

OFFICER RECORDS WORKSHEET

NAME (LAST, FIRST, MIDDLE)	RANK	SSN
COURSE-CLASS	ORGANIZATION	
PERSONNEL FILE YES <input type="checkbox"/> NO <input type="checkbox"/>	DATE ARRIVED CONUS	DATE SIGNED IN FORT LEE

PMOS:

BRANCH:

PROFILE (MEDICAL):

LAST PHYSICAL DATE:

COMPONENT:

DOR:

RACE:

LAST OER CUTOFF DATE:

LAST DUTY STATION AND DATE SIGNED OUT:

CURRENT MAILING ADDRESS: _____

DOB:

CIV EDUCATION:

MARITAL STATUS:

DEPENDENT DATA: NAME	ADDRESS	DOB

DO YOU HAVE ANY DEPENDENTS ENROLLED IN EFMP? YES NO

DO YOU HAVE ANY DEPENDENTS THAT REQUIRE ENROLLMENT IN EFMP? YES NO

REMARKS: _____

_____ 4035R

_____ 5434

_____ 5888

_____ 4787R

_____ PORT
CALL REQUEST

PRIVACY ACT STATEMENT OF 1974: PRESCRIBING DIRECTIVE: AR 640-10. AUTHORITY: 10 U.S.C. 3013. PRINCIPLE PURPOSE(S): Used to update Officer Records Brief (ORB). MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Completion of worksheet is mandatory since the ORB is the primary document/tool used by HQDA and AG to record personal data on each individual in the Army. Without this document, proper career management and development is impossible.