

Department of the Army  
Pamphlet 640-1

Personnel Records and Identification of  
Individuals

# Officers' Guide to the Officer Record Brief

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# ***SUMMARY of CHANGE***

DA PAM 640-1

Officers' Guide to the Officer Record Brief

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**RESERVED**

## **FOREWORD**

This pamphlet is designed to help you, the active Army officer, understand the data displayed on the Officer Record Brief (ORB).

The ORB is an important tool used in the management of officers. Therefore, the accuracy of ORB data and our understanding of its meanings is important. You, as an Army officer, have a key role to play in ensuring your ORB correctly describes you and your accomplishments.

This guide is designed to be an easy to use reference that will answer most of your questions. Of course, a pamphlet of this nature cannot contain the answer to every possible question. However, should you need more detailed information, this guide will tell you where to find the answer.

## Personnel Records and Identification of Individuals

### Officers' Guide to the Officer Record Brief

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**Impact on New Manning System.** This pamphlet does not contain information that affects the New Manning System. This pamphlet does, however, provide an explanation of how regimental affiliation is indicated in section X—Remarks of the Officer Record Brief (ORB).

**Interim changes.** Interim changes to this pamphlet are not official unless they

are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.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 20-28 (Recommended Changes to Publications and Blank Forms) directly to HQDA(DAPC-OPZ-IM), ALEX VA 22332-0400.

**Distribution.** *Active Army:* To be distributed in accordance with DA Form 12-9A requirements for Personnel Records and Identification of Individuals—B.

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## **Section I**

### **General**

#### **1. Purpose**

This pamphlet explains to you, the active duty Army officer, what you should know about the Officer Record Brief: what it is, its importance to you, how to correct it, and what each data element describes. The objective is an officer corps better able to interpret what ORB data represents and better able to identify and correct any errors or omissions on their own ORB.

#### **2. References**

Related publications are listed below.

- a. AR 601-110 (Identification of Commissioned and Warrant Officer Personnel by Army Procurement Program)
- b. AR 611-101 (Commissioned Officer Classification System)
- c. AR 611-112 (Manual of Warrant Officer Military Occupational Specialties)
- d. AR 640-2-1 (Personnel Qualification Records)
- e. AR 680-29 (Military Personnel, Organization, and Type of Transaction Codes)
- f. DA Pam 600-3 (Commissioned Officer Professional Development and Utilization)
- g. DA Pam 600-8 (Military Personnel Management and Administrative Procedures)
- h. DA Pam 600-8-1 (SIDPERS Unit Level Procedures)
- i. DA Pam 600-8-2 (SIDPERS Military Personnel Office Level Procedures)

#### **3. What it is**

The ORB is a one page Army form designed to provide a summary of your qualifications and career history. The ORB is produced from data stored on the Officer Master File (OMF) at the US Army Military Personnel Center (MILPERCEN). This is a dynamic file which is updated frequently with new information. Consequently, each ORB is a snapshot of the OMF as it was at the time the ORB was produced. The ORB may be produced on paper, microfiche, or on a computer terminal display screen.

#### **4. How it is used**

The ORB is used by personnel managers at HQDA and in the field. HQDA selection board members use the ORB to gain an initial impression of an officer's qualifications and career history and as a "road map" to the Officer Evaluation Reports (OER) and other documents in the Performance Section of the microfiche Official Military Personnel File (OMPF). Other individuals also use the ORB to form an image of the officer's experience and qualifications. Both at HQDA and in field commands, the ORB is one of the primary management tools used in determining where to assign officers.

#### **5. How it is updated**

Most of the data on the ORB records events concerning your military career. Most of these events are routinely reported by your unit or Personnel Service Center/Company (PSC) and sent to MILPERCEN via the Standard Installation/Division Personnel System (SIDPERS) to the OMF. Other ORB data, for example designation of a functional area, are input to the OMF by various HQDA offices. And finally, there are certain personal items which you must report to the PSC for subsequent reporting to MILPERCEN. Examples include a change in religious preference, marital status or number of dependents.

#### **6. How to get to see your ORB**

a. *At your PSC.* Three times a year (birth month, birth month plus four months, birth month plus eight months) MILPERCEN sends a new ORB to your PSC for maintenance. The PSC keeps the most current ORB plus copies of all changes submitted which are not yet on the ORB. You, the officer, are required to audit your birth month ORB, annotate corrections, and provide your signature and review date. Submission or certification of information known to be false or inaccurate constitutes violation of Article 107, Uniform Code of Military Justice (UCMJ).

b. *From HDQA.* You may obtain a copy of your ORB directly from HDQA. Send a written request which includes your name, your grade, SSN, branch/functional area/MOS, mailing address, and signature to HQDA (ASNI-SMC), ALEX, VA, 22332-0400.

#### **7. How to correct your ORB**

a. Check carefully, item by item, a current edition of your ORB (the production month is in the upper left heading). Be sure you understand each item. Refer to part 11 of this pamphlet for item explanations. Be alert for both incorrect data and for omissions. Remember that the ORB reflects the OMF as of the production data; newly reported items will appear on ORB's which are produced after the new data has been posted to the OMF.

b. Errors, omissions, or new changes should be reported promptly to your PSC. Report changes when they occur; do not “save” your changes for annual audits.

c. The PSC will, depending upon the data involved, submit a SIDPERS transaction or send a letter to the appropriate HQDA office to update the OMF.

d. In some cases, you may be asked to provide substantiating documentation not available at your PSC. Part II explains many of these requirements; in each case, however, your PSC can tell you if you must furnish supporting documentation.

**Section II**  
**Officer Record Brief Data Description**

**8. Data element descriptions**

General. The ORB consists of ten sections plus the heading. The following descriptions explain ORB entries. Any questions not answered below should be directed to your PSC which can refer to the more detailed Procedure 5-1, DA PAM 600-8 or AR 680-29.

**9. Heading**

The heading from left to right consists of:

a. The type of ORB in the left most block as follows:

<i>Code</i>	<i>Description</i>
1100	Replacement Brief
1300	DA Selection Board-Promotion
1310	DA Selection Board-Senior Service School
1320	DA Selection Board-Commanders
1330	DA Selection Board-Regular Army
1390	DA Selection Board-USAR
1500	DA On-line Query
1510	ORB Annual Audit
2200	MACOM ORB
2300	Projected Assignment

b. *Brief Date*— The year, month and version of the data base from which the ORB was printed.

c. *DATE OF AUDIT*— Blank.

d. *BASIC/CON BR*— The basic branch entry for all officers will be one of the branch codes located in table 1 below. The control branch entry for Officer Personnel Management Directorate (OPMD) managed commissioned officers will be a two letter branch code (table 1) or two digit functional area code (table 4) reflecting career management affiliation. For commissioned AMEDD, JAGC and Chaplain officers and all warrant officers, the control branch entry will be a two letter branch code (table 1) reflecting career management affiliation.

**Table 1**  
**Officer Branch Codes (Code 9, AR 680-29)**

Code on Branch	ORB
AD	Air Defense Artillery
AG	Adjutant General's Corps
AN	Army Nurse Corps
AR	Armor
AV	Aviation
CA	Civilian Affairs (RC Only)
CE	Communications-Electronics (Warnt Officers Only)
CH	Chaplains
CM	Chemical Corps
DE	Dental Corps

**Table 1  
Officer Branch Codes (Code 9, AR 680-29)—Continued**

Code on Branch	ORB
EN	Corps of Engineers
FA	Field Artillery
FI	Finance Corps
GA	Administration and Graphics (Warrant Officers Only)
GO	General Officers
HR	Retired Reserve
II	Criminal Investigation and Intelligence (Warrant Officer Only)
IN	Infantry
JA	Judge Advocate General's Corps
MC	Medical Corps
MI	Military Intelligence Corps
MM	Mechanical Maintenance and Marine Operations (Warrant Officers Only)
MP	Military Police Corps
MS	Medical Service Corps
OD	Ordnance Corps
PR	Professor, US Military Academ
QM	Quartermaster Corps
SC	Signal Corps
SP	Army Medical Specialist Corps
SS	Staff Specialist
SV	Supply and Services (Warrant Officers Only)
TC	Transportation Corps
VC	Veterinary Corps
WU	Weapons and Utilities Maintenance (Warrant Officers Only)

*e. COMPONENT*— The component identifies whether the officer is Regular Army—RA, National Guard—NG, Reserve—USAR, or Army of the United States (AUS).

*f. Active duty grade and date of rank*— The next block to the right on the ORB contains the officer's active duty grade and date of rank. If the date has been verified, it will, be followed by a "V". For officers on a promotion list, "/P" will follow the grade abbreviation. Code Number 33, AR 680-29 reflects officer grade abbreviations.

*g. SSN*— The officer's nine digit Social Security Number. A "V" indicates that the name, SSN, and date of birth have been successfully matched against Social Security Administration files.

*h. NAME*— The officer's name (not more than 27 characters in length) in last name, first name, middle name sequence. No special characters are permitted.

## 10. Section I—Assignment information

*a. Overseas duty.*

- (1) YR/MO RTN—Year and month the officer returned from overseas (OS) tours of duty.
- (2) COUNTRY—The 2 digit codes for the countries in which the officer served. (Codes are found in AR 680-29 app. C. Examples of these codes are:  
     BE Belgium  
     GE Germany  
     KS Korea, Republic of  
     PM Panama
- (3) MONTHS—This is the number of months that the officer actually served in the country.
- (4) TCS—This is the Tour Completion Status which is a one position code (Code 79, AR 680-29) as follows:

**Table 2**  
**Tour Completion Status Codes**

Code	Descriptions
C	National Tour Completed
D	Normal Tour not Completed—voluntarily curtailed (without dependents)
E	Normal Tour not Completed—voluntarily curtailed (with dependents)
F	Normal Tour not Completed—involutarily curtailed (without dependents)
G	Normal Tour not Completed (without dependents)
N	Normal Tour Completed (without dependents)
0(zero)	Data for the above codes not on the source documents
#	Arrival transaction from overseas assignment processed to OMF at HDQA, no foreign service data transaction has been received

(5) SHORT—Number of short overseas tours (not applicable to general officers).

(6) LONG—Number of long overseas tours (not applicable to general officers).

(7) DROS—The year, month, and day of the officer’s most recent return from overseas. ORB will reflect “NA” if officer is overseas or “NO” if officer has never been overseas.

(8) DEROS—The year, month, and day the officer will become eligible to return to the United States or non-United States area of residence from overseas service (not applicable to general officers). ORB will reflect “NA” if officer is in CONUS.

(9) CONUS DEPARTURE DATE—The year and month an officer departed from a post in the continental US to overseas for a new assignment. Item will be blank if officer is in CONUS.

(10) DATE DEPENDENTS ARRIVED OS—The year, month, and day the dependents joined an officer in an overseas command. Item will be blank if officer is in CONUS.

*b. Career field information—commissioned/AMEDD/warrant.* Various office management groups display differing data in this section as outlined below. Commissioned officer classification system is explained in AR 611-101; warrant officer Military Occupational Specialties (MOS) are explained in AR 611-112.

(1) BRANCH CODE/MEDMOS 1/PMOS

(a) For commissioned officers managed by the Officer Personnel Management Directorate (OPMD), MILPERCEN, the entry is a two digit branch code. Codes associated with each branch are noted in Table 3. For commissioned officers who were “grandfathered” with dual functional area designation, the entry will be a two digit functional area code (table 4). No entry will be made for commissioned officers single tracking in a functional area.

**Table 3**  
**Branch Numerical Code**

Code	Branch
11	Infantry
12	Armor
13	Field Artillery
14	Air Defense Artillery
15	Aviation
21	Corps of Engineers
25	Signal Corps
31	Military Police Corps
35	Military Intelligence
42	Adjutant General's Corps
44	Finance Corps
74	Chemical Corps
91	Ordnance Corp
92	Quartermaster Corps

**Table 3**  
**Branch Numerical Code—Continued**

Code	Branch
95	Transportation Corps

(b) For commissioned officers managed by OPMD, who are part of the Army Medical Department (AMEDD), the entry indicates the Medical Management Specialty Code and Medical Management Proficiency Code (00 or 9A thru E, only).

(c) For commissioned officers managed by the Judge Advocate General’s Corps (JAGC) and Chaplain’s Branch, the entry is a two digit branch code.

(d) For all warrant officers, the entry indicates the primary Military Occupational Specialty Code. All warrant officers must be qualified in a PMOS.

(2) FUNCTIONAL AREA CD/MEDMOS 2/SMOS

(a) For OPMD managed commissioned officers, the entry is a two digit code if the officer possesses a functional area. Table 4 indicates the numerical code associated with each functional area. For commissioned officers who were “grandfathered” with dual branch designation, the entry will be a two digit branch code (table 3). No entry will be made for commissioned officers single tracking in a branch.

**Table 4**  
**Functional Area Code**

Code	Functional Area
18	Special Operations
41	Comptroller
45	Public Affairs
47	Permanent Faculty
48	Foreign Area
49	Operations Research/System Analysis
50	Force Development
51	Research and Development
52	Nuclear Weapons
53	Systems Automation Officer
54	Operations, Plans and Training
97	Contracting and Industrial Management
99	Combat Development

(b) For OPMD managed AMEDD commissioned officers, the entry indicates a second Medical Management Specialty Code, if one is held, and the corresponding Medical Management Proficiency Code.

(c) For commissioned officers managed by the Judge Advocate General’s Corps (JAGC) and Chaplain’s Branch, the space will be blank.

(d) For all warrant officers, the entry indicates the Secondary Military Occupational Specialty Code, if one is held.

(3) BRANCH AOC /MEDMOS 3/ PMOS SQ1

(a) For all commissioned officers, except AMEDD, the entry indicates the Branch Area of Concentration code(s). An officer may be assigned more than one Branch Area of Concentration. Areas of concentration will be listed in alphabetical order.

(b) For AMEDD commissioned officers, the entry indicates a third Medical Management Specialty Code, if one is held, and the corresponding Medical Management Proficiency Code.

(c) For all warrant officers, the entry indicates the Special Qualification Identifier Code associated with the Primary Military Occupational Specialty (0-8 or A Z, only). For example, code A reflects Air Traffic Control Technician.

(4) FUNCTIONAL AREA AOC/SMOS SQI

(a) For OPMD managed commissioned officers, the entry indicates the Functional Area Area. of Concentration Code. An officer may be assigned more than one Functional Area Area of Concentration.

(b) For AMEDD, JAGC and Chaplain’s Branch commissioned officers, the space will be blank.

(c) For all warrant officers, the entry indicates the Special Qualification Identifier Code associated with the Secondary Military Occupational Specialty, if one is held.

(5) SKILLS

(a) For all commissioned officers the entry reflects the code associated with the Skill or Skills an officer possesses. Skills are occupational areas not normally related to any one branch, functional area, or area of concentration. For example, code 3S indicates Unit Air Movement Officer Skill.

(b) For all warrant officers the entry reflects the code associated with Additional Skill Identifiers (ASIs) an officer possesses. For example, ASI 3S represents TACFIRE Technician.

(6) BRANCH/PRIMARY MOS

(a) For all commissioned officers, the officer's branch title will be printed. Exceptions include commissioned officers single tracking in a functional area, for which no entry is made; and commissioned officers "grandfathered" with dual functional areas, for which a functional area title will be printed.

(b) For all warrant officers, the title of the officer's Primary Military Occupational Specialty will be printed.

(7) FUNCTIONAL AREA/SMOS

(a) For OPMD managed commissioned officers, the officer's Functional Area title will be printed. For commissioned officers who were "grandfathered" with dual branches, the second branch title will be printed.

(b) For AMEDD, JAGC, and Chaplain's Branch commissioned officers, the space will be blank.

(c) For all warrant officers, the officer's Secondary Military Occupational Specialty title will be printed.

(8) CAREER TRACK—For OPMD managed commissioned officers only. A single or dual career track is indicated by the appropriate block check. Officers may single track in their Branch or Functional Area, or dual track in their Branch and Functional Area. DA Pam 600-3, Commissioned Officer Professional Development and Utilization, addresses single tracking criteria.

(9) PRIMACY—For OPMD managed commissioned officers only. Primacy reflects the professional development considerations for future assignments. An officer may declare primacy in a Branch or Functional Area, indicated by the appropriate block check.

(10) PREV BRANCH/MOS—The Branch or Military Occupational Specialty Code, previously held by the officer, will be printed.

(11) PREV FUNCTIONAL AREA—For OPMD managed commissioned officers only. The two digit code associated with a previously held Functional Area will be printed.

(12) CONTROL CAREER MANAGEMENT FIELD—A code reflecting the Career Management Field in which an officer is currently utilized and accounted for is entered.

(a) For OPMD managed commissioned officers and warrant officers—The first five digits of the Position Requirement Code, associated with the current assignment, will be printed.

(b) For AMEDD, JAGC and Chaplain's Branch commissioned officers—A five digit code will identify the position requirement for the officer's current assignment.

(13) PROJECTED CAREER MANAGEMENT FIELD—A code reflecting the Career Management Field, recommended by the assignment manager, for the officer's next assignment is entered.

(a) For OPMD managed commissioned officers and warrant officers—A five digit position code, reflecting the projected assignment, will be printed.

(b) For AMEDD, JAGC and Chaplain's Branch commissioned officers—Blank.

(14) FAO GEOGRAPHIC AREA—The Geographical Area Codes which indicate the region of the world in which a Foreign Area Officer has specialized. Applies to OPMD managed commissioned officers only.

**Table 5**  
**FAO Geographical Area Codes**

Code	Area
4A	General
4B	Latin America
4C	West Europe
4D	South Asia
4E	Russia/East Europe
4F	China
4G	Middle East/North Africa
4H	Northeast Asia

**Table 5**  
**FAO Geographical Area Codes—Continued**

Code	Area
4I	Southeast Asia
4J	Africa, South of Sahara

*c. Aviator Qualifications*

(1) **ASED (Aviation Service Entry Date)**—The initial year/month/day a commissioned officer was placed on flight status by competent orders. For warrant officers, the date appointed as an aviator warrant officer while attending or upon completion of flight school. If an individual was a warrant officer upon entry into flight school, the ASED is computed as noted for commissioned officers.

(2) **TOFDC AS OF (Total Operational Flying Duty for Credit)**—Entry consists of a date (year, month, and day) and the accrued number of months assigned to operational flying duty positions as of that date. Also printed on this line is Total Federal Officer Service (TFOS) which is the date (year, month, and day) from which total commissioned and warrant active and inactive service is computed for aviators.

(3) **PILOT STATUS**—A code which indicates an officer's aviation status as follows:

**Table 6**  
**Pilot Status Codes**

Code on ORB	Definition
1	On Flying Status—Army Aviator
2	Indefinite Suspension from Flying Status—Medical Reason
3	Indefinite Suspension from Flying Status—Non-medical Reason
4	Not in aviation service

(4) **INST CERT**—No longer used.

(5) **S/T COURSES**—No longer used.

(6) **AIRCRAFT**—Type of aircraft an officer is trained to fly, for example: OH-58, UH-1.

(7) **QUAL**—How the pilot is qualified in that type of aircraft. Table 7 notes pilot qualification codes reflected on the ORB.

**Table 7**  
**Pilot Qualification in Codes**

Code	Description
1	Qualified Pilot
2	Instructor Pilot (Unit Trained)
3	Instructor Pilot (School Trained)

(8) **RATING DATE**—The year and month an officer received a rating as an aviator.

**11. Section II—Security Data**

*a.* **INVEST**— Reflects the type of security investigation that was finalized. For example, BI for background investigation.

*b.* **DTEINV**—Year and month the security investigation was completed.

*c.* **CLNC**—The security clearance that an officer possesses:

- Top Secret
- Secret
- Confidential

## 12. Section III—Service Data

### a. PEBD (Pay Entry Basic Date)—

(1) *Commissioned officers.* The constructive data that establishes the beginning of an individual's creditable federal service for pay purposes.

(2) *Warrant Officers.* The Basic Active Service Date (BASD) is displayed. BASD is the date of entry to active duty (or, in the event of noncontinuous service, an adjusted date) from which Active Federal Service (AFS) can be computed.

b. *CURRENT PPN (Program Procurement Number)*—This two digit code is printed on the appointment to active duty orders and identifies the source from which commissioned or appointed, or the reason for return to the Active Army once separated or dropped from the rolls. Except for breaks in service, it will remain constant throughout a career unless there is a change from Other Than Regular Army (OTRA) status to Regular Army status. Typical examples include the following:

<i>Code</i>	<i>Explanation</i>
A1	Regular Army appointment upon United States Military Academy graduation.
B1	Regular Army appointment upon graduation from a four year ROTC program as a Distinguished Military Graduate.
FC	Regular Army appointment for USAR Warrant Officers on Active Duty.
MZ	Uniformed Services University of the Health Sciences (USUHS) participant.

A complete listing of codes is contained in AR 601-110.

c. *EAD CURRENT TOUR*—Entry on Active Duty (EAD) is the year, month and day an officer is commissioned and takes the oath, if component is RA; or the year, month, and day the officer enters active duty based on computation of travel in accordance with the Joint Travel Regulations of component if other than RA.

d. *BASIC DATE OF APT (Basic Date of Appointment)*—Computed as follows:

(1) For RA commissioned officers with EAD on or after 15 Sep 81: Date announced in HQDA orders.

(2) For RA and OTRA commissioned officers with EAD on or after 15 Sep 81: Date appointed in the RA/NGUS/USAR.

(3) For OTRA commissioned officers and OTRA warrant officers with EAD prior to 15 Sep 81: Date appointed in NGUS/USAR.

(4) For commissioned officers on Active Duty (AD) as USAR prior to 15 Sep 81 who became RA on or after 15 Sep 81: Date appointed in USAR.

(5) For commissioned officers on AD as USAR prior to 15 Sep 81 who left AD and:

(a) Resigned USAR appointment: Date of most recent appointment in USAR.

(b) Remained in an active status in the USAR and returned to AD at a later date: Date of original appointment in USAR.

(c) Remained in an active status in the USAR and returned to AD at a later date and became RA on or after 15 Sep 81: Date of original appointment in USAR.

(6) For RA Warrant Officers: not applicable.

e. *BASIC YR GP (Basic Year Group)*—

(1) *Commissioned officers.* This represents the fiscal year in which an officer entered the service as a 2LT, given that the Appointment Date to 2LT and the Entry to Active Duty Date fall in the same fiscal year. An officer who enters the service in a grade other than 2LT, or who enters in a fiscal year other than that appointed to 2LT, will have a Basic Year Group determined at the time of entry to active duty, based upon the Basic Year Group of the due course continually serving RA officer of the same branch, grade and date of rank in the grade to which appointed. The Basic Year Group will not change because of an above or below the zone promotion.

(2) *Warrant Officers.* This is the fiscal year in which the BASD occurs.

f. *SOURCE OF ORIG APT (Source of Original Appointment)*—The source from which a commissioned officer received an original appointment (Code 73, AR 680-29). If the officer had a break in service, the source of appointment will be that of the current appointment. This item is not applicable to warrant officers.

**Table 8**  
**Source of Original Appointment Codes**

Code on ORB	Description
USMA	US Military Academy
ROTC-DMG	ROTC-Distinguished Military Graduate
ROTC	Reserve Officer Training Corps
OCS-DMG	OCS-Distinguished Military Graduate
OCS	Officer Candidate School
NGUS	National Guard of the United States
DIRECT APPT	Direct Appointment
USAFA	US Air Force Academy
USNA	US Naval Academy
USMMA	US Merchant Marine Academy
OTHER	Other

*g.* MO/DAYS AFCS (Months and days of Active Federal Commissioned Service)—

(1) Commissioned Officers. The number of months and days of AFCS in the Army, Navy, Air Force, Marine Corps, and/or Coast Guard computed through the end of the current fiscal year.

(2) Warrant officers. The months and days of Active Federal Service (AFS) computed through the end of the current fiscal year.

*h.* MO AFS (Months of Active Federal Service)—The number of months of active military service, including enlisted, warrant, and commissioned service, in any component of the Army, Air Force, Navy, Marine Corps or Coast Guard, computed through the end of the current fiscal year.

*i.* TYPE OF ORIG APT (Type of Original Appointment)—The service component in which an officer received his original appointment (Code 82, AR 680-29).

**Table 9**  
**Type of Original Appointment Codes**

Code on ORB	Description
RA	Regular Army
USAR	US Army Reserve
NGUS	National Guard of the US
AUS	Army of the United States

*j.* CURR SVC AGRMT/EXPR DATE (Current Service Agreement/Expiration date)—The conditions under which an officer, voluntarily or involuntarily, is retained on active duty. Not applicable to Regular Army Officers. The year, month, and day an officer's active duty category or Current Service Agreement terminates.

**Table 10**  
**Current Service Agreement Codes**

Code on ORB	Description
CVI	Conditional Voluntary Indefinite
OBV	Obligated or volunteer officer serving for a short period of time
VOL	Volunteer officer serving for an indefinite period of active duty
STATOUR	Statutory Tour Officer
PROPFISCAL	US Property and Fiscal Officer
SELSVC	Selective Service Officer

**Table 10**  
**Current Service Agreement Codes—Continued**

Code on ORB	Description
RETRECALL	Retired and Recalled Officer
RETAINED	Retained for any of several personnel Management reasons
NATGUARD	National Guard members serving on Active Duty for a period of 20 to 30 minutes in active Army positions
ROSCAD	Reserve Officer Selected for Continuation on Active Duty

k. DATE OF PROJ/MAND RET (Year Month of Projected Separation/Retirement Date)—Blank.

l. DATE OF RANK (DOR)—The date on which an officer actually or constructively was appointed in a particular grade. DOR is used to determine relative seniority for officers holding the same grade.

(1) ADOR (Active Duty Date of Rank)—The date of rank, of commissioned officers (RA, USAR, & ARNGUS) serving on the Active Duty List. Does not apply to warrant officers.

(2) TDOR (Temporary Date of Rank)—The date of rank of Army of United States (AUS) warrant officers. Does not apply to commissioned officers.

(3) PDOR (Permanent Date of Rank)—

(a) For commissioned officers serving on the active Duty List, PDOR no longer applies; however, PDORs of 1 Oct 81 and earlier are retained for historical purposes.

(b) For warrant officers, PDOR is the date of rank in the RA, USAR, or ARNGUS permanent grade to which the officer has been promoted or constructively appointed.

### 13. Section IV—Personal/family data

a. The data in this section is self-explanatory.

b. The PUHLES/DATE should be extracted from the last Standard Form 88 (Report of Medical Examination). The six categories of PULHES are:

- (1) P—Physical capacity or stamina
- (2) U—Upper extremities
- (3) L—Lower extremities
- (4) H—Hearing and ear
- (5) E—Eyes
- (6) S—Psychiatric

c. HEIGHT/WEIGHT can and should be updated anytime there is an appreciable change in weight. It should be updated at least annually at the time of the annual audit of the ORB.

d. The MAILING ADDRESS should be the home mailing address, except for personnel serving overseas where the unit address may be used.

### 14. Section V—Foreign Language

a. LANGUAGE—The foreign language(s) in which the officer is most proficient.

b. READ—Reading, comprehension level for a foreign language

c. LISTEN—Listening comprehension level for a foreign language.

**Table 11**  
**Language Proficiency Codes**

Code on ORB	Description
NONE	No Experience
ELEMENTARY	Minimum Experience
LIMITED	Routine Level
MINIMUM PROF	Advanced Level
FULL PROF	Full Professional
NATIVE	NATIVE/Bilingual

d. DLAT (now DLAB—Defense Language Aptitude Battery)—DLAT scores already on the ORB are identified by the letter “A” preceding the numeric score (see AR 611-6).

## 15. Section VI—Military Education

a. MEL (Military Education Level)—A single digit indicating the highest military schooling that has been achieved (Code 36, AR 680-29).

**Table 12**  
**Military Education Level Codes**

Code	Description
For Commissioned Officers:	
1	Senior Service College Graduate
2	Senior Service College Resident Selectee
3	Army War College Course Selectee (Corresponding Studies)
4	Command Staff College Level Graduate
5	Command Staff College Level Selectee
6	Branch Advanced Course Graduate
7	Branch Basic Course Graduate
8	Specialist Course
L	CAS3 Phase 1 Enrollee
M	CAS3 Phase 1 Completion
N	CAS3 Graduate
For Warrant Officers:	
Code	Description
A	Warrant Officer Senior Course
B	Warrant Officer Advanced Course
C	Warrant Officer Entry Course
D	Warrant Officer Functional or Skill Refinement Course

b. COURSE/YEAR—Description of military school/course attended and year of completion. A maximum of 10 of the most recent military schools/courses will appear. The following criteria will be used to determine if a school not already coded will be coded for entry on the ORB:

- (1) Exceeds two weeks in duration.
- (2) Must be Branch, Functional Area or MOS supporting.
- (3) Is not a locally taught instructor preparation course designed solely to prepare personnel at the installation level for instructor duty.
- (4) Is not a course taught at a local Education Center.
- (5) Is not a correspondence Course or subcourse, with the following exceptions: WOSC, WOAC, OBC, OAC, CGSC, CSC, AWCCS, CAS3.
- (6) Civilian short courses will not be coded nor will any course taught by a civilian contractor to limited personnel for new equipment orientation.
- (7) Senior Staff College and Command and Staff Level schools are entered by HQDA on the ORB when an officer has been selected for or is currently attending. Expected year of completion is recorded and may be a future year; do not request that these entries be deleted from the ORB. Courses recorded in this block are those attended as an officer and/or enlisted soldier which are open to both enlisted and officers (see DA Pamphlet 351-4).

## 16. Section VII—Civilian Education

a. CEL (Civilian Education Level)—Highest civilian education level achieved.

**Table 13**  
**Civilian Education Level Codes**

Code	Description
9	Non-High School
8	High School graduate or General Education Development
7	Less than 2 Years college or GED Test for one year college
6	2 or more years college, nongraduate (includes diploma graduate nurse), AA degree AD degree, 2CX Test for 1948-53, or 2 years college equivalency
5	College graduate, Baccalaureate Degree from Accredited College
4	Year or more of post-graduate, no degree
3	Professional, for example: M.D., D.D.S., L.L.B., C.E., S.T.B., B.TH., D.V.M., B.L.S., and O.D.
2	Mater's Degree from Accredited University
1	Doctoral Degree from Accredited University
A	Attending for Doctorate
B	Attending for Masters
C	Attending for Professional
D	Attending for Baccalaureate
E	Attending for Associate

*b.* INSTITUTION—The name of the school from which the degree was granted.

*c.* DISCIPLINE—This line contains the academic discipline (Code 42, AR 680-29), the degree conferred, source code and year awarded. Doctor of Philosophy (PHD) degree does not apply to all CEL 1 designations. Degree codes, with associated Civilian Education Level, are indicated in Code 17, AR 680-29. Source of degree codes are noted in Table 14 below:

**Table 14**  
**Source of Degree Codes**

Code	Description
A	Fully Funded Program
B	Degree Completion Program
C	Advanced Degree Program for ROTC Instructor Duty
D	Cooperative Degree
E	Off-Duty Education
F	ROTC Delay Entry
G	Prior to Accession

### 17. Section VIII—Awards and Decorations

A list of awards, decorations, tabs and badges that an officer has been awarded/earned. The data is printed as follows (code 8. AR 680-29):

- SS—02 Which means two awards of the Silver Star (one silver star with one oak leaf cluster)
- BSMV—01 Which means one award of the Bronze Star with Combat Distinguished Device "V".
- MSM—03 Which means three awards of the Meritorious Service Medal (one meritorious service medal with two oak leaf clusters.)

### 18. Section IX—Assignment History

- a.* DATE OF AVAILABILITY—Year and month available for re-assignment.
- b.* DATE OF LAST PCS—Year, month and day of last permanent change of station (PCS).
- c.* DATE OF LAST OER—Closing date (year, month and day) of last officer evaluation report or academic report processed by MILPERCEN.
- d.* ORG ZIP CODE—Current Organization ZIP Code.

*e.* ASSIGNMENT HISTORY—Assignment history area contains a maximum of 20 assignments reflecting changes in organization, duty title, or position coding. The first line (projected assignment) will be blank for all officers unless an officer is on orders, in which case the projected assignment will be shown. The second line indicates the officer's current assignment, the third line the first previous assignment, and so on.

*f.* ASGT—Type of assignment. Indicates whether assignment is current or a previous assignment.

*g.* FROM DATE—Year/month the assignment began except that "FROM DATE" for current assignment is year, month, and day.

*h.* MO—Number of months officer served in assignment. Blank for current assignment.

*i.* UNIT NO—Unit number (used in conjunction with the organization column).

*j.* ORGANIZATION- Description of unit. Maximum of 19 characters.

*k.* STATION-Station of assignment, e.g. Pentagon, Ft Polk. Maximum of 9 characters.

*l.* LOC—Location of assignment. CONUS-LOC: Army area followed by a state abbreviation. OCONUS-LOC: Country abbreviation.

*m.* COMD—Major command to which assigned.

*n.* DUTY TITLE—Title of the duty performed in the assignment. Maximum of 24 characters. Should not be abbreviated unless duty title exceeds the 24 characters. When necessary to abbreviate, only the authorized abbreviations in AR 310-50 should be used. Duty titles used on the ORB should coincide with those used on DA Form 67-8 (OER).

*o.* DMOS—Duty MOS/Position Requirements Code (PRC) during the assignment. Maximum of 9 characters.

### **19. Section X—Remarks**

This area is available for additional data. Detailed information about such is available at your PSC in Table 5-1-1, DA Pam 600-8. Entries here include:

*a.* Date last photo—indicates the year and month of the most recent official photo received at HQDA.

*b.* Professional qualifications, such as Professional Engineer registration.

*c.* Assignment Preferences—indicates CONUS, OVERSEAS and duty preferences extracted from DA Form 483, Officer Assignment Preference Statement.

*d.* YRMO last preference statement—indicates the year and month of the most recent preference statement received at HQDA.

*e.* Regimental Affiliation—indicates regimental unit to which OPMD managed officers are affiliated.

*f.* MO ENL/WARRANT PRIOR SERVICE—indicates number of months commissioned officers served as enlisted and/or warrant officer.

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