



# Department of Defense INSTRUCTION

NUMBER 7730.59

September 17, 1979

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ASD(C)

SUBJECT: Monthly Report of Assigned Military Personnel Strengths

- References: (a) OASD(C) Multiple-Addressee Memorandum, "Monthly Report of Assigned Military Personnel Strengths," July 11, 1962 (hereby canceled)
- (b) DoD Manual 5000.12-M, "Manual for Standard Data Elements," March 1, 1970, authorized by DoD Instruction 5000.12, April 27, 1965

## 1. PURPOSE

This Instruction sets forth the procedures to follow to report assigned military personnel strengths.

## 2. APPLICABILITY

The provisions of this Instruction apply to the Office of the Secretary of Defense, the Organization of the Joint Chiefs of Staff, and the Defense Agencies (hereafter referred to as "DoD Components"). As used herein, the term "military personnel" refers to the Army, Navy, Air Force, and Marine Corps personnel.

## 3. RESPONSIBILITIES

3.1. The Heads of the DoD Components shall submit a monthly report of the number of military personnel assigned to their respective agencies.

3.2. The Director, Washington Headquarters Services (WHS), shall submit a consolidated report for those components that receive administrative support from

WHS. These include:

- 3.2.1. Office of the Secretary of Defense
- 3.2.2. Organization of the Joint Chiefs of Staff
- 3.2.3. American Forces Information Services
- 3.2.4. Defense Advanced Research Projects Agency
- 3.2.5. Defense Security Assistance Agency
- 3.2.6. Office of Civilian Health and Medical Program of The Uniformed Services
- 3.2.7. Office of Economic Adjustment
- 3.2.8. Tri-Service Medical Information Systems Program Office
- 3.2.9. Washington Headquarters Services

#### 4. PROCEDURES

4.1. Reports shall show the number of military personnel assigned to each DoD Component on the last day of each month, using the format at enclosure 1.

4.2. Reports shall be submitted no later than the 15th of each month to:

Washington Headquarters Services  
Directorate for Information Operations and Reports  
4B938, The Pentagon  
Washington D.C. 20301

#### 5. INFORMATION REQUIREMENTS

Reports Control Symbol DD-Comp(M)461 has been assigned to this report.

6. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Comptroller) within 120 days.

A handwritten signature in black ink that reads "Fred P. Wacker". The signature is written in a cursive, flowing style.

Fred P. Wacker  
Assistant Secretary of Defense  
(Comptroller)

Enclosures - 1

1. Format

E1. ENCLOSURE 1

FORMAT

Number of Assigned Military Personnel

\_\_\_\_\_  
(Component)

As of \_\_\_\_\_  
(Year - Month - Day)

Component	Officers	Enlisted	Total
Army			
Navy			
Marine Corps			
Air Force			
Total			

In the case of automated reports, appropriate data element as specified in DoD Manual 5000.12-M (reference (b)) shall be utilized.