STP 12-42A12-SM-TG

SOLDIER'S MANUAL and TRAINER'S GUIDE

42A

Human Resources Specialist

Skill Levels

1/2

DECEMBER 2003

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SOLDIER'S MANUAL and TRAINER'S GUIDE

MOS 42A

Human Resources Specialist

Skill Levels 1 and 2

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PREFACE

This publication is for skill levels (SL) 1 and 2 Soldiers holding Military Occupational Specialty (MOS) 42A and their trainers/first-line supervisors. It contains standardized training objectives in the form of task summaries, which can be used to train and evaluate Soldiers on critical tasks that support unit missions during wartime. Soldiers holding the MOS/SL 42A1 and 2 should have access to this publication. It should be made available in the Soldier's work area, unit learning center, and unit library. Trainers and first-line supervisors should actively plan for Soldiers to have access to this publication. However, it is not intended that an individual copy be available for each Soldier holding the MOS/SL.

Users of this publication are encouraged to recommend changes and submit comments for its improvement. Comments should be keyed to a specific page, must be provided for each comment to ensure understanding and complete evaluation. Comments should be prepared using DA Form 2028 (Recommended Changes to Publications and Blank Forms) and forwarded directly to Commander, U.S. Army Soldier Support Institute, Training Development Directorate, ATTN: ATSG-TD, Fort Jackson, SC 29207-7025.

CHAPTER 1

Introduction

1-1. General.

   a. This Soldier Training Publication (STP) is the Soldier's Manual (SM) and Trainer's Guide (TG) that identifies the military occupational specialty (MOS) training requirement for individual Soldiers in MOS 42A1/2, Human Resources Specialist. It is the primary MOS reference that supports the self-development and training of Soldiers possessing MOS 42A1/2. Therefore, commanders, trainers, and Soldiers should use this manual to plan, conduct, and evaluate training within their units.

   b. To establish effective training plans and programs that integrate Soldier's, leader's, and collective tasks, use this manual with the following publications:

      (1) Soldier's Manual of Common Tasks (SMCT). STP 21-1-SMCT for skill level (SL) 1 Soldiers and STP 21-24-SMCT for SL2 and above.

      (2) Army Training and Evaluation Programs' (ARTEP) Mission Training Plans (MTP).

            ARTEP 12-402-MTP, Headquarters and Headquarters Detachment, Command and
                        Group and Staff, Personnel Group
            ARTEP 12-413-30-MTP, Postal Company (Direct Support/General Support)
            ARTEP 12-417-30-MTP, Personnel Detachment
            ARTEP 12-426-MTP, Personnel Service Battalion
            ARTEP 12-602-MTP, Personnel Command
            ARTEP 12-906-MTP, Headquarters and Headquarters Detachment, Replacement
                        Battalion (CRC)

      (3) FM 25-101, Battle Focused Training.

1-2. TASK SUMMARIES. Task summaries outline the wartime performance requirements of each critical task in this SM. They give both Soldiers and trainers the information necessary to prepare, conduct, and evaluate critical task training. As a minimum, task summaries include the information Soldiers must know and the skills they must perform/demonstrate to standards. Task summaries contain the format as follows:

   a. Task Title. The task title identifies the action that the Soldier must perform/demonstrate.

   b. Task Number. Task numbers are 11 alphanumeric characters that identify each task. Include this number and its title in any correspondence that relates to this task.

   c. Conditions. The condition statement lists all the necessary equipment, tools, references, job aids and supporting personnel, for the Soldier to perform the task in wartime.

   d. Standards. The task standards describe how well and to what level the Soldier must perform a task under wartime conditions. Standards are typically described in terms of accuracy, completeness and speed.

   e. Evaluation Preparation. This section shows the necessary modifications to task performance in order to train and evaluate a task that normally cannot be trained to the wartime standard, under wartime conditions. It may also include special training and evaluation preparation instructions to accommodate these modifications, and any instructions to furnish the Soldier before evaluation.

f. Performance Measures. Performance measures are evaluation guides that identify the specific actions the Soldiers are to accomplish, to successfully complete the task. This SMTG lists specific actions in a "GO/NO GO" format.

g. Evaluation Guidance. This section shows the requirements (for example, number of performance measures receiving a "GO" on) for successfully completing the task.

h. References. This section identifies references that provide more detailed and thorough explanations of task performance requirements than that given in the task summary description.

1-3. SOLDIER'S RESPONSIBILITIES. Each Soldier is responsible for performing individual tasks, which the first-line supervisor identifies. The Soldier must perform the task to the standard listed in this STP. The Soldier's first line supervisor can clarify any questions about how to do a task, or which tasks in this STP the Soldier must perform. It is the Soldier's responsibility to ask the first-line supervisor for clarification. In addition, the first line supervisor knows how to perform each task and can direct the Soldier to the appropriate training materials.

1-4. SELF-DEVELOPMENT AND THE SOLDIER'S MANUAL AND DISTANCE LEARNING.

a. Self-development is one of the key components of the leader development program. It is a planned, progressive, and sequential program followed by leaders to enhance and sustain their military competencies. It consists of individual study, research, professional reading, practice, and self-assessment. Under the self-development concept, the NCO, as an Army professional, is responsible for remaining current in all phases of the MOS.

b. The SM is the Soldier's primary source for maintaining MOS proficiency.

c. Distance Learning (DL).   Formal, nonresident training programs for TRADOC service schools and certain DOD/DA schools and agencies are available in several Distance Learning formats. For example, the Army Institute for Professional Development (AIPD) administers the Army Correspondence Course Program (ACCP), another important resource for NCO self-development for professional development DA Pamphlet 350-59, the ACCP Catalog, lists the courses and sub courses available in both the consolidated and the non-consolidated portions of the program. For information about ACCP courses and subcourses, compact disks available in distance learning classrooms, and other distance learning courseware, visit the Army Training Support Center (ATSC) website at: http://www.atsc.army.mil/helpdesk/TrainingDelivery.

d. Unit learning centers are valuable resources for planning self-development programs. They can help access enlisted career maps, training support products, and extension training materials.

1-5. TRAINING SUPPORT. This STP includes the following sections that provide additional training support information.

a. Glossary. The glossary is a comprehensive list of acronyms, abbreviations, and terms.

b. References. This section contains the references that support training for all tasks in this SM.

CHAPTER 2

Trainer's Guide

2-1. GENERAL. The MOS Training Plan (MTP) identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MTP should be used as a guide for conducting unit training and not a rigid standard. The MTP is designed to assist the commander in preparing a unit training plan which satisfies integration, cross training, training up, and sustainment training requirements for Soldiers in this MOS.

2-2. SUBJECT AREA CODES. The MTP shows the relationship of an MOS skill level between duty position and critical tasks. These critical tasks are grouped by task commonality into subject areas. This section list subject areas numbers and titles used through the MTP. These subject areas are used to define the training requirements for each duty position within an MOS.

Skill Level 1

2	Assignments
3	Promotions
4	Personnel Evaluations
5	Records Management
6	Separation Processing
7	Personnel Actions
9	Casualty Operations
12	Office Administration

2-3. CRITICAL TASK LIST. This section lists by general subject areas, the critical tasks to be trained in an MOS and the type of training required (resident, integration, or sustainment). Refer to the MOS Training Plan, Critical Task List.

Subject Area column. This column lists the subject area number and title in the same order as listed in paragraph 2-2 above.

Task Number column. This column lists the task numbers for all tasks included in the subject area.

Title column. This column lists the task title for each task in the subject area.

Training Location column. This column identifies the training location where the task is first trained to Soldier training publications standards. If the task is first trained to standard in the unit, the word Unit will be in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (ANCOC, BNCOC, etc.), the resident course where the task was taught. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

> **AIT** Advanced Individual Training

Figure 2-1. Training Locations

Sustainment Training Frequency column. This column indicates the recommended frequency at which the tasks should be trained to ensure Soldiers maintain task proficiency. Figure 2-2 identifies the frequency codes used in this column.

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┌─────────────────────────────┐
│ BA - Biannually             │
│ AN - Annually               │
│ SA - Semiannually           │
│ QT - Quarterly              │
│ MO - Monthly                │
│ BW - Bi-weekly              │
│ WK - Weekly                 │
└─────────────────────────────┘
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Figure 2-2. Sustainment Training Frequency Codes

Sustainment Training Skill Level column. This column lists the skill levels of the MOS for which Soldiers must receive sustainment training to ensure they maintain proficiency to Soldier's manual standards.

Critical Tasks List

MOS TRAINING PLAN
42A1/2

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
		Skill Level 1			
2. ASSIGNMENTS	805C-42A-1206	Recommend Assignment of Soldier, Using Wartime Strength Reports	AIT	AN	1-2
	805C-42A-1209	Process Enlisted Distribution Assignments	AIT	AN	1-2
3. PROMOTIONS	805C-42A-1219	Maintain SGT/SSG Promotion Standing List	AIT	AN	1-2
	805C-42A-1237	Perform Promotion Board Actions	AIT	AN	1-2
	805C-42A-1238	Process Board Proceedings	AIT	AN	1-2
4. PERSONNEL EVALUATIONS	805C-42A-1235	Process a Completed Noncommissioned Officer's Evaluation Report (NCOER)	AIT	AN	1-2
5. RECORDS MANAGEMENT	805C-42F-1211	Process Unit Personnel Accountability Updates	AIT	AN	1-2
6. SEPARATION PROCESSING	805C-42A-1213	Process a DFR Packet	AIT	AN	1-2
	805C-42A-1241	Process Recommendation for Enlisted Transfer/Discharge from the Active Army	AIT	AN	1-2
7. PERSONNEL ACTIONS	805C-42A-1250	Process a Request for Leave, Pass or Permissive TDY	AIT	AN	1-2
	805C-42A-1284	Prepare Suspension of Favorable Personnel Actions (SFPA)	AIT	AN	1-2
	805C-42A-1291	Prepare Request for Soldier Applications	AIT	AN	1-2
9. CASUALTY OPERATIONS	805C-42A-1254	Create a Task Force	AIT	AN	1-2

	805C-42A-1255	Prepare Casualty Reports	AIT	SA	1-2
	805C-42A-1257	Process Wartime Strength Accounting Reports	AIT	AN	1-2
	805C-42A-1259	Create a Manifest	AIT	AN	1-2
	805C-42A-1265	Maintain Emergency Notification Data	AIT	AN	1-2
12. OFFICE ADMINISTRATION	805C-42A-1223	Interpret the Enlisted Record Brief (ERB)	AIT	AN	1-2
	805C-42A-1227	Interpret the Officer Record Brief (ORB)	AIT	AN	1-2
	805C-42A-1253	Process Duty Status Updates	AIT	AN	1-2
	805C-42A-1299	Process PERSTEMPO	AIT	AN	1-4
	805C-42L-1000	Type Straight Copy Material	AIT	AN	1-2
	805C-42L-1002	Type a Memorandum	AIT	AN	1-2

CHAPTER 3

MOS/Skill Level Tasks

Skill Level 1

Subject Area 2: ASSIGNMENTS

Recommend Assignment of Soldier, Using Wartime Strength Reports
805C-42A-1206

Conditions: Given access to a list of replacements, a Personnel Requirements Report, a Commander's Priority of Fill, a calculator and Field Manual (FM) 12-6.

Standards:

1. Interpret the Personnel Requirements Report.
2. Determine the unit of assignment for replacement Soldiers.

Performance Steps

1. Interpret the Personnel Requirements Report.
    a. Identify Part I - "Officers by Area of Concentration " - of the report.
       (1) Identify name of report.
       (2) Identify the current unit data (CURRENT UNIT).
       (3) Properly identify the area specifying the unit reporting personnel requirements, with the date and time the report was printed (REPORTING UNIT).
       (4) Properly identify the Unit Identification Code (UIC).
       (5) Properly identify column header for (RANK).
       (6) Identify the three-digit Area of Concentration for the officer (AOC).
       (7) Identify the required strength AOC and rank (RQRD).
       (8) Identify the current assigned strength AOC and rank (ASG).
       (9) Identify the number (difference) when subtracting the assigned strength from the required strength (DIFFERENCE).
       (10) Identify the total number of required and assigned in the Area of Concentration (TOTAL).
       (11) Identify the percentage of fill for AOC (FILL).
    b. Identify Part II - "Warrant Officer Requirements" - of the report.
       (1) Identify name of report.
       (2) Identify the current unit data (CURRENT UNIT).
       (3) Identify the area specifying the unit reporting personnel requirements, with the date and time the report was printed (REPORTING UNIT).
       (4) Identify Unit Identification Code (UPC).
       (5) Identify the four-character alphanumeric code for Military Occupational Specialty (MOS).
       (6) Identify the required strength MOS and rank (RQRD).
       (7) Identify the current assigned strength MOS and Rank (ASG).
       (8) Identify the number (difference) when subtracting the assigned strength from the required strength (DIFFERENCE).
       (9) Identify the totals of required and assigned numbers in the MOS (TOTALS).
       (10) Identify the percentage of fill for a specialty (FILL).
    c. Identify Part III -"Enlisted Requirements" - of the report.
       (1) Identify name of report.
       (2) Identify the current unit data (CURRENT UNIT).

Performance Steps

     (3) Identify the area specifying the unit reporting personnel requirements, with the date and time the report was printed (REPORTING UNIT).
     (4) Identify Unit Identification Code (UPC).
     (5) Identify the three-character alphanumeric code for MOS (MOS).
     (6) Identify the column header for skill level (SL).
     (7) Identify the required strength MOS and rank (RQRD).
     (8) Identify the current assigned strength MOS and rank (ASG).
     (9) Identify the number (difference) when subtracting the assigned strength from the required strength (DIFFERENCE).
    (10) Identify the totals of required and assigned numbers in the MOS (TOTALS).
    (11) Identify the percentage of fill for a specialty (FILL).
   d. Identify Part IV - "Narrative Portion"- of the report.

 2. Determine the assignments of replacement Soldiers.
   a. Interpret the commander's priority of fill - the "Unit Priorities" from the commander.
    (1) Identify the available number of replacements for AOC/MOS/ranks listed in the commander's priority of fill.
    (2) Identify the percentage specified in the commander's priority of fill.
   b. Interpret the Personnel Requirements Report.
    (1) Identify the RQRD total for replacement MOS/grades.
    (2) Identify the ASG total for replacement MOS/grades.
   c. Calculate the number of replacements needed to meet the commander's priority of fill.
    (1) Multiply the RQRD strength total by the requested percentage specified in the commander's priority of fill for each replacement AOC/MOS and Skill level.
    (2) Determine the desired strength.
    (3) Subtract the ASG from the desired strength that equals the number of required replacements.
    (4) Annotate the number of replacements needed to bring the AOC/MOS/SL to the ASG strength percentage requested in the commander's priority of fill.
    (5) Distribute the extra replacements according to the "Fair Share" distribution principle (when there is no guidance provided).

Evaluation Preparation: This task can be evaluated by use of the performance measures. This method of evaluation is appropriate if the Soldier recommends assignments, using wartime strength reports on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task using the materials listed in the CONDITIONS statement above. Evaluate the Soldier, using the performance measures. Score the Soldier "PASS" or "FAIL" as determined by the performance.

Performance Measures   **GO** **NO GO**

 1. Interpreted the Personnel Requirements Report.

 2. Determined the assignments of replacement Soldiers.

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measures are failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
  Required   **Related**
  FM 12-6

Process Enlisted Distribution Assignments (EDAS)
805C-42A-1209

Conditions: Given AR 600-8-11, AR 611-201, AR 614-30, MILPER Memorandum 95-1, Enlisted Record Brief (ERB), DA Form 4187, DA Form, 4036-R, DA Form, 4787-R, DA Form, 45117-R, and DA Form 5118-R.

Standards: Correctly process Enlisted Distribution Assignments by:

1. Conducting initial screening of EDAS cycle.
2. Processing reassignment notification for eligible Soldiers.
3. Conducting individual interview.
4. Processing deletions/deferments.
5. Verifying initial screening of EDAS cycle.
6. Managing open deletion or deferment cases.

Performance Steps

1. Conduct initial screening of EDAS cycle.
   a. Review weekly EDAS cycle from Personnel Automation Section (PAS).
   b. Prepare reassignment file for each Soldier on the current EDAS cycle.
      (1) Verify there is a copy of all reassignment forms and documents.
         (a) Verify DA Form 4036-R is included if Soldier is being assigned overseas.
         (b) Verify DA Form 4787-R is included if Soldier is being assigned overseas.
         (c) Verify DA Form 5117-R is included to monitor the flow of Soldier though the reassignment process.
         (d) Verify copies of any reclassification, medical examination board, or physical evaluation board, or physical evaluation board actions that relate directly to the reassignment action and documents qualifying Soldier for permanent change of station (PCS) movement, deletion or deferment are included.
      (2) Complete Blocks 1-15 of DA Form 5118-R.
         (a) Enter Soldier's name in Block #1.
         (b) Enter Soldier's social security number in Block #2.
         (c) Enter Soldier's grade in Block #3.
         (d) Enter Soldier's PMOS in Block #4.
         (e) Enter Soldier's ASI in Block #5.
         (f) Enter Soldier's control language in Block #6.
         (g) Enter Soldier's current unit in Block #7.
         (h) Enter Soldier's current UPC in Block #8.
         (i) Enter Soldier's gaining unit in Block #9.
         (j) Enter Soldier's EDAS Cycle No. in Block #10.
         (k) Enter today's date in Block #11.
         (l) Enter the arrival date in Block #12.
         (m) Enter the Soldier's AI MOS in Block #13.
         (n) Enter AI ASI in Block #14.
         (o) Enter AI language in Block # 15.
   c. Conduct Special Management Command (SMC) review of Soldier using DA Form 5118-R.
      (1) Check the appropriate box (yes, no, N/A) in question 16 of Section A - Special Management Command Status.
      (2) Check the appropriate box (yes, no, N/A) in questions 17 through 27 in Section B - General Eligibility Status.
      (3) Check the appropriate box (yes, no, N/A) in questions 28 through 34 in Section C - Time in Service Requirements Status.
   d. Identify ineligible Soldiers.

Performance Steps

      e. Initiate deferment/deletion tasks for ineligible Soldiers.

      f. Forward DA Form 5118-R for eligible Soldiers to their battalion for completion of Part II.

      g. Verify Sections I and II of DA Form 5118-R from Human Resources Command (HRC) are completed by the BnS1.

      h. Identify eligible Soldiers that require special handling procedures to process.

      i. Initiate appropriate task for Soldiers that require special handling.

      j. Identify eligible Soldiers who must acquire additional service time for reassignment.

      k. Initiate tasks for additional service remaining requirements.

      l. Place copy of complete DA Form 5118-R in Soldier's reassignment file.

      m. Produce appropriate label for the MPRJ.

      n. Forward the reassignment MPRJ distinctive label to the Personnel Information Work Center.

2. Process reassignment notification for eligible Soldiers.

      a. Prepare four copies of the Reassignment Notification Memorandum for each Soldier after completing DA Form 5118-R, Part III.

      b. Annotate any special processing requirements that were identified during initial screening of assignment instructions by Military Personnel Division (MPD) or Personnel Services Battalion (PSB).

      c. Establish interview date and note this date on Reassignment Notification Memorandum.

      d. Attach copy of DA Form 5118-R, Parts IV-VII to Reassignment Notification Memorandum.

      e. Attach copy of "Handout for Personnel Assignment DA Directed Schooling in Conjunction with PCS" to Reassignment Notification Memorandum, if Soldier requires temporary duty (TDY) schooling.

      f. Forward Reassignment Notification Memorandum original, two copies and enclosures to Battalion (BnS1) for action.

      g. Furnish an additional copy of Reassignment Notification Memorandum to Retention and Transition Work Center (if Soldier does not have enough remaining service to meet the requirements for reassignment).

      h. Place a copy of Reassignment Notification Memorandum in Soldier's reassignment file.

      i. Review the Reassignment Notification Memorandum 1st End from Battalion S1 to Commander, PSB and DA Form 5118 to identify any disqualification's when they are received from BnS1.

      j. Initiate deletion or deferment task if Reassignment Notification Memorandum 1st End from Battalion S1 to Commander, PSB and DA Form 5118 reveal any disqualification's.

      k. Identify any special processing requirements such as Exceptional Family Member Program (EFMP), Home base Advance Assignment Program (HAAP), married Army couples, and sole parents.

3. Conduct individual interview.

      a. Interview Soldier within 30 calendar days of EDAS cycle date.

      b. Instruct Soldier to complete the option statement on AAC-TO1, part 6 or 7, if any of the following conditions exist.

         (1) Instruct Soldier to complete retirement PCS option statement on the AAC-TO1, part 6 or 7 if Soldier has at least 19 years and 6 months active military service on or prior to date on the EDAS cycle.

         (2) Instruct Soldier to complete the tour element option statement on the AAC-TO1, part 6 or 7, if Soldier is being assigned overseas and is eligible to apply for movement of family members to the overseas area.

         (3) Instruct Soldier to complete AAC-TO1, part 6 or 7 if special instructions or separate message indicate a TDY requirement.

         (4) Instruct Soldier to complete airborne option statement on AAC-TO1, part 6 or 7 if Soldier is airborne qualified and is being assigned to an airborne position.

         (5) Instruct Soldier to complete the number of days leave statement on AAC-TO1, part 6 or 7.

      c. Annotate pinpoint assignment to AAC-TO1 report, part 6 or 7, and have Soldier sign and date, if applicable.

Performance Steps

  d. Instruct Soldier to complete DA Form 4187-R if Soldier is being assigned overseas and is eligible to apply for movement of family members to a designated location.

  e. Instruct Soldier to review DA Form 4187-R if Soldier is being assigned overseas and is eligible to apply for movement of family members to a designated location.

  f. Instruct Soldier to review DA Form 4187-R and DA Form 31 on all Soldiers requesting 45 days or more leave.

  g. Instruct Soldier to complete DA Form 4036-R to ensure Soldier and dependents meet medical and dental requirements if Soldier is on overseas assignment instructions.

  h. Establish Soldier's availability date.

  i. Submit anticipated date of loss (DLOS) Transaction.

   (1) Calculate Soldier's anticipated date of loss for reassignments by subtracting leave, travel time, and TDY en-route from reporting date.

   (2) Calculate Soldier's reporting date for Outside Continental States (OCONUS) to Continental United States (CONUS) and OCONUS to OCONUS reassignments by adding leave, travel time, and TDY en-route time to Date Eligible Return from Overseas (DEROS).

   (3) Ensure all DLOS transactions are submitted to the Personnel Automation Section for processing.

  j. Complete the "Process Additional Service Remaining Requirements" if necessary.

  k. Process Deletion or Deferment Request if the Soldier is ineligible.

4. Process deletions/deferments.

  a. Research deletion and deferment codes.

   (1) Identify locally approved deletion and deferment codes.

   (2) Identify HRD approved deletion and deferment codes.

   (3) Identify HQDA initiated deletion and deferment codes.

  b. Process regulatory deletion/deferment that are locally approved.

   (1) Evaluate request for adequacy of justification and timeliness of submission.

   (2) Attach complete justification for request originating from the MPD or PSB.

   (3) Prepare Data to Support Deletion or Deferment-Local Approval Memorandum from Chief, Reassignment to Commander/Chief PSB.

   (4) Prepare Data to Support Deletion or Deferment-Local Approval Memorandum 1st End from Commander/Chief, PSB to Chief, Reassignment Memorandum if request for deletion/deferment is not delegated to Chief, Personnel Reassignments.

   (5) Forward request to Personnel Reassignments Work Center.

   (6) Inform Bn or S1of decision.

   (7) Forward request to HRD through EDAS.

   (8) Place a copy of approved or disapproved action in Soldier's reassignment file.

   (9) Review the internal transaction error report the day after the locally approved deletion or deferment is inputted in the local database to ensure the transaction was processed locally.

   (10) Adjust any existing port of calls.

   (11) Notify Soldier to continue reassignment processing when TO1 report verifies disapproval.

   (12) Amend any previously published orders.

   (13) Notify Soldier to stop processing for reassignment if deletion was approved.

   (14) Amend orders if necessary.

   (15) Notify local training office if Soldier was scheduled for training enroute.

   (16) Revoke orders.

   (17) Change Soldier's assignment eligibility or availability (AEA) code.

   (18) Inform BnS1 after receipt of approval on TO1 report.

  c. Process regulatory deletions and deferments that are HQDA approved.

   (1) Evaluate request for adequacy of justification and timeliness of submission if the request is initiated by the Soldier or his or her unit.

   (2) Prepare DA Form 4187 and attach the justification if the request is initiated by the MPD or the PSB.

Performance Steps

      (3) Prepare a Data to Support Deletion or Deferment Request-HQDA Approval Memorandum from Chief, Reassignment to HRD.

      (4) Forward request to HRD.

      (5) Submit a DLOS transaction to report that a deletion or deferment request is being processed.

        (a) Verify Soldier's anticipated data of loss.

        (b) Input the anticipated date of loss (YYMMDD), the appropriate deferment reason and the requested new arrival date.

      (6) Suspense action.

      (7) Monitor status of open deletion or deferment cases.

      (8) Interpret a response code.

      (9) Resubmit request with additional data if the request is returned for additional information or justification.

     (10) Inform BnS1 when the request is approved or disapproved.

     (11) Resubmit DLOS transaction.

        (a) Verify Soldier's anticipated data of loss.

        (b) Input the anticipated date of loss (YYMMDD), the appropriate deferment reason and the requested new arrival date.

        (c) Submit a DLOS transaction to the PAS for processing.

     (12) Place a copy of approval or disapproval of the request in the Soldier's reassignment file.

     (13) Continue reassignment process if the request was disapproved.

     (14) Determine the new arrival date if the deferment was approved.

     (15) Adjust any existing port calls.

     (16) Amend any previously published reassignment or TDY orders.

     (17) Continue reassignment process.

     (18) Stop reassignment process if deletion was approved.

     (19) Cancel any existing port calls.

     (20) Revoke any previously published reassignment or TDY orders.

  d. Process operational deletions/deferments.

      (1) Forward request to HRD if General Officer (GO) recommends the approval.

      (2) Inform BnS1 if GO disapproves of request.

      (3) Provide a copy of decision to the strength management (SGMT) work center.

      (4) Place a copy of decision in Soldier's reassignment file.

      (5) Monitor status of open operational deletion or deferment HRD approved actions.

      (6) Resubmit request with additional information if HRD requires it.

      (7) Inform BnS1 of decision when request is approved or disapproved.

      (8) Provide copy of approval or disapproval of request to the SGMT work center.

      (9) Place copy of approved or disapproved request in Soldier's reassignment file.

     (10) Continue the reassignment process if the request was disapproved.

     (11) Determine new report date if the deferment was approved.

     (12) Submit a DLOS transaction.

     (13) Adjust port call.

     (14) Notify local training office if Soldier was scheduled for training TDY enroute.

     (15) Amend orders.

     (16) Continue reassignment processing using adjusted report month.

     (17) Stop reassignment processing if operational deletion was approved.

     (18) Cancel port calls.

     (19) Notify local training office if Soldier was scheduled for training TDY enroute.

     (20) Revoke orders.

     (21) Change Soldier's AEA code.

  e. Process compassionate deletions/deferments.

      (1) Review request for completeness and accuracy.

      (2) Prepare Data to Support Deletion or Deferment-Local Approval Memorandum 1st End from Commander/Chief, PSB to Chief, Reassignment.

      (3) Forward request to approving authority.

Performance Steps

      (4) Place copy of approval/disapproval in Soldier's reassignment file.
      (5) Suspense action if request requires HRD approval.
      (6) Monitor status of open deletion and deferment cases.
      (7) Resubmit request if response code for additional information or justification is indicated.
      (8) Inform BnS1 of approval or disapproval.
      (9) Place copy of approval/disapproval in Soldier's reassignment file.
   (10) Continue reassignment processing if request was disapproved.
   (11) Determine new report date if deferment was approved.
   (12) Submit a DLOS transaction, if necessary.
   (13) Adjust any existing port calls if deferment was approved.
   (14) Notify local training office if Soldier was scheduled for training TDY enroute.
   (15) Amend orders.
   (16) Continue reassignment processing.
   (17) Stop reassignment process if deletion was approved.
   (18) Cancel any existing port calls if deletion was approved.
   (19) Revoke any previously published reassignment or TDY orders if deletion was approved.
   (20) Notify local training office if Soldier was scheduled for training TDY enroute.
   (21) Change Soldier's AEA code if appropriate.

5. Verify initial screening of EDAS cycle.
   a. Annotate Block 3b of reassignment notification to indicate that the Soldier must extend or reenlist in order to meet requirements for assignment.
   b. Forward reassignment notification to BnS1.
   c. Place a copy of reassignment notification in Soldier's reassignment file.
   d. Processing will continue until the Soldier signs a Declination of Continued Service Continue reassignment processing if Soldier intends to extend or reenlist in Army.

NOTE: This step belongs in the Process Deletion /Deferment step if the Soldier declines to extend or reenlist.

6. Manage open deletion or deferment cases.
   a. Verify status of the open cases using the automated system.
      (1) Review the automated report.
      (2) Review assignment files of each Soldier named in the automated report to determine reason Soldier is listed.
      (3) Annotate Soldiers names that have Anticipated Date of Loss (ALOS) position on the automated report 45 days old.
      (4) Submit DLOS transaction if necessary.
         (a) Verify Soldier's ALOS.
         (b) Input the new anticipated date of loss (YYMMDD).
         (c) Submit a DLOS transaction to the PAS for processing.
   b. Complete the Data to Support Deletion or Deferment Request - HQDA Approved Memorandum from Chief, Reassignment to HRD Memorandum and all supporting documents that were submitted with initial request for Soldier's ALOS position that are 45 days old.
   c. Print by hand the word "TRACER" in large letters at the top of the copy.
   d. Forward tracer action to HRD.

Evaluation Preparation: This task can be evaluated by use of the performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance measures.

Performance Measures   <u>GO</u>   <u>NO GO</u>

    1. Conducted initial screening of EDAS cycle.

    2. Processed reassignment notification for eligible Soldiers.

    3. Conducted individual interview.

    4. Processed deletions/deferments.

    5. Processed additional service-remaining requirements.

    6. Managed open deletion or deferment cases.

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
Required	Related
AAA-002	
AAA-105	
AAA-132	
AAA-133	
AAA-134	
AAA-227	
AAA-232	
AAA-233	
AAA-234	
AR 600-8-105	
AR 600-8-11	
AR 614-30	
DA FORM 31	
DA FORM 3739	
DA FORM 4036-R	
DA FORM 4187	
DA FORM 4187-E	
DA FORM 5118-R	

Subject Area 3: PROMOTIONS

Maintain SGT/SSG Promotion Standing List
805C-42A-1219

Conditions: Given a requirement to maintain the SGT/SSG Promotion Point Standing List and access to a completed Promotion Point Worksheet (DA Form 3355), Board Recommendation (DA Form 3357), SGT/SSG By-Name Promotion Selection List, Enlisted Records Brief (ERB), and AR 600-8-19.

Standards:

1. Print a Promotion Point Standing List.
2. Verify the DA Form 3355 is complete and accurate.
3. Maintain a master copy of the Promotion Point Standing List with daily annotations of additions, deletions, or changes to promotion points and the effective dates.
4. Identify the Soldiers who are eligible for promotion on the first day of the next month.

Performance Steps

1. Print Promotion Point Standing List.

2. Verify DA Form 3355 is completed.
    a. Verify Heading of DA Form 3355 for completeness and accuracy.
        (1) Verify Block 1a is checked.
        (2) Verify the date is entered in Block 2.
        (3) Verify Blocks 3 through 7 by comparing to ERB for accuracy.
    b. Verify Section A of DA Form 3355 for completeness and accuracy.
        (1) Verify Military Training.
            (a) Verify Items 1a-c. Verify the Army Physical Fitness Test (APFT) date and scores. Ensure the number of promotion points is correct using the promotion scale.
            (b) Verify Items 1d-g. Verify the Weapon qualification date and total number of hits from the score card. Ensure the number of promotion points is correct using the promotion scale.
            (c) Verify Item 1h. Verify the total points for Military Training by adding 1c and 1g from Section A.
        (2) Verify Duty Performance.
            (a) Verify Items 2 a-f. Verify the Soldier's immediate commander awards duty performance points. A commander can award a Soldier a maximum of 150 promotion points for duty performance. The commander can award a Soldier a minimum of one and a maximum of thirty points per category. Verify the five categories have scores and the scores in Items a-e equal the Total Points Awarded in Item f.
            (b) Verify Items 3-5. Verify the commander has signed (Item 3) and a typed or printed name, grade (Item 4) and date (Item 5) appear on the DA Form 3355.
    c. Verify Section B of DA Form 3355 for completeness and accuracy.
        (1) Verify Awards, Decorations and Achievements. Verify Item 1. Verify the maximum points awarded are 100 points. Verify that all awards, decorations, and achievements are listed separately. Verify the promotion points received are entered correctly.
        (2) Verify Military Education. Verify Item 2. Verify the maximum points given are 200 points. Verify the promotion points received are entered correctly.
        (3) Verify Civilian Education. Verify Item 3. Verify the maximum points given are 100 points. Verify the promotion points received are entered correctly. Verify Civilian Education.

Performance Steps

       (4) Verify Authentication. Verify Items 4-7. Verify a printed or typed name of responsible individual (Item 4), date (Item 5), signature of recommended individual (Item 6), and date (Item 7) is on the DA Form 3355. Verify Authentication.

   d. Verify Section C on the DA Form 3355 for completeness and accuracy.

       (1) Verify the information contained in the Total sections of the DA Form 3355 is complete and accurate. Only whole numbers will be used in awarding promotion points for all sections (drop fractions).

       (2) Verify Item 1A. Total Performance Evaluation and Military Training Points. Section A (max 250 points): Verify the total administrative points by adding together Items 1h and 2f in Section A.

       (3) Verify Item 1b. Total Administrative Points Section B (max 400 points): Verify the total administrative points in Section B by adding together Items 1,2, and 3.

       (4) Verify Item 1c. Total Board Points (max 150 points): Verify the total board points by the total score reflected in item 7 of Board Recommendation (DA Form 3357).

       (5) Verify Item 1d. Total Promotion Points (max 800 points): Verify the total promotion points by adding points from Items 1a, 1b, and 1c in Section C.

       (6) Verify Item 2. Verify Certification. Verify the initials of the responsible Personnel Service Battalion (PSB) official.

   e. Verify Section D on the DA Form 3355 for completeness and accuracy.

       (1) Verify Item 1. Recommended by Board. Verify the initials of the responsible PSB.

       (2) Verify Item 2. Attained Minimum Points. Verify the appropriate block has been marked. Must be yes for acceptance by the PSB.

       (3) Verify Items 3-8. Verify the appropriate typed or printed names, grades, dates, and signatures are in the appropriate items on the DA Form 3355.

       (4) Verify Items 9-11. These are items are used when a Soldier's recommendation for promotion is disapproved, when a board does not select a Soldier, or when a Soldier cannot be added to the recommended list due to not attaining the minimum required points.

3. Maintain a master copy of the Promotion Point Standing List with daily annotations of additions, deletions, or change of promotion points and effective date.

   a. Annotate newly recommended Soldiers to the Promotion Point Standing List.

       (1) Verify promotion points and effective date of promotion points from the Soldier's DA Form 3355.

          (a) Verify the promotion points by adding points from Items 1a, 1b, and 1c in Section C of the DA Form 3355.

          (b) Verify the effective date of the promotion points, by reviewing the Soldier's promotion board proceedings and the DA Form 3355.

       (2) Annotate the Soldier's current promotion points and effective date of the promotion points to the Promotion Point Standing List.

          (a) Review the DA Form 3355 for Soldier's new promotion points.

          (b) Hand write the Soldier's new promotion points on the Promotion Point Standing List between the unit and the Promotion Military Occupational Specialty (PROM MOS).

   b. Remove Soldiers from the Promotion Point Standing List.

       (1) Verify appropriate reason code.

       (2) Verify source documents from promotion authority.

   c. Update changes to the Promotion Point Standing List.

       (1) Recognize the three types of updates changes: promotion point reevaluations, promotion point adjustments, and reclassifications of Soldiers who are awarded a new MOS.

       (2) Verify DA Form(s) 3355 for promotion points, effective date of promotion points, and reason for change.

       (3) Annotate current promotion points and effective date of promotion points to the Promotion Point Standing List.

       (4) Verify Soldiers who were reevaluated appear on the Promotion Point Standing List with current and previous promotion points and effective dates.

Performance Steps
d. Verify the Soldier's updated Promotion Point Standing List.
(1) Locate Soldier's name on the updated list.
(2) Locate Soldier's current promotion points. They should be the same as the ones on the promotion point worksheet.
(3) Locate the effective date. The effective date should be the first day of the second month.

4. Identify the Soldiers who are eligible for promotion on the first day of the next month.
a. Compare DA by-name-Promotion Selection List announcing promotions to the Promotion Point Standing List.
b. Identify the Soldiers who meet or exceed the cutoff score.
(1) Verify promotion points of Soldiers who meet or exceed the cutoff score who appear on the Headquarters Department of the Army (HQDA) Master List for promotion.
(2) Verify promotion points of Soldiers who meet or exceed the cutoff score who do not appear on the HQDA Master List for promotion.
c. Verify Soldier meets NCOES requirement for promotion.
d. Verify data in Soldier's military personnel record to ensure Soldier is in a promotable status.
e. Confirm the Soldier meets service remaining requirement for promotion.
f. Prepare memorandum to HQDA for requests for exception to policy to promote Soldiers who do not appear on the HQDA Master List.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

Performance Measures   **GO   NO GO**

1. Printed a Promotion Point Standing List.

2. Verified the DA Form 3355 is complete and accurate.

3. Maintained a master copy of the Promotion Point Standing List with daily annotations of additions, deletions, or changes to promotion points and the effective dates.

4. Identified the Soldiers who are eligible for promotion on the first day of the next month.

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
  Required   **Related**
  AR 600-8-19
  DA FORM 3355
  DA FORM 3357

Perform Promotion Board Actions
805C-42A-1237

Conditions: Given a requirement to Perform Promotion Board Actions, access to AR 600-8-19, Promotion Point Worksheet (DA Form 3355), Board Member Appraisal Worksheet (DA Form 3356), Board Recommendation (DA Form 3357), and standard office computer.

Standards: Accurately prepare a promotion board appointment memorandum, conduct the promotion board, process the promotion board results, prepare, process, and distribute the memorandum of promotion board proceedings.

Performance Steps

1. Prepare memorandum appointing the promotion board members.

2. Ensure the board members consist of:
    a. Odd number (at least three) of unbiased voting members.
    b. Recorder without vote.
    c. Senior member serving as the President.
    d. CSM serving as President for an all NCO board. If no CSM is available, the senior member must be a SGM.
    e. Members must be at least one grade senior to those being considered for promotion.
    f. Voting members will include a minority member if available. The board will not be composed of minority group members exclusively.

3. Conduct promotion board by the 15th of every month.
    a. Instruct board members to use question and answer format.
    b. Ensure Soldiers are fully qualified in their PMOS prior to the commander signing DA Form 3355, Section A and B.
    c. Account for and bring all initial Promotion Point Worksheets (DA Form 3355) of Soldiers appearing before the promotion consideration board.
    d. Distribute DA Forms 3356 (Board Member Appraisal Worksheet) to the voting promotion board members.
    e. Collect DA Forms 3356 from the board members after each board appearance and inform promotion board president of the results.
    f. Send complete DA Form 3357 (Board Recommendation) and obtain the president's signature within one duty day following adjournment of the board.

4. Complete remaining portions of Section D of DA Form 3355.

5. Prepare Memorandum of board proceedings for the board presidents signature. Once signed forward it to the promotion authority.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

Performance Measures **GO** **NO GO**

1. Prepared memorandum appointing the promotion board members.

2. Ensured board was structured properly.

3. Conducted promotion board by the 15th of the month.

4. Completed remaining portions of Section D of DA Form 3355.

5. Prepared memorandum of board proceeding for the board presidents signature.
   Once signed forward it to the promotion authority.

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
    Required **Related**
    AR 600-8-19
    DA FORM 3355
    DA FORM 3356
    DA FORM 3357

Process Board Proceedings
805C-42A-1238

Conditions: Given AR 600-8-19, AR 600-8-31, Standard Operating Procedures (SOP), DA Form 3355, DA Form 3356, DA Form 3357, and access to standard office equipment.

Standards: Process Promotion Board Proceedings to include:

1. Process a Promotion Board Recommendation.
2. Process a Report of Promotion Board Proceedings for Promotion to Pay Grade SGT and SSG (AAA-298).

Performance Steps

1. Complete the Board Recommendation, DA Form 3357.
    a. Complete DA Form 3357and obtain the president's signature within one duty day following adjournment of the board.
        (1) Enter last name, first name, and middle initial.
        (2) Enter social security number.
        (3) Enter recommended grade.
        (4) Enter recommended career progression MOS.
        (5) Enter board appraisal worksheet results.
            (a) Enter the board member's name.
            (b) Check appropriate block for promotion recommendation.
            (c) Transfer points from DA Form 3356 (items 4a through 4g) to DA Form 3357 (items 5a through 5g).
    b. Complete applicable portions of the DA Form 3355.
    c. Review the prepared DA Form 3357 for completeness and compliance with AR 600-8-19.
        (1) Ensure the recorder signed the DA Form 3357.
        (2) Enter results of the board appearance on all DA Form 3355s.

2. Prepare memorandum of board proceedings within one duty day of the board's adjournment.
    a. Enter all board information on the memorandum.
        (1) Enter time and location of the board.
        (2) Enter membership of the board.
        (3) Enter alphabetical list of recommended Soldiers.
            (a) Enter recommended grade.
            (b) Enter social security number.
            (c) Enter recommended MOS.
            (d) Enter administrative board points.
            (e) Enter total points for list integration.
        (4) Provide each Soldier's promotion packet.
        (5) Enter additional information as required.
    b. Ensure board president reviewed for accuracy, sign the report, and forward it to the promotion authority.
    c. The promotion authority will take one of the following steps and forward completed results to the promotion workcenter not later than three duty days after the promotion board adjourns.
        (1) Approve or disapprove the report in its entirety.
        (2) Prepare a memorandum signed by the promotion authority if actions cannot be accomplished within three duty days.
    d. Authenticate Section D of DA Form 3355 and forward, if approved.
    e. Provide completed board actions to the PSB by the 20th day of the board month.
     f. If disapproved, the promotion authority will:
        (1) Notify the PSB and advise each Soldier of the reasons.
        (2) Correct deficiencies, appoint, and conduct a new board within one week.

Performance Steps

  g. Ensure Soldier have minimum of 350 total promotion points if competing for SGST or 450 total promotion points if competing for SSG or in order to be integrated onto the recommended list.

  h. Integrate Soldier on the list the date the promotion authority approves the memorandum of board proceedings.

  i. Counsel Soldiers not recommended or not attaining enough points to obtain list status. The counselor and the Soldier will sign appropriate blocks in Section D of DA Form 3355. If Soldier refuses to sign, the counselor will enter "Soldier refuses to sign" in the appropriate block.

  j. Retain the original memorandum of board proceedings at the BnS1 for two years and three years in the Records Holding Area (RHA). DA form 3356 and DA Form 3357 will be filed at the BnS1 for two years then destroyed.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

Performance Measures   **GO** **NO GO**

 1. Processed Board Recommendation, DA Form 3357.

 2. Created Report of Promotion Board Proceedings for Promotion to Pay Grade SGT and SSG (AAA-298).

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
Required	**Related**
AR 600-8-19	
DA FORM 3355	
DA FORM 3356	
DA FORM 3357	

Subject Area 4: PERSONNEL EVALUATIONS

Process a Completed Noncommissioned Officer's Evaluation Report (NCOER)
805C-42A-1235

Conditions: Given a requirement to process a completed Noncommissioned Officer Evaluation Report (NCOER), access to AR 600-9 (The Army Weight Control Program), AR 623-205 NCO Evaluation Reporting System, the Soldier's completed DA Form 2166-8 (NCO Evaluation Report).

Standards:

1. Review NCOER for administrative procedures.
2. Review Part I of the NCOER for accuracy and completeness.
3. Review Part II of the NCOER for accuracy and completeness.
4. Review Part III of the NCOER for accuracy and completeness.
5. Review Part IV of NCOER for accuracy and completeness.
6. Review Part V of the NCOER for accuracy and completeness.
7. Complete blocks I and M of the NCOER and distribute.

Performance Steps

1. Review NCOER for administrative procedures.
    a. Verify all administrative and bullet portions of these parts have been prepared on a typing or printing machine in either pica (10 pitch) or elite (12 pitch) type face.
    b. Verify the NCOER contain no acronyms.
    c. Verify the NCOER is intact and has not been taped or stapled.
    d. Verify these parts of the NCOER do not contain an excessive use of capital letters.

2. Review Part I (Administrative Data) of the NCOER (DA Form 2166-8) for accuracy and completeness.
    a. Verify the rated NCO's last name, first name, and middle name or initial are in block a.
    b. Verify the NCO's Social Security Number (SSN) is in block b.
    c. Verify the three-letter abbreviation for the NCO's military rank is in block c.
    d. Verify the NCO's six-digit Date of Rank date in year-month-day sequence is in block d.
    e. Verify up to nine digits of the NCO's primary MOS Code (PMOSC) are entered in block e (if an NCO does not possess an additional skill identifier or language identifier, only a five digit MOS is entered.).
    f. Verify the NCO's unit, organization, station, zip code or APO, and major command (MACOM) in block f.
    g. Verify the report code in the left portion of block g.
    h. Verify the type of report title in the right portion of block g.
    i. Verify the year (YYYY) and month (MO) of the beginning date of this evaluation period in the "FROM" box of block h.
    j. Verify the year (YYYY) and month (MO) of the ending date of the evaluation period in the "THRU" box of block h.
    k. Verify the actual number of rated months for block i by completing the following three steps.
        (1) Verify the number of calendar months during this evaluation period.
        (2) Verify the number of nonrated months.
    l. Verify the nonrated codes, if any, in block j.
    m. Verify the number of authorized enclosures, if any, included with the NCOER in block k.
    n. Verify the accuracy and completeness of each enclosure, if any, included with the NCOER.
        (1) Verify any enclosures do not exceed one page per enclosure and are prepared on 8 1/2 X 11-inch bond paper.
        (2) Verify each enclosure, if any, have been completed correctly.

Performance Steps

     (3) Verify the period of the NCOER is specified in each enclosure, if any.

     (4) Verify each enclosure, if any, has been signed by its originator.

     (5) Verify the originator of the enclosure, if any, stated a reason for its inclusion with the NCOER.

   o. Verify the two-place MACOM assignment code of the rated NCO in block n.

   p. Verify the four position alphanumeric Personnel Service Battalion (PSB)/Reserve Component (RC) Code in block o.

 3. Review Part II (Authentication) of the NCOER for accuracy and completeness.

   a. Verify the name, SSN, rank, PMOS/Branch, organization, and duty assignment for the rater, senior rater, and reviewer have been entered in their respective blocks (a, b, and d).

   b. Verify the senior rater obtained the rated NCO's signature or entered the appropriate "NCO refuses to sign" or "NCO unavailable for signature" and entered the date in block c.

   c. Verify the rater, senior rater, and reviewer signed and dated the report in their respective blocks (a, b, and d).

   d. Verify the reviewer placed a handwritten "X" in black ink in the "concur with rater and senior rater evaluations" box or in the "nonconcur with rater and/or senior rater evaluations" box in block e.

   e. Verify the reviewer included an enclosure with the NCOER to explain an "X" placed in the nonconcurrence box.

 4. Review Part III (Duty Description) of the NCOER for accuracy and completeness.

   a. Verify the principal duty title of the rated NCO is in block a.

   b. Verify the rated NCO's duty MOSC is in block b.

   c. Verify the rated NCO's daily duties and the scope of those duties are recorded in block c in short, concise phrases which begin with action words and are separated by semi-colons.

   d. Verify the rated NCO's areas of special emphasis recorded in block d and the Rater, Senior Rater, and Reviewer Email addresses have been entered.

   e. Verify the rated NCO's appointed duties listed in block e consist of a list of tasks and duties which are separated by semi-colons.

   f. Verify the counseling dates of the rated NCO are entered in six-digit year, month, and day sequence in the appropriate boxes in block f.

   g. Verify in the absence of any counseling dates in block f, the senior rater entered a comment in Part V, block e explains why the counseling of the rated NCO was not accomplished.

 5. Review Part IV (Values/NCO Responsibilities) of NCOER for accuracy and completeness.

   a. Verify each of the seven Army Values/Attributes/Skills/Actions has a handwritten or typed "X" placed in its corresponding "yes" or "no" box.

   b. Verify the rater avoided using the rated NCO's name or the personal pronouns he or she in any of the comment sections of Part IV.

   c. Verify the rater recorded a specific bullet example for each "X" placed in a "No" box in section a.

   d. Verify the rated NCO's full name, SSN, and "thru" date have been entered at the top of page 2 of the NCOER.

   e. Verify there is a handwritten or typed "X" in the appropriate box in each of blocks b through f.

   f. Verify all "Excellence" or "Needs Improvement" ratings in blocks b through f are explained by specific bullet comments in the space provided on the right side of each block.

   g. Verify each comment is preceded by a small letter "o" (bullet) to indicate the start of the comment.

   h. Verify each bullet comment by the rater is short and concise, begins with an action verb or the possessive pronoun his or her, and that each comment is used only once in this part.

   i. Verify no comments refer to prior or subsequent NCOERs of the rated NCO.

   j. Verify no comments refer to performance or incidents, which occurred before or after this particular rating period.

   k. Verify no comments in the report refer to unverified derogatory information concerning the rated NCO.

Performance Steps

      l. Verify no inappropriate or arbitrary remarks related to race, color, religion, gender, or national origin has been recorded in the report.

     m. Verify there is no mention of any punitive or administrative action being taken or planned against the rated NCO.

     n. Verify the rater entered "PASS", "FAIL", or "PROFILE" in the APFT box of block c and the year and month of the APFT results or the year and month the profile was awarded.

     o. Verify the rater entered a bullet comment in block c to explain why he/she left the APFT box blank.

     p. Verify the rater entered a bullet comment in block c to explain why he/she rated the NCO as "FAIL" or "PROFILE" in the APFT box.

     q. Verify the entry in the "HEIGHT/WEIGHT" box indicates the rated NCO's compliance or noncompliance ("YES" or "NO").

        (1) Verify the rater entered a bullet comment in block c to explain a noncompliance ("NO") rating in the "HEIGHT/WEIGHT" box.

        (2) Verify the rater entered a bullet comment in block c to explain why he/she left the "HEIGHT/WEIGHT" box blank.

     r. Verify the rater completed the "HEIGHT/WEIGHT" box of block c by recording the rated NCO's verified height and weight as of the rater's signature date.

  6. Review Part V (Overall Performance and Potential) of the NCOER for accuracy and completeness.

     a. Verify the rater entered a handwritten or typed "X" (using black ink) in the appropriate box in block a.

     b. Verify there are no "Needs Improvement" ratings in blocks b through f in Part IV for an NCO who is rated as being "Among the Best" in block a.

     c. Verify the rater listed in block b at least two and no more than three future duty positions (job titles) in which the rated NCO could best serve the Army at his or her current or next higher grade.

     d. Verify the senior rater evaluated the rated NCO's overall performance by placing a handwritten or typed "X" (using black ink) in the appropriate box in block c.

     e. Verify the senior rater evaluated the rated NCO's overall potential for promotion and/or service in positions of greater responsibility by placing a handwritten or typed "X" (using black ink) in the appropriate box in block d.

        (1) Verify the senior rater included specific bullet comments in block e to expand upon his/her overall performance/potential ratings in blocks c and d.

        (2) Verify the senior rater addressed a marginal rating by the rater (block a) and fair or poor ratings by himself or herself (blocks c and d) with specific bullet comments in block e.

        (3) Verify the senior rater entered a bullet comment in block e which states, "Senior rater does not meet minimum qualifications," to explain why he or she left blocks c and d blank.

  7. Complete blocks l and m of Part I of the NCOER and distribute the completed report correctly and in a timely manner.

     a. Determine the method for delivering a copy of the completed NCOER to the rated NCO.

        (1) Place a handwritten or typed "X" in box 1 of block l when handing a copy of the NCOER directly to the rated NCO.

        (2) Enter a handwritten or typed "X" (using black ink) box 2 of block l when forwarding a copy of the NCOER to the rated NCO.

        (3) Enter in black ink in the "Date" box of block l the six-digit year, month, and day the NCOER is given to the rated NCO or forwarded to him or her.

     b. Obtain the PSB/RC representative's handwritten initials using black ink in block m.

     c. Submit the completed NCOER to the Human Resources Services Sergeant for review and approval.

     d. Provide a copy of the completed NCOER and copies of any authorized enclosures to the rated NCO once the report has been approved by the Personnel Services Sergeant and returned.

        (1) Hand the completed NCOER to the rated NCO when an "X" is placed in box 1 of block l.

Performance Steps

        (2) Mail a copy of the completed NCOER to the rated NCO in a sealed envelope through the distribution center or by first-class mail when an "X" is placed in box 2 of block l.

        (3) Mail a copy of the completed NCOER and copies of any authorized enclosures by certified mail to a rated NCO who refused to sign the report and it cannot be hand delivered to him or her.

    e. Forward the NCOER via digital sender to USAEREC.

    f. Forward the original of the completed NCOER and any authorized enclosures intact to the U.S. Army Enlisted Records and Evaluation Center (USAEREC) if the digital sender is not available.

        (1) Place the original of the completed NCOER, along with the originals of any authorized enclosures, in a large envelope with cardboard backing to ensure safe mailing and seal it.

        (2) Address the envelope to: Commander, EREC (HRC Indianapolis), ATTN: PCRE-RP, 8899 E. 56th Street, Indianapolis, Indiana 46249-5301.

        (3) Stamp or print "NONMACHINEABLE" on the envelope.

        (4) Stamp or print "CONTAINS NCOER" in the lower left corner on the front of the envelope.

        (5) Forward the envelope to USAEREC via first-class mail in time to reach its destination not later than 60 days after the ending month of the NCOER.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" and "NO GO" as determined by the performance.

Performance Measures   **<ins>GO</ins>**   **<ins>NO GO</ins>**

1. Reviewed the NCOER for administrative procedures.

2. Verified Part I (Administrative Data) DA Form 2166-8 (NCOER) and the rated NCO's ERB.

3. Verified the accuracy and completeness of Part II (Authentication) of the NCOER.

4. Verified the accuracy and completeness of Part III (Duty Description) of the NCOER and correctly interpreting information contained in the rated NCO's ERB.

5. Verified the accuracy and completeness of Part IV (Values/NCO Responsibilities) of NCOER and correctly interpreting information contained in the rated NCO's ERB.

6. Verified the accuracy and completeness of Part V (Overall Performance and Potential) of the NCOER.

7. Correctly completed blocks l and m of Part I of the NCOER and distribute.

Evaluation Guidance: Score a GO if the NCO passes (P) all applicable performance measures. Score a NO GO if the NCO fails (F) any performance measure. Show the Soldier what was done wrong on any failed performance measure and how to do it correctly.

References
    Required   **Related**
    AR 600-9
    AR 623-205

Subject Area 6: SEPARATION PROCESSING

Process a DFR Packet
805C-42A-1213

Conditions: Given a requirement to provide documents for a dropped from rolls (DFR) packet on a Soldier and access to:

a. AR 630-10.
b. AR 600-8-6.
c. DA PAM 600-8.
d. DA Form 4187 (Personnel Actions).
e. DD Form 553 (Deserter/Absentee wanted by the Armed Forces).
f. DD Form 458 (Charge Sheet).
g. DA Form 2823 (Sworn Statement).
h. DA Form 2496 (Disposition Form).
i. DA Form 3444 (Terminal Digit File for Treatment Records) (Medical and Dental).
j. DA Form 4384 (Commander's Report of Inquiry/Unauthorized Absence).
k. Standard office supplies and equipment.
l. DA Form 2-1 and Enlisted Records Brief (ERB).
m. Letter to next of kin (NOK).
n. Inventories of both the member's Military Clothing Issue and personal clothing/effects.
o. Military Orders, if Soldier is PCS-ing or TDY in transit and fails to report as ordered.

Standards:

1. Obtain all documents required in the DFR packet
2. Assemble all documents required in the DFR packet.
3. Forwards all documents as outlined.

Performance Steps

   1. Define Dropped from Rolls (DFR) criteria.

   2. Complete required documentation.
         a. Prepare DA Form 4187 changing Soldier's duty status to DFR.
         b. Prepare DA Form 137 (Installation Clearance).
         c. Prepare DD Form 458 (Charge Sheet).
         d. Prepare DD Form 553 (Deserter/Absentee Wanted by the Armed Forces).

   3. Ensure the DA Form 4187 changing the Soldier's duty status to DFR, DD Form 458, and DD Form 553 are forwarded to United States Army Deserter Information Point (USADIP) within 48 hours of the report of DFR.

   4. Consolidate required documentation.
         a. Obtain a copy DA Form 4187 changing Soldier's duty status to Absent Without Leave (AWOL).
         b. Obtain a copy DA Form 268 (Suspension of Favorable Personnel Action).
         c. Obtain a copy of the letter to the next-of-kin for the 10th day of AWOL.
         d. Obtain a copy of the DA Form 4187 changing the Soldier's duty status to DFR.
         e. Obtain a copy of the completed DA Form 137.
         f. Obtain a copy of the completed DD Form 458.
         g. Obtain a copy of the completed DD Form 553.
         h. Obtain the health and dental records for the individual.
          i. Obtain a copy of the letter to the next-of-kin for the 31st day of AWOL.

Performance Steps

5. Forward required documentation to the Personnel Services Battalion (PSB).

6. Review the DFR packet for accuracy.

7. Update the DA Form 2-1 (personnel Qualification Record Part I) and the automated personnel system.

8. Forward the completed packet to USADIP within suspense dates.

Evaluation Preparation: This task can be evaluated by the performance measures. This method of evaluation is appropriate if the Soldier processes DFR packets. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement. Score the Soldier "PASS" or "FAIL" as determined by the performance measures.

Performance Measures   **GO   NO GO**

1. Defined DFR criteria.

2. Completed required documentation.

3. Ensured the DA Form 4187 changing the Soldier's duty status to DFR, DD Form 458, and DD Form 553 were forwarded to USADIP within 48 hours of the report of DFR.

4. Consolidated required documentation.

5. Forwarded required documentation to the PSB.

6. Reviewed the DFR packet for accuracy.

7. Updated the DA Form 2-1 and automated personnel system.

8. Forwarded the completed DFR packet to USADIP within suspense dates.

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
  Required   **Related**
  AR 600-8-2
  AR 630-10
  DA FORM 137-R
  DA FORM 2-1
  DA FORM 4187
  DD FORM 458
  DD FORM 553

Process Recommendation for Enlisted Transfer/Discharge from the Active Army
805C-42A-1241

Conditions: Given a requirement to process a recommendation for Enlisted Transfer/Discharge, AR 635-200, AR 600-8-105, and a Soldier's Military Personnel Record Jacket (MPRJ).

Standards: Accurately Transfer/Discharge Soldiers from the service. Properly identify the reason for separation and the corresponding authorizing agents; verify the recommendation is complete, accurate and all supporting documents are present, correct and route the proceedings through the proper channels. Correctly distribute the completed Transfer/Discharge proceedings.

Performance Steps

1. Verify the separation recommendation contains all data and documentation required for the type of separation.
    a. Identify reason for separation as stated on separation request.
    b. Locate applicable chapter in AR 635-200.
    c. Verify any counseling documents required are included.
        (1) Confirm if reason for separation requires counseling documents.
        (2) Verify required documents are included.
            (a) Identify required documentation cited in AR 635-200.
            (b) Compare included documentation with the list of required documentation.
    d. Verify any medical documents required are included.
        (1) Confirm if reason for separation requires medical documents.
        (2) Verify required documents are included.
            (a) Identify required documentation cited in AR 635-200.
            (b) Compare included documentation with the list of required documentation.
    e. Verify any required rehabilitative measures have been taken and documented.
        (1) Confirm if reason for separation requires rehabilitative documents.
        (2) Confirm there is no waiver applied to the requirement.
        (3) Verify required documentation is included.
            (a) Identify required documentation cited in AR 635-200.
            (b) Compare included documentation with the list of required documentation.
     f. Verify proper notification procedures have been documented.
        (1) Identify proper notification procedures.
        (2) Compare notification documentation with required notification procedures.

2. Route through proper channels.
    a. Return incomplete requests to the commander who initiated the recommendation.
    b. Check the Soldier's MPRJ to identify the Soldier's years of service.
    c. Send recommendation to your servicing legal office for review.
    d. Send proceedings, complete documentation, and separation recommendation to Headquarters Department of Army (HQDA) (TAPC-PDT-SS) ALEX VA 22331-0479 for final determination for a Soldier who has served more than 18 years.
    e. Retain completed requests for a Soldier who has served less than 18 years for further processing.

3. Distribute the proceedings.
    a. Forward the endorsement to the (Personnel Services Specialist's) supervisor to obtain the authenticating official's signature before making the required disposition.
    b. Send the approved proceedings to the commander who has the Soldier's records for separation processing.
    c. File original copy of proceedings in the permanent section of the Soldier's MPRJ.
        (1) Locate permanent section of Soldier's MPRJ.
        (2) File original copy of proceedings.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

Performance Measures   **GO   NO GO**

  1. Verified the recommendation contains all data and documentation based on
       reason for the type of separation.

  2. Routed through proper channels.

  3. Distributed the separation proceedings.

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
     Required   **Related**
     AR 600-8-105
     AR 635-200

Subject Area 7: PERSONNEL ACTIONS

Process a Request for Leave, Pass or Permissive TDY
805C-42A-1250

Conditions: Given the following:

a.   Completed DA Form 31 (Request for Leave).
b.   Soldier's current DFAS Form 702 (Army/Air Force Leave and Earnings Statement (Active and Reserve Forces).
c.   Supporting orders.
d.   A chargeable leave reconciliation report from the Finance Office.
e.   DA Form 4179-R (Leave Control Log).
f.   AR 600-8-10, Leaves and Passes.
g.   AR 600-8-105, Military Orders.
h.   Standard office supplies and equipment.

Standards:

1.   Review DA Form 31 for accuracy and completeness.
2.   Determine the number of days chargeable and nonchargeable leave.
3.   Advise Soldier of leave, pass or Permissive TDY requirement.
4.   Update the Leave Control Log accordingly.
5.   Update a DA Form 31 with the Leave Control Log information.
6.   Void a Soldier's leave when leave has been cancelled.
7.   Extend a Soldier's leave, when applicable.
8.   Check the Leave Control Log daily current departures.
9.   Route a DA Form 31 properly after Soldier has departed on leave, pass or Permissive TDY.
10. Process a DA Form 31 upon the Soldier's return from leave, pass or Permissive TDY.
11. Ensure errors on chargeable leave are corrected.

Performance Steps

1. Review DA Form 31 for accuracy and completeness.
    a. Check the form is legible and all blocks are completed.
    b. Verify the requesting Soldier has sufficient leave on the LES to cover the dates listed in Block 10 of the DA Form 31.
    c. Determine the type of leave being processed.
        (1) Check Block 6 of the DA Form 31 to ensure the requesting Soldier identified the location and phone number where the leave is being taken.
        (2) Check Block 7 for the type of leave requested.
    d. Enter leave data on Leave Control Log (DA Form 4179-R).
    e. Enter leave control number on DA Form 31.

2. Determine the number of days of chargeable and nonchargeable leave.
    a. Determine the date chargeable as the Start of Leave.
        (1) Charge the departure day as Start of Leave unless Soldier worked ½ or more of a duty day.
        (2) Charge the day after departure as Start of Leave if Soldier worked ½ or more of a duty day.
    b. Determine the date chargeable as the End of Leave.
        (1) Charge the return date as End of Leave if the Soldier does not work ½ or more of a duty day.

Performance Steps

        (2) Charge the day prior to return as end of Leave if a Soldier works for more than half of a normally scheduled workday on the return date.

        (3) Charge the day prior to return as End of Leave if a Soldier returns on a scheduled non-duty day.

    c. Determine the days that qualify as nonchargeable leave.

        (1) Identify the dates of leave that do not match the guidelines for chargeable leave.

        (2) Compare these leave conditions to the guidelines for nonchargeable leave.

        (3) Confirm the leave matches the guidelines for nonchargeable leave.

    d. Count the number of days from the chargeable Start of Leave date and chargeable End of Leave date as chargeable leave.

    e. Subtract the period of nonchargeable absence from chargeable leave.

    f. Enter the resulting chargeable leave dates in Block 17.

3. Advise the departing Soldier of leave requirements.

    a. Explain when the departing Soldier is expected to return to duty.

    b. Explain what the departing Soldier should do if he needs to change the dates of leave

    c. Explain what documents the departing Soldier is required to keep while on leave.

    d. Explain who the departing Soldier should contact for assistance while on emergency leave.

    e. Instruct the departing Soldier to pick up a copy of the DA Form 31 prior to departure on leave.

    f. Direct the departing Soldier to hand carry a suspense copy of the DA Form 31 to the Finance Office for a transition briefing if this is an approved transition leave.

    g. Direct the departing Soldier to hand carry a suspense copy of the DA Form 31 to the Finance Office when out-processing if going on Permanent Change of Station (PCS) leave.

4. Update the Leave Control Log.

    a. Enter leave data on Leave Control Log (DA Form 4179-R).

        (1) Enter leave control number.

        (2) Enter check for a corrected leave entry.

        (3) Enter date of leave control numbered assigned.

        (4) Enter last name, first name, and middle initial of Soldier taking leave and SSN.

        (5) Enter grade of Soldier taking leave.

        (6) Enter "from" date in Block 10a.

        (7) Enter "to" date in Block 10b.

        (8) Enter extension date when applicable.

        (9) Enter actual charged leave "from" date.

       (10) Enter actual charged leave "to" date.

       (11) Enter number of charged days.

       (12) Enter date the original DA Form 31 is forwarded to Finance and Accounting.

       (13) Enter date of Reconciliation Report (JSS Leave Report-from Finance).

       (14) Enter number of days charged the Soldier (JSS Leave Report).

       (15) Enter date Reconciliation Memorandum (memo to correct discrepancies) returned to Finance, when applicable.

       (16) Enter initials of leave clerk.

5. Update DA Form 31 with the Leave Control Log information.

    a. Enter the Leave Control Log control number in Block 1.

        (1) Annotate "PCS" over the control number if this is approved ordinary PCS leave.

        (2) Annotate "INTRAPOST" over the control number if this is approved Intrapost leave.

        (3) Annotate "TRANS" (Transition) over the control number if this is approved transition leave.

    b. Enter data to indicate involuntary separation with authorized leave if appropriate.

        (1) Annotate DA Form 31 with "See Item 17."

        (2) Complete Block 9.

          (a) Enter the Leave Balance in item 9a.

          (b) Enter number of excess and transition leave days in item 9b.

          (c) Post "See item 17" in item 9c.

Performance Steps

(d) Post number of days of excess leave being taken in item 9d.
(3) Annotate Block 17 with the following statements if Soldier is authorized excess and/or transition leaves.
(a) Enter "Soldier is authorized Excess Leave. Nonchargeable leave dates from (date) to (date)."
(b) Enter "Soldier is authorized Transition leave. Chargeable leave dates from (date) to (date)."
(c) Annotate Block 17 with telephone numbers of the requesting Soldier's parent organization, and servicing PSB, American Red Cross Field Office, and MAC passenger reservation center if this is approved emergency leave.
(d) File all copies of the DA Form 31 in a suspense file to be retrieved at the Soldier's departure date.

6. Void a Soldier's DA Form 31 when leave has been cancelled.
   a. Void leave on the DA Form 31.
      (1) Draw a diagonal line through the DA Form 31.
      (2) Write "VOIDED" through the line on the form.
      (3) Obtain an authenticating Battalion S1, Assistant Personnel Sergeant or Commander's signature in Block 17.
      (4) File the voided DA Form 31 for six months.
   b. Void the leave on the Leave Control Log.

7. Extend a Soldier's leave when applicable.
   a. Enter the unit commander approved number of days leave extended in Block 15a and approval date in Block 15b on the suspense file and original copies of DA Form 31.
   b. Retrieve unit Commander or First Sergeant's signature in block 15c.
   c. Post the extension dates to the Leave Control Log.
   d. File leave form back in suspense folder until Soldier returns.

8. Check the Leave Control Log daily for current departures.
   a. Retrieve the DA Forms 31 for departing Soldiers from the suspense file.
   b. Enter the Departure Date, Time and Authority in Block 14.
   c. Give one copy of the DA Form 31 to the departing Soldier prior to departure.
   d. Sign Soldier out on DA Form 647.
   e. Retain the suspense copies of the DA Form 31 until the day before the last day of authorized absence or the Soldier's duty status changes.
   f. Ensure that staff duty personnel can process departures during non-duty hours.
      (1) Provide staff duty personnel with the organizations DA Forms 31 for departing Soldiers.
      (2) Provide the staff duty personnel the DA Form 647 and Standing Operating Procedures (SOP) for Leaves so they have an understanding of leave procedures.

9. Route DA Form 31 properly when Soldier departs for leave.
   a. Identify the type of leave noted on DA Form 31, Block 7, as certain types of leave could differ in routing process .
   b. Route or file DA Form 31 as appropriate.
      (1) Route the original and suspense copies of DA Form 31 to the gaining unit upon the Soldier's departure if this is Intrapost Leave.
      (2) Hand carry the original copy of DA Form 31 on a Unit Transmittal Memo (UTM) to the Finance Office within two workdays of the Soldier starting leave if this is an approved transition leave and Soldier's assigned unit is at the same location with a separation transfer point.
      (3) Route the original copy of the DA Form 31 to the Finance Office on the Soldier's departure day if this is an approved transition leave and Soldier is not assigned where there is a Separation Transfer Point.
      (4) Route the original copy of the DA Form 31 to the Personnel Service Battalion (PSB) for completion of Parts II, III and IV if this is an approved emergency leave involving travel.

Performance Steps
        (5) File the original copy of the DA Form 31 in the Soldier's Military Personnel Record Jacket (MPRJ) if this is a PCS leave.
        (6) File the organizational copy of the DA Form 31 in the functional files for 6 months.
        (7) File Original and organization copy of the DA Form 31 in suspense file until Soldier returns from ordinary or emergency leave or if TDY is involved.

  10. Process a DA Form 31 when a Soldier returns from leave.
      a. Check the Leave Control Log daily for current returns.
      b. Retrieve the DA Form 31's for returning Soldiers from the suspense file.
      c. Enter the Returning Date, Time and Authority in Block 16.
      d. Update the Leave Control Log to reflect the Soldier's return from leave.
      e. Route or file DA Form 31 as Appropriate.
        (1) Route the original copy of DA Form 31 to finance office within 3 workdays of the Soldier returning from ordinary leave.
        (2) Route the original copy of the DA Form 31 to the finance office within 3 workdays of the Soldier completing approved emergency leave.
        (3) Route the original copy of the DA Form 31 with an attached TDY voucher to the finance office within 10 workdays if TDY is involved.
      f. File the organization copy of the DA Form 31 in the functional files for 6 months.

  11. Correct errors on chargeable leave.
      a. Review the reconciliation report from the Finance Office for discrepancies in chargeable leave.
      b. Create a revised Leave Control Log entry.
        (1) Void the original log entry containing the erroneous dates.
        (2) Create a new Leave Control Log entry for the revised dates.
      c. Post the date changes to the affected DA Form 31.
        (1) Indicate changes in Block 17.
          (a) Annotate with the message "Corrected Leave Charges."
          (b) List the revised chargeable dates and the reason for the correction.
        (2) Annotate Block 1 with the corrected Leave Control Log number.
      d. Route the revised DA Form 31 and the reconciliation memo to the Finance Office within 3 workdays of preparing the correction.
      e. File the organization copy of the DA Form 31 in the functional files for 6 months.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

Performance Measures   **GO**   **NO GO**

  1. Reviewed DA Form 31 for accuracy and completeness.

  2. Determined the number of days of chargeable and nonchargeable leave.

  3. Advised the Soldier of leave requirements.

  4. Updated the Leave Control Log.

  5. Updated DA Form 31 with the Leave Control Log information.

  6. Voided a Soldier's leave when leave has been canceled.

  7. Extended a Soldier's leave when applicable.

  8. Checked the Leave Control Log daily for current departures.

Performance Measures   <u>GO</u>   <u>NO GO</u>

  9. Routed DA Form 31 properly when Soldier departs for leave.

 10. Processed a DA Form 31 when a Soldier returns from leave.

 11. Corrected errors on chargeable leave.

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
    Required   **Related**
    AR 600-8-10
    AR 600-8-105
    DA FORM 31
    DA FORM 4179-R
    DFAS FORM 702

Prepare Suspension of Favorable Personnel Actions (SFPA)
805C-42A-1284

Conditions: Given the following:

a. AR 600-8-2.
b. Standard office supplies.
c. DA Form 268 (Report to Suspend Personnel Actions).
d. Soldiers ERB/ORB.
e. Supporting documentation (if applicable).

Standards:

1. Identify the categories of flags.
2. Identify actions prohibited by flagging action.
3. Prepare a Suspension of Favorable Personnel Action.

Performance Steps

1. Identify the categories of flags.
    a. Transferable.
        (1) Department of the Army directs reassignment of flagged Soldier.
        (2) Movement of an adverse action into the punishment phase.
        (3) Failure to pass the Army Physical Fitness Test (APFT) or failure to take the APFT within a required period.
        (4) Entry into the Army Weight Control Program.
    b. Non-transferable.
        (1) Charges, restraint, or investigations.
        (2) Court-martial.
        (3) Nonjudicial punishment.
        (4) Absent without leave (AWOL).
        (5) Administration reduction.
        (6) Letter of admonition, censure, or repremand not administered as nonjuidicial punishment.
        (7) Elimination-field initiated.
        (8) Removal from a promotion, command, or school selection list-field initiated.
        (9) A security violation.
        (10) Elimination or removal from promotion, command, or school selection list-HQDA initiated.

2. Identify actions prohibited by flagging action.
    a. Appointment, reappointment, reenlistment, and extension.
    b. Entry on active duty (AD) or active duty for training (ADT).
    c. Reassignment.
    d. Promotion or reevaluation for promotion.
    e. Awards and Decorations.
    f. Attendance at civil or military schooling.
    g. Unqualified reassignment or discharge.
    h. Retirement.
    i. Advance or excess leave.
    j. Payment of enlistment bonus (EB) or selective reenlistment bonus (SRB).
    k. Assumption of command.
    l. Family members travel to an overseas command (when sponsor is overseas).
    m. Command sponsorship of family members in an overseas command (when sponsor is overseas).

3. Prepare a Suspension of Favorable Personnel Action.

Performance Steps
    a. Receive source document requesting to prepare a DA Form 268 (Report to Suspend Favorable Personnel Actions).
    b. Complete Section I -Administrative Data.
        (1) Block 1. Name-Last,First, MI
        (2) Block 2. 9 digit SSN with dashes
        (3) Block 3. Rank
        (4) Block 4. Service status (active or not)
        (5) Block 5. Separation date
        (6) Block 6. Unit Assigned and Major Command
        (7) Block 7. Station/Geographical Location
        (8) Block 8. PSC Controlling action and Telephone Number
        (9) Block 9. Reason type of flagging action (Check one)
            (a) Initiate
            (b) Transfer
            (c) Remove
    c. Complete Section II -Initiate a Flag. (Block 10)
        (1) Check the first box for "A FLAG IS INITIATED" and enter the effective date.
(2)Check the corresponding box c for the type of flag.
    d. Complete Section III -Transfer a Flag. (Block 11) (If this action is selected Section II will not be completed)
        (1) Check the first box to indicate flag is being transferred.
        (2) Select one of the 4 possible transferable flags.
        (3) Check the supporting document box and indicate yes or no.
    e. Section IV -Remove a Flag. (Block 12)
        (1) Check the first box for a flag being removed and enter the effective date.
        (2) Select one of the four reasons for the removal.
    f. Section V -Authentication - Enter the imposing officer's signature block.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

Performance Measures	**GO**	**NO GO**
1. Identified the categories of flags.		
2. Identified actions prohibited by flagging action.		
3. Prepared a Suspension of Favorable Personnel Action.		

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
    Required   **Related**
    AR 600-8-2
    DA FORM 268

Prepare Request for Soldier Applications
805C-42A-1291

Conditions: Given situations where Soldiers are requesting applications, DA Form 4187, their supporting documents, access to DA Pam 600-8-21, applicable ARs/DA Pams, current Standard Operating Procedures (SOP) and Standard Office Supplies.

Standards:

1. Prepare the DA Form 4187.
2. Forward DA Form 4187 to appropriate agency.

Performance Steps

1. Prepare the DA Form 4187:
    a. Enter the "THRU" unit address at the THRU section.
    b. Enter the "TO" unit address at the TO section.
    c. Enter the "FROM" unit address at the FROM section.
    d. Enter the name block.
    e. Enter grade or rank/PMOS.
    f. Enter the SSN block.
    g. Enter the duty status change if applicable.
    h. Enter request for personnel action. Place an "x" in front of the action requested.
    i. Enter additional information into Section IV remarks pertaining to the requested action.
    j. Enter certification/approval/disapproval for the commander's signature block.
    k. Attach all required enclosures to completed DA Form 4187.

2. Forward DA Form 4187 to appropriate agency.

Evaluation Preparation: This task can be evaluated by use of the performance measures. This method of evaluation is appropriate if the Soldier prepares requests for personnel actions. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement. Score the Soldier "PASS" or "FAIL" as determined by the performance measures.

Performance Measures   <u>GO</u>   <u>NO GO</u>

1. Prepared DA Form 4187.

2. Forwarded DA Form 4187 to appropriate agency.

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
    Required   **Related**
    DA PAM 600-8-21

Subject Area 9: CASUALTY OPERATIONS

Create a Task Force
805C-42A-1254

Conditions: Given a requirement to combine 2 or more units into a Task Force for deployment and access to the Tactical Personnel System (TPS).

Standards:

1. Create a Task Force shell.
2. Add an individual to a Task Force.
3. Add multiple personnel to a Task Force.

Performance Steps

1. Create a Task Force Shell.
    a. Ensure a current copy of the Total Army Personnel Database (TAPDB) is loaded to the computer.
    b. Access Tactical Personnel System (TPS).
    c. Select "Task Force" icon.
    d. Select "insert".
    e. Create a "Task Force Identifier" (i.e., TF Freedom).
    f. Type in "Description" (i.e., 1/5 INF).
    g. Select "save", then "ok".

2. Add a single person into a Task Force.
    a. Select the Task Force Identifier.
    b. Select "insert"
    c. Choose the desired person and "drag and Drop" into the Task Force.
    d. Select "ok", then "cancel", then "save", then "ok"

3. Add multiple personnel into the Task Force.
    a. Open Task Force.
    b. Select "insert".
    c. Select multiple personnel by holding down the "tab" key and highlighting the desired individuals.
    d. "Drag and Drop" the selected personnel into the Task Force.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures   **GO**   **NO GO**

1. Created a Task Force Shell.

2. Added a single person to a Task Force.

3. Added multiple personnel to a Task Force.

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

Prepare Casualty Reports
805C-42A-1255

Conditions: Given a requirement to prepare a casualty report and access to:

a. DA Form 1155, Witness Statement on Individual.
b. DA Form 1156, Casualty Feeder Report.
c.   AR 600-8-1(Army Casualty and Memorial Affairs and Line of Duty Investigations).
d . Defense Casualty Information Processing System Forward (DCIPS) Software.
e. Defense Casualty Information Processing System Forward (DCIPS) Users Manual.
f.   The casualty's Enlisted Records Brief (ERB) or Officer Records Brief (ORB).
g. DD Form 93, Record of Emergency Data.
h. SGLV Form 8286, Servicemembers' Group Life Insurance Election and Certificate.
i.   Standard office workstation.
j.   Local Standard Operating Procedures.
k. Standard office supplies.

Standards:

1. Verify that the casualty's identification on DA Forms 1155 and 1156, the casualty's ERB/ORB, DD Form 93 and SGLV 8286 match.
2. Extract information necessary to complete the casualty report from the casualty's DA Forms 1155 and 1156, ERB/ORB, DD Form 93, and SGLV Form 8286.
3. Prepare the casualty report.
4. Route the casualty report.

Performance Steps

1. Verify the casualty's identification on the Witness Statement on Individual (DA Form 1155)/Casualty Feeder Report (DA Form 1156) and the casualty's ERB/ORB, DD Form 93 and the SGLV Form 8286 match.

2. Extract information necessary to complete the casualty report from the casualty's DA Form 1155/1156, ERB/ORB, DD Form 93, and SGLV Form 8286.
      a. Extract Casualty Type from DD Form1156.
      b. Extract Casualty Status from DD Form 1156.
      c. Extract Category of Individual from the ERB/ORB.
      d. Extract Social Security Number from all source documents.
      e. Extract Name from all source documents.
       f. Extract Rank from all source documents.
      g. Extract Component from ERB/ORB.
      h. Extract Organization of Assignment from all source documents.
       i. Extract Duty Military Occupational Specialty (MOS) from ERB/ORB.
       j. Extract DD Form 93-E dates from the DD Form 93.
      k. Extract Date/Time of Incident from DA Form 1155/56.
       l. Extract Place of Incident from the DA Form 1155/56.
      m. Extract Circumstances from the DA Form 1155.
      n. Extract Inflicting Force from the DA Form 1155/56.
      o. Extract PEBD and BASD Date from the ERB/ORB.
      p. Extract the SGLI Date from the SGLV 8286.
      q. Extract any additional information not already noted.

3. Prepare the casualty report.
      a. Determine type of report to prepare.
          (1) Read the feeder report.

Performance Steps

    (2) Identify which type of report needs to be prepared.
   b. Identify category of person.
    (1) Determine if military.
    (2) Determine if civilian.
    (3) Determine if family member.
   c. Determine type of casualty on DA Form 1155 and Box #7, on DA Form 1156.
    (1) Determine if the casualty is dead.
    (2) Determine if the casualty is missing.
    (3) Determine if the casualty is wounded.
   d. Access the casualty report from the DCIPS-Light software.
    (1) Type "DCIPS" and press <Enter> at the DOS "C:" prompt to access the DCIPS-Light Main Menu.
    (2) Type "DCIPSMONO" and press <Enter> at the DOS "C:" prompt to access the DCIPS-Forward Main Menu when using a monochrome monitor.
    (3) Select the Maintain DCIPS-Light Data Menu from the Main Menu and press <Enter>.
    (4) Select Maintain Individual Casualty Report Menu from the Maintain DCIPS-Forward Data Menu and press <Enter>.
    (5) Press <INS> to add a new casualty record to the system after the Maintain Casualty Report Data File screen appears on the monitor.
   e. Identify the casualty report message items that must be completed, based on the type of report, the category of person, and the type of casualty.
   f. Input the Soldier's data in the appropriate casualty report message items for Initial Report.
    (1) Enter INIT for Initial Casualty Report Type.
    (2) Enter Type of Casualty.
    (3) Enter Casualty Status.
    (4) Enter Report Number.
    (5) Enter Category of Individual.
    (6) Enter Social Security Number (SSN).
    (7) Enter Name.
    (8) Enter Rank.
    (9) Enter Component.
    (10) Enter Organization of Assignment.
    (11) Enter Duty Military Occupational Specialty (MOS).
    (12) Enter DD Form 93 Dates.
    (13) Enter Date/Time of Incident.
    (14) Enter Place of Incident.
    (15) Enter Circumstances.
    (16) Enter Inflicting Force.
    (17) Enter pay entry service date (PEBD) and the basic active service date (BASD).
    (18) Enter Servicemembers' Group Life Insurance (SGLI) Date.
    (19) Enter Remarks.

 4. Distribute the casualty report.
   a. Dispatch an electronic copy of the casualty report.
   b. File a copy of the casualty report.
   c. Dispatch copies if casualty involves a death.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO".

Performance Measures **GO**   **NO GO**

1. Verified the casualty's identification on the Witness Statement on Individual (DA Form 1155)/Casualty Feeder Report (DA Form 1156) and the casualty's ERB/ORB, DD Form 93 and the SGLV Form 8286 match.

2. Extracted information necessary to complete the casualty report from the casualty's DA Form 1155/1156, ERB/ORB, DD Form 93, and SGLV Form 8286.

3. Prepared the casualty report.

4. Distributed the casualty report.

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
    Required   **Related**
    AR 600-8-1
    DA FORM 1155
    DA FORM 1156
    DCIPS FORWARD USER MANUAL
    DD FORM 93
    SGLV FORM 8286
    SOFTWARE-DCIPS

Process Wartime Strength Accounting Reports
805C-42A-1257

Conditions: Given a requirement to process wartime strength accounting reports, AR 600-8-6 and FM 12-6.

Standards:

1. Initiate Battle Roster (BR).
2. Initiate Personnel Summary Report (PS).
3. Initiate Personnel Requirements Report (PRR).
4. Initiate Personnel Status Report (PSR) (DA Form 5367-R).
5. Complete Task Force Personnel Summary (TFPS).

Performance Steps

1. Initiate Battle Roster.
    a. Complete position data.
        (1) Annotate Unit Processing Code (UPC) on the roster.
        (2) Annotate Soldier's sequence number (SEQ NUM) on the roster.
        (3) Annotate Soldier's duty title (TITLE) on the roster.
        (4) Annotate Soldier's three-character rank letters on the roster (AUTH GR).
        (5) Annotate Soldier's five-character alphanumeric MOS code on the roster (DMOS).
    b. Complete personnel data.
        (1) Annotate Soldier's six-character alpha number code on the roster (BR NUM).
        (2) Annotate Soldier's name on the roster.
        (3) Annotate Soldier's social security number (SSN) on the roster.
        (4) Annotate Soldier's three-character letter code showing rank on the roster (GR).
        (5) Annotate five-character alphanumeric code showing primary MOS (PMOS) on the roster.
        (6) Annotate three-character letter code showing duty status (DYST) on the roster
        (7) Annotate two-character numeric code showing deployability on the roster (DC).
        (8) Annotate Task Force UPC alphanumerical characters on the roster (TF-UPC).

2. Initiate Personnel Summary Report.
    a. Complete Part I - "Detailed Portion" of the report.
        (1) Annotate name of the report.
        (2) Annotate page number of the report.
        (3) Annotate parent unit with the date and time the report was printed (REPORTING UNIT/DATE/TIME OF REPORT).
        (4) Annotate name of the unit (UNIT NAME) submitting the report.
        (5) Annotate Military Personnel Class (MPC).
        (6) Annotate authorized strength of the unit by MPC (AUTH).
        (7) Annotate unit's total personnel assigned for the previous day's ending strength (ASG).
        (8) Annotate unit's ending strength of personnel on-hand who could do the unit's mission (OPSTR) for the previous day.
        (9) Annotate number of replacements the unit has received since the last report (REPL).
        (10) Annotate number of Soldiers attached to the unit since the last report (ATCH).
        (11) Annotate number of Soldiers reassigned to another unit since the last report (RSG)
        (12) Annotate number of Soldiers killed in action or who have died of non-battle injuries since the last report (KIA/DED).
        (13) Annotate unit's number of Soldiers who have returned to duty either from the hospital or from missing in action since the last report (RTD).
        (14) Annotate unit's number of Soldiers classified as missing in action (MIA) since the last report.

Performance Steps

    (15) Annotate unit's number of Soldiers wounded in action and hospitalized because of battle injury since the last report (WIA/HOW).

    (16) Annotate unit's number of Soldiers hospitalized because of a non-battle injury since the last report (NBL/HOS).

    (17) Annotate unit's number of Soldiers detached from the unit or performing a temporary duty outside the unit since last report (DTC/TDY).

    (18) Annotate unit's number of Soldiers in any other type of duty status (OTH).

    (19) Annotate unit's current assigned strength after gains and losses are computed into the previous numbers (PREVIOUS ASG).

    (20) Annotate unit's personnel strength of Soldiers on-hand to do the unit's mission after duty status changes have been calculated (OPSTR).

    (21) Annotate the unit's operating strength percentage (OPSTR%).

  b. Complete Part II - "Duty Status Summarized Portion" of the report.

    (1) Annotate name of the report.

    (2) Annotate page number on the report.

    (3) Annotate unit's name submitting the report.

    (4) Annotate unit's Military Personnel Class (MPC).

    (5) Annotate unit's personnel who are present for duty (PDY).

    (6) Annotate unit's personnel who are present for duty but are not deployable (PDY/ND).

    (7) Annotate unit's number of attached personnel (ATCH).

    (8) Annotate unit's personnel who are performing temporary duty outside the unit (TDY).

    (9) Annotate unit's number of unauthorized absences of personnel or who are absent without leave ((UA)AWOL).

    (10) Annotate unit's number of hospitalized Soldiers (HOS/HOW).

    (11) Annotate unit's number of missing Soldiers (MIS/MIA)

    (12) Annotate unit's number of Soldiers captured (CAP).

    (13) Annotate unit's number of Soldiers on leave (LEAVE).

    (14) Annotate unit's number of Soldiers who are in another duty status not specified under the previous column (OTHER).

  c. Complete Part III, "Narrative Portion" of the report.

3. Initiate Personnel Requirements Report.

  a. Complete Part I - "Officer Requirements" of the report.

    (1) Annotate name of the report.

    (2) Annotate current unit data (CURRENT UNIT).

    (3) Annotate area specifying the unit reporting personnel requirements, with the date and time the report was printed (REPORTING UNIT).

    (4) Annotate UPC.

    (5) Annotate column header for grade (GRADE).

    (6) Annotate two-character numeric code for Specialty MOS (SSI).

    (7) Annotate authorized strength specialty and grade (AUTH).

    (8) Annotate current assigned strength specialty and grade (ASG).

    (9) Annotate number of required replacements needed (REQUIRED).

    (10) Annotate total number of Soldiers authorized and assigned in a specialty (TOTALS).

    (11) Annotate percentage of fill for a specialty (FILL).

  b. Write in number of Soldiers in the RQMT column for each SSI/PMOS, ASI, and grade.

  c. Complete Part II- "Warrant Officer Requirements" of the report.

    (1) Annotate name of the report.

    (2) Annotate current unit data (CURRENT UNIT).

    (3) Annotate area specifying the unit reporting personnel requirements, with the date and time the report was printed (REPORTING UNIT).

    (4) Annotate UPC.

    (5) Annotate four-character alpha number code for MOS.

    (6) Annotate authorized strength specialty and grade (AUTH).

    (7) Annotate current assigned strength specialty and grade (ASG).

Performance Steps

    (8) Annotate number of required replacements (REQUIRED).
    (9) Annotate totals of authorized and assigned numbers in the specialty (TOTALS).
    (10) Annotate percentage of fill for a specialty (FILL).
   d. Complete Part III "Enlisted Requirements" of the report.
    (1) Annotate name of the report.
    (2) Annotate current unit data (CURRENT UNIT).
    (3) Annotate area specifying the unit reporting personnel requirements, with the date and the time the report was printed (REPORTING UNIT).
    (4) Annotate UPC.
    (5) Annotate four-character alphanumeric code for MOS.
    (6) Annotate column header for skill level (SL).
    (7) Annotate authorized strength specialty and grade (AUTH).
    (8) Annotate current assigned strength specialty and grade (ASG).
    (9) Annotate number of required replacements (REQUIRED).
    (10) Annotate totals of authorized and assigned numbers in the specialty (TOTALS).
    (11) Annotate percentage of fill for a specialty (FILL).
   e. Complete Part IV - Narrative Portion.

 4. Initiate Personnel Status Report.
   a. Annotate Report Number.
   b. Annotate time the report was prepared.
   c. Annotate Unit.
   d. Complete Personnel Daily Summary.
    (1) Annotate number of Authorized personnel that are commissioned, warrant and enlisted.
    (2) Annotate number of Assigned personnel that are commissioned, warrant and enlisted.
    (3) Annotate number of PDY that are commissioned, warrant and enlisted.
    (4) Annotate number of KIA that are commissioned, warrant and enlisted.
    (5) Annotate number WIA that are commissioned, warrant and enlisted.
    (6) Annotate number MIA that are commissioned, warrant and enlisted.
    (7) Annotate number of NONBAT LOSSES that are commissioned, warrant and enlisted.
    (8) Annotate number of total LOSSES that are commissioned, warrant and enlisted.
    (9) Annotate GAINS that are commissioned, warrant and enlisted.
    (10) Annotate written comments in the Remarks Section.
   e. Complete written comments in Part III - Remarks Section.

 5. Complete Task Force Personnel Summary.
   a. Complete Part I - C2 Task Force Report - Organic.
   b. Complete Part II - C2 Task Force Report - Attached Direct Support/General Support (DS/GS).
   c. Complete Part III - C2 Task Force Report - Summary.
   d. Annotate Non US Army Personnel.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

Performance Measures	**GO**	**NO GO**
1. Initiated Battle Roster.		
2. Initiated Personnel Summary Report (PS).		
3. Initiated Personnel Requirements Report (PRR).		
4. Initiated Personnel Status Report (PSR).		
5. Completed Task Force Summary (TFPS).		

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
  Required   **Related**
  AR 600-8-6
  FM 12-6

Create a Manifest
805C-42A-1259

Conditions: Given DA Pam 600-8-31 and access to standard automation system with Tactical Personnel Systems (TPS) v2.1 software loaded.

Standards: Create a Manifest shell.

Performance Steps

1. Access Tactical Personnel Systems (TPS) software on local automation system.

2. Create a Manifest Shell.
   a. Ensure a current copy of the Total Army Personnel Database (TAPDB) is loaded to the computer.
   b. Select Manifest from TPSv2.1 Main Frame.
   c. Enter Mission Number or Mission Name.
   d. Select Deploy or Redeploy.
      Note: A "Redeployed" Manifest deletes a Soldier's deployment date from the database. The remaining fields on the Manifest Shell may be left blank or user may accept default.
   e. Save Manifest Shell.
   f. Insert personnel /UIC on manifest or close the manifest shell for future use.

3. Add personnel to "Regular" Manifest.
   a. Select Manifest from TPSv2.1 Main Frame.
      "Deployed" or "Redeployment."
   b. Select "INSERT."
   c. Select from one of the following options:
     - "SSN/Foreign Nationals."
     - "UIC."
     - "TRN Format."
     - "Upload SSN File."
   d. Select "SSN/FOREIGN NATIONALS."
   e. Select "OK."
   f. Select "DOD PERSONNEL."
     (1) Use barcode scanner to scan SSN or type in.
     (2) Fill-in optional fields that apply:
       - Weight
       - Deployed UIC
   g. Select "OK."
   h. Select "FOREIGN NATIONAL."
     (1) Select "SEARCH."
       - Type last name and select "OK."
       - Highlight desired name.
     (2) Enter Information.
     (3) Select "OK."
     (4) Select "CANCEL."
     (5) Select "SAVE."
     (6) Select "OK."
   i. Transfer (TRN) Format.
     (1) Import "TRN" Formatted Files.
       (a) Select "TRN FORMAT."
       (b) Select "OK."
       (c) Highlight desired file and select "OPEN."
       (d) System will upload TRN File.

Performance Steps

        (2) Save a Manifest as a TRN File.
           (a) With desired manifest open, select "TRN."
           (b) Select desired location and determine a filename for file to be saved.
           (c) Select "SAVE" and confirm with "YES, NO' or OK."
           (d) System will upload personnel into database.
     j. Change UIC Data.
        (1) Select individual or collective group of personnel who require a UIC, ULN, Rank, Location, Weight, or Citizenship change.
        (2) Select the "MFST EDIT."
        (3) Enter correct data.
        (4) Select "OK."
        (5) Select "SAVE", then "OK."
     k. Change Personnel Data.
        (1) Highlight individual who requires changes.
        (2) Select "PER EDIT."
        (3) Makes changes to record.
        (4) Select "SAVE", then "OK."
        (5) Select "CLOSE."

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

Performance Measures   **GO**   **NO GO**

  1. Accessed (TPS) software on local automation system.

  2. Created a Manifest Shell.

  3. Added personnel to "Regular" Manifest.

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
    Required   **Related**
    AR 600-8-6
    FM 12-6

Maintain Emergency Notification Data
805C-42A-1265

Conditions: Given Soldiers personal data that changes have occurred to any of the items on the forms or 5 years have elapsed since the latest form was submitted, blank forms DD Form 93 and SGLV-8286, standard office supplies, and AR 600-8-1.

Standards:

1. Update Soldier's Record of Emergency Data.
2. Update Soldier's Servicemember's Group Life Insurance.

Performance Steps

1. Update the DD Form 93.
    a. Use the instructions on the back of the form to complete the form.
    b. Refer to AR 600-8-1 para 11-5 for exceptions.
    c. Ensure the Soldier signs the form.
    d. Ensure a disinterested party signs in the witness block.
    e. Distribute the form IAW AR 600-8-1 table 11-2.

2. Update the SGLV-8286.
    a. Place a check in all boxes that apply to the Soldier's reason for the update or change.
    b. Enter the Soldier's last name, first name, and full middle name.
    c. Enter the Soldier's rank.
    d. Enter the Soldier's SSN with separating dashes.
    e. Enter the branch of service, do not abbreviate.
     f. Enter the Soldier's unit, station, state, and zip code.
    g. Continue to update the form based on the instructions on the form.
    h. Ensure the Soldier signs the form.
     i. Ensure a disinterested party signs as the witness.
     j. Distribute the form IAW AR 600-8-1 table 11-4.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

Performance Measures   **GO**   **NO GO**

   1. Prepared the DD Form 93.

   2. Prepared the SGLV-8286.

Evaluation Guidance: Score the Soldier "GO" if all performance measures are passed (P). Score the Soldier "NO GO" if any performance measure is failed (F). If the Soldier fails any performance measures, show the Soldier what was done wrong and how to perform it correctly.

References
   Required   **Related**
      AR 600-8-1

Subject Area 12: OFFICE ADMINISTRATION

Interpret the Enlisted Record Brief (ERB)
805C-42A-1223

Conditions: Given a requirement to interpret and update an ERB, access to an ERB printout, Hastily Executed Look-Up Program (H-E-L-P), SIDPERS-3 workstation.

Standards:

1. Identify the information contained in each section of the ERB.
2. Define the information contained in each section of the ERB.

Performance Steps

1. Identify the different sections of the ERB.
    a. Identify the types of data contained in the Administrative Heading.
    b. Identify the types of data contained in Section I: Assignment Information.
    c. Identify the types of data contained in Section II: Security Data.
    d. Identify the types of data contained in Section III: Service Data.
    e. Identify the types of data contained in Section IV: Personal/Family Data.
    f. Identify the types of data contained in Section V: Foreign Language.
    g. Identify the types of data contained in Section VI: Military Education.
    h. Identify the types of data contained in Section VII: Civilian Education.
    i. Identify the types of data contained in Section VIII: Awards and Decorations.
    j. Identify the types of data contained in Section IX: Assignment Information.
    k. Identify the types of data contained in Section X: Remarks.

2. Define the different sections of the ERB.
    a. Define the types of data contained in the Administrative Heading.
    b. Define the types of data contained in Section I: Assignment Information.
    c. Define the types of data contained in Section II: Security Data.
    d. Define the types of data contained in Section III: Service Data.
    e. Define the types of data contained in Section IV: Personal/Family Data.
    f. Define the types of data contained in Section V: Foreign Language.
    g. Define the types of data contained in Section VI: Military Education.
    h. Define the types of data contained in Section VII: Civilian Education.
    i. Define the types of data contained in Section VIII: Awards and Decorations.
    j. Define the types of data contained in Section IX: Assignment Information.
    k. Define the types of data contained in Section X: Remarks.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

Performance Measures	**GO**	**NO GO**
1. Identified the different sections of the ERB.		
2. Defined the different sections of the ERB.		

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F).   If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

Interpret the Officer Record Brief (ORB)
805C-42A-1227

Conditions: Given an Officer Record Brief (ORB).

Standards: Accurately review each item on the Officer Record Brief for completeness.

Performance Steps

1. Review items in Section I.
   a. Identify overseas service.
   b. Identify career field information.
   c. Identify aviator qualifications.

2. Review items in Section II.
   a. Identify the type of investigation.
   b. identify the level of security clearance.

3. Review items in Section III.
   a. Identify service dates.
   b. Identify date of rank history.

4. Review items in Section IV.
   a. Identify personal data.
   b. Identify family data.
   c. Identify profile data.
   d. Identify height and weight data.
   e. Identify mailing address.

5. Review items in Section V.
   a. Identify foreign language proficiency.
   b. Identify Defense Language Aptitude Battery (DLAT) score.

6. Review times in Section VI.
   a. Identify highest military education level completed.
   b. Identify the year of completion for military schools.

7. Review items in Section VII.
   a. Identify highest level of civilian education completed.
   b. Identify institution attended.
   c. Identify major course of study.
   d. Identify year of completion.

8. Review items in Section VIII.
   a. Identify awards received.
   b. Identify number of times each award was received.

9. Review items in Section IX.
   a. Identify current unit of assignment.
   b. Identify previous units of assignment.
   c. Identify last permanent change of station (PCS) date.
   d. Identify when the last officer evaluation report (OER) was received.
   e. Identify the duty title.
   f. Identify the duty military occupational specialty (DMOS).

10. Review items in Section X.
    a. Identify the date of last photo.

Performance Steps
        b. Identify the regimental affiliation.
        c. Identify all remarks contained in this section.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

Performance Measures	**GO**	**NO GO**
1. Reviewed items in Section I.		
2. Reviewed items in Section II.		
3. Reviewed items in Section III.		
4. Reviewed items in Section IV.		
5. Reviewed items in Section V.		
6. Reviewed items in Section VI.		
7. Reviewed items in Section VII.		
8. Reviewed items in Section VIII.		
9. Reviewed items in Section IX.		
10. Reviewed items in Section X.		

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

Process PERSTEMPO
805C-42A-1299

Conditions: Given PERSTEMPO Business Rules and access to PERSTEMPO web-based application.

Standards: Successfully initiate, track, manage, and close PERSTEMPO events and Army Human Resource Identifiers (AHRI).

Performance Steps

1. Initiate, edit and close individual events.
    a. Select PERSONNEL on the menu bar.
    b. Click on the appropriate AHRI.
    c. Choose the MAINTAIN INDIVIDUAL PERSTEMPO from the select option menu.
    d. Click GO.
    e. Choose search criteria.
    f. Enter the individual's information.
    g. Click search.
    h. Review the details of each event.
    i. Edit events as required.
    j. Create new events if appropriate.
    k. Close events as they are completed.

2. Initiate, edit, and close group events.
    a. Select PERSONNEL on the menu bar.
    b. Click on the appropriate AHRI.
    c. Choose the GROUP PERSTEMPO entry.
    d. Click GO.
    e. Create a temporary AHRI for this event.
    f. Identify Soldiers that are associated with the event.
    g. Add, modify, or cancel events as appropriate.
    h. Close events as they are completed.

3. Track and manage PERSTEMPO events.
    a. Verify PERSTEMPO data with newly assigned and out-processing Soldiers.
    b. Produce monthly reports for the unit Commander or First Sergeant.

Evaluation Preparation: This task can be evaluated by use of performance measures. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "GO" or "NO GO" as determined by the performance.

Performance Measures   **GO**   **NO GO**

1. Initiated, edited, and closed individual events.

2. Initiated, edited, and closed group events.

3. Tracked and managed PERSTEMPO events.

Evaluation Guidance: Score the Soldier GO if all applicable performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to do it correctly.

Type Straight Copy Material
805C-42L-1000

Conditions: Given a multimedia computer system with typing software (Mavis Beacon) loaded and MS Windows software loaded, a Pentium-based multimedia computer, monitor, and printer, and straight copy text of average difficulty.

Standards: Type the material identical to the original text at a rate of 25 net words per minute (NWPM) for 5 minutes.

Performance Steps

1. Utilize the US Army Typing Tutor (Mavis Beacon) software program.

2. Type straight copy material at a rate of 25 Net Words Per Minute (NWPM) for a period of 5 minutes.

Evaluation Preparation: To evaluate a Soldier's performance on the job, the Soldier should perform the task, using the materials which appear in the CONDITIONS statement. When the Soldier completes the task, the supervisor will score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures   **GO**   **NO GO**

1. Utilized the US Army Typing Tutor (Mavis Beacon) software program.

2. Typed the straight copy material at a rate of 25 Net Words Per Minute (NWPM)
    for a period of 5 minutes.

Evaluation Guidance: Score the Soldier a GO if the Soldier passes (P) all performance measures. Score a NO GO if the Soldier fails (F) any performance measure. Show the Soldier what was done wrong on any failed performance measure and how to do it correctly.

References
    Required   **Related**
    SOFTWARE-MAVIS BEACON

Type a Memorandum
805C-42L-1002

Conditions: Given a draft memorandum, a personal computer system with MS Office Software loaded, AR 25-50, and a dictionary.

Standards: Prepare a memorandum that is acceptable for signature and dispatch.

Performance Steps

1. Type all of the elements appropriate to preparing a formal or informal memorandum. Such elements may include -
    a. Letterhead (for formal memorandum).
    b. Suspense date (if applicable).
    c. Office symbol.
    d. Date.
    e. MEMORANDUM FOR addressee(s).
    f. SEE DISTRIBUTION addresses format (if applicable).
    g. MEMORANDUM THRU-FOR addresses (single or multiple).
    h. Subject Line.
    i. Body (text).
        (1) Reference(s) in first paragraph (when used).
        (2) Writer's identification (point of contact) and address (if necessary).
    j. Authority line (if required).
    k. Signature block.
    l. Enclosure listing (if applicable).
    m. Distribution listing (if applicable).
    n. Copy(ies) furnished (CF) listing (if applicable) and with/without enclosure(s) notation (if applicable).
    o. Page number (second and subsequent pages only).
    p. Classification markings/handling instructions (if applicable).

2. Prepare a formal or informal memorandum so that the content of each element is complete and correct.

3. Prepare the formal or informal memorandum in the proper format.
    a. Placement of the elements.
    b. Margins (left, right, top, and bottom).
    c. Spacing (horizontal/vertical).
    d. Paragraphing.
        (1) Spacing within the paragraph(s).
        (2) Spacing between paragraphs.
        (3) Indention.
        (4) Division/subdivision.
        (5) Identification (number, letter, etc.).

4. Type a continuation page of a formal or informal memorandum (if required) on a second and subsequent pages, using the appropriate elements and proper format.

5. Prepare a formal or informal memorandum in sufficient copies for proper distribution and file.

6. Use correct spelling, capitalization, abbreviations, and punctuations.

7. Make neat and legible corrections.

8. Mark all enclosures as required.

Performance Steps

    9. Assemble (and protect with the appropriate cover sheet when required) a completed formal or informal memorandum and all associated materials in proper sequence and staple where/when necessary.
Note: Cover sheets are used.

Evaluation Preparation: To evaluate a Soldier's performance on the job, the Soldier should perform the task, using the materials which appear in the CONDITIONS statement. When the Soldier completes the task, the supervisor will score the Soldier PASS (P) or FAIL (F) on each performance measure.

Performance Measures   **GO**   **NO GO**

    1. Typed all of the elements appropriate to preparing a formal or informal memorandum.

    2. Prepared a formal or informal memorandum so that the content of each element is complete and correct.

    3. Prepared a formal or informal memorandum in the proper format.

    4. Typed a continuation page of a formal or informal memorandum (if required) on a second and subsequent pages, using the appropriate elements and proper format.

    5. Prepared a formal or informal memorandum in sufficient copies for proper distribution and file.

    6. Used correct spelling, capitalization, abbreviations, and punctuation.

    7. Made neat and legible corrections.

    8. Marked all enclosures as required.

    9. Assembled (and protected with the appropriate cover sheet when required) a completed formal or informal memorandum and all associated materials in proper sequence, and stapled where necessary.

Evaluation Guidance: Score the Soldier a GO if the Soldier passes (P) all performance measures. Score a NO GO if the Soldier fails (F) any performance measure. Show the Soldier what was done wrong on any failed performance measure and how to do it correctly.

References
Required	Related
AR 25-50	AR 310-50
SOFTWARE-OFFICE	AR 380-5

GLOSSARY

Section I
Acronyms & Abbreviations

AAM	Army achievement medal
ACIPS	Army Casualty Information Processing System
AD	active duty
ANCOC	Advanced Noncommissioned Officer Course
APFT	Army physical fitness test
AR	Army Regulation; Army Reserve
ARCOM	Army commendation medal; Army Reserve Command
BASD	basic active service date
BNCOC	Basic Noncommissioned Officer Course
C2SRS	command, control, and strength reporting system
cdr	commander
DA	Department of the Army
DFAS	Defense Finance and Accounting Service
DOR	date of rank; detail obligation report
EDAS	enlisted distribution assignment system
ERB	enlisted records brief
ETS	Expiration Term of Service
FAO, F&AO	finance and accounting office
GCMDL	good conduct medal
HHC	headquarters and headquarters company
HQDA	Headquarters, Department of the Army
HRC	Human Resources Command
HTDS	Host Terminal Data Server
IAW	in accordance with
JACS	JUMPS automated coding system

JUMPS	Joint Uniform Military Pay System
MILPER	military personnel
MILPO	military personnel office
MOS	military occupational specialty
MPRJ	military personnel records jacket, U. S. Army
MSM	meritorious service medal
OMPF	official military personnel file
ORB	officer record brief
PAC/PSC	Personnel Assistance Center/Personnel Service Center
PCS	permanent change of station
PEBD	pay entry basic date
HRD	Human Resources Command
PMOS	primary military occupational specialty
PSB	personnel services battalion
PSNCO	personnel staff noncommissioned officer
S1	adjutant (US Army)
SGLI	servicemembers' group life insurance
SOP	standing operating procedure
SPC	specialist
SPECAT	special category
SSAN	social security account number
SSN	social security number
SUPV	supervision; supervise
TDY	temporary duty
TIG	time in grade
TIS	time in service
UCMJ	uniform code of military justice
ZIP Code	zoning improvement plan code

Section II
Terms

Bn
battalion

DA FORM
Department of the Army Form

DA PAM
Department of the Army Pamphlet

DD Form
Department of the Defense Form

Memo
memorandum; mission essential maintenance only

PAM
pamphlet

Prior service
Persons who have served 180 days or more on active duty as a member of the Armed Forces.

Waiver
A request, submitted through appropriate channels, for permission to enlist/reenlist/immediately reenlist/extend an individual who does not meet all of the eligibility requirements.

REFERENCES

Required Publications

Required publications are sources that users must read in order to understand or to comply with this publication.

Army Regulations

AR 25-400-2	The Army Record Information Management System (ARIMS) 18 March 2003
AR 25-50	Preparing and Managing Correspondence 3 June 2002
AR 25-55	The Department of the Army Freedom of Information Act Program 1 November 1997
AR 310-50	Authorized Abbreviations, Brevity Codes and Acronyms 15 November 1985
AR 380-5	Department of the Army Information Security Program 29 September 2000
AR 600-8-1	Army Casualty Operations/Assistance/Insurance 20 October 1994
AR 600-8-10	Leaves and Passes 31 July 2003
AR 600-8-105	Military Orders 28 October 1994
AR 600-8-11	Reassignment 1 October 1990
AR 600-8-19	Enlisted Promotions and Reductions 2 May 2003
AR 600-8-2	Suspension of Favorable Personnel Actions (FLAGS) 30 October 1987
AR 600-8-6	Personnel Accounting and Strength Reporting 24 September 1998
AR 600-9	The Army Weight Control Program 10 June 1987
AR 614-30	Overseas Service 30 August 2001
AR 623-205	Noncommissioned Officer Evaluation Reporting System 15 May 2002
AR 630-10	Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings 31 August 2001
AR 635-200	Enlisted Personnel 1 November 2000

Department of Army Forms

DA FORM 1155	Witness Statement on Individual 1 June 1966
DA FORM 1156	Casualty Feeder Report 1 June 1966
DA FORM 137-R	Installation Clearance Record 1 December 1992
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DA FORM 268	Report to Suspend Favorable Personnel Actions (FLAG) 1 June 1987
DA FORM 31	Request Authority for Leave 1 September 1993
DA FORM 3355	Promotion Point Worksheet 1 April 1991
DA FORM 3356	Board Member Appraisal (Worksheet) 1 April 1991
DA FORM 3357	Board Recommendation 1 April 1991
DA FORM 3739	Application for Compassinate Actions 1 January 1996
DA FORM 4036-R	Medical and Dental Preparation for Overseas Movement 1 May 1990
DA FORM 4179-R	Leave Control Log 1 September 1993
DA FORM 4187	Personnel Action 1 April 1995
DA FORM 4187-E	Personnel Action 1 October 1993
DA FORM 5118-R	Reassignment Status and Election Statement 1 May 1990

Department of Army Pamphlets
DA PAM 600-8-21   Soldier Applications Program 28 July 1995

Field Manuals
FM 12-6   Personnel Doctrine 9 September 1994

Other Product Types
AAA-002   EDAS Cycle Audit Sheet
AAA-105   Interface Output Transaction List
AAA-132   Assignment Adjustment Roster
AAA-133   Gaining Command Deletion/Deferment Notices
AAA-134   Automated Foreign Service Tour Extension (FSTE) Report
AAA-227   EDAS Gaining Assignment Report
AAA-232   EDAS Letter of Instruction (LOI)
AAA-233   EDAS Losing Assignment Recap
AAA-234   EDAS Individual Losing Assignment
DCIPS FORWARD USER MANUAL Defense Casualty Information Processing System Forward User Manual 1 July 2003
DD FORM 458   Charge Sheet 1 August 1984
DD FORM 553   Deserter/Absentee Wanted by the Armed Forces 1 September 1989
DD FORM 93   Record of Emergency Data 1 August 1988
DFAS FORM 702   Army/Air Force Leave and Earnings Statement (Active and Reserve Forces)
OF 23   Charge-out Card 1 February 1962
SGLV FORM 8286   Servicemembers' Group Life Insurance Election and Certificate
SOFTWARE-DCIPS   Defense Caualty Information Processing System Software 1 July 2003
SOFTWARE-MAVIS BEACON Mavis Beacon Teaches Typing
SOFTWARE-OFFICE   Microsoft Office Professional 97/2000/XP (Word, Excel, Powerpoint, Access)

Related Publications

Related publications are sources of additional information. They are not required in order to understand this publication.

Army Regulations
AR 25-55   The Department of the Army Freedom of Information Act Program 1 November 1997
AR 310-50   Authorized Abbreviations, Brevity Codes and Acronyms 15 November 1985
AR 380-5   Department of the Army Information Security Program 29 September 2000

Department of Army Pamphlets
DA PAM 600-8   Management and Administrative Procedures 1 August 1986

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AG 0222	Preparing Special Purpose Memorandums and Letters 1 March 1994
AG 0613	Certifying Enlisted Retirement Applicatons 1 March 1993
AG 1004	Managing the Separations Program 1 March 1987
IS 1400	Effective Writing
IS 1401	Effective Army Writing
IS 1402	Preparation for Writing
IS 1403	Putting Your Thoughts on Paper
IS 1404	Spelling, Abbreviation, and Capitalization
IS 1405	Punctuation
IS 1406	Reviewing Your Writing
IS 1408	Effective Written Communications

Army Regulations

AR 135-100	Appointment of Commissioned and Warrant Officers of the Army 1 September 1994
AR 220-1	Unit Status Reporting 10 June 2003
AR 25-11	Record Communications and the Privacy Communications System 4 September 1990
AR 25-30	The Army Publishing Program 15 July 2002
AR 25-400-2	The Army Record Information Management System (ARIMS) 18 March 2003
AR 25-50	Preparing and Managing Correspondence 3 June 2002
AR 25-51	Official Mail and Distribution Management 30 November 1992
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AR 310-50	Authorized Abbreviations, Brevity Codes and Acronyms 15 November 1985
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AR 50-5	Nuclear Security 1 August 2000
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AR 600-38	Meal Card Management System 11 March 1988
AR 600-60	Physical Performance Evaluation System 25 June 2002
AR 600-8-1	Army Casualty Operations/Assistance/Insurance 20 October 1994
AR 600-8-10	Leaves and Passes 31 July 2003
AR 600-8-104	Military Personnel Information Management/Records 27 April 1992
AR 600-8-105	Military Orders 28 October 1994
AR 600-8-11	Reassignment 1 October 1990
AR 600-8-14	Identification Cards for Members of Uniformed Services, Their Family Members, and Other Eligible Personnel 29 July 1999
AR 600-8-19	Enlisted Promotions and Reductions 2 May 2003
AR 600-8-2	Suspension of Favorable Personnel Actions (FLAGS) 30 October 1987
AR 600-8-22	Military Awards 25 February 1995

AR 600-8-24	Officer Transfers and Discharges 3 February 2003
AR 600-8-7	Retirement Services Program 1 June 2000
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AR 614-200	Enlisted Assignments and Utilization Management 12 July 2001
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AR 623-205	Noncommissioned Officer Evaluation Reporting System 15 May 2002
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DA FORM 4187	Personnel Action 1 April 1995
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DA PAM 611-21	Military Occupational Classification and Structure 31 March 1999
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| DD FORM 1351 | Travel Voucher 1 July 1999 |
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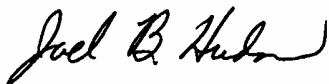| AAA-161 | Unit Manning Report Position and Incumbent Data |
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| TM 11-7010-213-12 | Operator's and Organizational Maintenance Manual for Tactical Army Combat Service Support Computer System (TACCS) AN/TYQ-33(V) 15 May 1992 |

By Order of the Secretary of the Army:

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