enter the reporting date.)

Reporting station: (Enter the reporting station.)

Movement designator code: (Enter "A2O\*" for officers and "A2E\*" for enlisted personnel.)

Mobilization category code:<sup>5</sup> (Enter the personnel mobilization category code.)

Additional instructions:<sup>6</sup> (Enter any authorized additional instructions.)

Format: (Enter 181.)

*(Enter authentication.)*<sup>7</sup>

*(Enter signature block.)*<sup>8</sup>

*(Enter distribution.)*<sup>9</sup>

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Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
4. Standard name line. See paragraph 2-5.
5. See table 14-2.
6. Additional instructions. See paragraph 2-9 and table 2-2.
7. Authentication. See paragraph 2-18 and figure 2-1, note 26.
8. Signature block. See paragraph 2-18 and figure 2-1, note 27.
9. Distribution. See paragraph 2-19 and figure 2-1, note 28.

---

**Figure 14-9. Format 181, Preassignment for full mobilization (HQDA use only)**

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*(Letterhead.)*<sup>1</sup>

*(Enter order number.)*<sup>2,3</sup>

*(Enter date.)*<sup>4</sup>

*(Enter standard name line of unit.)*<sup>5</sup>

The above unit and its members are relieved from active duty as of 2400 hours on the effective date indicated, and the unit reverts to State control at the home station as of 0001 hours of the following day.<sup>6</sup>

Authority: (Enter "AR 220-5.")

Effective date: (Enter the effective date.)

Additional instructions:<sup>7</sup> (Enter any authorized additional instructions.)

Format: (Enter 550.)

*(Enter authentication.)*<sup>8</sup>

*(Enter signature block.)*<sup>9</sup>

*(Enter distribution.)*<sup>10</sup>

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Notes:

1. Letterhead. See paragraph 2-3 and figure 2-1, note 1.
2. Order number. See paragraph 2-3 and figure 2-1, note 2.
3. Publish Format 550 as permanent orders.
4. Date. See paragraph 2-16 and figure 2-1, notes 3 and 4.
5. Standard name line of unit. See paragraph 2-5.
6. The constant information may be changed from "and its members" to "without its members " and/or "State control" to "inactive status," when appropriate. State control applies when the order pertains to the release of ARNGUS units. Inactive status applies when the order pertains to the release of USAR units.
7. Additional instructions. See paragraph 2-9 and table 2-2.
8. Authentication. See paragraph 2-18 and figure 2-1, note 26.
9. Signature block. See paragraph 2-18 and figure 2-1, note 27.
10. Distribution. See paragraph 2-19 and figure 2-1, note 28. Distribution to HQDA of change in status orders is outlined in a through d below.
  - a. Send two copies to HQDA (DAMH-HSO-U), WASH DC 20314-0200.
  - b. Send one copy to HQDA (DAAG-HDP), Cameron Station, Alexandria, VA 22314-5050.
  - c. Send one copy to ATTN DAMO-FDA, DEPUTY CHIEF OF STAFF OPERATIONS AND PLANS, 460 ARMY PENTAGON, WASHINGTON DC 20310-0460.
  - d. Send one copy to HQDA (DAMH-HSO), WASH DC 20314-0200.

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**Figure 14-10. Format 550, Relief from active duty of ARNGUS or USAR unit**

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DEPARTMENT OF THE ARMY  
U.S. ARMY RESERVE PERSONNEL CENTER  
9700 PAGE BOULEVARD  
ST. LOUIS, MO 63132-5200

ARPC-MOP-P  
ORDERS M-05-310001

28 OCT 93

JONES JAMES RICHARD  
ROUTE 2 BOX 208  
EASTOVER SC 29044

MOP-R

000-00-0000 MAJ AR  
12A 3Z GM  
CONTROL GRP: (ANNUAL TRAINING)

PURSUANT TO PRESIDENTIAL EXECUTIVE ORDER OF 25 OCT 93, YOU ARE RELIEVED FROM YOUR PRESENT RESERVE COMPONENT STATUS AND ARE ORDERED TO ACTIVE DUTY. PROCEED FROM YOUR CURRENT LOCATION IN SUFFICIENT TIME TO REPORT BY THE DATE SPECIFIED.

REPORT TO: W7UT45, PERSONNEL PROCESSING CENTER, BLDG 210, FORT RILEY KS 66442.

REPORT DATE: NO LATER THAN 5 NOV 93 BUT NO EARLIER THAN 4 NOV 93

PERIOD OF ACTIVE DUTY: NOT TO EXCEED 90 CONSECUTIVE DAYS UNLESS EXTENDED OR TERMINATED BY PROPER AUTHORITY

PURPOSE: MOBILIZATION

ASSIGNED TO: WOVMAA, HQ USAG, FORT RILEY KS 66442

PERSONNEL MOBILIZATION CATEGORY: B

ADDITIONAL INSTRUCTIONS: FAILURE TO REPORT MAY SUBJECT YOU TO UCMJ ACTION. TRANSPORTATION OF DEPENDENTS & HOUSEHOLD GOODS IS NOT AUTHORIZED. STORAGE OF HOUSEHOLD GOODS IS AUTHORIZED. TRAVEL BY PRIVATELY OWNED VEHICLE IS NOT AUTHORIZED. MAKE YOUR COMMERCIAL TRAVEL ARRANGMENTS BY CALLING (800) 288-5042. (FOR FEMALES ONLY, IF YOU ARE PREGNANT, DO NOT REPORT, CALL ARPERCEN TO REPORT YOUR STATUS AND TO REQUEST DEFERMENT, DELETION, OR MEDICAL GUIDANCE.) SEE PAGE 2 FOR STANDARD MOBILIZATION INSTRUCTIONS.

FOR ARMY USE: AUTHORITY: 10 USC 673(a)

ACCT CLAS: 2132099 01-119 P1093 S99990

2132099 57-1059 P810099

SEX: M PMOS/AOC/ASI/LIC: 12A 3Z GM SCTY CL: FINAL TOP SECERT SBI

MDC: 1AE3 PEBD: 19680221 DOR: 19880901 COMP: USAR

FORMAT: 163

BY ORDER OF THE SECRETARY OF THE ARMY:

\*\*\*\*\*

ARPERCEN  
OFFICIAL

JOHN W. FROST  
COL, AR  
Acting Commander

Figure 14-11. Sample of completed Mobilization Order—Continued

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\*\*\*\*\*

DISTRIBUTION: MI PLUS  
HQ, USAG FORT RILEY, BLDG 500, FORT RILEY KS 66442  
FAMILY ASSISTANCE OFFICER STARC-SC, 1 GUARDSMAN WAY, COLUMBIA SC 29201  
PACKET: 99

ARPERCEN STANDARD MOBILIZATION INSTRUCTIONS FOR ACTIVATED PERSONNEL

THE FOLLOWING ADMINISTRATIVE INSTRUCTIONS ARE PROVIDED TO ASSIST YOU IN COMPLYING WITH THIS ORDER.

ARPERCEN HOTLINE 1-800-874-8451

A. YOU ARE ORDERED TO ACTIVE DUTY UNDER THE AUTHORITY INDICATED. YOU MAY REQUEST A DELAY OR DEFERMENT ONLY UNDER CIRCUMSTANCES OF EXTREME HARDSHIP OR PHYSICAL INABILITY. TO REQUEST A DELAY OR DEFERMENT CALL THE ARPERCEN HOTLINE.

B. DIRECT DEPOSIT/SURE PAY IS MANDATORY. OBTAIN AND BRING A STANDARD FORM 1199A, AUTHORIZATION FOR DEPOSIT OF FEDERAL RECURRING PAYMENTS WITH THE FINANCIAL INSTITUTION PORTION COMPLETED. FORMS ARE AVAILABLE AT BANKS AND FINANCIAL INSTITUTIONS.

C. TO RECEIVE INFORMATION ON STORAGE OF HOUSEHOLD GOODS CONTACT THE NEAREST MILITARY TRANSPORTATION OFFICE OR CALL THE ARPERCEN HOTLINE.

D. BRING THE FOLLOWING: 1) THIS ORDER; 2) PROOF OF MARRIAGE; 3) BIRTH CERTIFICATES OF CHILDREN; 4) DOCTOR'S STATEMENT FOR DEPENDENTS OVER 21 AND INCAPABLE OF SELF SUPPORT; 5) COURT ORDERS COVERING LEGAL CUSTODY, ILLEGITIMATE CHILDREN, OR CHILD SUPPORT; 6) COPY OF MORTGAGE/RENTAL AGREEMENT (WHERE DEPENDENTS WILL LIVE); 7) COPY OF LAST DD FORM 214; 8) IMMUNIZATION RECORDS; 9) ID CARD AND TAGS; 10) A CLASS B UNIFORM, PHYSICAL FITNESS UNIFORMS, EXERCISE FOOTWEAR AND ALL BATTLE DRESS UNIFORM ITEMS IN YOUR POSSESSION. 11) RETIRED MILITARY PERSONNEL BRING THE MOST RECENT RETIRED/ANNUITANT PAY STATEMENT. 12) SPECIALTY BRANCH OFFICERS ARE TO BRING SUPPORTING DOCUMENTS FOR PROFESSIONAL CREDENTIALING.

E. LEAVE A COPY OF THIS ORDER WITH YOUR FAMILY. AUTHORIZED FAMILY MEMBERS MAY OBTAIN IDENTIFICATION CARDS AT THE CLOSEST MILITARY INSTALLATION. THEY WILL BE AUTHORIZED MORALE, WELFARE, RECREATION, PX, COMMISSARY PRIVILEGES, AND SPACE-AVAILABLE MEDICAL/DENTAL CARE AT MILITARY INSTALLATIONS. THEY MAY USE A COPY OF THIS ORDER AND APPROPRIATE IDENTIFICATION UNTIL THEY OBTAIN THEIR ID CARDS. YOUR FAMILY SHOULD NOTIFY ARPERCEN OF ANY TEMPORARY OR PERMANENT CHANGE OF ADDRESS DURING YOUR ABSENCE.

F. YOUR FAMILY MAY OBTAIN ADDITIONAL INFORMATION AND/OR ASSISTANCE FROM THE FAMILY ASSISTANCE CENTER LOCATED AT THE NATIONAL GUARD STATE AREA COMMAND (STARC) HEADQUARTERS FOR YOUR STATE OR THE NEAREST MILITARY INSTALLATION. FOR INFORMATION CONCERNING THE NEAREST FAMILY ASSISTANCE CENTER, CALL THE ARPERCEN HOTLINE.

G. IF THIS ORDER WAS FORWARDED TO YOU OR IF YOU HAVE A CHANGE OF ADDRESS, IMMEDIATELY CALL THE ARPERCEN HOTLINE AND REPORT YOUR CORRECT ADDRESS.

\*\*\*\*\*

FOR CIVIL DEFENSE/MILITARY AUTHORITY

THE BEARER OF THIS ORDER HOLDS A FIRST PRIORITY MOBILIZATION ASSIGNMENT IN THE U.S. ARMY. POSSESSION OF THIS ORDER AND OTHER VALID IDENTIFICATION CONSTITUTES AUTHORITY TO PASS THIS PERSON THROUGH CIVIL DEFENSE AND MILITARY ZONES ENROUTE TO HIS OR HER MOBILIZATION STATION.

KEEP THIS ORDER WITH YOU AT ALL TIMES

\*\*\*\*\*

Figure 14-11. Sample of completed Mobilization Order

## Chapter 15 Automation

### Section I Basic Information

#### 15-1. Overview of automation

This chapter—

- a. Describes the hardware and software automation tools available to commanders to improve efficiency in their MILPER work centers in the Active Army.
- b. Authorizes units to add commercial workstations to their basic TACCS to increase access to the numerous Standard Installation/Division Personnel System (SIDPERS) software modules that have been fielded Army-wide.
- c. Encourages the use of SIDPERS 2.75 software modules to produce orders until the installation support module and SIDPERS 3.0 software modules are fielded Army-wide.
- d. Encourages the use of SIDPERS software module user instructions to operate software modules on TACCS.

#### 15-2. Hardware tools

Commanders are encouraged to use the hardware tools described in this chapter. These tools are designed to—

- a. Increase the automation capability of MILPER work centers.
- b. Increase accessibility to the SIDPERS software that is currently fielded Army-wide.

#### 15-3. Software tools

Commanders are encouraged to use the software tools described in this chapter. These tools are designed to—

- a. Standardize the orders function Army-wide.
- b. Reduce the time needed to perform the orders function.
- c. Eliminate the need to use DA Form 2446.

### Section II Policies

#### 15-4. TACCS

a. TACCS was developed and fielded as the deployable automation system for the Army. It was designed specifically to help MILPER work centers perform their combat service support missions. To capitalize on the Army's investment in hardware, training, and software, all MILPER work centers with TACCS will maximize the use of TACCS in both the garrison and the field.

b. TACCS-E is a hardware upgrade that is scheduled for completion before SIDPERS 3.0 is fielded. TACCS-E is faster and more powerful than the basic TACCS and can accept a variety of commercial peripherals, including laptops.

c. MILPER work centers not yet fielded with TACCS or TACCS-E will use automation capabilities, both those that are organic and those belonging to the supporting data processing facility, as much as possible. For example, installation transition centers will use installation-level integrated database and subject area database multiuser open systems environment computers to produce orders via the installation support module. Table 15-1 lists order formats that can be produced using SIDPERS 2.75, SIDPERS 3.0, and installation support module 26.0 software.

#### 15-5. Purchase of commercial workstations

Units are authorized to enhance their basic TACCS by adding commercial workstations subject to the following constraints:

- a. Procurement action will conform to pertinent guidance issued by the Office of the Director of Information Systems for Command, Control, Communications, and Computers.
- b. Justification for augmentation will be based on garrison requirements only.
- c. Augmentation devices or software will be modified to obtain

TACCS compatibility. Basic TACCS devices or Standard Army Management Information System software may not be altered.

#### 15-6. Automation capabilities

a. All work centers fielded with a TACCS device will use the SIDPERS 2.75 software modules outlined in table 15-1 to produce orders until SIDPERS 3.0 software modules are fielded Army-wide.

b. Work centers not yet fielded with TACCS will use the automation capabilities described in paragraph 15-4 c above.

#### 15-7. SIDPERS software module user instructions

a. Each SIDPERS system change package or interim change package that is fielded Army-wide comes with step-by-step user documentation developed by the MILPER functional proponent. The user documentation (approximately seven diskettes) is the TACCS operator's user manual and is updated with each new system change package or interim change package. After these user instructions are loaded onto the TACCS hard drive, they can be accessed through the procedures outlined in table 15-2.

b. All MILPER work centers with TACCS will use the SIDPERS software module user instructions to assist them in performing their orders function.

c. MILPER functional proponents, field users, and system designers will recommend changes to these user instructions to the Personnel Information Systems Command using DA Form 2028 (Recommended Changes to Publications and Blank Forms).

### Section III

#### Task: Accessing SIDPERS Software Module User Instructions

#### 15-8. Rules for accessing SIDPERS software module user instructions

a. Functional proponents will develop step-by-step user instructions for each software module developed for TACCS.

b. The Personnel Automation Section will load the user instructions on the hard disk of each SIDPERS TACCS.

c. All work centers fielded with TACCS will use the SIDPERS software module user instructions to assist them in performing their orders function.

#### 15-9. Steps for accessing SIDPERS software module user instructions

The steps for accessing SIDPERS software module user instructions are outlined in table 15-2.

**Table 15-1**  
Software modules by format number

Format number	SIDPERS 2.75	SIDPERS 3.0	Installation support module 26.0
100	X		
110	X	X	
112	X	X	
120		X	
156	X	X	
266	X	X	X
267	X	X	X
274	X	X	X
301		X	X
302	X	X	X
306	X	X	X
310	X	X	
320	X	X	
330	X	X	
331	X	X	
332	X	X	
342	X	X	
344	X		
400		X	
401		X	
405	X	X	

**Table 15-1**  
Software modules by format number—Continued

Format number	SIDPERS 2.75	SIDPERS 3.0	Installation support module 26.0
407	X	X	
410	X	X	
417	X	X	
418	X	X	
419	X	X	
422	X	X	
423	X	X	
424	X	X	
426	X	X	
430	X	X	X
434	X	X	X
440	X	X	X
454			X
460		X	
500	X		X
501	X	X	X
502	X	X	
505	X		X
520	X		X
522	X		X
523	X		X
524	X		X
526	X		X
530	X		X
540	X		
562	X	X	X
600	X	X	X
610	X	X	X
612	X	X	X
620	X	X	X
660	X	X	X
662	X	X	X
680			X
682			X
684			X
686			X
687			X
688			X
690			X
692			X
694			X
696			X
700	X	X	X
705	X	X	X
740		X	
745		X	

**Table 15-2**  
SIDPERS software module user instructions—Continued

Step	Work center	Required action <sup>1</sup>
6	All	Enter “(USERDOC) UNIT” next to the documents command, and press [GO].

Notes:

<sup>1</sup> It will take a few minutes to print all user instructions.

**Table 15-2**  
SIDPERS software module user instructions

Step	Work center	Required action <sup>1</sup>
1	All	Ensure that the Personnel Automation Section has placed the user instructions on the TACCS hard disk.
2	All	If the user instructions are not on the TACCS hard disk, obtain a copy on a floppy disk from the Personnel Automation Section.
3	All	To place user instructions on the hard disk, enter “RESTORE” on the command line, and press [GO].
4	All	Place the floppy disk in the “A” drive, and press [GO].
5	All	To access the user instructions, enter “WRITEONE” on the command line, and press [RETURN].

## Appendix A References

### Section I Required Publications

#### AR 1–40

Clearance Requirements and Procedures for Official Temporary Duty Travel Outside Continental United States. (Cited in para 1-16.)

#### AR 1–211

Attendance of Military and/or Civilian Personnel at Private Organization Meetings. (Cited in figs 12-2 and 12-3.)

#### AR 12–15

Joint Security Assistance Training (JSAT) Regulation. (Cited in para 1-20.)

#### AR 25–30

The Army Integrated Publishing and Printing Program. (Cited in para 1-28.)

#### AR 25–400–2

The Modern Army Recordkeeping System (MARKS). (Cited in para 2-25.)

#### AR 27–10

Military Justice. (Cited in para 1-27.)

#### AR 37–1

Army Accounting and Fund Control. (Cited in figs 2-4, 4-4, 4-5, 4-11, 5-2, 5-6, 6-1, 9-4, 9-5, and 9-9)

#### AR 37–104–3

Military Pay and Allowance Procedures, Joint Uniform Military Pay System-Army (JUMPS-Army). (Cited in para 5-6.)

#### AR 37–106

Finance and Accounting for Installations: Travel and Transportation Allowances. (Cited in paras 5-6 and 12-12, table 2-2, and figs 12-2 and 12-3.)

#### AR 40–3

Medical, Dental and Veterinary Care. (Cited in para 1-20.)

#### AR 40–501

Standards of Medical Fitness. (Cited in fig 14-7.)

#### AR 55–46

Travel of Dependents and Accompanied Military and Civilian Personnel to, From, or Between Oversea Areas. (Cited in para 2-23 and table 2-2.)

#### AR 55–71

Transportation of Personal Property and Related Services. (Cited in para 2-23 and table 2-2.)

#### AR 55–355

Defense Traffic Management Regulation. (Cited in para 5-6.)

#### AR 135–18

The Active Guard/Reserve (AGR) Program. (Cited in fig 9-9.)

#### AR 135–32

Retention in an Active Status After Qualification for Retired Pay. (Cited in fig 10-1.)

#### AR 135–156

Personnel Management of General Officers. (Cited in fig 10-1.)

#### AR 135–178

Separation of Enlisted Personnel. (Cited in fig 5-7.)

#### AR 135–200

Active Duty for Training, Annual Training, and Active Duty Special Work of Individual Soldiers. (Cited in fig 9-1.)

#### AR 135–210

Order to Active Duty as Individuals During Peacetime. (Cited in fig 14-5.)

#### AR 140–1

Army Reserve Mission, Organization, and Training. (Cited in para 13-2 and fig 13-6.)

#### AR 140–10

Army Reserve Assignments, Attachments, Details and Transfers. (Cited in para 13-2.)

#### AR 140–145

Individual Mobilization Augmentation (IMA) Program. (Cited in figs 3-1 and 6-4.)

#### AR 140–158

Enlisted Personnel Classification, Promotion, and Reduction. (Cited in para 2-21 and figs 7-2, 7-3, and 7-4.)

#### AR 145–1

Senior Reserve Officer's Training Corps Program: Organization, Administration, and Training. (Cited in fig 5-7.)

#### AR 190–14

Carrying of Firearms and Use of Force for Law Enforcement and Security Duties. (Cited in fig 12-2.)

#### AR 220–10

Preparation for Oversea Movement of Units (POM). (Cited in fig 4-5.)

#### AR 310–50

Authorized Abbreviations and Brevity Codes. (Cited in paras 2-15 and 12-9 and fig 6-8.)

#### AR 380–5

Department of the Army Information Security Program. (Cited in paras 1-26 and 2-25 and table 2-2.)

#### AR 600–8

Military Personnel Management. (Cited in paras 1-1 and 11-1.)

#### AR 600–8–11

Reassignment. (Cited in para 14-2.)

#### AR 600–8–19

Enlisted Promotions and Reductions. (Cited in paras 2-16 and 2-21.)

#### AR 600–9

The Army Weight Control Program. (Cited in table 2-2.)

#### AR 600–200

Enlisted Personnel Management System. (Cited in figs 3-5, 3-6, 7-1, 7-2, 7-3, 7-4, 8-1, and 8-2.)

#### AR 601–10

Mobilization of Retired Members of the Army. (Cited in fig 14-1.)

#### AR 601–110

Identification of Commissioned and Warrant Officer Personnel by Army Procurement Program. (Cited in figs 3-3, 3-11, 6-1, 6-2, 6-3, 6-4, 6-5, and 6-10.)

**AR 601-210**

Regular Army and Army Reserve Enlistment Program. (Cited in para 2-16 and figs 3-5 and 11-1.)

**AR 601-270**

Military Entrance Processing Stations (MEPS). (Cited in para 11-2.)

**AR 601-280**

Total Army Retention Program. (Cited in figs 2-1 and 4-4.)

**AR 614-6**

Permanent Change of Station Policy. (Cited in para 4-8.)

**AR 614-30**

Oversea Service. (Cited in para 2-23 and table 2-2.)

**AR 614-100**

Officers Assignment Policies, Details and Transfers. (Cited in table 2-2.)

**AR 614-200**

Selection of Enlisted Soldiers for Training and Assignment. (Cited in para 4-8, table 2-2, and figs 3-5, 5-5, 5-6, 7-1, 7-2, 7-3, 7-4, 7-6, 9-7, 9-9, 9-11, and 9-19.)

**AR 624-100**

Promotion of Officers on Active Duty. (Cited in para 7-3.)

**AR 630-10**

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings. (Cited in fig 3-10.)

**AR 635-5-1**

(O) Separation Program Designators (SPD) Codes. (Cited in fig 9-4.)

**AR 635-10**

Processing Personnel for Separation. (Cited in para 4-8 and figs 9-3, 9-12, 9-13, 9-14, 9-15, and 9-16.)

**AR 635-40**

Physical Evaluation for Retention, Retirement or Separation. (Cited in figs 9-12, 9-13, 9-15, 9-16, 9-21, 9-22, 9-23, 9-24, 9-25, and 9-26.)

**AR 635-100**

Officer Personnel. (Cited in table 2-2 and figs 6-3, 6-4, 9-1, 9-8, 9-17, 9-18, and 9-19.)

**AR 635-200**

Enlisted Personnel. (Cited in table 2-2 and figs 5-6, 9-1, 9-9, and 9-11.)

**AR 670-1**

Wear and Appearance of Army Uniforms and Insignia. (Cited in table 2-2.)

**AR 672-5-1**

Military Awards. (Cited in paras 1-22, 2-21, and 5-4; and figs 2-3 and 5-1.)

**AR 680-1**

Unit Strength Accounting and Reporting. (Cited fig 4-4.)

**AR 680-29**

Military Personnel—Organization and Type of Transaction Codes. (Cited in figs 3-7, 3-8, 3-9, 6-6, and 10-2.)

**DA Pam 25-400-2**

Modern Army Recordkeeping System (MARKS) for TOE and Certain Other Units of the Army. (Cited in para 2-25.)

**DA Pam 351-4**

U.S. Army Formal Schools Catalog. (Cited in table 2-2.)

**DA Pam 600-8-1**

Standard Installation/Division Personnel System (SIDPERS) Battalion S1 Level Procedures. (Cited in fig 4-4.)

**DA Pam 600-8-11**

Military Personnel Office Separation Processing Procedures. (Cited in figs 5-6, 9-4, and 9-9.)

**DOD 4515.13-R**

Department of Defense Air Transportation Eligibility Regulation. (Cited in para 1-20.)

**DOD 5200.1-R**

DOD Information Security Program Regulation. (Cited in paras 1-26 and 2-25.)

**DODPM**

DOD Military Pay and Allowances Entitlements Manual. (Cited in table 2-2 and figs 3-2, 4-10, and 5-9.)

**Foreign Clearance Guide**

(Cited in table 2-2.)

**Joint Federal Travel Regulations, Volume 1**

(Cited in paras 1-17, 2-10, 2-16, 2-20, 2-23, and 5-6; table 2-2; and figs 4-1, 4-3, 4-4, 4-9, and 5-3.)

**Joint Federal Travel Regulation, Volume II**

(Cited in para 1-20.)

**North Atlantic Treaty Organization Agreement (NATO) STANAG 2206**

(Cited in para 4-9.)

**Personal Property Consignment Instruction Guide, Volume II**

(Cited in table 2-2.)

**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.

**AR 1-211**

Attendance of Military and/or Civilian Personnel at Private Organization Meetings

**AR 5-3**

Installation Management and Organization

**AR 37-100-(current fiscal year)**

Army Management Structure (AMS)

**AR 140-30**

Active Duty in Support of the U.S. Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program

**AR 190-45**

Military Police Law Enforcement Reporting

**AR 190-52**

Countering Terrorism and Other Major Disruptions on Military Installations

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

**AR 360-61**  
Community Relations

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

**AR 600-43**  
Conscientious Objection

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

**AR 600-8-101**  
Personnel Processing (In-and-Out) and Mobilization Processing

**AR 600-8-104**  
Military Personnel Information Management/Records

**AR 611-112**  
Manual of Warrant Officer Military Occupational Specialties

**AR 635-5**  
Separation Documents

**FM 19-10**  
The Military Police Law and Order Operation

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

**DA Form 2446**  
Request for Orders. (Prescribed in para 2-26.)

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

**DA Form 31**  
Request Authority for Leave

**DA Form 638**  
Recommendation for Award

**DA Form 638-1**  
Recommendation for Award (for Other than Valor) of Army Achievement Medal (AAM), Army Commendation Medal (ARCOM), and Meritorious Service Medal (MSM)

**DA Form 977**  
Certificate of Transfer to Retired Reserve

**DA Form 2028**  
Recommended Changes to Publications and Blank Forms

**DA Form 4187**  
Personnel Action

**DD Form 4/1 and 4/2**  
Enlistment/Reenlistment Document - Armed Forces of the United States

**DD Form 214**  
Certificate of Release or Discharge from Active Duty

**DD Form 460**  
Provisional Pass

**DD Form 1351-2**  
Travel Voucher or Subvoucher

**DD Form 1588**  
Record of Travel Payments

**DD Form 1610**  
Request and Authorization for TDY Travel of DOD Personnel

**SF 1199A**  
Authorization for Federal Recurring Payments

## Glossary

### Section I Abbreviations

<b>ILT</b> first lieutenant	<b>auth</b> authority	<b>EAD</b> entry on active duty
<b>AAM</b> Army Achievement Medal	<b>aval</b> available	<b>eff</b> effective
<b>act</b> active	<b>avn</b> aviation	<b>ETS</b> expiration term of service
<b>admin</b> administration	<b>bn</b> battalion	<b>FPO</b> Fleet Post Office
<b>adrs</b> address	<b>br</b> branch	<b>gp</b> group
<b>ADSW</b> active duty for special work	<b>CDR</b> commander	<b>HHC</b> headquarters and headquarters company
<b>AERB</b> Army Educational Requirements Board	<b>CG</b> commanding general	<b>HHG</b> household goods
<b>AGR</b> Active Guard or Reserve	<b>cl</b> classification	<b>HOR</b> home of record
<b>AIT</b> advanced individual training	<b>comp</b> component	<b>HQDA</b> Headquarters, Department of the Army
<b>alw</b> allowance	<b>con</b> control	<b>IADT</b> initial active duty for training
<b>AMEDD</b> Army Medical Department	<b>CONUS</b> continental United States	<b>indiv</b> individual
<b>APO</b> Army Post Office	<b>CONUSA</b> the numbered armies in the continental U.S. Army	<b>inf</b> infantry
<b>appt</b> appointment	<b>CW3</b> Chief Warrant Officer, W-3	<b>JAGC</b> Judge Advocate General's Corps
<b>apt</b> apartment	<b>DA</b> Department of the Army	<b>JFTR</b> Joint Federal Travel Regulations
<b>AR</b> Army regulation	<b>DC</b> District of Columbia	<b>LTC</b> lieutenant colonel
<b>ARCOM</b> Army Commendation Medal	<b>DEROS</b> date eligible for return from overseas	<b>MACOM</b> major Army command
<b>ARNG</b> Army National Guard	<b>DFR</b> dropped from rolls	<b>maj</b> major
<b>ARNGUS</b> Army National Guard of the United States	<b>div</b> division	<b>MD</b> movement directive
<b>ARPERCEN</b> U.S. Army Reserve Personnel Center	<b>DMOS</b> duty military occupational specialty	<b>MDC</b> movement designator code
<b>ASED</b> aviation service entry date	<b>DOD</b> Department of Defense	<b>med</b> medical
<b>asgd</b> assigned	<b>DOR</b> date of rank	<b>MEPS</b> Military Entrance Processing Station
<b>AUS</b> Army of the United States	<b>DSN</b> Defense Switched Network	<b>mgt</b> management
	<b>DSSN</b> disbursing station symbol number	<b>mil</b> military
		<b>MILPER</b> Military Personnel

<b>MOS</b> military occupational specialty	<b>REENLB</b> reenlistment bonus	<b>UIC</b> unit identification code
<b>MP</b> military police	<b>REFRAD</b> release from active duty	<b>U.S.</b> United States
<b>MPRJ</b> Military Personnel Records Jacket	<b>res</b> reserve	<b>USA</b> U.S. Army
<b>MSM</b> Meritorious Service Medal	<b>ret</b> retired	<b>USAR</b> U.S. Army Reserve
<b>MTOE</b> modification table of organization and equipment	<b>ROTC</b> Reserve Officers Training Corps	<b>USATC</b> U.S. Army Training Centers
<b>NATO</b> North Atlantic Treaty Organization	<b>SES</b> Senior Executive Service	<b>USC</b> United States Code
<b>no</b> number	<b>SFC</b> sergeant first class	<b>USMA</b> U.S. Military Academy
<b>OCONUS</b> outside of the continental United States	<b>sgt</b> sergeant	<b>WO</b> warrant officer
<b>OMA</b> Operation and Maintenance, Army	<b>SIDPERS</b> Standard Installation/Division Personnel System	<b>wt</b> weight
<b>OMPF</b> official military personnel file	<b>sig</b> signal	<b>Section II</b> <b>Terms</b>
<b>PCF</b> personnel control facility	<b>SPC</b> specialist	<b>Actual delivery</b> The order or knowledge of its content is conveyed directly to the person or unit concerned.
<b>PCS</b> permanent change of station	<b>SQI</b> special qualifications identifier	<b>Constructive delivery</b> 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.
<b>PEBD</b> pay entry basic date	<b>SRB</b> selective reenlistment bonus	<b>Continental United States</b> 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.
<b>pers</b> personnel	<b>SSI</b> specialty skill identifier	<b>CONUS Replacement Center</b> Organization responsible for processing all preassigned and unassigned replacements en route to the theater of operation. Processing includes equipment issue, weapons zero, POR validation, and transportation scheduling for replacements deploying to the theater of operation.
<b>PERSCOM</b> U.S. Total Army Personnel Command	<b>SSN</b> social security number	<b>Function</b> A defined segment of the MILPER System and the point where responsibility rests with a specific person at all levels of command.
<b>PMOS</b> primary military occupational specialty	<b>STANAG</b> Standard NATO Agreement	<b>Gaining or deployed unit</b> Unit deployed in the theater of operation.
<b>POC</b> privately owned conveyance	<b>svc</b> service	<b>Home station</b> The assigned permanent location or assembly point of ARNGUS and USAR units. It is also
<b>POV</b> privately owned vehicle	<b>TACCS</b> Tactical Army Combat Service Support (CSS) Computer System	
<b>PPN</b> procurement program number	<b>TDA</b> table of distribution and allowances	
<b>PSC</b> Personnel Service Company	<b>TDRL</b> Temporary Disability Retired List	
<b>PSRD</b> personnel shipment ready date	<b>TDY</b> temporary duty (travel)	
<b>pt</b> point	<b>trf</b> transfer	
<b>RA</b> Regular Army	<b>UCMJ</b> Uniform Code of Military Justice	

the initial active duty station for individuals reporting separately.

#### **Losing installation**

Installation tasked by HQDA or MACOM 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 Components 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.

#### **PCS 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 workforce requirements.

### **Section III**

#### **Special Abbreviations and Terms**

This publication uses the following abbreviations, brevity codes, and acronyms not contained in AR 310-50.

#### **ACIP**

aviation career incentive pay

#### **ADT**

active duty for training

#### **BCT**

basic combat training

#### **CIC**

customer identification code

#### **CRC**

CONUS Replacement Center

#### **EPD C&L No**

enlisted personnel directorate control and line number

#### **GTR**

Government transportation request

#### **OAD**

ordered to active duty

#### **PPD**

proficiency pay designator

#### **TACCS-E**

Tactical Army Combat Service Support Computer System—Enhanced

#### **TCS**

temporary change of station

#### **VRB**

variable reenlistment bonus

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Active duty of ARNGUS or USAR enlisted personnel, Format 172, figure 3-1

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