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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| 1AO-CLASS | APPLICATIONS FOR CLASSIFICATION AS CONSCIENTIOUS OBJECTOR (1-A-O) |  |
| 1AO-NC | AGREEMENT FOR NONCOMBATANT DTY ASGMNT BY MBRS CLASSIFIED AS A CO (1-A-O) |  |
| 1AO-RMVL | REQUEST FOR REMOVAL OF ID FROM CONSCIENTIOUS OBJECTOR STATUS (1-A-O)(1-O) |  |
| 1O-DISCH | APPLICATION (APP/DISAPP) FOR DISCHARGE AS A CONSCIENTIOUS OBJECTOR (1-O) |  |
| UNABLE RETIRE | STATEMENT OF UNDERSTANDING IF UNABLE TO COMPLETE 20YRS OF SERVICE FOR RETIREMENT |  |
| 670 USAREC | MORAL WAIVER WORKSHEET |  |
| AA DEGREE | ASSOCIATES DEGREE |  |
| ABCMR | ARMY BOARD FOR CORRECTION OF MILITARY RECORDS DECISION AND RECORD OF PROCEEDINGS | File the ABCMR decision memorandum/letter, record of proceedings, and application (with continuation pages when provided). |
| ACCESSION BONUS | WRITTEN AGREEMENT OFFICER ACCESSION BONUS |  |
| ACSO MEMO | ADJUSTMENT TO CONTRACTUAL SERVICE OBLIGATION (DA 5658-R) |  |
| ADHOC BD | SECRETARY OF THE ARMY ADHOC REVIEW BOARD CASE DECISION | File the decision memorandum signed “For the Secretary of the Army” in the Service folder. The remaining board proceedings and enclosures are filed in the Restricted folder. |
| ADMIN CRED | ADMINISTRATIVE DETERMINATION OF CREDIT FOR SERVICE NOT AVAILABLE FROM RECORDS |  |
| ADMIN PAY DATA | OTHER ENTITLEMENTS VERIFICATION OF ADMINISTRATION PAY DATA |  |
| ADMIN OTHER | ADMIN DOCUMENTS – OTHER SERVICES (AF, MC, USN, CG) |  |
| ADOPT RCD | ADOPTION RECORD CERTIFYING THE LEGAL PARENTS OF A SERVICE MEMBER |  |
| ADRB | ARMY REVIEW BOARD CASE DECISION | File only with Discharge Review Board decision memorandum/letter, record of proceedings, and application (with continuation pages when provided). |
| ADRRB | ARMY DISABILITY RATING REVIEW BOARD (ADRRB) DECISION |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| AECP | CONTRACT FOR THE ARMY MEDICAL DEPARTMENT ENLISTED COMMISSIONING PROGRAM OVER 10 YEARS AFS |  |
| AF 190 | AIR FORCE RESERVE PERSONNEL RECORD CARD |  |
| AF 7 | AIRMAN MILITARY RECORD |  |
| AF 712 | AIR FORCE RESERVE PERSONNEL REPORT OF TOTAL ALLOWABLE POINTS & SERVICE |  |
| AFFILIATION BONUS | WRITTEN AGREEMENT OFFICER AFFILIATION BONUS |  |
| AMEDD COMM | STATEMENT FOR COMMISSIONING AMEDD OFFICER |  |
| ANNEX K SUP | STATEMENT OF UNDERSTANDING - ARNG MONTGOMERY GI BILL KICKER PROGRAM |  |
| ANNULMENT DECREE | ANNULMENT DECREE |  |
| AOC-SI | AREA OF CONCENTRATION-SKILL IDENTIFIER (AOC-SI)CLASSIFICATION AWARD LETTER |  |
| APDRB | ARMY PHYSICAL DISABILITY REVIEW BOARD (APDRB) DECISION (TITLE 38, US CODE, CHAP 59) |  |
| APL DNY-P | DOC DENY /PART DENY APPEAL REMOV UNFAV INFO |  |
| APP ST AG | GENERAL AGREEMENT - ROTC |  |
| APPL AD | APPLICATION FOR ACTIVE DUTY | File only for enlisted members. |
| APPL RET BE | APPLICATION FOR RETIREMENT BENEFITS |  |
| APPLIND ENL | APPLICATION FOR DETERMINATION OF ELIGIBILITY FOR INDUCTION/ENLISTMENT/REENLIST |  |
| APPLTRS | APPROVED REQUESTS, LTRS, APPLCATIONS FOR RESIGNATION/RELIEF FROM ACTIVE DUTY |  |
| APPRSEPS | CASE FILES FOR APPROVED SEPARATIONS |  |
| APPT LTR | DA APPOINTMENT LETTER |  |
| APPT ORDER | APPOINTMENT ORDERS |  |
| APT ORD AMD | AMEND-APPOINTMENT ORDERS |  |
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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| ARNG GO APP | EXTRACT OF STATE CODE PERTINENT TO RANK & TENURE FOR ARNG GO'S APPOINTEES |  |
| ARRR | AVIATION RETIRE RECALL RECORD |  |
| ATSC 157 | PERSONAL IN NATURE |  |
| AVN AWD DOC | DOCS/CERT AWARD AVN BADGES,SVC MDLS, TABS OR NON-ARMY AWDS NO ORDERS PUBLISHED |  |
| AVN SVC | ORDERS RELATING TO AVIATION SERVICE OF AVIATORS AND FLIGHT SURGEONS |  |
| AVN SVC AMD | AMEND ORDERS RELATING TO AVIATION SERVICE OF AVIATORS AND FLIGHT SURGEONS |  |
| AWARD POSTHUMOUS | DOCUMENTS CONCERNING POSTHUMOUS AWARDS |  |
| AWD DOC | DOCS/CERT THAT AWD BADGES, AWARDS, SVC MDLS, TABS OR NON-ARMY AWDS NO ORDERS PUBLISHED | Unit awards for permanent wear only are authorized for filing. On orders  listing more than one award, it must identify which award /unit is applicable. |
| AWD OR AMND | AMEND ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA |  |
| AWD ORDER | ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA |  |
| AWD/MOS-ASI | AWARD/MOS-ASI ORDER |  |
| AWOL CHANGE | DOCUMENTS THAT AMEND/CHANGE/MAKE GOOD/CORRECT MISTAKEN RPTS OF AWOL | See filing instructions for DA Form 4187 in this table. |
| BIO SKETCH | BIOGRAPHICAL SKETCH |  |
| BOARD INST | CORRESP SPECIAL SEL, PROM ADV, PROM REV, STBY ADV BOARD | File allied documents in the Restricted folder. |
| BRANCH TRF | BRANCH TRANSFER, DETAIL, OR RELIEF FROM DETAIL |  |
| CAS REPT | CASUALTY REPORT |  |
| CAS STAT | CORRESP /MESSAGES REGARDING CASUALTY STATUS INCLUDING NOTIFICATION TO KIN |  |
| CC 202R/203R/204R | GUARANTEED RESERVE FORCES DUTY CONTRACT ENDORSEMENT |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| CDCC | DOCUMENTS FROM COURT AGENCIES CONCERNING WAIVERABLE OFFENSES |  |
| CERT 5YR NG | CERTIFICATION FROM STATE AG'S THAT AN OFFICER HAS 5 YEARS TO SERVE AFTER APPT |  |
| CERT ACHV | CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION | 672–5–1, chapter 8, applies. File a memorandum for the award when the certificate is too large to file. |
| CERT BIRTH SOLDIER | BIRTH CERTIFCATE / PROOF OF BIRTH (SOLDIER) |  |
| CERT BIRTH DEPN | BIRTH CERTIFICATE / PROOF OF BIRTH (DEPENDENT) |  |
| CERT NGB | CERTIFICATE OF STATEMENT OF SERVICE |  |
| CERT RESID | CERTIFICATE RESIDENCY MEDICAL DEPT OFFICER |  |
| CERT SVC | RECORD OF DISCHARGE, RELEASE FROM ACTIVE DUTY, OR DEATH - OTHER SERVICE |  |
| CHANGE REQ | DOCUMENT GRANTING AUTHORITY TO CHANGE PERSONAL DATA |  |
| CHILD SPT DOC | CHILD SUPPORT DOCUMENT |  |
| CITATION | COPY OF AWARD CITATION WHEN NOT INCLUDED IN THE AWARD ORDER |  |
| CITZ STMT | STATEMENT OF CITIZENSHIP |  |
| CIVIL CONV | RECORDS OF CIVIL CONVICTION |  |
| CLEP/DANTES | CLEP & DANTES COMPLETION CERTIFICATES |  |
| COMP SVC | COMPUTATION OF SERVICE, SERVICE BY CATEGORY, OR SERVICE FOR PAY PURPOSES |  |
| COMPL DENT | EVIDENCE OF COMPLETION OF DENTAL COURSE FOR DENTAL CORPS OFFICERS |  |
| CONFMT DEC | HQDA DOCUMENT - SEC ARMY DECISION ON CONFINEMENT |  |
| CONSENT ETS | CONSENT AFFIDAVIT OF MEMBERS HELD BEYOND ETS OR RELEASE DATE |  |
| CONSTR ENL | CONSTRUCTIVE ENLISTMENT |  |
| CORRECT | RECORD OF DETERMINATION FOR CORRECTION OF ERRORS - OMPF | File in the folder location where the correction occurs. Include correction of *time lost to be made good due to an erroneous report of AWOL.* |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| COTTAD LTR | JUSTIFICATION LETTER |  |
| COURT MAMD | AMEND COURT MARTIAL ORDERS (GENERAL, SPECIAL, SUMMARY) |  |
| COURT MART | COURT MARTIAL ORDERS (GENERAL, SPECIAL, SUMMARY) | File in the Performance folder when there is an approved finding of guilty on at least one specification. If all approved findings are not guilty, file the order in the Restricted folder. If all charges and specifications are later dismissed or if all findings of guilty have been reversed in a supplemental order, remove all related orders from the Performance folder and transfer them to the Restricted folder. |
| CRBA | COMMAND REVIEW BOARD ACTIONS | File letter notifying Officer of results, boards evaluation, board recommendation, Officer response to the board, legal review (if included), and a summary of the unfavorable information. |
| CRNA | CERTIFIED REGISTERED NURSE ANESTHETIST BONUS (CRNA) |  |
| CRS CMPL 40 | COURSE COMPLETION CERTIFICATE 40 OR MORE HOURS | Only full course completions accepted; no sub-courses. |
| CRS CMPL LESS 40 HRS | COURSE COMPLETION CERTIFICATE LESS THAN 40 HOURS | Only full course completions accepted; no sub-courses. |
| CSB ELECTION | CAREER STATUS BONUS (CSB) ELECTION |  |
| CSMACT | RECLASSIFICATION AND VOLUNTARY WITHDRAWAL FROM CSM PROGRAM | File only document that shows DA Approval in the Performance folder. |
| CSRB | CRITICAL SKILL RETENTION BONUS |  |
| CSRB-AD | CRITICAL SKILL RETENTION BONUS - ARMY OFFICER MENU OF INCENTIVES, ACTIVE DUTY BONUS |  |
| CSRB-AR | OFFICER/WARRANT OFFICER WRITTEN AGREEMENT - RESERVE COMPONENT CRITICAL SKILLS RETENTION BONUS |  |
| CSRB-CP | CRITICAL SKILLS RETENTION BONUS FOR ARMY LICENSED CLINICAL PSYCHOLOGISTS THE ACTIVE COMPONENT |  |
| CSRB-PA | CRITICAL SKILLS RETENTION BONUS FOR ARMY PHYSICIAN ASSISTANT OFFICERS IN THE ACTIVE COMPONENT |  |
| DA 1059 | SERVICE SCHOOL ACADEMIC EVALUATION REPORT |  |
| DA 1059-1 | CIVILIAN INSTITUTION ACADEMIC EVALUATION REPORT |  |
| DA 1307 | INDIVIDUAL JUMP RECORD (AIRBORNE) |  |
| DA 1315 | REENLISTMENT DATA |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| DA 1380 | RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING |  |
| DA 1506 | STATEMENT OF SERVICE -COMPUTATION OF LENGTH OF SERVICE FOR PAY PURPOSES |  |
| DA 1569 | TRANSCRIPT OF MILITARY RECORD |  |
| DA 1574 | REPORT OF PROCEEDINGS BY INVESTIGATING OFFICER /BOARD OF OFFICERS |  |
| DA 1594 | DAILY STAFF JOURNAL OR DUTY OFFICER'S LOG | File only when the log records the death of a service member. |
| DA 160 | APPLICATION FOR ACTIVE DUTY | File only when accompanied by correspondence showing final determination. |
| DA 1613 | RECORDS CROSS REFERENCE | File location depends on the subject of the document. |
| DA 1618-R | APPL FOR DETAIL AS A STUDENT OFF AT A CIV EDUC INSTITUTION OR TNG W/INDUSTRY |  |
| DA 1695 | OATH OF EXTENSION OF ENLISTMENT |  |
| DA 1696-R | ENL/REEENLISTMENT QUALIFYING APPLICATION (ESPECIALLY RECRUITED PERS) |  |
| DA 199 | PHYSICAL EVALUATION BOARD PROCEEDINGS | File allied documents. |
| DA 2 | PERSONNEL QUALIFICATION RECORD - PART I |  |
| DA 2-1 | PERSONNEL QUALIFICATION RECORD |  |
| DA 2166-7 | NONCOMMISSIONED OFFICER EVALUATION REPORT (AR 623-205) |  |
| DA 2166-8 | NCO EVALUATION REPORT |  |
| DA 2166-8-R | NCOER-R |  |
| DA 2173 | STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS |  |
| DA 2339 | APPLICATION FOR VOLUNTARY RETIREMENT |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| DA 2627 | RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ | Normal Filing:  All Article 15 documents and forms will be filed IAW AR 27-10, Military Justice (3 Oct 2011). No Article 15 or supporting documents will be filed for E4/CPL and below (reference AR 27-10, paragraph 3-37, b, 1). For all other Soldiers, the following instructions apply:  a. File Article 15 in either the Performance or Restricted folder as directed by item 5 of DA Form 2627. b. If the Article 15 shows any of the following punishments, file only when the statement part III says to file in the AMHRR: (1) Extra duty or restriction for 14 days or less (2) Oral or written reprimand (3) Forfeiture of pay for 1 month (4) Any combination of the above. Forms showing any other type punishment do not need the statement in part III as these forms are always filed.  d. Forms recording punishments imposed on a Soldier before 1 November 1982 that are filed in the Performance or Restricted folder will remain filed, subject to the provisions of AR 27-10, paragraph 3-42.  e. For an Article 15 imposed on or after 25 January 1990 where filing is directed to the Restricted folder by item 5 of DA Form 2627, the ORC will place the Article 15 in the Performance folder if the following conditions exist:  (1) The previous Article 15 has not been wholly set aside. (2) Prior to the punishment imposed on the previous Article 15, the soldier was an E-5/SGT or higher.   Wholly Set Aside:  a. Any Article 15 that has been wholly set aside will be transferred from Performance to Restricted folder if the Soldier submits a completed, approved Form 2627-2 to the RM for web-upload. Upon receipt, the ORC will transfer the Article 15 and 2627-2 to the Restricted folder. If the article 15 was originally filed in the Restricted folder, the ORC will file the 2627-2 in the Restricted folder upon receipt of the web-upload. b. If an Article 15 is wholly set aside on or after 1 September 1979, move it (along with Form 2627-2) to the Restricted folder upon receipt of the completed, approved Form 2627-2.  c. If an Article 15 was wholly set aside prior to 1 September 1979, move it (along |
| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
|  |  | with the form that set it aside) to the Restricted folder upon the request of the Soldier.  Transition from Enlisted to Officer: a. An Article 15 imposed on an Enlisted member on or after 1 November 1983 will be moved to the Restricted folder along with any allied documents if the Enlisted Soldier changes status to Commissioned or Warrant Officer (reference paragraph 3-8) . b. An Article 15 imposed on a prior Enlisted Soldier who changed status to Commissioned or Warrant Officer before 1 September 1979 will be moved to the Restricted folder upon the request of the Soldier.  Board Adjudication:  Upon direction from ABCMR or DASEB, an Article 15 will be removed from the Performance folder and transferred to the Restricted folder. |
| DA 2627-1 | SUMMARIZED RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ |  |
| DA 2627-2 | RECORD OF APPELLATE OR OTHER SUPPLEMENTARY ACTION UNDER ARTICLE 15, UCMJ | File in the same location as original DA Form 2627 IAW AR 27-10 Military Justice (3 Oct 2011). |
| DA 268 | REPORT TO SUSPEND FAVORABLE PERSONNEL ACTIONS (FLAG) | File in the Deployment/Mobilization folder as part of MOB packet and as part of an Adverse Action packet as a result of Court Martial conviction. |
| DA 2962 | SECURITY TERMINATION STATEMENT |  |
| DA 2981 | APPLICATION FOR DETERMINATION OF MORAL ELIGIBILITY FOR INDUCTION |  |
| DA 2A | PERSONNEL QUALIFICATION RECORD - AUTOMATED FORMAT - ENLISTED |  |
| DA 2B | PERSONNEL QUALIFICATION RECORD - AUTOMATED FORMAT - OFFICER |  |
| DA 2C | PERSONNEL QUALIFICATION RECORD - AUTOMATED FORMAT - WARRANT OFFICER |  |
| DA 3053 | DECLARATION OF RETIRED PAY BENEFITS RECEIVED AND WAIVERS |  |
| DA 3068-1 | MARINE SERVICE RECORD |  |
| DA 3072 | REQ FOR WAIVER OF DISQUAL FOR ENL/REENL IN THE REGULAR ARMY FOR IN-SVC PERS |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| DA 3180 | PERSONNEL EVALUATION AND SCREENING RECORD | File only those forms that show a Soldier is disqualified from the personnel reliability or chemical programs. File letter of notification, Soldier acknowledgement, Soldier statement, and the final action taken by the reviewing authority. The form will be transferred to the Restricted folder when the Soldier has been re-qualified in the program. File the correspondence re-qualifying the soldier in the Restricted folder. |
| DA 3283-R | STATEMENT OF MEMBER REMOVED FROM THE TEMPORARY DISABILITY RETIRED LIST (TDRL) |  |
| DA 3286A | STATEMENT FOR ENLISTMENT-CERTIFICATE OF SPECIFIED PRIOR SERVICE QUALIFICATION |  |
| DA 3286B | STATEMENT FOR ENLISTMENT-ADDENDUM TO PARPART VI |  |
| DA 330 | LANGUAGE PROFICIENCY QUESTIONNAIRE |  |
| DA 3340 | REQUEST FOR REGULAR ARMY REENLISTMENT OR EXTENSION |  |
| DA 3349 | PHYSICAL PROFILE |  |
| DA 348 | EQUIPMENT OPERATOR`S QUALIFICATION RECORD (EXCEPT AIRCRAFT) |  |
| DA 3540 | CERTIFICATE AND ACKNOWLEDGEMENT OF U.S. ARMY RESERVE SERVICE REQUIREMENT |  |
| DA 3574 | CERTIFICATE OF ACKNOWLEDGEMENT AND UNDERSTANDING OF SERVICE REQUIREMENTS |  |
| DA 3575 | CERTIFICATE OF ACKNOWLEDGEMENT AND UNDERSTANDING OF SERVICE REQUIREMENTS |  |
| DA 3645 | ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT RECORD |  |
| DA 3645-1 | ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT RECORD |  |
| DA 3685 | JUMPS PAY ELECTION |  |
| DA 3838 | APPLICATION FOR PROFESSIONAL TRAINING |  |
| DA 4126-R | BAR TO REENLISTMENT CERTIFICATE |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| DA 4187 | PERSONNEL ACTION - APPLICATION/REQUEST | File only those forms that show final action that changes data in the AMHRR. File location depends on the type of change. Forms that document time lost to be made good (including AWOL or DFR duty status changes) will be filed on the Service folder. Forms which promote reduce or deny advancement through SPC/CPL will be filed in the Service folder upon promotion to E-5/SGT. Forms which reflect reduction imposed under Article 15 (UCMJ) when the Article 15 was designated for filing in the Restricted folder shall be filed in the Service folder upon promotion to E-5/SGT. Forms which reflect reduction imposed under Article 15 (UCMJ) when the Article 15 is not designated for filing in the AMHRR will be filed in the Service folder upon promotion to E-5/SGT. |
| DA 4213 | SUPPLMENTAL DATA FOR ARMY MEDICAL SERVICE RESERVE OFFICERS |  |
| DA 4572-R | STATEMENT OF UNDERSTANDING FOR APPOINTMENT AS A COMMISSIONED OFFICER |  |
| DA 4591-R | RETENTION DATA WORKSHEET |  |
| DA 4789 | STATEMENT OF ENTITLEMENT TO SELECTIVE REENLISTMENT BONUS |  |
| DA 4824-R | ADDENDUM TO CERT /ACKNOWLEDGEMENT OF SVC REQMNTS (DA 3540) FOR APPL ROTC |  |
| DA 4826-R | ADDENDUM TO CERT /ACKNOWLEDGE SVC REQMNTS (DA 3540) FOR ENLIST ALT TNG PGM |  |
| DA 4836 | OATH OF EXTENSION OF ENLISTMENT OR REENLISTMENT |  |
| DA 4977-R | INDIVIDUAL READY RESERVE BONUS PROGRAM AGREEMENT |  |
| DA 4991-R | DECLINATION OF CONTINUED SERVICE STATEMENT |  |
| DA 5011-R | TRAINING EVALUATION SUMMARY |  |
| DA 5016 | CHRONOLOGICAL RECORD OF MILITARY SERVICE |  |
| DA 5074-1 | RECORD OF AWARD OF ENTRY GRADE CREDIT (HEALTH SERVICES OFFICER) |  |
| DA 5074-R | RECORD OF AWARD OF ENTRY GRADE CREDIT (MEDICAL & DENTAL OFFICER) |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| DA 5178-R | PROJECT DEVELOPMENT IDENTIFIER (PDI) & PROJ DEV SKILL ID (PDSI) |  |
| DA 5261 | SELECTED RESERVE INCENTIVE PROGRAM – ENLISTMENT BONUS ADDENDUM |  |
| DA 5261-1 | SELECTED RESERVE INCENTIVE PROGRAM EDUCATIONAL ASSISTANCE ADDENDUM |  |
| DA 5261-2 | SELECTED RESERVE INCENTIVE PROGRAM REENLISTMENT/EXTENSION BONUS ADDENDUM |  |
| DA 5261-3 | SELECTED RESERVE INCENTIVE PROGRAM AFFILIATION BONUS ADDENDUM |  |
| DA 5261-4 | STUDENT LOAN REPAYMENT PROGRAM ADDENDUM (LRA) |  |
| DA 5261-5 | SELECTED RESERVE INCENTIVE PROGRAM - USAR PRIOR SERVICE ENLISTMENT BONUS ADDENDUM |  |
| DA 5304-R | FAMILY CARE PLAN COUNSELING CHECKLIST |  |
| DA 5305-R | APPROVED FAMILY CARE PLAN |  |
| DA 5315-R | U S ARMY ADVANCED EDUCATIONAL FINANCIAL ASSISTANCE RECORD |  |
| DA 5435 | STATEMENT OF UNDERSTANDING, THE SELECTED RESERVE MONTOGOMERY GI BILL (10 USC CHAPTER 1606) |  |
| DA 5435-R | STATEMENT OF UNDERSTANDING, THE SELECTED RESERVE MONTOGOMERY GI BILL (10 USC CHAPTER 1606) |  |
| DA 5447 | OFFICER SERVICE AGREEMENT, SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAM |  |
| DA 5536-R | HEALTH PROFESSIONALS LOAN REPAYMENT (HPLR) AGREEMENT |  |
| DA 5642-R | STMT OF UNDERSTANDING & SELECTED RESERVE SVC AGRMNT (NEW GI BILL 2X4 PROGRAM) |  |
| DA 5646-R | STATEMENT OF CONDITIONS AND SERVICE - ACTIVE GUARD/RESERVE |  |
| DA 5647-R | STATEMENT OF CONDITIONS OF SERVICE - AGR ACTIVE TRANS/CONVERS ACTIVE RESERVE |  |
| DA 5685-R | NEW SPECIALIZED TRAINING ASSISTANCE PROGRAM (NEW STRAP) SERVICE AGREEMENT |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| DA 5691-R | REQUEST FOR RESERVE COMPONENT ASSIGNMENT ORDERS (LRA) |  |
| DA 5692/1-R-E | CERTIFICATE OF SERVICE REQUIREMENTS FOR ENLISTING OR TRANSFERRING INTO TPU |  |
| DA 5692/2-R-E | SERVICE REQUIREMENTS FOR ENLISTING OR TRANSFERRING INTO TPU - SECTION III/IV |  |
| DA 5692/3-R-E | SERVICE REQUIREMENTS FOR ENLISTING OR TRANSFERRING INTO TPU - SECTION V/VI |  |
| DA 5840 | CERTIFICATE OF ACCEPTANCE AS GUARDIAN OR ESCORT |  |
| DA 5841 | POWER OF ATTORNEY |  |
| DA 591 | APPL FOR INITIAL (EDUC) DELAY FROM ENTRY ON AD & SUPPLEMENTAL AGREEMENT |  |
| DA 591A | ROTC SUPPLEMENTAL SERVICE AGREEMENT (INITIAL EDUCATIONAL DELAY) |  |
| DA 591B | ROTC SUPPLEMENTAL SERVICE AGREEMENT FOR SPECIAL MEDICAL PROGRAM PARTICIPANTS |  |
| DA 591C | ROTC SUPPLEMENTAL SERVICE AGREEMENT (ARMY CHAPLAINCY) |  |
| DA 591D | EARLY COMMISSIONING PGM, STUDENT SUPPL SERVICE AGREEMENT (POST GRADUATE DELAY) |  |
| DA 591E | ROTC SUPPL SERVICE AGREEMENT (INITIAL EDUCATION DELAY) |  |
| DA 591F-R | EARLY COMMISSION PROGRAM POSTGRADUATE DELAY STUDENT SUPPLEMENTAL SVC AGREEMENT |  |
| DA 591G | ROTC SUPPLEMENTAL SERVICE AGREEMENT FOR SPECIAL MEDICAL PROGRAM PARTICIPANTS |  |
| DA 5960 | AUTH TO START, STOP, CHANGE BAQ AND OR VHA |  |
| DA 597 | ARMY SENIOR RESERVE OFFICERS` TRAINING CORPS (ROTC) NONSCHOLARSHIP CADET |  |
| DA 597-2R | ARMY ROTC - FINANCIAL ASSISTANCE |  |
| DA 597-3 | ARMY SENIOR RESERVE OFFICERS TRAINING CORPS SCHOLARSHIP CADET CONTRACT |  |
| DA 597-3B | ADDENDUM TO ARMY SENIOR ROTS SCHOLARSHIP CADET CONTRACT |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| DA 597-3A-R | ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS SCHOLARSHIP |  |
| DA 597-4 | EDUCATIONAL ASSISTANCE PROGRAM FOR MILITARY JUNIOR COLLEGE COMMISSIONED OFFICERS |  |
| DA 597-5 | LEADERS TRAINING COURSE –ADDENDUM TO ARMY ROTC CADET CONTRACT |  |
| DA 597-6 | STUDENT LOAN REPAYMENT PROGRAM – ADDENDUM TO ARMY ROTC CADET CONTRACT |  |
| DA 597-7 | CRITICAL LANGUAGE INCENTIVE PAY – ADDENDUM TO ARMY ROTC CADET CONTRACT |  |
| DA 61 | APPLICATION FOR APPOINTMENT |  |
| DA 638 | RECOMMENDATION FOR AWARD |  |
| DA 67-8 | US ARMY OFFICER EVALUATION REPORT | File for ARNG and USAR members not on active duty. Do not file DA Form 67-8-1. File enclosures authorized by AR 623-105. |
| DA 67-8-2 | SENIOR RATER PROFILE REPORT OFFICER EVALUATION REPORTING SYSTEM | Includes unnumbered addenda and report of commander's inquiry that may be attached to the form. Refer to AR 623-105. |
| DA 67-9 | US ARMY OFFICER EVALUATION REPORT |  |
| DA 67-9-R | OER-R |  |
| DA 67-9-2 | SENIOR RATER PROFILE REPORT OFFICER EVALUATION REPORTING SYSTEM |  |
| DA 705 | ARMY PHYSICAL FITNESS TEST SCORECARD | File only as part of Accession packet for ROTC |
| DA 71 | OATH OF OFFICE - MILITARY PERSONNEL |  |
| DA 7301-R | OFFICER SERVICE COMPUTATION OF RETIREMENT |  |
| DA 759 | INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY |  |
| DA 759-1 | INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY |  |
| DA 759-2 | INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE - ARMY FLYING HOURS WORKSHEET |  |
| DA 759-3 | INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE--ARMY, FLIGHT RECORD AND FLIGHT PAY WORK SHEET |  |
| DA 8028-R | U. S. RESERVE ARMY BAR TO REENLISTMENT CERTIFICATE |  |
| DA 87 | CERTIFICATE OF TRAINING | File only certificates issued by activities listed in Army Training Requirements and Resources System (ATTRS) Course Catalog as governed by DA 350-1. |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| DA HLTH-SCI | SERVICE AGREEMENT - UNIFORMED SERVICES UNIV - HEALTH SCIENCE PROGRAM |  |
| DA PHOTO | DEPARTMENT OF THE ARMY OFFICIAL PHOTOGRAPH |  |
| DA 31 | REQUEST AND AUTHORITY FOR LEAVE |  |
| DARP 1046 | APPL RENEW EDUC/ECCLESIAST DELAY EAD - VERIFY ENROLL GRAD THEOLOGICAL SEMINARY |  |
| DARP 2489-R | EXT AGREEMENT FOR BONUS IN THE IRR |  |
| DARP 249 | CHRONOLOGICAL STATEMENT OF RETIREMENT POINTS | File only upon discharge, retirement or death. |
| DARP 871 | MANDATORY REMOVAL COMPUTATION WORKSHEET |  |
| DASEB | DA SUITABILITY EVAL BOARD - DASEB DOC DENY/APPR REQ FOR REMOVAL OF ADVS INFO | File in the Performance folder only if denied or partially denied. If DASEB approves the request and directs the transfer of the adverse action to the Restricted folder, the document directing this action will be filed in the Restricted folder along with the adverse action. File allied documents related to denied requests in the Restricted folder. If the DASEB approves a request and directs removal from the AMHRR, do not file the document directing the removal. File allied papers relating to approval requests only if directed by the DASEB. |
| DCSPER REV | DOC ANNOUNCE DCSPER REV BD OR CDR PERSCOM DECISION DENY /PARTIAL DENY APPEAL |  |
| DD 108 | APPLICATION FOR RETIRED PAY BENEFITS |  |
| DD 1172 | APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION AND PRIVLEGE CARD |  |
| DD 1300 | REPORT OF CASUALTY (S&U CASUALTY AND MEMORIAL AFFAIRS) |  |
| DD 1343 | NOTIFICATION OF CHANGE IN SERVICE MEMBER'S OFFICIAL RECORDS | File location depends on type of change. |
| DD 137 | APPLICATION FOR BASIC ALLOWANCE FOR QUARTERS FOR MEMBERS WITH DEPENDENTS |  |
| DD 1380 | US FIELD MEDICAL CARD |  |
| DD 1556 | REQUEST AUTHORIZATION CERTIFICATION OF TRAINING AND REIMBURSEMENT | Only forms documenting Hazard Communication Training will be filed. |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| DD 1556-1 | REQUEST AUTHORIZATION CERTIFICATION OF TRAINING AND REIMBURSEMENT |  |
| DD 1561 | STATEMENT SUBSTANTIATING FAMILY SEPARATION ALLOWANCE |  |
| DD 1584 | NATIONAL AGENCY CHECK REQUEST |  |
| DD 1826 | CERTIFICATE OF COMPETENCY | File only initial certification for pest control management. Do not file recertification certificates. |
| DD 1966 | RECORD OF MILITARY PROCESSING - ARMED FORCES OF THE UNITED STATES | File all pages when accompanied by correspondence showing final determination. |
| DD 2058 | STATE OF LEGAL RESIDENCE CERTIFICATE |  |
| DD 2088 | STATEMENT OF ECCLESIASTICAL ENDORSEMENT |  |
| DD 214 | CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY | File copy 2. Also file form issued by order of the Army Discharge Review Board. |
| DD 215 | CORRECTION TO DD FORM 214 | File copy 2. |
| DD 220 | ACTIVE DUTY REPORT |  |
| DD 2329 | RECORD OF TRIAL BY SUMMARY COURT-MARTIAL | a. This form will be filed together with: (1) DD Form 458 (Charge Sheet). (Not required if information is fully contained on DD 2329). (2) Memorandum, opinion or letter of legal review. b. File in the Performance folder where there is an approved finding of guilty on at least one specification. Also file supplemental actions in the Performance folder. c. If all approved findings are not guilty, file the form and all related documents in the Restricted folder. If all charges and specifications are later dismissed or if all findings of guilty have been reversed in a supplemental action, remove all related documents from the Performance folder and transfer them to the Restricted folder. |
| DD 2366 | VETERAN'S EDUCATION ASSISTANCE ACT OF 1984 (GI BILL) |  |
| DD 2384 | SELECTED RESERVE EDUCATIONAL ASSIST PGM (GI BILL) NOTICE OF BASIC ELIGIBILITY |  |
| DD 2506 | PERSONAL PROPERTY AND VEHICLE DISPOSITION |  |
| DD 2558 | AUTHORIZATION TO START, STOP OR CHANGE ALLOTMENT |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| DD 2569 | THIRD PARTY COLLECTION PROGRAM/MEDICAL SERVICES ACCOUNT/OTHER HEALTH INSURANCE |  |
| DD 2587 | ACQUISITION CORPS - CERTIFICATE OF ADMISSION |  |
| DD 261 | REPORT OF INVESTIGATION - LINE OF DUTY & MISCONDUCT STATUS | File allied documents. |
| DD 2648 | PRESEPARATION COUNSELING CHECKLIST |  |
| DD 2648-1 | PRESEPARATION COUNSELING CHECKLIST RESERVE COMPONENTS |  |
| DD 2656 | DATA FOR PAYMENT OF RETIRED PERSONNEL |  |
| DD 2656 SERIES | SURVIVOR BENEFIT PLAN (SBP) ELECTION DOCUMENTS |  |
| DD 2656-5 | RESERVE COMPONENT SURVIVOR BENEFIT PLAN ELECTION CERTIFICATE |  |
| DD 2746 | RESERVE INSURANCE CERTIFICATE |  |
| DD 2760 | QUALIFICATION TO POSSESS FIREARMS AND AMMUNITION |  |
| DD 2766 | ADULT PREVENTIVE AND CHRONIC CARE WORKSHEET |  |
| DD 2795 | PRE-DEPLOYMENT HEALTH ASSESSMENT QUESTIONNAIRE |  |
| DD 2796 | POST-DEPLOYMENT HEALTH ASSESSMENT |  |
| DD 2807-1 | REPORT OF MEDICAL HISTORY |  |
| DD 2807-2 | MEDICAL PRESCREEN OF MEDICAL HISTORY RPT |  |
| DD 2808 | REPORT OF MEDICAL EXAMINATION |  |
| DD 368 | REQUEST FOR DISCHARGE OR CLEARANCE FROM RESERVE COMPONENT |  |
| DD 369 | POLICE RECORD CHECK - 369DD (PART OF 4DD) | File only when check is part of enlistment, reenlistment, or appointment packet. |
| DD 372 | APPL FOR VERIFICATION OF BIRTH FOR OFFICIAL US ARMED FORCES USE ONLY | File only when accompanied by correspondence showing final determination. |
| DD 4 PACK FM 4-3 | ENLISTMENT CONTRACT ARMED FORCES OF THE U S |  |
| DD 4 PACKET | ENLISTMENT CONTRACT ARMED FORCES OF THE U S |  |
| DD 93 | RECORD OF EMERGENCY DATA |  |
| DA 3286-A | DA 3286 SERIES (DYNAMIC ANNEX) |  |
| DA 3286-B | DA 3286 SERIES (DYNAMIC ANNEX) |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| DD 1966 PC | RECORD OF MILITARY PROCESSING -ARMED FORCES OF THE UNITED STATES (PARENTAL CONSENT) |  |
| DD 41-2 | ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES |  |
| DD 41-2 NG | ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES |  |
| USAREC 978 | STMT OF UNDERSTANDING - RA ENLISTMENT DELAY FOR APPLICANTS WITH PS OR EXISTING MOS |  |
| USAREC 978 DY | STMT OF UNDERSTANDING - RA ENLISTMENT DELAY FOR APPLICANTS WITH PS OR EXISTING MOS (DYNAMIC) |  |
| DDS 221 | REPORT OF INDUCTION PHYSICAL |  |
| DEATH CERT | CERTIFICATE OF DEATH |  |
| DECL MED TREAT | DECLINATION OF MEDICAL TREATMENT |  |
| DEPENDENT DOC | DEPENDENCY DOCUMENT |  |
| DEPLOY BRIEFS | DEPLOYMENT BRIEFING STATEMENTS |  |
| DF CON ST | STATEMENT ACKNOWLEDGE REPORT OF EMPLOYMENT WITH A DEFENSE CONTRACTOR |  |
| DFR PACKETS | DROPPED FROM THE ROLLS PACKETS |  |
| DIPLOMA | CIVILIAN INSTITUTION DIPLOMA |  |
| DIPLOMA BA BS | BACCALAURATE DEGREE |  |
| DIPLOMA RN | PROF. NURSING DIPLOMA |  |
| DISAPP SEP | DISAPPROVED APPLICATIONS FOR DISCHARGE, RESIGNATION OR RELIEF FROM ACTIVE DUTY |  |
| DISCHARGE | CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY - OTHER THAN ARMY |  |
| DISQ GCMDL | DISQUALIFICATION STATEMENT FOR AWARD OF GOOD CONDUCT MEDAL | File approval correspondence and statements in the Performance folder. File allied documents in the Restricted folder. |
| DIVORCE DECREE | DIVORCE DECREE |  |
| DOMRB | RENEGOTIATION OF DENTAL OFFICER MULTI-YEAR RETENTION BONUS (DOMRB) |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| DRAFT AGE | DRAFT-AGE STATEMENT FOR APPLICATIONS FOR APPOINTMENT |  |
| ECCLESIAST | ECCLESIASTICAL INDORSEMENT |  |
| EEM AGREEMENT | EMERGENCY ESSENTIAL MOBILIZATION AGREEMENT |  |
| ELIM ACTION | DA DIRECTED ELIMINATION ACTION |  |
| ENL ELIG | DETERMINATION OF ACCEPTABILITY - MORAL |  |
| EOD DOC | DOC PERTAINING TO MBRS VOL FOR OR WITHDRAWING FROM EOD DUTY |  |
| ER APPEAL | EVAL RPT APPEAL DECISION BY ENLISTED SPECIAL REVIEW BOARD OR OFFICER SPECIAL REVIEW BOARD | File ESRB/OSRB appeal denial decision memorandum/letter in the Performance folder next to the evaluation that was appealed. File denial record of proceedings and all allied appeal documents to include allied various numbered forms in the Restricted folder.   Do not file ESRB/OSRB appeal approvals or partial approvals that direct correction or removal of ER from the AMHRR, unless directed by the Board. |
| ERB | ENLISTED RECORD BRIEF |  |
| EU 30-15C | RECOMMENDATION FOR DEFENSE AWARD |  |
| EVAL BD APP | STATEMENT OF ELECTION - PHYSICAL EVALUATION BOARD APPEARANCE |  |
| EVAL NN AR | NON-ARMY EVAL REPORTS RECEIVED BY PERSONS WHEN THEY WERE MBRS OF ANOTHER SVC |  |
| EXEMPT INVO | EXEMPTION FROM INVOLUNTARY ACTIVE DUTY |  |
| FBI RPT | FBI REPORT OF INVESTIGATION RELATING TO FRAUDULENT ENTRY |  |
| FEB | REPORT OF ACTION OF FLYING EVALUATION BOARD (FEB) |  |
| FED AD PAY | COMPLETED REQUEST FOR VERIFICATION OF ACTIVE DUTY PAID FROM FEDERAL FUNDS |  |
| FGN DECOR | CORRESPONDENCE, AUTHORIZATIONS, AND ORDERS REGARDING FOREIGN DECORATIONS |  |
| FINANCE MOB-DEMOB | FINANCE MOBILIZATION AND DEMOBILIZATION DOCUMENTATION REQUIREMENTS CHECKLIST |  |
| FNEP | CONTRACT FOR THE FUNDED NURSE EDUCATION PROGRAM |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| FOIA NON-DD | REQUESTS FOR RELEASE OF INFORMATION FROM NON-DOD AGENCIES UNDER FOIA |  |
| FRAUD ENTRY | FRAUDULENT ENTRY DETERMINATION |  |
| FSRB | REPORT OF ACTION OF FLIGHT STATUS REVIEW BOARD (FSRB) |  |
| GPFR 1790 | PERSONNEL QUALIFICATION RECORD |  |
| GUARD ANNEX | ENLISTMENT/REENLISTMENT AGREEMENT ARMY NATIONAL GUARD SERVICE REQUIREMENTS & METHODS OF FULFILLMENT |  |
| HQDA MFR | HQDA MEMORANDUM FOR RECORD |  |
| HS DIP/GED/HM STDY | HIGH SCHOOL DIPLOMA, GED OR HOME STUDY |  |
| ILL MISS | CORR/DOCS REGARDING DEATH,VERY SERIOUSLY ILL, SERIOUSLY ILL AND MISSING STATUS |  |
| IMMIG NAT | DOCUMENT RELATING TO ALIEN SUSPECT VIOLATION OF IMMIGRATION/NATURALIZATION LAW |  |
| INCOME TAX W4 | EMPLOYMENT INCOME TAX WITHHOLDING W4 |  |
| INS DOCUMENTS | IMMIGRATION AND NATURALIZATION SERVICES DOCUMENT | Filed as Citizenship Statement |
| INVEST RPT | AUTHENTICATED EXTRACT COMPLTD INVESTIGATION RPT RESULT ELIM/ DISCIP |  |
| JAG CERT | CERTIFICATION FROM HIGHEST STATE/US DISTRICT COURT FOR JAG OFFICERS |  |
| JAG OPINION | JUDGE ADVOCATE GENERAL OPINIONS RELATING TO SPECIFIC INDIVIDUALS |  |
| LIC CERTF | LICENSE OR PROFESSIONAL CERTIFICATION | File certifications listed in DA PAM 600-25. |
| LIC MEDIC | LICENSE TO PRACTICE OR EVIDENCE OF INTERNSHIP FOR MEDICAL CORPS OFFICERS |  |
| LOD DOC | DOCUMENTS CONCERNING LINE OF DUTY STATUS |  |
| LTHET CONTRACT | FULLY-FUNDED LONG-TERM HEALTH EDUCATION AND TRAINING (LTHET) WITH ADSO CONTRACT |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| LTR APPR | LETTER OF APPRECIATION/COMMENDATION - LETTER/MEMO/MESSAGE | Only file letters signed by President or Vice President of United States, Secretary of Defense, Service Secretaries, Chairman – Joint Chiefs of Staff, or Chiefs of Services. |
| LTR DS RMV | LETTER REMOVING FROM DRILL SGT PROGRAM |  |
| LTR OCS GRA | DESIGNATION AS AN OCS DISTINGUISHED GRADUATE (RA APPOINTMENT) |  |
| LTR REPR | LETTER OF REPRIMAND, CENSURE, ADMONITION | File in Performance folder unless directed otherwise by Department of the Army Suitability Evaluation Board. |
| MARRIAGE CERT | CERTIFICATE OF MARRIAGE |  |
| MASKED OER | US ARMY OFFICER EVALUATION REPORT |  |
| MED OF HON | DOCUMENTS REGARDING AWARDING OF MEDAL OF HONOR AND CERT TO THE VA | File the recommendation for award in addition. |
| MED SPEC | SPECIALTY BOARD CERTIFICATES FOR ARMY MEDICAL DEPARTMENT OFFICERS |  |
| MEMO MISS | MEMORANDUM DETERMINING STATUS UNDER THE MISSING PERSONS ACT |  |
| MEMORANDUM | MEMORANDUM TO REVOKE DD 214 ISSUED IN ERROR |  |
| MEPCOM 40-1-15-E | SUPPLEMENTAL HEALTH SCREENING QUESTIONNAIRE |  |
| MEPCOM 680 ADP | DMDC/RDMS DATA AND LINE SCORES |  |
| MEPCOM 714 ADP | DMDC/RDMS DATA AND LINE SCORES |  |
| MFO 12-1 | APPLICATION FOR MULTINATIONAL FORCE AND OBSERVERS MEDALS | File only approved applications |
| MINI-RESUME | CONFIRMATION COPY OF DOD MINI-RESUME |  |
| MISC COMM | MISCELLANEOUS COMMENDATORY |  |
| MISC DISCP | MISCELLANEOUS DISCIPLINARY |  |
| MISC PERF | MISCELLANEOUS PERFORMANCE |  |
| MISC RES | ENLISTED RESTRICTED DOCUMENT |  |
| MISC SVC | MISCELLANEOUS SERVICE |  |
| MISC-GB | AGENT GB EMPLOYMENT STATEMENT | File the acceptance or declination statement. |
| MMPA | MASTER MILITARY PAY ACCOUNT SUMMARY |  |
| MMRB | SUMMARY OF MOS/MEDICAL RETENTION BOARD PROCEEDINGS |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| MOB CHECKLIST | READINESS AND DEPLOYMENT CHECKLIST |  |
| MOB MISC | MISCELLANEOUS MOBILIZATION DOCUMENTS-NOT RESTRICTED |  |
| MOB MISC R | MISCELLANEOUS MOBILIZATION DOCUMENTS- RESTRICTED |  |
| MOB WAIVER | MEMORANDUM SIGNED BY SOLDIER WAIVING NON-DEPLOYMENT CONDITION |  |
| MOM WAIVER | WAIVER FOR MOTHER OF NEWBORN |  |
| MORT/RENT | MORTGAGE/RENTAL CONTRACT |  |
| MOS RECLAS | MOS RECLASSIFICATION BOARD PROCEEDINGS |  |
| MOS RET DA | DOCUMENT FROM RECLASS BOARD CONVENING AUTH OR HQDA DIRECTING RETENTION IN MOS |  |
| MS DIPLOMA | MASTER`S DEGREE |  |
| N-CONUS-SEP | REQUEST BY A NON-CONUS RESIDENT FOR SEPARATION IN CONUS |  |
| NG OR ST-AM | AMEND STATE APPOINTMENT ORDER - ARMY NATIONAL GUARD |  |
| NGB 0122E | SPECIAL ORDER, ANNOUNCEMENT OF FEDERAL RECOGNITION | File according to purpose as follows: a. Initial appointment (INIT APPT) b. Appointment from USAR (APT FR USAR) c. Reappointment (REAPT FROM USAR) d. Change of State (CH OF ST FR…) e. Promotion (PRM) |
| NGB 0123E | SPECIAL ORDER, ANNOUNCEMENT OF FEDERAL RECOGNITION | File according to purpose as follows: a. Change of Branch (BR CH FR…) b. Transfer to the Inactive National Guard (TRF TO ING) c. Transfer from the Inactive National Guard (TRF FRM ING) d. Federal recognition withdrawal (FED RECOG WD) |
| NGB 0126E | SPECIAL ORDER, ANNOUNCEMENT OF FEDERAL RECOGNITION | File according to purpose as follows: a. Amendment to NGB 0122 or 0123. File in same folder location as the order being amended. b. Retention in active status c. Name change |
| NGB 21-1 | ARMY NATIO`NAL GUARD AMENDMENT TO ENLISTMENT AGREEMENT |  |
| NGB 22 | REPORT OF SEPARATION AND RECORD OF SERVICE |  |
| NGB 22-5-R | APPROVAL & ACCEPTANCE FOR INTERSTATE TRANSFER |  |
| NGB 22A | CORRECTION TO NGB FORM 22 |  |
| NGB 23-C | ARNG RETIREMENT POINTS STATEMENT - APPLICATION FOR RETIRED PAY |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| NGB 23-D | ARNG RETIREMENT POINTS ACCTING - NOTIFICATION OF ELIGIBILITY FOR RTMT PAY - 60 |  |
| NGB 23A | ARMY NATIONAL GUARD ANNUAL STATEMENT |  |
| NGB 23A1 | ARMY NATIONAL GUARD RETIREMENT POINTS STATEMENT SUPPLEMENTAL DETAILED REPORT |  |
| NGB 23B | ARMY NATIONAL GUARD RETIREMENT POINTS HISTORY STATEMENT |  |
| NGB 337 | OATH OF OFFICE NATIONAL GUARD OF US |  |
| NGB 4100 | PROMOTION RECOMMENDATION |  |
| NGB 590 | STATEMENT OF UNDERSTANDING OF RESERVE OBLIGATION AND RESPONSIBILITY |  |
| NGB 594 | CASP - ARNG |  |
| NGB 594-1 | SMP - ARNG |  |
| NGB 594-4 | SPLIT OPTION TRAINING - ARNG |  |
| NGB 60 | REQUEST FOR CLEARANCE FROM US ARMY RESERVE |  |
| NGB 600-7-2-R-E OPSB | CIVILIAN ACQUIRED SKILLS PROGRAM BONUS ADDENDUM |  |
| NGB 600-7-3-R-E PSB | REENLISTMENT/EXTENSION BONUS ADDENDUM ARMY NATIONAL GUARD OF THE UNITED STATES |  |
| NGB 602 | BAR TO REENLISTMENT/ IMMEDIATE REENLISTMENT |  |
| NGB 62 | APPLICATION FOR FEDERAL RECOGNITION NAT GUARD OFFICER /WARRANT FOR APPOINTMENT |  |
| NGB 89 | PROCEEDING OF FEDERAL RECOGNITION EXAMINATION |  |
| NGB ABSENCE | DOCUMENTS THAT CORRECT UNEXCUSED ABSENCE STATUS |  |
| NGB BRANCH | LETTER DESIGNATING ARNG BRANCH, AREA OF CONCENTRATION, FUNCTIONAL AREA |  |
| NGB OR AMD | AMENDMENT ORDER |  |
| NGB OR LATA | AMEND LATERAL APPOINTMENT ORDERS |  |
| NGB ORD-ATT | ATTACHMENT ORDER |  |
| NGB ORD-LAT | LATERAL APPOINTMENT ORDERS |  |
| NGB ORD-ST | STATE APPOINTMENT ORDER - ARMY NATIONAL GUARD |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| NGB ORD1 | STATE NATIONAL GUARD ORDERS REASSIGNING AN OFFICER |  |
| NGB ORD1-AM | AMEND STATE NATIONAL GUARD ORDERS REASSIGNING AN OFFICER |  |
| NGB ORD2 | ANNOUNCEMENT OF FEDERAL RECOGNITION STATUS OF AN ARMY NATIONAL GUARD OFFICER |  |
| NGB ORD2-AM | AMEND ANNOUNCEMENT OF FEDERAL RECOGNITION STATUS ARMY NATIONAL GUARD OFFICER |  |
| NONRATED | DOCUMENTS CONCERNING NONRATED PERIODS IN EVALUATION REPORT RECORDS |  |
| NSEL STMT | PROMOTION NONSELECTION ELECTION STATEMENT OF SEPARATION OPTIONS |  |
| OF 346 | US GOVERNMENT MOTOR VEHICLE OPERATOR`S IDENTIFICATION CARD |  |
| OFF ACC ANNEX | OFFICER ACCESSION DYNAMIC ANNEX |  |
| OFF NONSEL | LETTER OF NOTIFICATION TO OFFICERS CONSIDERED FOR PROMOTION BUT NOT SELECTED |  |
| OFF RET | ACCEPTANCE OR REJECTION OF OFFICER FOR RETENTION ON AD (UNTIL A SPECIFIED DATE) |  |
| OFFICER INCENTIVES | ARMY OFFICER MENU OF INCENTIVES: MILITARY SCHOOL, POST OF CHOICE, GRADUATE SCHOOL, BRANCH OF CHOICE |  |
| OR MOS AMND | AMEND ORDERS AWARDING PMOS, SMOS, AMOS, SQI & ASI |  |
| ORB | 4037DA - OFFICER RECORD BRIEF | File only the last Officer Record Brief (ORB) produced before Officer release from Active Duty. |
| ORD AD | ACTIVE DUTY ORDERS | Do not file orders placing units on Active Duty and those ordering members to annual training, Active Duty for training or for medical examinations. |
| ORD AD AMND | AMEND ACTIVE DUTY ORDERS |  |
| ORD ASSGN | ASSIGNMENT OR TRANSFER ORDER - ARMY NATIONAL GUARD |  |
| ORD AT AGR | ACTIVE DUTY ORDERS FOR AT, ADT, IADT, AGR OR ADSW |  |
| ORD AT AGRA | AMEND ACTIVE DUTY ORDERS FOR AT, ADT, IADT, AGR OR ADSW |  |
| ORD ENL AMD | AMENDMENT OR REENLISTMENT ORDERS (FILED W/ 4DD) |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| ORD ENLREUP | ENLISTMENT OR REENLISTMENT ORDERS (FILED W/ 4DD) |  |
| ORD HAZ DUTY | HAZARDOUS DUTY ORDER |  |
| ORD MOB | MOBILIZATION ORDER |  |
| ORD MOB AMND | MOBILIZATION ORDER AMENDMENT |  |
| ORD MOS-ASI | ORDERS AWARDING PMOS, SMOS, AMOS, SQI & ASI |  |
| ORD NATO | NATO ORDERS |  |
| ORD NATO AMND | AMENDMENT TO NATO ORDERS |  |
| ORD NGB AMD | AMENDMENT ASSIGNMENT OR TRANSFER ORDER - ARMY NATIONAL GUARD |  |
| ORD PROM AM | PROMOTION OR REDUCTION ORDERS - AMENDMENTS |  |
| ORD PROMRED | PROMOTION OR REDUCTION ORDERS |  |
| ORD REV | REVOCATION OF ORDERS |  |
| ORD SEP AMD | AMEND SEPARATION ORDERS |  |
| ORD SPEC AMND | AMENDMENT TO SPECIAL PAY ORDER |  |
| ORD SPECIAL PAY | ORDER FOR SPECIAL PAY |  |
| ORD TCS | TEMPORARY CHANGE OF STATION CONTINGENCY/MOBILIZATION ORDERS |  |
| ORD TCS AMD | AMENDMENT - TEMPORARY CHANGE OF STATION CONTINGENCY/MOBILIZATION ORDERS |  |
| ORDER SEP | SEPARATION ORDERS |  |
| OTSG 1093 | ARMED FORCES ACTIVE DUTY HEALTH PROFESSIONS LOAN REPAYMENT PROGRAM (ADHPLRP) |  |
| OTSG 18 | ARMY GRADUATE MEDICAL EDUCATION (GME) |  |
| PCS ORD AMD | AMEND LATEST PCS AND CURRENT ASSIGNMENT ORDERS (IF APPLICABLE) |  |
| PCS ORDERS | LATEST PCS AND CURRENT ASSIGNMENT ORDERS (IF APPLICABLE) |  |
| PDBR | DoD PHYSICAL DISABLITY BOARD OF REVIEW (PDBR) DECISION | File the PDBR decision memorandum/letter signed “For the Service Secretary” with the PDBR recommendation, record of proceedings, and application (with continuation pages when provided). |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| PEB LTR | PHYSICAL EVALUATION BOARD LETTER OF APPROVAL |  |
| PEB PROC RE | APPLICATION FOR REVIEW OF PHYSICAL EVALUATION BOARD PROCEEDINGS & RET DECISIONS |  |
| PERS COM LT | PERSCOM LETTER /MEMO THAT DISAPPROVES MEMBER'S REQUEST TO REENLIST |  |
| PERSCOMDENY | SIGNED COPIES OF CORRES VOIDING PERSCOM LTR/MEMO DENYING REENLISTMENT |  |
| PHA | PERIODIC HEALTH ASSESSMENT |  |
| PHD DIPLOMA | DOCTORATE DEGREE |  |
| PHOTO | OFFICIAL FULL LENGTH PHOTOGRAPH |  |
| POA | POWER OF ATTORNEY |  |
| PREGCHLIST | PREGNANCY COUNSELLING CHECKLIST |  |
| PROC BRD | PROCEEDINGS OF BOARDS OF OFFICERS |  |
| PROF MED SC | PROF SCHOOL/TNG CERT DATA RQD IN SVC COMP FOR ARMY MED DEPT OFFICER |  |
| PROF/MMRB WVR | PHYSICAL PROFILE/MOS MEDICAL RETENTION BOARD WAIVER |  |
| PROM DECLIN | DECLINATION OF PROMOTION STATEMENT |  |
| PROM DENY | DOCUMENT DEFER /DENY PROM UNDER CIV ACQD SKILLS PROG (CASP) OR ENL PROG/AU |  |
| PROM DETMN | DETERMINATION PERTAINING TO PERM/ TEMP PROMOTION STATUS |  |
| QMP APPEAL | DOCUMENT APPROVING/DENYING APPEAL - QUALITATIVE MANAGEMENT PROGRAM (QMP) BOARD | For approved appeals, file approval and allied documents in the Restricted Folder. Transfer Quality Management Program (QMP) letter from the Performance folder to the Restricted folder. For denied appeals, file the disapproval document in the Performance folder and the allied documents in the Restricted folder. |
| QMP LTR | LETTER ANNOUNCES DA QUALITATIVE MANAGEMENT PROGRAM (QMP) BOARD DECISION |  |
| QUALRET ENL 1 | LETTER OF NONRETENTION UNDER QUALITATIVE RETENTION PROGRAM (ENLISTED) (USAR) | File letter in the Performance folder and allied documents in the Restricted folder. If letter is successfully appealed, remove letter from the Performance folder and file it along with the document approving the appeal in the Restricted folder as indicated in filing instructions for 'QMP APPEAL' in this table. |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| QUALRET ENL 2 | LETTER OF RETENTION UNDER QUALITATIVE RETENTION PROGRAM (ENLISTED) (USAR) | File letter in the Performance folder and allied documents in the Restricted folder. |
| RECL ACTION | RECLASSIFICATION ACTIONS | File only document that shows DA approval. |
| RECL CAUSE | RECLASSIFICATION ACTIONS FOR CAUSE | Only file the document that approves the action. File the document in the Service folder and any allied documents in the Restricted folder. |
| RED INEFF | ENLISTED REDUCTION ACTION FOR INEFFICIENCY |  |
| REFRAD INV | NOTIFICATION OF INVOLUNTARY RELIEF FROM ACTIVE DUTY |  |
| REL CAUSE | RELIEF FOR CAUSE ACTIONS | A relief for cause must be accompanied by a relief for cause Officer Evaluation Report (OER) or Non-Commissioned Officer Evaluation Report (NCOER) or academic report. It will be filed in the Performance folder. This does not apply to SPC/CPL and below. Relief from some special assignments such as Drill Sergeant or recruiter programs require added documentation that may be filed only if the referral provision of AR 600–37 have been met. |
| REL R DATA | APPROVED REQUESTS FOR RELEASE OF THE RESTRICTED INFO FROM OMPF |  |
| REL SVC | RELIEF FROM TRAINING AND SERVICE IN THE US FORCES BECAUSE OF ALIEN STATUS |  |
| RELEASE LTR | TAG RELEASE LETTER |  |
| REMV PROM | DOCUMENT APPROVING RECOMMENDATION FOR REMOVAL FROM A PROMOTION LIST |  |
| RENEW CAT | APPLICATION FOR RENEWAL OF CATEGORY |  |
| REQ EXT | APPROVED/DISAPPROVED REQUEST FOR EXTENSION OF SERVICE |  |
| REST TVL | ACKNOWLEDGEMENT OF RESTRICTIONS FOR DEPND TVL & MVMT OF HHG |  |
| RESTRICTED | RESTRICTED |  |
| RET APP/DIS | CORRESP AUTHORIZE/DISAPPROVE SELECTIVE RETENTION OF OFFICERS ON ACTIVE DUTY |  |
| RET/RDY RSV | APPLICATION FOR TRANSFER FROM THE RETIRED RESERVES TO THE READY RESERVE | File both approved and disapproved applications together with the Secretary of the Army’s finding of indispensability. |
| RETN AGE WAIV | AGE WAIVER FOR RETENTION |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| RETN APPR | APPROVED APPLICATIONS FOR RETENTION ON ACTIVE DUTY |  |
| RMV4491 | APPROVED WITHDRAWAL OF DA 4991-R (DECLINATION OF CONTINUED SERVICE STATEMENT) |  |
| RMVL ROTC | NOTICE OF REMOVAL FROM PARTICIPATION IN ROTC/SMP |  |
| ROTC MEM DMS | MEMORANDUM FOR ROTC DISTINGUISHED MILITARY GRAD/STUDENT |  |
| ROTC TNG | APPL STMT/ STATE AG AGRMNT ROTC GRAD NOT COMPL INIT AD TNG |  |
| RQST STMT SVC | REQUEST FOR STATEMENT OF SERVICE |  |
| RTMT ELIG | NOTIFICATION OF ELIGIBILITY FOR RETIREMENT |  |
| RTMT INVOL | STATEMENT OF NOTIFICATION OF INVOLUNTARY RETIREMENT |  |
| RTMT PAY 10 | DOC APPROVES/DISAPPROVES REQ FOR 10% INCREASE IN RETIRED PAY - RECEIPT AWARD | File with allied documents. |
| RTMT PAY 60 | STATEMENT OF ELIGIBILITY FOR RETIRED PAY AT AGE 60 (TWENT YEAR LETTER) | Army Grade Determination Review Board (AGDRB) decision for retirement, or advancement on the retired list for retired pay – Filed in this Doc Type |
| RTMT PAY GR | DETERMINATION OF GRADE FOR RETIREMENT, ADVANCEMENT OR RETIRED PAY |  |
| RTMT PT CR | RETIREMENT POINT CREDIT RECORDS |  |
| RTMT REVAL | REEVALUATION OF RETIREMENT BENEFITS OR TERMINATION OF BENEFITS |  |
| RTMT STMT | STATEMENT ACKNOWLEDGING VOLUNTARY RETIREMENT WILL NOT BE APPROVED |  |
| RTMT W/D | REQUEST FOR WITHDRAWAL OF RETIREMENT APPLICATION |  |
| RYE REPORT | RETIREMENT YEAR END (RYE) REPORT |  |
| SCHOLARSHIP MEMO | MEMORANDUM REGARDING APPROVED/TERMINATED/CHANGED ROTC SCHOLARSHIP |  |
| SCHL DECL | CORRESPONDENCE BY MBRS DECLINING ATTENDANCE AT AN ARMY OR OTHER DOD SVC SCHOOL |  |
| SEC CLE VER | VERIFICATION OF SECURITY CLEARANCE |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| SEL RET OFF NONRET | LETTER OF NONRETENTION UNDER SELECTIVE RETENTION PROGRAM (OFFICER USAR) | File letter in the Performance folder and allied documents in the Restricted folder. If letter is successfully appealed, remove letter from the Performance folder and file it along with the document approving appeal in the Restricted folder. |
| SEL RET OFF RET | LETTER OF RETENTION UNDER SELECTIVE RETENTION PROGRAM (OFFICER USAR) | File letter in the Performance folder and allied documents in the Restricted folder. |
| SEVER PAY | ELECTION OF DISABILITY SEVERANCE PAY FOR RTMT BENEFITS |  |
| SF 1199A | DIRECT DEPOSIT SIGN-UP FORM |  |
| SF 189 | CLASSIFIED INFORMATION NONDISCLOSURE STATEMENT |  |
| SF 312 | CLASSIFIED INFORMATION NONDISCLOSURE STATEMENT |  |
| SF 76 | REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION |  |
| SF 86 | SECURITY CLEARANCE APPLICATION |  |
| SF 86 AUF | QUESTIONAIRE FOR NATIONAL SECURITY POSITIONS |  |
| SF 86 P10 | QUESTIONAIRE FOR NATIONAL SECURITY POSITIONS |  |
| SF 86 P11 | QUESTIONAIRE FOR NATIONAL SECURITY POSITIONS |  |
| SF 86 P12 | QUESTIONAIRE FOR NATIONAL SECURITY POSITIONS |  |
| SF 86 PAIPEI | QUESTIONAIRE FOR NATIONAL SECURITY POSITIONS |  |
| SF 89 | REPORT OF MEDICAL HISTORY |  |
| SF 93 | REPORT OF MEDICAL HISTORY |  |
| SGL PAR WAIVER | STATEMENT OF WAIVER OF SINGLE PARENT OR ADOPTION |  |
| SGLV 8285 | REQUEST FOR INSURANCE (SERVICE MEMBERS` GROUP LIFE INSURANCE) |  |
| SGLV 8285A | REQUEST FOR FAMILY COVERAGE (SERVICE MEMBERS` GROUP LIFE INSURANCE) |  |
| SGLV 8286 | SERVICEMEN`S GROUP LIFE INSURANCE (SGLI) ELECTION |  |
| SGLV 8286A | FAMILY SERVICEMEN`S GROUP LIFE INSURANCE (SGLI) |  |
| SINGLE PARENT | STATEMENT OF SINGLE PARENT OR ADOPTION |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| SOLE SV SON | REQUEST FOR NONCOMBANT DUTY - SOLE SURVIVING SON OR DAU OR DUAL FAMILY STATUS |  |
| SOMILSVC | STATEMENT OF MILITARY SERVICE |  |
| SPOUSAL NOTIFY LTR | FAMILY NOTIFICATION LETTER |  |
| SSN VER/COR | SSN VERIFICATION OR CORRECTION |  |
| SSS 254 | APPLICATION FOR VOLUNTARY INDUCTION SELECTIVE SERVICE |  |
| STAB LTR | ENLISTED STANDBY ADVISORY BOARD LETTER ANNOUNCING DECISION |  |
| STMT PREG | STATEMENT OF COUNSELLING (PREGNANCY) |  |
| SVC OB ED | SERVICE OBLIGATION STATEMENT FUNDED LEGAL EDUCATION PROGRAM |  |
| SVC OBLIG | ACKNOWLEDGEMENT OF SERVICE OBLIGATION (INDUCTEES) |  |
| TDRL RMV | ORDERS REMOVING MBR FROM THE TDRL WHEN MEMBER IS RETURNED TO DUTY |  |
| TDY ORD AMD | AMEND TEMPORARY (TDY) ORDERS |  |
| TDY ORDER | TEMPORARY (TDY) ORDERS |  |
| TRF ORD AMD | AMEND TRANSFER AMONG ARMY RESERVE COMPONENT/CONTROL GROUP/UNITS (USAR/ARNG |  |
| TRF RESCOMP | TRANSFER AMONG ARMY RESERVE COMPONENTS, CONTROL GROUPS OR UNITS (USAR, ARNG) |  |
| TRNSCPTS | TRANSCRIPT OF CREDIT FOR CIVILIAN COLLEGE/UNIVERSITY/TRADE/BUSINESS SCHOOLS | Transcripts must be from an accredited college or university to be filed in the AMHRR as verified by the Department of Education http://ope.ed.gov/accreditation/search.asp. Officer transcripts indicating degree completion are filed in the Performance folder. Incomplete Officer transcripts are filed in the Service folder. Enlisted transcripts are filed in the Performance folder regardless of degree completion status. |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| UNFAV INF2 | UNFAVORABLE INFORMATION OF WHICH THE MBR CONCERNED HAD PRIOR OFFICIAL KNOWLEDGE | File if:  a. Directed by the Commander having general court–martial authority over Soldier or by higher authority.  b. The notation AR 600–37 complied with appears on the document.  c. Directed by CCF when the Soldier security clearance is either denied or revoked.  d. File original memo/letter only if the provisions of AR 600–37 have been complied with.   File in the Restricted folder if document is an enclosure to an adverse action that resulted in   - Disciplinary action  - Relief for cause  - Reclassification for cause  - Elimination from service  - Administrative reduction file  d. File the following documents in the performance folder:  - Memorandum or letter  - Referral correspondence  - Soldiers reply  - Other allied documents if they are specifically directed for file by the memo/letter or referral correspondence.  File all other allied documents not listed above in the Restricted folder. |
| UNFAV INFO | FINDINGS OF UNFAVORABLE INFORMATION |  |
| UNSAT | NOTIFICATION TO SOLDIER OF UNSATISFACTORY PARTICIPATION |  |
| USAR LTR/OR | RESERVE COMPONENT PROMOTION LETTER OR ORDER |  |
| USAREC 1075 | STMT OF UNDRSTANDING FOR APPLICNTS REQSTING APPTMT TO ARMY MED DEPT W/ CONCURRENT CALL TO ACTIV DUTY |  |
| USAREC 1081 | NATIONAL AMEDD AUGMENTATION DETACHMENT (NAAD) ASSIGNMENT VERIFICATION AND ACCEPTANCE |  |
| USAREC 1093 | CERTIFICATE OF ENROLLMENT FOR THE US ARMY HEALTH PROFESSIONS SCHOLARSHIP PROGRAM |  |
| USAREC 1105 | STRAP ENROLLMENT VERIFICATION |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| USAREC 1110 | OCCUPATIONAL THERAPY FIELDWORK PROGRAM VERIFICATION STATEMENT AND TUITION PAYMENT |  |
| USAREC 1127-R-E | SUPPLEMENT TO DA FORM 3286-67 STATEMENT OF UNDERSTANDING (ARMY POLICY) |  |
| USAREC 1129 | DA SERVICE AGREEMENT F E HEBERT AF FINANCIAL ASSISTANCE PGM |  |
| USAREC 1131 | DA SERVICE AGREEMENT F E HEBERT AF HEALTH PROF SCHOLARSHIP PGM |  |
| USAREC 1139 | DA ARMED FORCES SERVICE AGREEMENT AF DENTAL OFFICER ACCESSION BONUS PROGRAM |  |
| USAREC 1151 | CERTIFICATION OF PARTICIPATION IN THE FINANCIAL ASSISTANCE PROGRAM (FAP) |  |
| USAREC 1158 | AF SERVICE AGREEMENT DA HEALTH PROF LOAN REPAYMENT PGM |  |
| USAREC 1166 | SELRES SP PROGRAM CONTRACT (SP FOR SELRES HLTH CARE PROFSIONLS IN CRITCLY-SHORT WARTIM SPECIALTIES) |  |
| USAREC 1205 | USAR NURSE OFFICER WITH CONCURRENT CALL TO ACTIVE DUTY INCENTIVES DECLARATION STMT |  |
| USAREC 1209 | PHARMACY OFFICER ACCESSION BONUS |  |
| USAREC 1248 | AGREEMENT FOR ARMY NURSE CORPS SELECTION PROGRAM |  |
| USAREC 1283 | DA SERVICE AGREEMENT U.S. ARMY CLINICAL PSYCHOLOGY INTERNSHIP PROGRAM |  |
| USAREC 1284 | ELECTION OR DECLINATION OF THE HEALTH PROFESSIONS SCHOLARSHIP PROGRAM ACCESSION BONUS |  |
| USAREC 827 | ADDENDUM TO DA 3540 |  |
| USMA 5-50 | OATH OF ALLEGIANCE |  |
| VA 00-3101 | REQUEST FOR INFORMATION |  |
| VA 07-3101 | REQUEST FOR INFORMATION | File a copy when final action is completed by the ORC. The original form will be returned to the requestor. |
| VA 07-3101A | REQUEST FOR INFORMATION |  |
| VA 21-3101 | REQUEST FOR INFORMATION |  |
| VA 29-8285 | REQUEST FOR INSURANCE SERVICEMEN`S GROUP LIFE INSURANCE ELECTION |  |
| VA 70-3101-4 | REQUEST FOR INFORMATION |  |

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| **Document Name** | **Document Title** | **Additional Filing**  **Instructions** |
| VOID HQDA | SIGNED COPIES OF CORRESPONDENCE VOIDING QMP LETTER |  |
| VOIDENL/IND | ORDERS VOIDING AN ENLISTMENT OR INDUCTION |  |
| VOL RET | REQUEST FOR VOLUNTARY RETIREMENT, APPROV/ DISAPPROV |  |
| WAIVER ENLI | WAIVER OF ENLISTMENT COMMITMENT |  |
| WAIVSUPP | APPLICANT WAIVER SUPPORTING DOCUMENTATION (NON-REQUIRED) |  |
| WEIGHT PGM | WEIGHT CONTROL PROGRAM DOCUMENTS |  |
| WEIGHT STD | DOCUMENT GRANTING EXCEPTION TO MAXIMUM ALLOWABLE WEIGHT STANDARDS |  |
| WILL EDU | WILL, WILL COUNSELING OR EDUCATION |  |
| ZHM 3 | REPORT OF FAVORABLE ENTNAC |  |