Personnel Information Systems

Reporting of
Dependents of
Active Duty
Military
Personnel and US
Citizens
Employees

Headquarters
Department of the Army
Washington, DC
12 January 1976

UNCLASSIFIED

SUMMARY of CHANGE

 $AR\ 680-300$ Reporting of Dependents of Active Duty Military Personnel and US Citizens Employees

This is a transitional reprint of this publication which places it in the new UPDATE format. Any previously published permanent numbered changes have been incorporated into the text.

*Army Regulation 680-300

Effective 15 February 1976

Personnel Information Systems

Reporting of Dependents of Active Duty Military Personnel and US Citizens Employees (Reports Control Symbol DD-COMP(SA)1052)

By Order of the Secretary of the Army:

FRED C. WEYAND General, United States Army Chief of Staff

Official:

PAUL T. SMITH Major General, United States Army The Adjutant General

History. The original form of this regulation was published on 12 January 1976. Since that time, Changes 1 and 2 have been issued to amend the original, and these changes remain in effect. This UPDATE issue is a reprint of the original regulation with the changes incorporated directly into the text. This publication has been reorganized to make it

compatible with the Army electronic publishing database. No content has been changed.

Summary. This revision changes the regulation's title, amends office symbols and addresses in accordance with Army reorganization, and provides for the preparation and submission of statistical summary reports on a semiannual basis as of March and September. This revision also eliminates the requirement for reporting dependents of nonappropriated fund employees and deletes requirement for reporting dependent children

by age group; and adds a specific major commander responsibility by cross-reference to AR 340-16 and AR 340-17.

Applicability. See paragraph 2.

Proponent and exception authority. Not applicable.

Army management control process. Not applicable.

Supplementation. Local limited supplementation of this regulation is permitted, but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to HQDA(DAPC-PSF-C) 200 Stovall Street, Alexandria, VA 22332; Other commands will furnish one copy of each to the next higher headquarters.

Suggested Improvements. The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA(DAPC-PSF-C), 200 Stovall Street, Alexandria, VA 22332.

Distribution. Active Army, A & C; ARNG, None; USAR, None.

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^{*}This regulation supersedes AR 680–300, 11 September 1969 including all changes; DA message DCSPER–PERSINSCOM–DPS–SFM 261654Z, Feb 71, subject: Reporting of Dependents of Active Duty Military Personnel and US Citizen Employees, RCS DD–COMP(SA) 1052; DA message DCSPER–PERSINSCOM–DPS–SFM 181805Z, May 71, subject; Reporting of Dependents of Active Military Personnel and US Citizen Employees, RCS DD–COMP(SA) 1052; and rescinds Reports Control Symbol DD–COMP(SA) 452.

RESERVED

1. Purpose

- a. This regulation provides for the preparation and submission of statistical summary data on dependents of Active Army military personnel and Army citizen civilian employees located outside the continental United States as required by Headquarters, Department of the Army, and the Department of Defense.
- b. This regulation establishes the policy and method concerning the reporting of data for the categories of personnel in a above, as follows:
- (1) Reporting to HQDA will consist of semi-annual statistical summary data.
 - (2) Country of residence of each dependents will be reported.
- (3) Certain categories of military sponsors will be specifically identified.
- (4) Reporting of all dependents located outside CONUS, regardless of location of sponsor.
- (5) Civilian employees who are paid from appropriated funds who have no dependents will not be reported.

2. Applicability

- a. This regulation applies to dependents of Active Army military personnel and Army citizen civilian employees located outside the continental United States.
- b. This regulation does not apply to dependents of Army National Guard and US Army Reserve personnel when not on active duty.

3. Explanation of terms

For the purpose of this reporting system, the following terms apply:

- a. Sponsor. Any member of the Active Army or Army civilian employee in whom is vested, or who assumes responsibility for, one or more persons related to him/her by blood, marriage or adoption (including those in process of adoption).
- b. Dependent. Any person who bears to a sponsor any of the following relationships:
 - (1) The lawful spouse.
- (2) An unmarried legitimate child of a sponsor (including a stepchild or legally adopted child) who is—
 - (a) Under 21 years of age:
- (b) 21 years of age or over and not capable of self-support due to a mental or physical disability that existed prior to reaching age 21, and is dependent on the sponsor for over half of his or her support; or
- (c) Under 23 years of age and enrolled in a full-time course of study in an institution of higher learning as approved by the Secretary of Defense or Secretary of Health, Education, and Welfare, and is dependent on the member or employee for over half of his or her support.
- (3) An illegitimate child whose alleged member–father has been judicially decreed to be the father of the child or judicially ordered to contribute to the child's support, or whose parentage has been admitted in writing by the member.
- (4) A parent (including a stepparent or parent by adoption) of a sponsor or his wife, if dependent on the sponsor for over half of his or her support.
- (5) Any other person related by blood, marriage, or adoption (brother, sister, grandparent, or parent-in-law), who actually resides in the household maintained by the sponsor and is dependent on sponsor for over half of his or her support.
- (6) Any Army-recognized dependent who does not reside in the continental United States.
- c. Command sponsored dependent. A dependent who is authorized by statute to travel overseas at Government expense to accompany his sponsor to an oversea station and is authorized by the appropriate military commander to be present in a dependent status for the purpose of logistical support within the command. (Both criteria must apply.)
 - d. Dependents not command authorized.
- (1) Individual sponsored dependent. A dependent who resides in the vicinity of the sponsor's duty station or place of employment in

- a non-CONUS area without the endorsement of the commander concerned. Primarily, this is a dependent who travels overseas at the expense of the sponsor or his/her own expense for the purpose of joining the sponsor and who is not now occupying Government-provided quarters, but who may or may not be currently receiving other types of logistical support from the oversea commander.
- (2) Unaccompanied dependent. A dependent of Active Army military personnel who either was initially command–sponsored or individual–sponsored in an oversea area and who remained in that area subsequent to the departure of the sponsor, or who enters an oversea area without the sponsor. This dependent must accept responsibility for the reporting of individual changes while in this status. For the purposes of this report, the dependent will be considered as not being command–sponsored regardless of his/her original status
- e. Army civilian employee. An employee of the Department of the Army who is a US citizen and claims permanent residence in the continental United States, Alaska, Hawaii, or in a US territory and is employed in a territory or non-CONUS state other than that in which permanent residence is claimed.
- *f. Appropriated funds.* Funds authorized by an Act of the United States Congress to be set aside and to be used or expended only for authorized purposes.
- g. Household. A group of two or more persons related by blood, marriage, or adoption residing in the same place.

4. Personnel to be reported

- a. Except as indicated in b and c below, each dependent located in a non-CONUS area will be reported if—
 - (1) The sponsor is a member of the Active Army.
- (2) The sponsor is an Army civilian employee employed in a non-CONUS area, paid from appropriated funds.
- b. Military and civilian sponsors who are serving in a combat zone are responsible for assuring that their dependents report their presence or departure and other prescribed changes to the appropriate major commander.
- c. Dependents of Army civilian employees who are permanent residents of Alaska, Hawaii, or a United States territory who reside in the same area are not to be reported.

5. Method of reporting

Because of the pressing need for accurate "location data" information, the number and type of dependents located outside the continental United States will be based on *actual* semiannual counts. Such counts may be accomplished by using sponsors' certification of necessary information concerning respective dependents. The accuracy of dependent data is essential for the maintenance of up–to–date records of emergency data; determining, programming, and budgeting for support activities; i.e., medical, commissary, post exchange, educational, etc.; and the maintenance of command Noncombatant Evacuation Order (NEO) plans.

6. Reporting responsibilities

- a. Commanders of the following commands are responsible for the submission of the required statistical summary data on reportable personnel (including MAAG's, missions, and attaches) who are physically located within the geographical area of the command as shown in figure 2. Commanders are also responsible for assuring compliance with AR 340–16, AR 340–17 and AR 340–21 by personnel of their command to preclude the release of information to unauthorized persons and organizations.
 - (1) United States Army, Europe.
 - (2) Eighth United States Army.
 - (3) United States Army, Japan.
 - (4) United States Army Forces Command.
- \dot{b} . The commanding officer of each Active Army organization within the respective command, as outlined in a above, is responsible for obtaining required data on dependents of those military personnel assigned to the organization, with the exceptions outlined in d below.

- c. The chief of each operating civilian personnel office, which provides personnel services to Army civilian employees covered by this regulation regardless of the location of the CPO, is responsible for obtaining required data on reportable civilian employees and their dependents and for forwarding data to the appropriate Data Processing Installation (DPI) depending on the location of the dependent being reported.
- d. Data for dependents of US Army military personnel assigned or attached to attache offices worldwide will be submitted by each attache office having Army personnel assigned to the Army command having jurisdiction over their geographical location.

7. Forms preparation

- DA Form 2083–R, (Reporting of Dependents of Active Duty Military Personnel and US Citizen Employees) (fig. 1), will be completed by individual sponsors or dependents, or by administrative personnel, and will be reproduced locally on 8– x 10½–inch paper and printed head to foot. The form will be completed to report gains, losses, and changes in status or location of all personnel outlined in paragraph 4, or to correct data previously reported. In the event that a sponsor, or other designated individual, is responsible for and prepares the DA Form 2083–R for more than one dependent, and the dependents are located in different geographical areas under the servicing responsibility of several DPI's, separate forms, covering only those individuals in each area, must be prepared. Care will be exercised by all concerned in preparation of the form to obviate the necessity of its return for correction.
- a. The address to be entered in the "TO" block of DA Form 2083–R will be the address of the DPI of the command headquarters (fig. 2) or the DPI designated by the major commander to prepare the summary record. The "From" block will indicate the appropriate Army organization or civilian personnel office submitting the form.
- b. Each item will be completed in full for the report of gains, except that the abbreviation "NA" (not applicable) will be used where appropriate.
- c. In reporting changes, sponsor identification Items 1 and 2, Section A, and dependent identification, as applicable, will be entered in addition to the item or items to be changed.
- d. In reporting losses to the command, sponsor identification, Items 1 and 2, Section A, will be entered together with Items 6, 8, and 9 of Section B for dependents.
- e. When reporting in accordance with c or d, above, Items 14, 15, 17, and 18 will, in addition to those specified above, be completed in all instances. Item 16, if required, will be used to enter a narrative description of the reason for submission of the form.

8. Itemized entries

- a. DPI control. This block is designated for use by the DPI or as prescribed by DPI instructions for control purposes.
 - b. Items 1, 6, 8, 15, 17, and 18. Self-explanatory.
- c. Item 2. Enter military personnel class and Social Security numbers for all military sponsors. For civilian sponsors, enter Social Security number only.
- d. Item 3. Enter the city and country of present oversea residence of military or civilian sponsor. In the case of military dependents residing overseas whose sponsor is in CONUS, this block will not be completed. For personnel who reside in hamlets or villages, the nearest principal city will be reflected.
- e. Item 4. For military sponsor, check either the "officer" or "enlisted" block and the appropriate blocks to indicate a "yes" or "no" assignment to a MAAG/mission or attache office.
- f. Item 5. This block may be used by local commanders to obtain an item(s) which is of particular interest or use within the command. All items in Section A, except item 3, will be furnished by the dependent of a military sponsor when the sponsor is not present within the command.
- g. Item 7. If dependent is an employee of the Army and paid from appropriated funds, enter "yes," otherwise enter "no."
- h. Item 9. Enter relationship to sponsor; e.g., wife, daughter, son, mother, father, etc.

- i. Item 10. Enter "yes" or "no" as pertains to the status of the dependent. See paragraphs 2c and d for definition of sponsorship status
- *j. Item 11.* Enter "yes" or "no" to indicate whether or not the dependent is residing in the household with the military or civilian sponsor.
- k. Item 12. Enter the city and country of present oversea residence of the dependent.
- *l. Item 13.* For military dependents only, enter country of citizenship of the dependent.
- m. Item 14. Enter the reason for submission of the form according to the following listed charges:
- (1) Gains. Sponsor and/or dependent being reported to DPI for the first time.
 - (a) Gain from outside the servicing area.
 - (b) Gain by birth or adoption of additional dependent.
 - (c) Gain by marriage.
 - (d) Any other reason.
 - (2) Losses.
 - (a) Loss outside the servicing area.
 - (b) Deaths.
- (c) Termination of reporting responsibility for other than a or b above.
 - (3) Changes.
- (a) Change in name of dependent or sponsor. Indicate in Item 16 (Remarks Section) the name from which changed.
- (b) Correction to Social Security number. Indicate in Item 16 (Remarks Section) the previously reported Social Security number.
- (c) Change in oversea residence (city or country) within the reporting command.
- (d) Other change or correction to any data previously reported. Explain in Item 16 (Remarks Section).

9. Forwarding

- a. Active Army units and civilian personnel offices will forward completed copies of DA Form 2083–R to the headquarters data processing installation of the respective command or the DPI designated by the major commander not later than 3 workdays following receipt of notification of the action.
- b. DA Form 2083–R will be retained by the data processing installations for as long as necessary following completion of processing when the form may be destroyed.

10. Preparation of civilian and dependent status records

- a. DA Form 2083–R submitted for personnel specified in paragraph 4 will, upon receipt in the DPI, be verified for completeness and accuracy. Completed forms will be coded utilizing specified codes. Incomplete or inaccurate forms will be returned for necessary correction.
- b. Punched cards representing gains, losses, and changes will be used to update the civilian and dependent master file on a current basis to meet local requirements and for preparation of statistical summary reports for Headquarters, Department of the Army.
- c. Civilian and dependent status records will be punched and maintained as shown in table 1.

Table 1 How to prepare civilian and dependent status records

Item: Name of individual (sponsor) (note 3)

Item of DA Form 2083-R: 1 Appendix code: Literal Position or column: 1–18

Item: Military personnel class (note 1)

Position or column: 19
Item: Social Security number

Appendix code: Literal Position or column: 20–28

Table 1

How to prepare civilian and dependent status records—Continued

Item: Oversea residence of sponsor (note 3)

Position or column: 29–33 Item: Type of sponsor (note 3) Item of DA Form 2083-R: 4

Item of DA Form 2083-R: 3

Item: Type of sponsor (note 3 Item of DA Form 2083-R: 4 Appendix code: App A Position or column: 34

Item: Blank

Position or column: 35

Item: Relation to sponsor
Item of DA Form 2083-R: 9
Appendix code: App B
Position or column: 36–37

Item: Blank

Position or column: 38–41 Item: Name of dependent Item of DA Form 2083-R: 6 Appendix code: Literal

Item: Employment (note 2)
Item of DA Form 2083-R: 7
Position or column: 60

Position or column: 42-59

Item: Year and month of birth (dependent only) (note 4)

Item of DA Form 2083-R: 8 Position or column--Year: 61-62 Position or column--Month: 63-64

Item: Blank

Position or column: 65

Item: Command sponsored (note 2) Item of DA Form 2083-R: 10 Position or column: 66

Item: Member of household (note 2)
Item of DA Form 2083-R: 11
Position or column: 67

Item: Oversea residence of dependent Item of DA Form 2083-R: 12

Position or column: 68-72

Item: Country of citizenship of dependent

Item of DA Form 2083-R: 13 Position or column: 73-74

Item: Blank

Position or column: 75

Item: Status change

Item of DA Form 2083-R: 14 Appendix code: App C Position or column: 76

Item: Year and month of change (note 3)

Item of DA Form 2083-R: 15
Position or column--Year: 77–78
Position or column--Month: 79–80

Notes

- ¹ Military personnel class field will remain blank for civilian dependents.
- 2 The numeral "1" will be punched for "yes" entries and the numeral "2" will be punched for "no" entries.
- ³ This data item will also be reflected in dependent status records.
- ⁴ Year will be coded using units and tens position of year of birth; month will be coded 01 for January, 02 for February, etc.

11. Frequency and forwarding of summary reports

On a semiannual basis, as of month-end March and September of each year, statistical summary reports will be prepared in punched cards (table 2) or suggested tabular format (table 3) and forwarded, not later than the 10th workday of April and October, to MILPER-CEN HQDA(DAPC-PSS-S) 200 Stovall St, Alexandria, VA 22332.

Table 2

How to prepare statistical summary report (summary card)

Data: Oversea residence of sponsor (note 1)

Card column: 1-2

Data: Oversea residence of dependent (note 1)

Card column: 3-4

Data: Type of sponsor (app A)

Card column: 5

Data: Number of civilian sponsors

Card column: 6-9

Data: Number of dependents (note 4): Card column: N/A

Deter Chause

Data: Spouse Card column: 10–14

Data: Children: Card column: N/A

Data: Total Card column: 15–19

Data: Enter zeros Card column: 20–24

Data: Enter zeros Card column: 25–29

Data: Enter zeros Card column: 30–33

Data: Parents
Card column: 34–37

Data: Other

Card column: 38-40

Data: Number of command-sponsored military dependents employed

by Army and paid from appropriated funds (note 2)

Card column: 41-44

Data: Number of dependents not command-authorized

Card column: 45-48

Data: Number of command–sponsored military dependents whose country of citizenship is the same as country of oversea residence (note

Card column: 49-51

Data: Number of command-sponsored dependents in household (note

4):

Card column: N/A

Data: One dependent Card column: 52–56

Data: Two dependents Card column: 57–61

Data: Three dependents Card column: 62–66

Data: Four dependents Card column: 67–71

Data: Five or more dependents

Card column: 72-76

Data: Blank Card column: 77

Data: Control number (note 3) **Card column:** 78–79

Table 2

How to prepare statistical summary report (summary card)—Continued

Data: DPI code from which transmitted

Card column: 80

Notes

- ¹ Only the two-position country code will be used (See AR 18-12-10, SDE 10C-16.)
- 2 A dependent who is both an Army employee paid from appropriated funds and a citizen of the country in which residing will be reported only in the total of Army employees paid from appropriated funds.
- ³ The units position of control number will represent the number of the report within each year (i.e., the numeral "1" for the month of March and the numeral "2" for the month of September) The high—order position will reflect the last digit of the current year (i.e., 1975 will be the digit "5"). Consequently, the report for the month of September 1975 will reflect a control of "32".
- $^{\rm 4}$ Command–sponsored military dependents and dependents of Army civilian employees paid from appropriated funds.

12. Preparation of summary records

- a. The summary records will be an accumulation of data by specific identity groups based on (fig 3)—
 - (1) Oversea residence of sponsor.
 - (2) Oversea residence of dependents.
 - (3) Type of sponsor.
 - (4) Type of dependent.
- b. If the total for any category exceeds the allotted space in the summary card, an additional summary card should be submitted with the remainder of the total on it. All unused positions of total fields will be zero filled.

13. Submission of summary reports

Summary punched cards or tabular report will be forwarded to HQDA(DAPC-PSS-S) 200 Stovall Street, Alexandria, VA 22332.

- a. The shipment will be accompanied by the original of a DA Form 200 (Transmittal Record).
- b. The cards will be affixed with a label reflecting the following data:
 - (1) Type of data, i.e.; "DD COMP(SA) 1052".
 - (2) Number of summary cards.
 - (3) Preparing organization.
 - (4) The first 51 columns of the summary card will be interpreted.

Table 3

How to prepare statistical summary report (tabular)

Report

Prepared by: DD-COMP(SA) 1052 for month of March 1975

				Dependents				
Residence of Spr	Residence of Dependent	Type of Spr	Nr Civ Spr	Spouse	Children	Parents	Others	Mil Cmd Spr.
Mil Non Cmd Spr	US Cit Civ Appr Fds.							

Table 4

How to Prepare Quarterly Summary Report

Data: Overseas residence of dependents (note 1)

Card columns: 1-2

Data: Month of report (alphabetic abbreviation)

Card columns: 3-5

Data: Number of command sponsored dependents of Army military

members present at month-end (right justified, zero filled)

Card columns: 6-11

Data: Number of noncommand sponsored dependents of Army military

personnel present at month-end (right justified, zero filled)

Card columns: 12-16

Data: Number of command sponsored dependents of Army military personnel projected to present at end of third month following report

month (right justified, zero filled)

Card columns: 17-22

Data: Number of command sponsored dependents of Army military personnel projected to present at end of sixth month following report

month (right justified, zero filled)

Card columns: 23-28

FOR PANAMA ONLY:

Data: Number of command sponsored dependents of Army military members present at month—end living off post, with card column 6–11 showing members living on post. (note 2). (right justified, zero filled) **Card columns:** 29–34

Notes

¹ Use only two-position country/area from AR 18-12-10, SDE 10C-16.

 $^{^{2}% =0.01}$ Card column 29–34, for Panama only.

GEOGRAPHIC AREA AND MAILING ADDRESS FOR MAJOR COMMAND HEADQUARTERS

MAILING ADDRESS

Commander in Chief Commander

United States Army, Europe Eighth United States Army ATTN: AEUPE–DSP ATTN: AJ

APO New York 09403 APO San Francisco 96301

Commander Commander

United States Army, Japan United States Army Forces

Command ATTN: AFPR-PR

Fort McPherson, GA 30330

GEOGRAPHICAL AREAS

United States Army, Europe Eighth US Army

European Area Korea

Africa

Middle East Asia US Army, Japan

ATTN: AG

Far East and Pacific Area except Korea

APO San Francisco 96343

US Army Forces Command Alaska, Hawaii, Central and South America, and Caribbean

Area

Figure 2

DECISION TABLE							
		Dependents					
Type sponsor	Nr Civ Spr	Mil Cmd Spr	Mil Non Cmd Spr	US CIt Civ Appr Fds			
	Card columns						
1. Codes 1, 2, 3, 4, 5 and 6	_	10-40 41-44 49-51	45-48				
2. Code 7	6-9	52–76		10-40 52-7 6			

Figure 3

Appendix A Type of Sponsor

Code: 1

Description: Active Army officer

Code: 2

Description: Active Army enlisted

Code: 3

Description: Active Army officer assigned to a MAAG/mission

Code: 4

Description: Active Army enlisted assigned to a MAAG/mission

Code: 5

Description: Active Army officer assigned to an attache office

Code: 6

Description: Active Army enlisted assigned to an attache office

Code: 7

Description: Army civilian employee with dependents and paid from

appropriated funds

Appendix B Relationship to Sponsor

Code: 2-position numeric Title: Family member Source: AR 18-12-4

Appendix C Status Change

Code: A

Description: Gains

Code: J

Description: Losses

Code: V

Description: Miscellaneous changes

Glossary This section contains no entries.

Index

This section contains no entries.

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REPORTING OF DEPENDENTS OF ACTIVE DUTY MILITARY PERSONNEL AND US CITIZEN EMPLOYEES REPORTS CONTROL SYMBOL DD—COMP(SA) 1052									
For use of this form, see See reverse						.PERCI	LW.	DD-Come (an) 1052
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Assigned to Attache Pd From Approp Funds] Yes	L.	No						
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14, Status Change	MANAGEMENT		· · · · · · · · · · · · · · · · · · ·				15. Ye	er and Month of Ch	ente
16. Remarks				*******			-		
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17. Typed name, Grade and Ti Civilian) Signing	ile of Off	icer (or		ין	S. Signs	iture and	Date		
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DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 4/4.C. 5524)	
TITLE OF FORM Dependents and Other Selected Categories of Personnel by Geographic Location	PRESCRIBING DIRECTIVE AR 680-300
1. AUTHORITY	
5 USC Section 301	
2. PRINCIPAL PURPOSE(S)	
To provide statistical data as required by Deputy Chief of Staff for Personnel, Departs	ment of the Army.
- Provide and an analysis of the provide and t	
	,
3. ROUTINE USES	
When data is consolidated at Department of Defense level, it is used to provide inform the number of dependents located outside the United States, for contingency planning reference in planning for movement of dependents to and from overseas, planning for dependents in overseas areas, and similar uses.	g, for background
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFO	RMATION
Disclosure is mandatory. Failure of service member to disclose the required informat to action under Article 92, Uniform Code of Military Justice (failure to obey order or of US Citizen Employee to disclose the required information will subject him/her to a Personnel Regulation 752-1 (failure to obey regulation).	ion will subject him/her regualtion). Failure_

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