



Department of Defense INSTRUCTION

NUMBER 7730.61

August 7, 1990

DA&M

SUBJECT: Reports on General and Flag Officer Positions

- References: (a) DoD Instruction 7730.61, subject as above, August 20, 1981 (hereby canceled)
- (b) DoD Directive 5000.11, "Data Elements and Data Codes Standardzation Program," December 7, 1964
 - (c) DoD Directive 7750.5, "Management and Control of Information Requirements," August 7, 1986
 - (d) DoD 5000.12-M, "DoD Manual for Standard Data Elements," October 1986, authorized by DoD Instruction 5000.12, April 27, 1965
 - (e) Title 10, United States Code, section 663

1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues reference (a) to incorporate new data elements and to reflect current operating procures.

1.2. Prescribes uniform reporting requirements designed to provide responsible officials in the Office of the Secretary of Defense with a central source of data for use in formulating and evaluating general and flag officer programs.

2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD); the Military Departments; the Chairman, Joint Chiefs of Staff and Joint Staff; and the Defense Agencies (hereafter referred to collectively as "DOD Components"). The term "Military Services," as used herein, refers to the Army, Navy, Air Force, Marine

Corps, and the Coast Guard when it is operating as a Service in the Navy.

3. POLICY

It is DOD policy to maintain a centralized data base on general and flag officer positions and incumbents. The information maintained is provided by the DOD Components for use in OSD.

4. RESPONSIBILITIES

4.1. The Assistant Secretary of Defense (Force Management & Personnel) (ASD(FM&P)), or designee, the Deputy Assistant Secretary of Defense Military Manpower & Personnel Policy (DASD(MM&PP)), shall:

4.1.1. Serve as the DoD point of contact for official DoD information on Navy flag officers and Army, Air Force, and Marine Corps general officers, to include information on each flag and general officer position, filled or vacant, and incumbent information for each filled position.

4.1.2. Control access to all data not specifically published in the "General/Flag Officer Worldwide Roster" and coordinate the official release of data with the affected services.

4.1.3. Respond to requests from Congress and other outside requesters for information on the positions or incumbents.

4.2. The Director, Washington Headquarters Services (WHS), or WHS designee, the Director for Information Operations and Reports (DIOR), shall:

4.2.1. As agent for the ASD(FM&P), design, establish, and maintain the official general and flag officer data base from information reported by the DoD Components.

4.2.2. Provide information services on this subject matter to the Director for Officer & Enlisted Personnel Management, Office of the Assistant Secretary of Defense (Force Management & Personnel) (OEPM, OASD(FM&P)), and other requesters in accordance with release procedures provided by the ASD(FM&P).

4.3. The Heads of DoD Components shall provide the detailed data required by this Instruction to maintain the official DoD data base.

5. PROCEDURES

5.1. General and Flag Officer Position Data. New data or corrections to existing data on all positions in or outside the Department of Defense that are authorized general or flag officer personnel shall be provided by each Military Service as changes occur, but not more often than monthly.

5.2. General and Flag Officer Incumbent Data. New data or corrections to existing data on incumbents of each general and flag officer position shall be reported monthly by each Military Service.

5.3. Additions, changes, corrections, or deletions to position data shall be submitted on DD Form 2549 (enclosure 1).

5.4. Additions, changes, corrections, or deletions to incumbent data shall be submitted on DD Form 2550 (enclosure 2).

5.5. Instructions for preparing the data and data conversion tables are attached as enclosures 3 and 4.

5.6. These reports shall be submitted to:

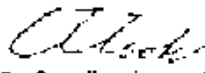
Director for Information Operations and Reports
Washington Headquarters Services
1215 Jefferson Davis Highway
Suite 1204
Arlington, Va. 22202-4302

6. INFORMATION REQUIREMENTS

The reporting requirements described in subsections 5.1. and 5.2., above, are assigned Report Control Symbol DD-DA&M(M&AR) 1579. Additional information requirements, as may be necessary, shall be developed, approved, and licensed, consistent with DOD Directives 5000.11 and 7750.5 (references (b) and (c)).

7. EFFECTIVE DATE

This Instruction is effective immediately.


D.O. Cooke, Director
Administration and Management

Enclosures - 4

1. General and Flag Officer Position Data (DD Form 2549)
2. General and Flag Officer Incumbent Data (DD Form 2550)
3. Data Preparation Instructions for Position Data (DD Form 2459) and Data Preparation Instructions for Incumbent Data (DD Form 2550)
4. Data Conversion Tables

E1. ENCLOSURE 1

GENERAL AND FLAG OFFICER POSITION DATA		REPORT CONTROL SYMBOL
(TO BE COMPLETED BY PROJECT OFFICERS AND/OR APPROPRIATE FORMS MANAGEMENT OFFICERS)		
1. DATE OF REQUEST (YYMMDD)	2. TRANSACTION CODE	3. REPORTING DOD COMPONENT
4. OSD POSITION NUMBER	5. POSITION GRADE	6. SERVICE AFFILIATION
7. POSITION		
a. TITLE NO. 1		
b. TITLE NO. 2		
8. UNIT NAME		
9. UNIT LOCATION		
a. PLACE		
b. STATE	c. ZIP CODE	d. WASHINGTON, DC CODE
10. PARENT UNIT DESIGNATION		
11. REMARKS		

DD Form 2549, JUL 90

Previous edition is obsolete.

E3. ENCLOSURE 3

DATA PREPARATION INSTRUCTIONS FOR POSITION DATA (DD FORM 2549)

DATA ELEMENTS

INSTRUCTIONS

1. Date of Request
- Year

- Month Enter two-terminal digits of current year (incremented each year).

- Day Enter month code 01-12. Use lead zero as necessary.

 Enter a two digit day of month 01-31. Use lead zero as necessary.

2. Transaction Code Enter A to add new positions and complete all data elements except, Item 4 (OSD Position Number).

 Enter C to correct or change data for existing positions. Complete Item 4 (OSD Position Number) and data elements with corrections or changes.

 Enter D to disestablish (delete) positions. Complete Item 4 (OSD Position Number) and Item 13.a. (Position Title No. 1.).

3. Reporting DoD Component Enter DoD Component name; i.e., Army, Navy, Air Force, or Marine Corps.

4. OSD Position Number Enter numeric entry 1 to 9999. Unique OSD Position Numbers shall be assigned by WHS, Directorate for Information Operations and Reports.

5. Position Grade Enter 07, 08, 09, or 10 in first two positions (DoD 5000.12-M (reference (d)), reference number PA-SN). Third position must be H if included by the OSD and/or Hay General and/or Flag Officer review, or else leave blank.

6. Service Affiliation Enter A for Army, F for Air Force, M for Marine Corps, N for Navy, P for Coast Guard, or Z for positions that may be filled by incumbents from any Military Service, (DoD 5000.12-M (reference (d)), reference number DE-NM).

DATA PREPARATION INSTRUCTIONS FOR
POSITION DATA (DD FORM 2549)

DATA
ELEMENTS

INSTRUCTIONS

7. Position

- a. Title No. 1 Enter the title of the principal position in Title No. 1. Enter additional titles associated with
- b. Title No. 2 the position in Title No. 2.

8. Unit Name Enter the name of unit, organization, or command to which the position is assigned if name is other than Parent Unit Designation (Item 10). Use official acronyms. Do not repeat information contained in the title.

9. Unit Location

- a. Place Enter the military installation or facility, place, or municipality where unit, organization, or
- b. State command is located.
- c. Zip Code Select state abbreviation from Table 1. Use DoD 5000.12-M (reference (d)), reference number ST-GA for state codes and reference number CO-XV for country codes.
Enter ZIP Code of military installation or facility, place, or municipality (DoD 5000.12-M (reference (d)), reference number NA-ZC).

- d. Washington, DC, Code Enter Y for locations located in the Washington, DC metropolitan area or N for locations not in the Washington, DC metropolitan area.

10. Parent Unit Designation Enter the parent organization or command to which the position is assigned; i.e., the NORTH AMERICAN AEROSPACE DEFENSE COMMAND is the parent unit designation for the following units:

Cheyenne Mountain Complex;
1st Air Force/Conus NORAD Region;
Canadian NORAD Region;
24th NORAD Region; and,
25th NORAD Region.

11. Remarks Enter comments or pertinent information concern the position.

DATA PREPARATION INSTRUCTIONS FOR
INCUMBENT DATA (DD FORM 2550)

<u>DATA ELEMENTS</u>	<u>INSTRUCTIONS</u>
1. Reporting DoD Component	Enter DoD component name; i.e., Army, Navy, Air Force, or Marine Corps.
2. Date of Request	
- Year	Enter two-terminal digits of current year (incremented each year).
- Month	Enter month code 01-12. Use lead zero as necessary.
- Day	Enter a two digit day of month 01-31. Use lead zero as necessary.
3. Transaction Code	Enter A to add new incumbents and complete all data elements except Item 4 (OSD Position Number). Enter C to correct or change data for existing incumbents. Complete Item 4 (OSD Position Number), Item 5 (Incumbent Name), Item 6 (Service and/or Social Security Number), and data elements with data corrections or changes.
4. OSD Position Number	Enter numeric entry 1 to 9999. Unique OSD Position Numbers shall be assigned by WHS, Directorate for Information Operations and Reports.
5. Incumbent Name	Enter last, first, and middle names in order with spaces but no punctuation. Also include suffix such as Jr., Sr., II, III, etc. See DoD 5000.12-M (reference (d)), reference number NA-RG, for guidance on formation and contraction of names.
6. Service and/or Social Security Number	Self explanatory (DoD 5000.12-M (reference (d)), reference number SO-CA).

DATA PREPARATION INSTRUCTIONS FOR
INCUMBENT DATA (DD FORM 2550)

DATA
ELEMENTS

INSTRUCTIONS

7. Military Grade First two positions must be one of the following codes:
- 06 - COL, CAPT
 - 07 - BG, RADM(L)
 - 08 - MG, RADM
 - 09 - LTG, VADM
 - 10 - GEN, ADM
- Reference DoD 5000.12-M (reference (d)), reference number PA-SN. Third position must be F for "frocked" (incumbents authorized to pin on the next higher insignia of rank before being officially promoted to that rank), or else leave blank.
8. Date of Rank
- Year Enter two-terminal digits of year. If date is not known, enter asterisk (*) and leave remainder of year, month, and day blank.
 - Month Enter month code 01-12. Use lead zero as necessary.
 - Day Enter a two-digit day of month 01-31. Use lead zero as necessary.
9. Sex Enter F for female or M for male (DoD 5000.12-M (reference (d)), reference number SE-XA).
10. Race Enter one of the following codes:
- C - Caucasoid
 - M - Asian and/or Mongoloid
 - N - Negroid and/or African
 - R - American Indian
 - Z - Unknown
- Reference DoD 5000.12-M (reference (d)), reference number RA-BA.
11. Date of Birth
- Year Enter two-terminal digits of year. If date is not known, enter asterisk (*) and leave remainder of year, month, and day blank.
 - Month Enter month code 01-12. Use lead zero as necessary.
 - Day Enter a two-digit day of month 01-31. Use lead zero as necessary.

DATA PREPARATION INSTRUCTIONS FOR
INCUMBENT DATA (DD FORM 2550)

<u>DATA ELEMENTS</u>	<u>INSTRUCTIONS</u>
12. Specialty and/or Expertise	Enter code from Table 2.
13. Joint Duty	Enter one of the following codes: C - Completed G - Completed Joint Tour as General and/or Flag Officer L - Lacks Joint Duty Credit P - Professional Waiver S - Scientific and/or Technical Waiver
14. Capstone	Enter one of the following codes for a course required by 10 U.S.C. 663 (reference (e)) for new general and flag officers to prepare them to work with the other armed forces: C - Completed N - Not Required R - Required and/or Not Completed W - Waived
15. Joint Specialist	Enter one of the following codes: E - Nominee N - No Y - Yes
16. New OSD Position	Enter a numeric entry 1 to 9999. Unique OSD Number Position Numbers shall be assigned by WHS, Directorate for Information Operations and Reports.
17. Date Assigned Position	
- Year	Enter two-terminal digits of year.
- Month	Enter month code 01-12. Use lead zero as necessary.

E4. ENCLOSURE 4DATA CONVERSION TABLESTABLE 1 - STATES

<u>ABBREVIATION</u>	<u>STATE NAME</u>	<u>ABBREVIATION</u>	<u>STATE NAME</u>
AL	Alabama	MT	Montana
AK	Alaska	NE	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
AQ	American Samoa	NJ	New Jersey
CA	California	NM	New Mexico
CO	Colorado	NY	New York
CT	Connecticut	NC	North Carolina
DE	Delaware	ND	North Dakota
DC	District of Columbia	OQ	Northern Mariana Islands
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
GQ	Guam	OR	Oregon
HI	Hawaii	PA	Pennsylvania
ID	Idaho	RQ	Puerto Rico
IL	Illinois	RI	Rhode Island
IN	Indiana	SC	South Carolina
IA	Iowa	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UT	Utah
ME	Maine	VT	Vermont
MD	Maryland	VA	Virginia
MA	Massachusetts	VQ	Virgin Islands
MI	Michigan	WA	Washington
MN	Minnesota	WV	West Virginia
MS	Mississippi	WI	Wisconsin
MO	Missouri	WY	Wyoming

TABLE 2 - INCUMBENT SPECIALITY AND/OR EXPERTISE

<u>COMMON CODES</u>	<u>MEANING</u>
AVN	Aviator - Navigator
AVP	Aviator - Pilot
CHC	Chaplain
DEN	Dental
ENG	Engineer and/or Civil Engineer
JAG	Judge Advocate
LOG	Logistician
MED	Medical
MSC	Medical Service
NUR	Nurse
QMC	Quartermaster and/or Supply

<u>ARMY-UNIT CODES</u>	<u>MEANING</u>
ADA	Artillery - Air Defense
ADJ	Adjutant General
AFA	Artillery - Field
ARM	Armor
CHM	Chemical
FIN	Finance
INF	Infantry
INT	Military Intelligence
MPO	Military Police
ORD	Ordnance
SIG	Signal
SPF	Special Forces
XTN	Transportation

<u>NAVY-UNIQUE CODES</u>	<u>MEANING</u>
AED	Aviation Engineering Duty
SDO	Special Duty (Int, Crypt, etc.)
SUB	Submariner
SUW	Surface Warfare

<u>AIR FORCE-UNIQUE CODES</u>	<u>MEANING</u>
MIS	Missileer
NOR	Non Rated

<u>MARINE CORPS-UNIQUE CODES</u>	<u>MEANING</u>
GRN	Ground