

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

<b>NEW DOCUMENTS</b>	<b>DOCUMENT TITLE</b>	<b>REMARKS</b>
<b>SIFT</b>	<b>SELECTION INSTRUMENT FOR FLIGHT TRAINING (SIFT)</b>	<b>Replaced AFAST</b>
<b>RES COMP OFF TRN MEMO</b>	<b>RESERVE COMPONENT OFFICER TRANSITION MEMORANDUM</b>	<b>See Required Document's List for filing instructions.</b>
<b>CO GNC</b>	<b>COURT ORDER (GENDER/NAME CHANGE)</b>	<b>See Required Document's List for filing instructions.</b>

**REQUIRED DOCUMENTS LIST**  
**per AR 600-8-104**

<b>CHANGED DOCUMENTS</b>	<b>DOCUMENT TITLE</b>	<b>Special Filing Instructions/Remarks</b>
<b>DA 638/AWD REC</b>	<b>DOCUMENTS THAT AWARD BADGES, AWARDS, SERVICE MEDALS, TABS OR NON-ARMY AWARDS NO ORDERS PUBLISHED</b>	See "Additional Filing Instructions" on the Required Documents List.
<b>AWD ORDER</b>	<b>ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA</b>	See "Additional Filing Instructions" on the Required Documents List.
<b>AWD DOC</b>	<b>DOCUMENTS THAT AWARD BADGES, AWARDS, SERVICE MEDALS, TABS OR NON-ARMY AWARDS NO ORDERS PUBLISHED</b>	See "Additional Filing Instructions" on the Required Documents List.

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**Documents no longer filed are listed below. Remarks or replacement documents will be listed adjacent to the document name**

<b>DOCUMENT NAME</b>	<b>DOCUMENT TITLE</b>	<b>REPLACEMENT DOCUMENT(S)/REMARK(S)</b>
WPNS QUAL	WEAPONS QUALIFICATION	DEPRECATED 2021-08-31
INCOME TAX W4	EMPLOYMENT INCOME TAX WITHHOLDING W4	DEPRECATED 2021-08-31
DA 5500-R	BODY FAT CONTENT WORKSHEET (MALE)	DEPRECATED - File only as part of the ABCP Packet once the member is removed from the
DA 5501-R	BODY FAT CONTENT WORKSHEET (FEMALE)	DEPRECATED - File only as part of the ABCP Packet once the member is removed from the
DA 705	ARMY PHYSICAL FITNESS TEST SCORECARD	DEPRECATED - File as part of the separation packet.
WEIGHT PGM	WEIGHT CONTROL PROGRAM DOCUMENTS	DEPRECATED - File as part of the separation packet.
AFAST	AFAST SCORE (AVIATOR ONLY)	DEPRECATED - 2021-09-30
LSD	LEGAL SEPARATION DECREE	DEPRECATED
CO NC (NG)	COURT ORDER (NAME CHANGE)	DEPRECATED 2021-10-21

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**NOTE #1: Documents listed below are broken into two listings. The first section contains documents used by all components. The second section relates to Army National Guard specific documents.**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
ABCMR	ARMY BOARD FOR CORRECTION OF MILITARY RECORDS DECISION AND RECORD OF PROCEEDINGS	Approval Memo Date	Restricted	File the ABCMR decision memorandum/letter (to include denials), record of proceedings, and application (with continuation pages when provided).
ABCP PACKET	ARMY BODY COMPOSITION PROGRAM PACKET	Date of Release Memo	Temp Admin	1. Only file the four documents listed below from AR 600-9 upon release from ABCP (Do not upload until Soldier is released from ABCP). a. Fig 3-1: Soldier Notification Counseling b. Fig 3-3: Soldier Acknowledgement c. Fig 3-4: Soldier Action Plan d. Fig 3-8: Release from ABCP 2. No other documents from the ABCP will be filed. 3. All four documents must come together or none will be filed. 4. Packet will remain in record for three years from the date Soldier is released from ABCP.
ADHOC BD	SECRETARY OF THE ARMY ADHOC REVIEW BOARD CASE DECISION	Date of Document	As directed by the boards decision	1. File the decision memorandum signed "For the Secretary of the Army" in the Service folder. 2. The remaining board proceedings and enclosures are filed in the restricted folder.
ADMIN OTHER	ADMINISTRATIVE DOCUMENTS – OTHER SERVICES (AF, MC, USN, CG)	Date Of Document	Service	
ADRB	ARMY REVIEW BOARD CASE DECISION	Date Of Document	Restricted (unless otherwise directed by the Discharge Review Board)	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	Date of Document	Service	

**REQUIRED DOCUMENTS**  
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DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
AER-R	ACADEMIC EVALUATION REPORT-R		Performance	1. For AC/USAR Soldiers: Do not web upload DA 1059s in batches to iPERMS. Hard copy 1059s must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.  2. For ARNG Soldiers: - Enlisted: DA1059s will be processed into iPERMS by the State G1/S1. However, if a non-ARNG Soldier attends a National Guard DA 1059 producing school, their DA 1059 must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.  - Officers: Do not web upload DA 1059s in batches to iPERMS. Hard copy 1059s must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.
AFCT RETEST RESULTS	ARMED FORCES CLASSIFICATION RETEST RESULTS (AFCT)	Date of Document	Service	Must be produced by the test center and signed by the test center officer.
AGDRB	ARMY GRADE DETERMINATION REVIEW BOARD CASE DECISION	Date of Document	Service	
AHRC 3924	INDIVIDUAL ACTIVE DUTY CERIFICATE OF PERFORMANCE	Date above certifying official	Finance Personnel Rev	
AHRC 4145	ELECTION OF OPTIONS - MILITARY SERVICE OBLIGATION	Date Soldier signed	Service	
AMEDD COMM	STATEMENT FOR COMMISSIONING AMEDD OFFICER	Date of document	Service Personnel Rev	
AMEDD-ASP	ARMY MEDICAL ADDITIONAL SPECIAL PAY(AMEDD-ASP)	Date on last page under Soldiers signature	Service Personnel Rev	
AMEDD-BCP	ARMY MEDICAL BOARD CERTIFICATION PAY (AMEDD-BCP)	Date on last page under Soldiers signature	Service Personnel Rev	
AMEDD-ISP	ARMY MEDICAL INCENTIVE SPECIAL PAY (AMEDD-ISP)	Date on last page under Soldiers signature	Service Personnel Rev	
AMEDD-MSP	MEDICAL CORPS COMBINED/MULTIPLE YEAR SPECIAL PAY (AMEDD-MSP)	Date on last page under Soldiers signature	Service Personnel Rev	
APDRB	ARMY PHYSICAL DISABILITY REVIEW BOARD (APDRB) DECISION (TITLE 38, US CODE, CHAP 59)	Date of document	Service	
APP ST AG	GENERAL AGREEMENT-ROTC	Effective date of enrollment	Service	
APPLTRS	APPROVED REQUESTS, LETTERS, APPLCATIONS FOR RESIGNATION/RELIEF FROM ACTIVE DUTY	Date of Document (top right)	Service	
APPOINTMENT	APPOINTMENT ORDERS OR LETTERS	Effective date listed on document	Service Personnel Rev	
APPOINTMENT AMND	AMENDMENT OF APPOINTMENT ORDERS OR LETTERS	Effective date listed on document	Service Personnel Rev	

**REQUIRED DOCUMENTS**  
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DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
APPRSEPS	CASE FILES FOR APPROVED SEPARATIONS	Date of lead document	Service Personnel Rev	1. Approved separations must include the documents listed in AR 635-8, Para 7-3 and any additional documents that support the separation action (adverse action, medical, administrative, etc.) 2. Some documents that trigger a filing as an APPR SEPS are: Separation Orders, CoC Memo approving separation, DD 2648, DD 2648-1, DD 2959, DA 4707.
ART 15 E-4 BELOW	ARTICLE 15 FOR E-4 AND BELOW		Finance Restricted	1. File only if it affects Rank or Pay. 2. Only file the Article 15 itself; no allied or supporting documents. Captured for the sole purpose of audit readiness. 3. Access to this document is limited to System Administrators only. 4. Victims' names and third party SSNs will be redacted (removed) prior to uploading, to include supporting documentation.
ARTICLE 15	ARTICLE 15 ALLIED DOCUMENT		Restricted	1. Victims' names and third party SSNs will be redacted (removed) prior to uploading, to include supporting documentation.
ASSIGN PERM	ASSIGNMENT - PERMANENT	Date of Document	Service Personnel Rev	PCS Orders to include orders/memo where there is no travel involved. This includes intra post transfers.
ASSIGN PERM AMND	AMENDMENT OF ASSIGNMENT PERMANENT	Date of Document (top right)	Service Personnel Rev	
ASSIGN PERM REV	REVOCAION OF ASSIGNMENT PERMANENT	Date of Document (top right)	Service Personnel Rev	
ASSIGN TEMP	ASSIGNMENT - TEMPORARY	Date of Document (top right)	Service Personnel Rev	1. TDY Orders for Deployment or that support overseas tour credit per AR 614-30 will be filed as ASSIGN TEMP. 2. Do not send the DD 1610 for deployment unless accompanied by the final pay document.
ASSIGN TEMP AMND	AMENDMENT OF ASSIGNMENT - TEMPORARY	Date of Document (top right)	Service Personnel Rev	1. TDY Orders for Deployment or that support overseas tour credit per AR 614-30 will be filed as ASSIGN TEMP. 2. Do not send the DD 1610 for deployment unless accompanied by the final pay document.
ASSIGN TEMP REV	REVOCAION OF ASSIGNMENT - TEMPORARY	Date of Document (top right)	Service Personnel Rev	
AVN SVC	ORDERS RELATING TO AVIATION SERVICE OF AVIATORS AND FLIGHT SURGEONS	Date of Order (top right)	Service Flight Personnel Rev	
AVN SVC AMD	AMENDMENT OF ORDERS RELATING TO AVIATION SERVICE OF AVIATORS AND FLIGHT SURGEONS	Date of Order (top right)	Service Flight Personnel Rev	

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AWD DOC	DOCUMENTS THAT AWARD BADGES, AWARDS, SERVICE MEDALS, TABS OR NON-ARMY AWARDS NO ORDERS PUBLISHED	Order of Precedence: 1. Date Award Given. 2. "Thru" date/date in message body 3. Order Date  Date for Memorandums: Date at top right of document	Performance Personnel Rev	1. Only unit awards for permanent wear are authorized for filing. 2. On orders listing more than one award, it must identify which award/unit is applicable. Per AR 600-8-22. 3. Foreign Awards submitted to iPERMS for inclusion in a Soldier's OMPF, must be accompanied by a Memorandum or DA 4187 signed by their 'BG 0/7 or higher. Colonel level commanders who exercise general court-martial authority or from HRC Awards Branch, approving the acceptance and wear of the award. Any foreign awards submitted to iPERMS without the Memorandum or DA 4187 and orders/certificate will not be added to a Soldier's OMPF. 4. If a foreign award is authorized for acceptance only and not for wear, it is not authorized for filing. If orders are with the certificate, they will be filed together with certificate first and orders following (the DA 638 will not be linked). 5. For ARNG: DA 4187 not required. 6. The certificate for the MOVSM is not authorized to be filed in iPERMS. The recommendation for MOVSM is the only authorized document and will be filed as a DA 638/AWD REC. 7. Military awards given for civilian service that can be added to the record brief will be filed (e.g. Achievement Medal for Civilian Service). 8. Physical Fitness Badges are not filed in the AMHRR" 9. <b>A separate document for each Service Member must be uploaded if multiple Soldiers are listed . Place the Service Member's DOD ID at the top right of the document.</b> 10. <b><u>Documents containing multiple SSNs will need to be redacted before uploading . Multiple DOD IDs are not required to be redacted.</u></b>
AWD OR AMND	AMEND ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA	1. Thru date in the "HOW CHANGED" Portion of the amendment. 2. Thru date not listed use "original order date"	Performance Personnel Rev	Revoked and amended award orders will be filed under this document name
AWD ORDER	ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA	1. Thru date of award 2. Effective date 3. Date in upper right	Performance Personnel Rev	1. <b>A separate document for each Service Member must be uploaded if multiple Service Members are listed. Place the Service Member's DOD ID at the top right of the document.</b> 2. <b>Documents containing multiple SSNs will need to be redacted before uploading. Multiple DOD IDs are not required to be redacted.</b>
AWD/MOS-ASI	AWARD/MILITARY OCCUPATIONAL SPECIALTY-ADDITIONAL SKILL IDENTIFIER ORDER	Date of Order (top right)	Performance Service	Order announcing the award of a badge and MOS or ASI. For enlisted see ORD MOS/ASI if no badge is awarded.
BONUS AGREEMENT	APPROVAL OR DISAPPROVAL WRITTEN BONUS AGREEMENT	Date Soldier signed	Service Personnel Rev	
BRANCH TRF	BRANCH TRANSFER, DETAIL, OR RELIEF FROM DETAIL	Date of approval MEMO	Service Personnel Rev	
BRS CONTRACT	REQUEST FOR CONTINUATION PAY (BLENDED RETIREMENT SYSTEM)	Date of approval	Service Compensation	File the Blended Retirement System Continuation Pay contract IAW Assistant Secretary of the Army (Manpower and Reserve Affairs) memorandum dated 26 Oct 2017.

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DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
CC 202R/203R/204R	GUARANTEED RESERVE FORCES DUTY CONTRACT ENDORSEMENT	CC-202 block F CC 203 block F CC 204 block 5b	Service	
CC 205-R	MJC GRFD SCHOLARSHIP REVOCATION	CC 205-R block 8b	Service Personnel Rev	
CC 597-B	ACTIVE DUTY SERVICE OBLIGATION CONTRACT AGREEMENT - BRANCH	Date Cadet signed	Service Personnel Rev	
CC 597-P	ACTIVE DUTY SERVICE OBLIGATION CONTRACT AGREEMENT - POST	Date Cadet signed	Service Personnel Rev	
CC 597-5	LEADERS TRAINING COURSE - ADDENDUM TO ARMY ROTC CONTRACT	Date Cadet signed	Service Personnel Rev	
CC 597-6	STUDENT LOAN REPAYMENT PROGRAM - ADDENDUM TO ARMY ROTC CADET CONTRACT	Date Cadet signed	Service Personnel Rev	
CC 597-7	CRITICAL LANGUAGE INCENTIVE PAY - ADDENDUM TO ARMY ROTC CADET CONTRACT	Date Cadet signed	Service Personnel Rev	
CDCC	DOCUMENTS FROM COURT AGENCIES CONCERNING WAIVERABLE OFFENSES	Date of Document	Service	File only with accessions contract.
CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COM MENDATION	"Given" date, if not available, Ending date of award period.	Performance	1. Only used for military achievements. 2. Do not file when for civilian achievement, appreciation or commendation. 3. File only for awards earned for military ACH/APPR/ACCOM.
CERT BIRTH DEPN	BIRTH CERTIFICATE / ADOPTION RECORD/ PROOF OF BIRTH (DEPENDENT)	Date of birth	Finance Personnel Rev	Spouses birth certificates will not be filed.
CERT BIRTH SOLDIER	BIRTH CERTIFICATE / ADOPTION RECORD/ PROOF OF BIRTH (SOLDIER)	Date of birth	Service Personnel Rev	If document is in a foreign language then a translation document will also be submitted.
CERT RESID	CERTIFICATE RESIDENCY MEDICAL DEPARTMENT OFFICER	"Given" date. If not available, Ending date of course.	Performance Personnel Rev	
CHANGE REQ	DOCUMENT GRANTING AUTHORITY TO CHANGE PERSONAL DATA	Bottom right - "Subscribe date" or date of memo	Service Personnel Rev	
CHILD SPT DOC	CHILD SUPPORT DOCUMENT	Date of Notice or date of document	Finance Personnel Rev	
CIP SVC OB	CAREER INTERMISSION PROGRAM SERVICE OBLIGATION	Date Soldier Signed	Service Personnel Rev	
CITZ STMT	STATEMENT OF CITIZENSHIP	"Admitted as a Citizen" date	Service Personnel Rev	Passports will be filed as this document type
CIVIL CONV	RECORDS OF CIVIL CONVICTION	Date of guilty plea	Performance	Must meet the criteria of AR 600-37 and AR 600-20, para 4-23. A copy of the conviction must be accompanied by an endorsement memorandum directing the filing in the AMHRR. The memorandum must be signed by a GO senior to the recipient, or given direction from an officer having general court-martial jurisdiction over the individual per AR 600-37, para 3-5b.
CLEP/DANTES	CLEP & DANTES COMPLETION CERTIFICATES	Date Of Report	Temp Admin Personnel Rev	



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DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
CLOTHING MEMO	CLOTHING ALLOWANCE AUTHORIZATION-CIVILIAN OR MILITARY	Date of document	Personnel Rev	File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on Daily Report of Transactions (DROT).
CM CONV SRO	COURT MARTIAL CONVICTION FOR SEX RELATED OFFENSE	N/A	Performance	<ol style="list-style-type: none"> <li>1. Follow guidance in AR 600-37 and ALARACT 036/2017.</li> <li>2. Victim names and third party SSNs must be redacted (removed) prior to uploading, to include supporting documentation</li> <li>3. Civilian Police Reports (non-military) used to support adverse actions may be submitted for filing in the AMHRR. These documents will be considered part of the adverse action whether referenced in the action or as allied document.</li> <li>4. CID, MPI and MP Reports will NOT be filed in the AMHRR and will be replaced with a DA 1613 (Records Cross Reference). Implementation to replace CID, MPI and MP reports will apply to adverse actions received on or after 20191120.</li> </ol>
COAR-COAD	REQUEST FOR CONTINUANCE OF A DISABLED SOLDIER IN THE RESERVE OR ACTIVE RESERVES	Date of approval memo	Service	
COMP SVC	COMPUTATION OF SERVICE, SERVICE BY CATEGORY, OR SERVICE FOR PAY PURPOSES	Date computed by TRANSPROC	Service Personnel Rev	
CONFMT DEC	HEADQUARTERS, DEPARTMENT OF THE ARMY DOCUMENT – SECRETARY OF THE ARMY DECISION ON CONFINEMENT	Date signed by person directing confinement (box 7c)	Performance	
COTTAD LTR	CONTINGENCY OPERATIONS TEMPORARY TOUR OF ACTIVE DUTY JUSTIFICATION LETTER (COTTAD)	Date of document	Temp Admin	
COURT MAMD	AMENDMENT OF COURT MARTIAL ORDERS (GENERAL, SPECIAL, SUMMARY)	Date of original order/corrected copy, use date of order		
COURT MART	COURT MARTIAL ORDERS (GENERAL, SPECIAL, SUMMARY)	N/A		<ol style="list-style-type: none"> <li>1. File in the Performance folder when there is an approved finding of guilty on at least one specification.</li> <li>2. If all approved findings are not guilty, file the order in the restricted folder.</li> <li>3. 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.</li> <li>4. Victim names and third party SSNs must be redacted (removed) prior to uploading, to include supporting documentation.</li> </ol>
CRBA	COMMAND REVIEW BOARD ACTIONS	Date of Document	Restricted	Only file letter notifying Officer of results.

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DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
CRS CMPL 40	COURSE COMPLETION CERTIFICATE 40 OR MORE HOURS	Given date of certificate	Performance Personnel Rev	1. File only full course completions, no sub-courses. 2. Special Instructions for Structured Self-Development Course: Send in only the course completion certificate (might be labeled a DA 87 at bottom) for level I, II, III, IV & V. Do not send in lessons or modules for any of those levels. Do not submit local unit created certificates 3. File ILE (Intermediate Level Education) memo if approved as CRS CMPL 40. 4. Do not send any lessons, templates, modules, exams, surveys, tests. Send only the document that shows the completion of the entire course 5. Do not file recurring annual training certificates such as PII, Phishing, Cyber Awareness, etc.
CRS CMPL LESS 40 HRS	COURSE COMPLETION CERTIFICATE LESS THAN 40 HOURS	Given date of Certificate	Service	1. Only full course completions accepted; no sub- courses. 2. Do not send any lessons, templates, modules, exams, surveys, tests. Send only the document that shows the completion of the entire course 3. Do not file recurring annual training certificates such as PII, Phishing, Cyber Awareness.
DA 1059	SERVICE SCHOOL ACADEMIC EVALUATION REPORT	Date will be provided when uploaded thru the EES system	Performance	1. For AC/USAR Soldiers: Do not web upload DA 1059s in batches to iPERMS. Hard copy 1059s must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.  2. For ARNG Soldiers: - Enlisted: DA1059s will be processed into iPERMS by the State G1/S1. However, if a non-ARNG Soldier attends a National Guard DA 1059 producing school, their DA 1059 must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.  - Officers: Do not web upload DA 1059s in batches to iPERMS. Hard copy 1059s must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.
DA 1059-1	CIVILIAN INSTITUTION ACADEMIC EVALUATION REPORT	Date will be provided when uploaded thru the EES system	Performance	1. For AC/USAR Soldiers: Do not web upload DA 1059s in batches to iPERMS. Hard copy 1059s must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.  2. For ARNG Soldiers: - Enlisted: DA1059s will be processed into iPERMS by the State G1/S1. However, if a non-ARNG Soldier attends a National Guard DA 1059 producing school, their DA 1059 must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.  - Officers: Do not web upload DA 1059s in batches to iPERMS. Hard copy 1059s must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.

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DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 1059-2	SENIOR SERVICE AND COMMAND AND GENERAL STAFF COLLEGE ACADEMIC EVALUATION REPORT	Date will be provided when uploaded thru the EES system	Performance	1. For AC/USAR Soldiers: Do not web upload DA 1059s in batches to iPERMS. Hard copy 1059s must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.  2. For ARNG Soldiers: Do not web upload DA 1059s in batches to iPERMS. Hard copy 1059s must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.
DA 1307	INDIVIDUAL JUMP RECORD (AIRBORNE)	Latest Date (Date Column d) or closeout date if it is listed	Service Personnel Rev	
DA 1380	RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING	Latest date (9a)	Service Personnel Rev	
DA 1506	STATEMENT OF SERVICE - COMPUTATION OF LENGTH OF SERVICE FOR PAY PURPOSES	"Authentication" date	Service Personnel Rev	
DA 1569	TRANSCRIPT OF MILITARY RECORD	Date of discharge	Service	
DA 160	APPLICATION FOR ACTIVE DUTY	Date in box #1	Service	File only when accompanied by correspondence showing final determination.
DA 1613	RECORDS CROSS REFERENCE	Date in box 3d (right side)		File only when accompanied by correspondence showing final determination.
DA 1618-R	APPLICATION FOR DETAIL AS A STUDENT OFFICER AT A CIVILIAN EDUCATION INSTITUTION OR TRAINING WITH INDUSTRY	"Date of Application" (top right)	Service Personnel Rev	
DA 1695	OATH OF EXTENSION OF ENLISTMENT	1. 1998 form- Acknowledge date under "AGREEMENT" 2. 2016 form- Date in block #10	Service	
DA 1696-R	ENLISTMENT/REENLISTMENT QUALIFYING APPLICATION	Signature date (2nd page, bottom right)	Service	
DA 199	PHYSICAL EVALUATION BOARD PROCEEDINGS	Stamped date - Approved by Secretary of the Army(1997 version). Date Signed block #12(1997 version), Section XII on 2012 version	Health	1. Will be web uploaded by the Physical Disability Agency. 2. Will only be filed once the Secretary of the Army or designated representative signs block XII.
DA 199-1	FORMAL PHYSICAL EVALUATION BOARD PROCEEDINGS	Stamped date - Approved by Secretary of the Army stamp. Or use section XIII for Mar 2012. Signed by SEC Army	Health	

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DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 199-2	U.S. ARMY PHYSICAL DISABILITY AGENCY (USAPDA) REVISED PHYSICAL EVALUATION BOARD PROCEEDINGS	Stamped date - Approved by Secretary of the Army. Use section XIII for Mar 2011. Signed by SEC Army	Health	
DA 2166-8	NON-COMMISSIONED OFFICER EVALUATION REPORT	Date will be provided when uploaded thru the EES system	Performance	Hard copy DA2166-8 must be mailed to: CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.
DA 2166-8-R	NON COMMISSIONED OFFICER EVALUATION REPORT	Date will be provided when uploaded thru the EES system	Performance	Hard copy DA2166-8 must be mailed to: CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.
DA 2166-9-1	ENLISTED EVALUATION REPORT (SGT)	Date will be provided when uploaded thru the EES system	Performance	All Evaluation Reports must be submitted via EES
DA 2166-9-1-R	ENLISTED EVALUATION REPORT-R (SGT)	Date will be provided when uploaded thru the EES system	Performance	All Evaluation Reports must be submitted via EES
DA 2166-9-2	ENLISTED EVALUATION REPORT (SSG-1SG/MSG)	Date will be provided when uploaded thru the EES system	Performance	All Evaluation Reports must be submitted via EES
DA 2166-9-2-R	ENLISTED EVALUATION REPORT-R (SSG-1SG/MSG)	Date will be provided when uploaded thru the EES system	Performance	All Evaluation Reports must be submitted via EES
DA 2166-9-3	ENLISTED EVALUATION REPORT (CSM/SGM)	Date will be provided when uploaded thru the EES system	Performance	All Evaluation Reports must be submitted via EES
DA 2166-9-3-R	ENLISTED EVALUATION REPORT-R (CSM/SGM)	Date will be provided when uploaded thru the EES system	Performance	All Evaluation Reports must be submitted via EES
DA 2173	STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS	Accident Information Date (Box 5a)	Service	1. File only LODs for injury found "In the Line of Duty." File DA 2173 and accompanying memorandum. 2. Do not file medical treatment documents. 3. All injury LODs found "not in line of duty" and LODs for death are forwarded to HRC Line of Duty for final approval. 4. For ARNG: File only final approved DA 2173.
DA 2339	APPLICATION FOR VOLUNTARY RETIREMENT	Date of Application (top right)	Service	

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DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 2627	RECORD OF PROCEEDINGS UNDER ARTICLE 15, UNIFORM CODE OF MILITARY JUSTICE	Commander's Signature Date. (see samples)		See Below
<p>NOTE: If the DA form 2627 finds the Soldier "NOT GUILTY OF ALL SPECIFICATIONS" the form will not be filed in the AMHRR.</p>				
<p>1. <i>Place of filing.</i> For Soldiers who are at the rank of specialist (SPC) or CPL and below (prior to punishment) the original will be filed locally in unit non-judicial punishment or unit personnel files. Such locally filed originals will be destroyed at the end of 2 years from the date of imposition of punishment or on the Soldier's transfer to another GCMCA, whichever occurs first. For these Soldiers, the imposing commander should annotate item 4b of DA Form 2627 as "not applicable (N/A)."</p>				
<p>2. For all other Soldiers, the original will be sent to the appropriate custodian for filing in the OMPF. The decision to file the original DA Form 2627 on the performance section or the restricted section in the OMPF will be made by the imposing commander at the time punishment is imposed. The filing decision of the imposing commander is subject to review by any superior authority. However, the superior authority cannot direct that a UCMJ, Art. 15 report be filed in the performance section that the imposing commander directed to be filed in the restricted section. The imposing commander's filing decision will be indicated in item 4b of DA Form 2627. A change in the filing decision should be recorded in block 8 of DA Form 2627.</p>				
<p>3. Records directed for filing in the restricted section will be redirected to the performance section if the Soldier has other records of non-judicial punishment reflecting misconduct in the grade of SGT or higher that have not been wholly set aside and recorded in the restricted section (see para. 3-6, AR 27-10).</p>				
<p>4. Records of non-judicial punishment presently filed in either the performance or restricted section of the OMPF will remain so filed, subject to other applicable regulations. Records of non-judicial punishment imposed prior to 1 November 1982 and forwarded on or after 20 May 1980 for inclusion in the OMPF will be filed on the performance section.</p>				
<p>5. <i>On request from the individual Soldier:</i> On approval of a change in status from enlisted to commissioned officer, on or after 1 September 1979, DA Forms 2627—recording non-judicial punishment received while in an enlisted status and filed in the OMPF—will be transferred to the restricted section of the OMPF. Copies of such records in the local unit files personnel files will be destroyed.</p>				
<p>6. <i>Punishment is "wholly set aside" (see par 3-28, AR 27-10)</i></p>				
<p><i>a.</i> This is an action whereby the punishment or any part or amount, whether executed or unexecuted, is set aside and any rights, privileges, or property affected by the portion of the punishment set aside are restored. Nonjudicial punishment is "wholly set aside" when the commander who imposed the punishment, a successor-in-command, or a superior authority sets aside all punishment imposed upon an individual under UCMJ, Art. 15. In addition, the imposing commander or successor in command may set aside some or all of the findings in a particular case. If all findings are set aside, then the UCMJ, Art. 15 itself is set aside and removed from the Soldier's records. The basis for any set-aside action is a determination that, under all the circumstances of the case, the imposition of the UCMJ, Art. 15 or punishment has resulted in a clear injustice. "Clear injustice" means that there exists an unwaived legal or factual error that clearly and affirmatively injured the substantial rights of the Soldier. An example of clear injustice would be the discovery of new evidence unquestionably exculpating the Soldier. Clear injustice does not include the fact that the Soldier's performance of service has been exemplary subsequent to the punishment or that the punishment may have a future adverse effect on the retention or promotion potential of the Soldier.</p>				
<p><i>b.</i> The power to set aside an executed punishment and to mitigate a reduction in grade to a forfeiture of pay, absent unusual circumstances, will be exercised only within 4 months after the punishment has been executed. When a commander sets aside any portion of the punishment, the commander will record the basis for this action on DA Form 2627-2 (see 3-38b, AR 27-10). When a commander sets aside any portion of the punishment after 4 months from the date punishment has been executed, a detailed addendum of the unusual circumstances found to exist will be attached to the form containing the set-aside action.</p>				
<p>7. Civilian Police Reports (non-military) used to support adverse actions may be submitted for filing in the AMHRR. These documents will be considered part of the adverse action whether referenced in the action or as allied document.</p>				
<p>8. CID, MPI and MP Reports will NOT be filed in the AMHRR and will be replaced with a DA 1613 (Records Cross Reference). Implementation to replace CID, MPI and MP reports will apply to adverse actions received on or after 20191120.</p>				
<p>Note: Victim names and third party SSNs must be redacted (removed) prior to uploading, to include supporting documentation.</p>				

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 2627 SRO	ARTICLE 15 FOR SEX RELATED OFFENSE	Commander's Signature Date.	Performance	<ol style="list-style-type: none"> <li>1. Follow guidance in AR 27-10, AR 600-37 and ALARACT 036/2017.</li> <li>2. File all Article 15s that meet criteria for SRO in this doc type.</li> <li>3. Victim names and third party SSNs must be redacted (removed) prior to uploading, to include supporting documentation</li> <li>4. Civilian Police Reports (non-military) used to support adverse actions may be submitted for filing in the AMHRR. These documents will be considered part of the adverse action whether referenced in the action or as allied document.</li> <li>5. CID, MPI and MP Reports will NOT be filed in the AMHRR and will be replaced with a DA 1613 (Records Cross Reference). Implementation to replace CID, MPI and MP reports will apply to adverse actions received on or after 20191120.</li> </ol>
DA 2627-2	RECORD OF APPELLATE OR OTHER SUPPLEMENTARY ACTION UNDER ARTICLE 15, UNIFORM CODE OF MILITARY JUSTICE	Date of original article 15 (top-middle)		<ol style="list-style-type: none"> <li>1. Victim names and third party SSNs must be redacted (removed) prior to uploading, to include supporting documentation</li> <li>2. Per AR 27-10, if the DA 2627-2 wholly sets aside the article 15, then the original DA 2627 will be removed from the OMPF.</li> <li>3. If the DA 2627 is wholly set aside then the DA 2627-2 will not be filed in iPERMS</li> <li>4. If the DA 2627-2 only partially sets aside punishment, then the DA 2627-2 will be filed in the same folder as the original DA 2627.</li> </ol>
DA 268	TRANSFERABLE FLAGS REPORT TO SUSPEND FAVORABLE PERSONNEL ACTIONS	Date in Section V on 1987 version. Date in Section IV on 2012 version	Temp Admin	<ol style="list-style-type: none"> <li>1. Units will only web upload transferable flags for Soldiers PCS'ing</li> <li>2. Web upload no earlier than 30 days before a Soldier PCS' s.</li> <li>3. All documents supporting the FLAG will be web uploaded at the same time (DA 4856, HT/WT documents, PT documents for example).</li> <li>4. Documents will only remain in the Soldiers record for 90 days after create date in iPERMS.</li> </ol>
DA 3053	DECLARATION OF RETIRED PAY BENEFITS RECEIVED AND WAIVERS	Date of Document (top right)	Service	
DA 3068-1	MARINE SERVICE RECORD	Date assigned Box #14 (2010) or Box #15 (2006)	Service Personnel Rev	
DA 3072	WAIVER OF DISQUALIFICATION FOR ENLISTMENT/REENLISTMENT IN THE REGULAR ARMY FOR IN-SERVICE PERSONNEL	Date of document (top right)	Service	Filed as a standalone document.
DA 3078	PERSONNEL CLOTHING REQUEST	Date at top right	Deployment MOB Finance	File only for deployment and with mobilization packet per the PPG/AMDR/AMDR.
DA31 RESPITE/ADMIN/LV	POST DEPLOYMENT MOBILIZATION RESPITE ABSENCE (PDMRA) LEAVE. OR ADMINISTRATIVE LEAVE FOR MARRIAGE	Date in block #10b of DA form 31	Deployment/Mob Temp Admin	<ol style="list-style-type: none"> <li>1. File only for the reasons listed below: <ol style="list-style-type: none"> <li>a. PDMRA (Post Deployment/Mobilization Respite Absence) as part of Mobilization packet.</li> <li>b. Administrative leave for marriage.</li> </ol> </li> <li>2. Do not web upload the following type leaves: ordinary leave, PCS, terminal, permissive TDY or ETS leave.</li> </ol>
DA 3081	PERIODIC MEDICAL EXAMINATION (STATEMENT OF EXEMPTION)	Date (top right)	Health	
DA 3180-1/2	CHEM/BIOLOGICAL PERSONNEL RELIABILITY STATEMENT OF UNDERSTANDING/EVALUATION AND SCREENING RECORD	Date signed (Part V, Box d)	Restricted	The DA 3180-1 and DA 3180-2 will be filed in the AMHRR upon decertification from the Personnel Reliability Program (PRP).

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 3283-R	STATEMENT OF MEMBER REMOVED FROM THE TEMPORARY DISABILITY RETIRED LIST (TDRL)	Date of document (top right)	Service	
DA 3286	STATEMENTS FOR ENLISTMENT, PARTS I THRU V	Date Signed (box 13)	Service	Filed as a standalone document.
DA 3286-79	STATEMENTS FOR REENLISTMENT	Date Signed (box 12)	Service Personnel Rev	Filed as a standalone document.
DA 3286-A	STATEMENT FOR ENLISTMENT- CERTIFICATE OF SPECIFIED PRIOR SERVICE QUALIFICATION	Date Soldier Signed	Service Personnel Rev	Filed as a standalone document.
DA 3286-B	STATEMENT FOR ENLISTMENT- ADDENDUM TO PART VI	Date Soldier/Applicant Signed	Service Personnel Rev	Filed as a standalone document.
DA 330	LANGUAGE PROFICIENCY QUESTIONNAIRE	Date Reporting Official Signed (Block 13F)	Service Personnel Rev	
DA 3340	REQUEST FOR REGULAR ARMY REENLISTMENT OR EXTENSION	"Date of Evaluation" Box 10 (1985) Bx #11 (2008), use latest date	Service Personnel Rev	
DA 3349	PHYSICAL PROFILE TEMPORARY/PERMANENT	Approving Authority Signature date (bottom right)	Health	File only permanent profiles; temporary profiles will not be filed.
DA 348	EQUIPMENT OPERATOR'S QUALIFICATION RECORD (EXCEPT AIRCRAFT)	Latest date in Date column (section 3)	Deployment/Mob	File only for deployment and with mobilization packet per the PPG/AMDR.
DA 3497	COUNSEL OATH FOR JAG OFFICER	Date in second paragraph	Service	File only for JAG Officers.
DA 3540	CERTIFICATE AND ACKNOWLEDGEMENT OF U.S. ARMY RESERVE SERVICE REQUIREMENT	Date Soldier Signed	Service	Filed as a standalone document.
DA 3574	CERTIFICATE OF ACKNOWLEDGEMENT AND UNDERSTANDING OF SERVICE REQUIREMENTS	Date Soldier Signed (bottom right, page 2)	Service	
DA 3575	CERTIFICATE OF ACKNOWLEDGEMENT AND UNDERSTANDING OF SERVICE REQUIREMENTS	Date Soldier Signed (bottom left)	Service	
DA 3685	JUMPS PAY ELECTION	Date Soldier Signed (box 7d)	Finance	
DA 4187	PERSONNEL ACTION APPLICATION/REQUEST	Use date in Box 14 for everything except promotion. If document is for promotion, use effective date in section IV-Remarks		<ol style="list-style-type: none"> <li>File only those forms that show final action changing data in the AMHRR or affect military pay.</li> <li>File location depends on the type of change. <ol style="list-style-type: none"> <li>DA 4187s changing duty status from PDY to AWOL, AWOL to DFR, entering/departing confinement are indexed separately as DA 4187 with a SID-K(Perf/Disciplinary). The effective date of these will be the date in block #14.</li> <li>File all 4187's that relate to pay, such as: Accrued Leave Payment, Assignment Pay (AIP), Basic Pay, Basic Allowance for Subsistence (BAS), Cost of Living Allowance (COLA), Hardship Duty Pay Mission (HDPM), Special Duty Assignment Pay (SDAP), Missed Meals Reimbursement.</li> </ol> </li> <li>File all DA 4187's that pertain to promotion from E2 thru E4 when the Soldier is promoted out of normal sequence. To include early promotions and delayed promotions.</li> </ol>

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 4213	SUPPLMENTAL DATA FOR ARMY MEDICAL SERVICE RESERVE OFFICERS	Date Signed (bottom left, page 2)	Service	
DA 4572-R	STATEMENT OF UNDERSTANDING FOR APPOINTMENT AS A COMMISSIONED OFFICER	Date Signed (bottom right)	Service	
DA 4707	ENTRANCE PHYSICAL STANDARDS BOARD (EPSBD) PROCEEDINGS	Date Top Right Box	Health	
DA 4789	STATEMENT OF ENTITLEMENT TO SELECTIVE REENLISTMENT BONUS	Use date at bottom of form	Service Personnel Rev	Filed as a standalone document.
DA 4824-R	ADDENDUM TO CERTIFICATE/ACKNOWLEDGEMENT OF SERVICE REQUIREMENTS (DA 3540) FOR APPLYING TO RESERVE OFFICER TRAINING CORPS	Date Soldier Signed	Service	
DA 4826-R	ADDENDUM TO CERTIFICATE/ACKNOWLEDGE SERVICE REQUIREMENTS (DA 3540) FOR ENLISTMENT IN ALTERNATE TRAINING PROGRAM	Date Soldier/Applicant Signed	Service	
DA 4836	OATH OF EXTENSION OF ENLISTMENT OR REENLISTMENT	Date after "Acknowledge this...." first line under oath of extension	Service Personnel Rev	Filed as a standalone document.
DA 4977-R	INDIVIDUAL READY RESERVE BONUS PROGRAM AGREEMENT	Date signed (page 2, bottom left)	Service Personnel Rev	
DA 4991-R	DECLINATION OF CONTINUED SERVICE STATEMENT	Date signed (section A, box d)	Service	
DA 5016	CHRONOLOGICAL STATEMENT OF RETIREMENT POINTS	Date of Document (top right)	Service Personnel Rev	Required to be filed upon a change to qualifying retirement points.
DA 5074 SERIES	RECORD OF AWARD OF ENTRY GRADE CREDIT	Approving Official Sig. Date	Service Performance Personnel Rev	
DA 5178-R	PROJECT DEVELOPMENT IDENTIFIER (PDI) & PROJECT DEVELOPMENT SKILL IDENTIFIER (PDSI)	Authorized Official's Signature Date	Service Personnel Rev	
DA 5261 SERIES	SELECTED RESERVE INCENTIVE PROGRAM-BONUS ADDENDUM	Section X, Date Signed Block	Service Personnel Rev	
DA 5304-R	FAMILY CARE PLAN COUNSELING CHECKLIST	Date Soldier Signed	Deployment/Mob	File only for deployment and with mobilization packet per the PPG/AMDR/AMDR.
DA 5305-R	APPROVED FAMILY CARE PLAN	Soldier's Signature Date (part IV)	Deployment/Mob	File only for deployment and with mobilization packet per the PPG/AMDR/AMDR.
DA 5315-R	U S ARMY ADVANCED EDUCATIONAL FINANCIAL ASSISTANCE RECORD	Effective date of Scholarship (box 14)	Service	
DA 5435	STATEMENT OF UNDERSTANDING, THE SELECTED RESERVE MONTGOMERY GI BILL (10 USC CHAPTER 1606)	Date Soldier/Applicant Signed	Service	
DA 5435-R	STATEMENT OF UNDERSTANDING - USAR MONTGOMERY GI BILL KICKER PROGRAM	Date Soldier/Applicant Signed		
DA 5436	EXPLOSIVE ORDNANCE DISPOSAL (EOD) VOLUNTEER STATEMENT	Date in block 9C	Service Personnel Rev	1. File only the document, do not file any additional documents. 2. Will always be a stand alone document.



**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 5437	VOLUNTARY WITHDRAWAL FROM EXPLOSIVE ORDNANCE DISPOSAL (EOD) STATEMENT	Date in block 7C	Service Personnel Rev	1. File only the document, do not file any additional documents 2. Will always be a stand alone document
DA 5438	INVOLUNTARY TERMINATION FROM EXPLOSIVE ORDNANCE DISPOSAL (EOD) DUTIES	Date in block 8C	Service Personnel Rev	1. File only the document, do not file any additional documents 2. Will always be a stand alone document 3. Do not file any documents from the removal packet.
DA 5447	OFFICER SERVICE AGREEMENT, SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAM	Date Soldier/Applicant Signed	Service	
DA 5536-R	HEALTH PROFESSIONALS LOAN REPAYMENT (HPLR) AGREEMENT	Official's Signature Date	Service Personnel Rev	
DA 5642-R	STATEMENT OF UNDERSTANDING & SELECTED RESERVE SERVICE AGREEMENT (NEW GI BILL 2X4 PROGRAM)	Date Soldier/Applicant Signed	Service	
DA 5646-R	STATEMENT OF CONDITIONS AND SERVICE - ACTIVE GUARD/RESERVE	Date Soldier Signed	Service	
DA 5647-R	STATEMENT OF CONDITIONS OF SERVICE ACTIVE GUARD RESERVE (AGR) ACTIVE TRANSFER/CONVERSION ARMY RESERVE (ATCAR)	Date Soldier Signed	Service	
DA 5685-R	NEW SPECIALIZED TRAINING ASSISTANCE PROGRAM (NEW STRAP) SERVICE AGREEMENT	Date Soldier Signed	Service Personnel Rev	
DA 5691-R	REQUEST FOR RESERVE COMPONENT ASSIGNMENT ORDERS (LRA)	SECTION V BOX 12	Service	
DA 5840	CERTIFICATE OF ACCEPTANCE AS GUARDIAN OR ESCORT	Date Guardian signed	Temp Admin	
DA 5841	POWER OF ATTORNEY	Acknowledgement date	Temp Admin	
DA 591	APPLICATION FOR INITIAL (EDUCATION) DELAY FROM ENTRY ON ACTIVE DUTY & SUPPLEMENTAL AGREEMENT	Date Approving Authority Signed	Service	Filed as a standalone document
DA 591A	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT (INITIAL EDUCATIONAL DELAY)	Date Soldier Signed	Service	
DA 591B	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT FOR SPECIAL MEDICAL PROGRAM PARTICIPANTS	Date Soldier Signed	Service	
DA 591C	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT (ARMY CHAPLAINCY)	Date Soldier Signed	Service	
DA 591D	EARLY COMMISSIONING PROGRAM, STUDENT SUPPLEMENTAL SERVICE AGREEMENT (POST GRADUATE DELAY)	Date Soldier Signed	Service	
DA 591E	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT (INITIAL EDUCATION DELAY)	Date Signed (bottom right)	Service	
DA 591F-R	EARLY COMMISSION PROGRAM POSTGRADUATE DELAY STUDENT SUPPLEMENTAL SERVICE AGREEMENT	Date Soldier Signed	Service	
DA 591G	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT FOR SPECIAL MEDICAL PROGRAM PARTICIPANTS	Date Signed (bottom right)	Service	

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 591H	ROTC SUPPLEMENTAL SERVICE AGREEMENT (ARMY CHAPLAINCY) (TO ROTC CONTRACTS EXECUTED ON AND AFTER 1 JUNE 1984)	Date Signed (bottom right)	Service	
DA 5960	AUTHORIZATION TO START, STOP, CHANGE BASIC ALLOWANCE FOR QUARTERS AND OR VARIABLE HOUSING ALLOWANCE	Date Soldier Signed	Finance Deployment/Mob	1. Annual certification is required and the current DA 5960 must be uploaded into the Soldier's iPERMS record each year. 2. The DA 4444 will be filed as this document when used for BAH and VHA. 3. Memos for BAH will be indexed as this document also. 4. File only for deployment and with mobilization packet per the PPG/AMDR.
DA 597	ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS (ROTC) NONSCHOLARSHIP CADET	Effective date of enrollment (Part IV-P)	Service Personnel Rev	
DA 597-3	ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS SCHOLARSHIP	Effective date of enrollment (Part IV)	Service Personnel Rev	
DA 597-4	EDUCATIONAL ASSISTANCE PROGRAM FOR MILITARY JUNIOR COLLEGE COMMISSIONED OFFICERS	Date Soldier/Student Signed	Service	
DA 61	APPLICATION FOR APPOINTMENT	Date Soldier Signed (box 42)	Service	
DA 638/AWD REC	RECOMMENDATION FOR AWARD (APPROVALS/DISAPPROVALS)	Date in Block #30.	Service Personnel Rev	1. File all Award Recommendations with the approval/disapproval decision, to include recommendations not executed on a DA Form 638 (e.g., Purple Heart, CAB, etc.). 2. The DA 638/AWD REC will not be joined with any other document. 3. Only file approved memorandums for the MOVSM. 4. Unclassified narrative and proposed citation enclosures must accompany completed DA Form 638 when not included on the form. 5. All DA 638s approved or downgraded must have the following information. If any of this information is missing, the 638 will be rejected. a. Approving authority signature-block 26h b. Permanent Order number (PO#) -block 27b c. Signature of the order issuing authority-block 28d d. Date the PO# was issued -block 30. 6. Do not submit awards earlier than 90 days before the "thru" date on the award. 7. Approved/downgraded awards submitted on a DA 638 (except MOVSM) <b>MUST BE ACCOMPANIED WITH THE AWARD CERTIFICATE.</b> The award certificate is filed into the Performance folder and will be pulled into the board file. The DA 638 is filed into the service folder and <b>WILL NOT</b> be pulled over into the board file.
DA 67-9	US ARMY OFFICER EVALUATION EPORT	N/A	Performance	Hard copy DA 67-9 must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.
DA 67-9-2	SENIOR RATER PROFILE REPORT OFFICER EVALUATION REPORTING SYSTEM	N/A	Performance	
DA 67-9-R	OER-R US ARMY OFFICER EVALUATION REPORT	N/A	Performance	Hard copy DA 67-9 must be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122.
DA 67-10-1	COMPANY GRADE PLATE OFFICER EVALUATION REPORT	N/A	Performance	All Evaluation Reports must be submitted via EES.

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 67-10-1-R	COMPANY GRADE PLATE OFFICER EVALUATION REPORT (R)	N/A	Performance	All Evaluation Reports must be submitted via EES.
DA 67-10-2	FIELD GRADE PLATE OFFICER EVALUATION REPORT	N/A	Performance	All Evaluation Reports must be submitted via EES.
DA 67-10-2-R	FIELD GRADE PLATE OFFICER EVALUATION REPORT (R)	N/A	Performance	All Evaluation Reports must be submitted via EES.
DA 67-10-3	STRATEGIC GRADE PLATE (06) OFFICER EVALUATION REPORT	N/A	Performance	All Evaluation Reports must be submitted via EES.
DA 67-10-3-R	STRATEGIC GRADE PLATE (06) OFFICER EVALUATION REPORT (R)	N/A	Performance	All Evaluation Reports must be submitted via EES.
DA 67-10-4	STRATEGIC GRADE PLATE (07) OFFICER EVALUATION REPORT	N/A	Performance	All Evaluation Reports must be submitted via EES.
DA 67-10-4-R	STRATEGIC GRADE PLATE (07) OFFICER EVALUATION REPORT (R)	N/A	Performance	All Evaluation Reports must be submitted via EES.
DA 71	OATH OF OFFICE MILITARY PERSONNEL	"Sworn to and subscribed" date	Service Personnel Rev	
DA 759 SERIES	INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE ARMY	Thru Date in "Period" box	Flight Personnel Rev	
DA 7762-1/2	NUCLEAR PERSONNEL SCREENING AND EVALUATION RECORD/STATEMENT OF UNDERSTANDING	Date signed by approval auth	Restricted	The DA 7662-1 and the DA 7762-2 will be filed in the AMHRR upon disqualification or decertification (for any reason) from the Personnel Reliability Program (PRP).
DA 7783	WRITTEN SERVICE AGREEMENT AND MANDATORY DISCLOSURE STATEMENT	Date Soldier signed	Service	
DA 7852	INDIVIDUAL READY RESERVE (IRR) STATEMENT OF UNDERSTANDING (SOU)	Date Soldier signed	Service Personnel Rev	
DACORB	DEPARTMENT OF THE ARMY CONSCIENTIOUS OBJECTOR REVIEW BOARD (DACORB) DECISION	N/A	Service Deployment/Mob	
DA BOARD	BOARD OF INQUIRY CORRESPONDENCE SPECIAL SELECTION, PROMOTION, PROMOTION REVOCATION, STANDBY ADVISORY BOARD		File all documents in the Restricted folder.	
DA HLTH-SCI	SERVICE AGREEMENT UNIFORMED SERVICES UNIVERSITY HEALTH SCIENCE PROGRAM		Service	
DA PHOTO	DEPARTMENT OF THE ARMY OFFICIAL PHOTOGRAPH	N/A	DA Photo Service	DA Photo will be moved to the Service folder upon separation from service.
DA RE-ENLIST MEMO	DA CORRESPONDENCE REGARDING RE-ENLISTMENT/EXTENSION REQUESTS	Date of Document	Service	
DA REMOVAL LTR	DEPARTMENT OF THE ARMY LETTER REMOVING SOLDIER FROM A NOMINATED PROGRAM	Date of Document		1. Filed in the performance disciplinary folder when the requirements for filing administrative letters in the OMPF per AR 600-37, chapter 3 have been complied with. 2. Filed in the service folder as an administrative action when the requirements in AR 600-37, chapter 3 have not been complied with.

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DASEB	DEPARTMENT OF THE ARMY SUITABILITY EVALUATION BOARD DASEB DOCUMENT DENY/APPROVED REQUEST FOR REMOVAL OF ADVERSE INFO	Date of Document - top right		1. File in the Performance folder only if denied or partially denied. 2. 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. 3. File allied documents related to deny requests in the restricted folder. 4. If the DASEB approves a request and directs removal from the AMHRR, do not file the document directing the removal. 5. File allied papers relating to approval requests only if directed by the DASEB.
DD 108	APPLICATION FOR RETIRED PAY BENEFITS	Date Retired Pay To Begin (box 3)	Service	
DD 1172	APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD	Date Soldier Signed block #91 on 2002 version, block #23 on 2011 version	Deployment/Mob	File only for deployment and with mobilization packet per the PPG/AMDR.
DD 1300	REPORT OF CASUALTY (S&U CASUALTY AND MEMORIAL AFFAIRS)	Date of casualty (box 4d)	Service	
DD 1343	NOTIFICATION OF CHANGE IN SERVICE MEMBER'S OFFICIAL RECORDS	Date Prepared (top right)	Service	
DD 1351-2	TRAVEL VOUCHER OR SUBVOUCHER WITH RECEIPTS AND STATEMENT OF NONAVAILABILITY	Date Block #21D	Finance	File only for Deployment (OCONUS) Will not be filed for mobilization.
DD 1561	STATEMENT SUBSTANTIATING FAMILY SEPARATION ALLOWANCE	Date signed - bottom left	Finance Deployment/Mob Personnel Rev	
DD 1826	PEST CONTROL CERTIFICATE OF COMPETENCY	Signature date (bottom of document)	Performance	1. File only initial certification for pest control management. 2. Do not file recertification certificates.
DD 1966	RECORD OF MILITARY PROCESSING - ARMED FORCES OF THE UNITED STATES	Enlistment Date (box 18a)	Service Personnel Rev	File all pages when accompanied by correspondence showing final determination
DD 1966 PC	RECORD OF MILITARY PROCESSING - ARMED FORCES OF THE UNITED STATES (PARENTAL CONSENT)	Enlistment Date (box 18a)	Service Personnel Rev	
DD 2058	STATE OF LEGAL RESIDENCE CERTIFICATE	Date Soldier Signed (bottom right)	Deployment/Mob	
DD 214	CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	Separation date this period ( Box 12b)	Service Deployment/Mob Personnel Rev	1. File copy #2 is preferred copy. 2. File form issued by order of the Army Discharge Review Board. 3. If a DD 214 is revoked and a revoke memo issued, a watermark "VOID" will be placed on the voided DD 214 and filed with the revocation memo. This action can only be completed by HRC or assigned ARNG State G1. 4. DD 214s from other branches will be filed as this document also to account for service time.
DD 215	CORRECTION TO DD FORM 214	Effective Date of Transfer or Discharge	Service Deployment/Mob Personnel Rev	1. File copy #2. 2. If a DD 215 is revoked and a revoke memo issued, a watermark "VOID" will be placed on the voided DD 215 and filed with the revocation memo. This action can only be completed by HRC or assigned ARNG State G1.

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DD 220	ACTIVE DUTY REPORT	Date Departed from duty station to home (BOX 12)	Service Deployment/Mob Personnel Rev	
DD 2329	RECORD OF TRIAL BY SUMMARY COURT-MARTIAL	Authentication Date (Box 12)		1. This form will be filed together with: DD Form 458 (Charge Sheet). (Not required if information is fully contained on DD 2329).Memorandum, opinion or letter of legal review. 2. 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. 3. If all approved findings are not guilty, file the form and all related documents in the restricted folder. 4. 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 2351	REPORT OF MEDICAL EXAMINATION	Date of Examination (B	Health	Filed for officer accessions packet only.
DD 2366	VETERAN'S EDUCATION ASSISTANCE ACT OF 1984 (GI BILL)	Date Soldier Signed (Box 3c)	Service	
DD 2367	OVERSEAS HOUSING ALLOWANCE (OHA) REPORT, INDIVIDUAL	Date at block #G (bottom of doc)	Deployment/ Mob Personnel Rev	
DD 2384	SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAMM (GI BILL) NOTICE OF BASIC ELIGIBILITY	Date Soldier Signed	Service	
DD 2475	DOD EDUCATIONAL LOAN REPAYMENT PROGRAM (LRP) ANNUAL APPLICIATION	Date in block #4 at bottom	Finance Personnel Rev	File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT).
DD 2492	REPORT OF MEDICAL HISTORY	Date of Examination (Box6)	Health	Filed for officer accessions packet only.
DD 2506	PERSONAL PROPERTY AND VEHICLE DISPOSITION	Date impounded (11). If not available, Released By date (17C)	Deployment/Mob	File only for deployment and with mobilization packet per the PPG/AMDR.
DD 2556	MOVE-IN HOUSING ALLOWANCE	Date in block #12E	Finance Personnel Rev	File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT).
DD 2587	ACQUISITION CORPS CERTIFICATE OF ADMISSION	"Acquisition Corps On" date	Performance	
DD 261	REPORT OF INVESTIGATION LINE OF DUTY & MISCONDUCT STATUS	Date in # 13b - if not available, date in #14b	Service	1. File only LODs for injury found "In the Line of Duty." 2. File DD 261 and accompanying memorandum. 3. Do not file medical treatment documents. 4. All injury LODs found "not in line of duty" and LODs for death are forwarded to HRC Line of Duty for final approval. For ARNG: File final DD 261 only.
DD 2648	PRESEPARATION COUNSELING CHECKLIST	Date Soldier Signed	Service	File as standalone document

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DD 2656 SERIES	SURVIVOR BENEFIT PLAN (SBP)/RETIRED PAY ELECTION CERTIFICATE	1. For the DD 2656 by itself use the date Soldier signed	Service	1. The DD 2656 forms are listed below that are currently active documents and will be sent to iPERMS if created. DD 2656 10/11/2018 DD 2656-1 4/1/2009 DD 2656-2 4/1/2009 DD 2656-5 8/1/2011 DD 2656-6 4/1/2009 DD 2656-7 4/1/2009 DD 2656-8 10/1/2003 DD 2656-10 4/1/2009
DD 2760	QUALIFICATION TO POSSESS FIREARMS AND AMMUNITION	Date signed (Box 3F)	Deployment/Mob	File only for deployment and with mobilization packet per the PPG/AMDR.
DD 2807-1	REPORT OF MEDICAL HISTORY	"Today's Date" (top right, box 3)	Health	Only initial and separation DD 2807-1 are filed.
DD 2807-2	MEDICAL PRESCREEN OF MEDICAL HISTORY REPORT	Date Screened (Box 1H)	Health	Only initial and separation DD 2807-2 are filed.
DD 2808	REPORT OF MEDICAL EXAMINATION	Date of Examination (Box 1)	Health	Only initial and separation DD 2808 are filed.
DD 2839	CAREER STATUS BONUS (CSB) ELECTION	Date of Determination (Box 8)	Service Personnel Rev	
DD 2857	FAMILY SUBSISTENCE SUPPLEMENTAL ALLOWANCE APPLICATION		Finance Personnel Rev	File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT).
DD 2860	APPLICATION FOR COMBAT-RELATED SPECIAL COMPENSATION (CRSC)	See remarks	CRSC/TSGLI	Document is only filed by the CRSC section at HRC.
DD 368	REQUEST FOR DISCHARGE OR CLEARANCE FROM RESERVE COMPONENT	Date Signed (Section II)	Service	
DD 369	POLICE RECORD CHECK 369DD (PART OF 4DD)	Date Signed (bottom left)	Service	Filed only when check is part of enlistment, reenlistment, or appointment packet.
DD 397	CLAIM CERTIFICATION AND VOUCHER FOR DEATH GRATUITY PAYMENT	Date of Death	Finance	
DD4	ENLISTMENT CONTRACT ARMED FORCES OF THE U S	Date of Enlistment -	Service	Filed as a standalone document.
DD 41-2	ENLISTMENT/REENLISTMENT DOCUMENT ARMED FORCES OF THE UNITED STATES	Date of Enlistment - Box 5 (if first page not available, used Date Soldier Signed on page 2)	Service Personnel Rev	Filed as a standalone document.
DD 4-3	ENLISTMENT CONTRACT ARMED FORCES OF THE U S	Date Soldier Signed	Service Personnel Rev	Filed as a standalone document.
DD 785/OFF TRNG RMV	RECORD OF DISENROLLMENT FROM OFFICER CANDIDATE-TYPE TRAINING		Service	
DD 93	RECORD OF EMERGENCY DATA	1. If digitally signed use date/time stamp in block #15. 2. If manually signed use date in block #17	Service Personnel Rev	1. If the DD 93 is manually signed it must also have a witness signature on the form to be valid. 2. If the DD 93 is digitally signed there does not need to be a witness signature.

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DEATH CERTIFICATE	CERTIFICATE OF DEATH	Date of death	Service	
DECL MED TREAT	DECLINATION OF MEDICAL TREATMENT	Date soldier signed	Service	1. If counseling statements (DA 4856) are sent in they will be joined with this document. 2. Any medical documents submitted for this action will be removed.
DEMOTION	DEMOTION	Date of documents	Service Personnel Rev	
DEMOTION AMND	AMENDMENT OF DEMOTION	Date of documents	Service Personnel Rev	
DEMOTION REV	REVOCATION OF DEMOTION	Date of documents	Service Personnel Rev	
DEPLOY/OS EXT PAY	DEPLOYMENT OR OVERSEAS EXTENSION INCENTIVE/STABILIZATION PAY	Date of Document	Service Personnel Rev	
DFAS BAH APPROVAL	DFAS APPROVAL OF SECONDARY DEPENDENCY FOR BAH	Date of Document	Deployment/Mob Finance Personnel Rev	1. Do not submit the DD 137 as this document. 2. If a soldier is drawing bah for secondary dependency, they must upload the approval memorandum from DFAS or, an approval memo from their company level commander which states the commander has personally reviewed the soldier's approval in DFAS secondary dependency claims online system and the claim was approved by DFAS on XX XXX 2017.
DFR PACKETS	DROPPED FROM THE ROLLS PACKETS	Effective date order of preference: 1. DD 553-block #10 2. DD 616-block #9 (DFR in remarks) 3. DD 458-block #11E	Service	The DD 458, DD 553, DD616 and next of kin letter will all be allied and filed under this document type.
DISAPP SEP	DISAPPROVED APPLICATIONS FOR DISCHARGE, RESIGNATION OR RELIEF FROM ACTIVE DUTY	Date of disapproval memo	Service	
DISQ AFRM	DISQUALIFICATION STATEMENT FOR AWARD OF ARMED FORCES RESERVE MEDAL	Date of Document		Disqualification memorandums for disciplinary reasons must provide the Soldier with rebuttal opportunity. Memo must include Soldier's acknowledgement and rebuttal per AR 600-37, para 3-7. Any memo that does not comply with AR 600-37 will be filed in the Service folder.
DISQ ARCAM	DISQUALIFICATION OF THE ARMY RESERVE COMPONENTS ACHEIVEMENT MEDAL (ARCAM)	Date of Document	Performance Personnel Rev	Disqualification memorandums for disciplinary reasons must provide the Soldier with rebuttal opportunity. Memo must include Soldier's acknowledgement and rebuttal per AR 600-37, para 3-7. Any memo that does not comply with AR 600-37 will be filed in the Service folder.

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DISQ GCMDL	DISQUALIFICATION STATEMENT FOR AWARD OF GOOD CONDUCT MEDAL	Date of document	Performance Personnel Rev	If a Soldier is due the AGCM and is under a current investigation that could result in disqualification for the award, the Commander will wait until the investigation is completed to determine if the Soldier will be awarded the AGCM or if a disqualification memorandum should be executed. If the investigation is closed favorably, the Commander can award the AGCM for the original time period. If it is closed unfavorably, the Commander can execute the disqualification memorandum per AR 600-8-22.  Disqualification memorandums for disciplinary reasons must provide the Soldier with rebuttal opportunity. Memo must include Soldier's acknowledgement and rebuttal per AR 600-37, para 3-7. Any memo that does not comply with AR 600-37 will be filed in the Service folder.
DIVORCE/ANNUL DECREE	DIVORCE OR ANNULMENT DECREE	Date court or judge awarded dissolution	Service Personnel Rev	
DLPT SCORES	DEFENSE LANGUAGE PROFICIENCY TEST SCORES	Date of document	Service Personnel Rev	
ECCLESIAST	ECCLESIASTICAL INDORSEMENT	Date form completed.	Service	
ELIM ACTION	DEPARTMENT OF THE ARMY DIRECTED ELIMINATION ACTION	Date of document		File letter in the Performance folder and allied documents in the restricted folder
ENTRY JDGMT	ENTRY OF JUDGMENT	Date of document		1. If guilty, file in Performance 2. If not-guilty, file in Restricted 3. Will be submitted after court martial.
ENTRY JDGMT SRO	ENTRY OF JUDGEMENT FOR SEXUALLY RELATED OFFENSE	Date of document	Performance	1. Civilian Police Reports (non-military) used to support adverse actions may be submitted for filing in the AMHRR. These documents will be considered part of the adverse action whether referenced in the action or as allied document 2. CID, MPI and MP Reports will NOT be filed in the AMHRR and will be replaced with a DA 1613 (Records Cross Reference). Implementation to replace CID, MPI and MP reports will apply to adverse actions received on or after 20191120.
EOD DOC	DOCUMENT PERTAINING TO MEMBERS VOLUNTEERING FOR OR WITHDRAWING FROM EXPLOSIVE ORDNANCE DISPOSAL DUTY	Date of document	Service	
ER APPEAL	EVALUATION REPORT APPEAL DECISION BY ENLISTED SPECIAL REVIEW BOARD OR OFFICER SPECIAL REVIEW BOARD	Delete- Must Come From EVALS		1. File ESRB/OSRB appeal denial decision memorandum/letter in the Performance folder with the evaluation that was appealed. 2. File denial record of proceedings and all allied appeal documents to include various numbered allied forms in the restricted folder. 3. 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.



**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
ERB	ENLISTED RECORD BRIEF	Brief date (top left)	Service	1. Only file most current form as part of a mobilization packet. 2. File only the last Enlisted Record Brief (ERB) produced before separation or change in Component. 3. NGB: file most current.
ETD ORD AMD	AMENDMENT TO ENLISTMENT/TRAVEL/DEPENDANT ORDERS	Date of Order (top right)	Service	
ETD ORDERS	ENLISTMENT/TRAVEL/DEPENDENT ORDERS	Date of Order	Service	
EVAL BD APP	STATEMENT OF ELECTION PHYSICAL EVALUATION BOARD APPEARANCE	Date of Document	Service	
EVAL NN AR	NON-ARMY EVALUATION REPORTS RECEIVED BY PERSONS WHEN THEY WERE MEMBERS OF ANOTHER SERVICE	"Thru" date under Period of Report	Performance	
FBI RPT	FEDERAL BUREAU OF INVESTIGATION REPORT OF INVESTIGATION RELATING TO FRAUDULENT ENTRY	Date Record Updated (bottom left)	Restricted	
FEB	REPORT OF ACTION OF FLYING EVALUATION BOARD (FEB)	Date of Document	Service Flight	
FED AD PAY	COMPLETED REQUEST FOR VERIFICATION OF ACTIVE DUTY PAID FROM FEDERAL FUNDS	Date signed by soldier	Service	
FINANCE MOB-DEMOB	FINANCE MOBILIZATION AND DEMOBILIZATION DOCUMENTATION REQUIREMENTS CHECKLIST	Date Completed (top right)	Deployment/Mob	File only for deployment and with mobilization packet per the PPG/AMDR.
FNEP	CONTRACT FOR THE FUNDED NURSE EDUCATION PROGRAM	Date of Document	Service Personnel Rev	
FNL CM ORD	CERTIFICATE OF COMPLETION OF APPELLATE REVIEW	Date of Document	Performance	1. Final Orders will be submitted by: Paralegal Specialist, U.S. Army Court of Criminal Appeals Office of the Clerk of Court, Ft Sill OK. 2. Unit S1/UA/MPD's do not upload this document it will not be processed.
FNL CM ORD SRO	FINAL COURT MARTIAL ORDER SEX RELATED OFFENSE	Date of Document	Performance	1. Final Orders will be submitted by: Paralegal Specialist, U.S. Army Court of Criminal Appeals Office of the Clerk of Court, Ft Sill OK 2. Unit S1/UA/MPD's do not upload this document it will not be processed.
FRAUD DOCUMENT	DOCUMENTS DETERMINED TO BE FRAUDULENT THROUGH AN INVESTIGATION	Date of Document	Restricted	1. Documents must meet AR 15-6 requirements in order to be labeled as fraudulent. The investigation will be filed with the documents. 2. A memorandum will be submitted, signed by the Official Records Custodian (ORC) as defined by AR 600-8-104 or a designated representative.
FRAUD ENTRY	FRAUDULENT ENTRY DETERMINATION	Date of Document	Service	
GENDER CHANGE ETP	EXCEPTION TO POLICY MEMORANDUM FOR GENDER CHANGE	Date of Document	Service	Document must be signed by ASA (M&RA). Follow procedures outlined in Army Directive 2016-35.
GENDER MARKER CHG	APPROVED DOCUMENTATION FOR GENDER MARKER CHANGE	Date of Document	Service	Memorandum will be accompanied with a supporting document (new birth certificate, court order, passport). Follow procedures outlined in Army Directive 2016-35

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
GO-RESUME	CONFIRMATION COPY OF DEPARTMENT OF DEFENSE MINI-RESUME	Date of Document	Service	File for General Officers upon separation/retirement only.
GUARD ANNEX	ENLISTMENT/REENLISTMENT AGREEMENT ARMY NATIONAL GUARD SERVICE REQUIREMENTS & METHODS OF FULFILLMENT	Date Soldier Signed	Service	Filed as a standalone document.
HS DIP/GED/HM STDY	HIGH SCHOOL DIPLOMA, GENERAL EDUCATION DIPLOMA OR HOME STUDY	Given Date	Service State/Territory Personnel Rev	There is no requirement for Soldiers to submit a transcript with this documents.
HZD DUTY MEMO	MEMORANDUM SIGNED BY UNIT COMMANDER AUTHORIZING HAZARDOUS DUTY PAY	Date of Document	Service Personnel Rev	
INS DOCUMENT	IMMIGRATION AND NATURALIZATION SERVICES DOCUMENTS	If there is no issue date, use default date.	Service Personnel Rev	Filed as "CITZ STMT".
JAG CERT	CERTIFICATION FROM HIGHEST STATE/US DISTRICT COURT FOR JUDGE ADVOCATE GENERAL OFFICERS	Date document was "given". If not available, use ending date of course	Service Personnel Rev	
JAG OPINION	JUDGE ADVOCATE GENERAL OPINIONS RELATING TO SPECIFIC INDIVIDUALS	Date of document	Service	
LATERAL APPT	LATERAL APPOINTMENT	Date of document	Service Personnel Rev	
LATERAL APPT AMND	AMENDMENT OF LATERAL APPOINTMENT	Date of document	Service Personnel Rev	
LATERAL APPT REV	REVOCATION OF LATERAL APPOINTMENT	Date of document	Service Personnel Rev	
LEGAL HOLD	DOCUMENT DIRECTING A SOLDIERS RECORD BE PLACED ON LEGAL HOLD	Date of Document	Temp Admin	
LIC CERTF	LICENSE OR PROFESSIONAL CERTIFICATION	Date document was given.	Performance Personnel Rev	Per DA PAM 600-25 for enlisted Soldiers or in DA PAM 600-3 for officers.
LIC MEDIC	LICENSE TO PRACTICE FOR MEDICAL CORPS OFFICERS	Order of Precedence. 1. License Effective date. 2. Issue date. 3. Default date.	Service Personnel Rev	
LTHET CONTRACT	FULLY-FUNDED LONG-TERM HEALTH EDUCATION AND TRAINING (LTHET) WITH ACTIVE DUTY SERVICE OBLIGATION CONTRACT	Date Soldier Signed	Service Personnel Rev	
LTR APPR	LETTER OF APPRECIATION/COMMENDATION LETTER/MEMO/MESSAGE	Date of Document	Performance	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 OCS GRA	DESIGNATION AS AN OFFICER CANDIDATE SCHOOL DISTINGUISHED GRADUATE (RA APPOINTMENT)		Service	

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
LTR REPR	LETTER OF REPRIMAND, CENSURE, ADMONITION	Date of GOMOR (memo)		(see below)
1. Victims' names and third party SSNs must be redacted prior to uploading, to include supporting documentation				
2. The below is regulatory guidance for filing				
Per AR 600-37 chap 3-5 :				
1. Para-b: <i>Filing In OMPF</i> . A letter, regardless of the issuing authority, may be filed in the OMPF kept by MILPERCEN, ARPERCEN, or the proper State Adjutant General (for Army National Guard personnel) only upon the order of a general officer (to include one frocked to the rank of brigadier general) senior to the recipient or by direction of an officer having general court-martial jurisdiction over the individual. Letters filed in the OMPF will be filed in the Performance portion. The direction for filing in the OMPF will be contained in an endorsement or addendum to the letter.				
2. Para-b (1) (c): If it is desired to file allied documents with the letter, these documents must also be referred to the recipient for comment. This includes statements, previous reprimands, admonitions, or censure. Allied documents must also be specifically referenced in the letter or referral document. Care must be exercised to ensure additional unfavorable information is not included in the transmittal documentation unless it has been properly referred for comment.				
3. Para-f (a): Change from enlisted to officer status: Letters of reprimand, admonition, or censure received while in an enlisted status which are filed in the performance portion of the OMPF will be moved to the restricted portion of the OMPF.				
4. File letters of reprimand issued under Article 15 according to filing instructions for DA Form 2627.				
5. File only Letters of Reprimand designated for filing in the OMPF. Letters not designated for filing in the OMPF will not be filed in iPERMS. These documents will be filed locally.				
6. Civilian Police Reports (non-military) used to support adverse actions may be submitted for filing in the AMHRR. These documents will be considered part of the adverse action whether referenced in the action or as allied document.				
7. CID, MPI and MP Reports will NOT be filed in the AMHRR and will be replaced with a DA 1613 (Records Cross Reference). Implementation to replace CID, MPI and MP reports will apply to adverse actions received on or after 20191120.				
LTR REP SRO	LETTER OF REPRIMAND FOR SEX RELATED OFFENSE	Date of GOMOR (memo)	Performance	1. Follow guidance in AR 600-37 and ALARACT 036/2017. 2. Victim names and third party SSNs must be redacted (removed) prior to uploading, to include supporting documentation. 3. Civilian Police Reports (non-military) used to support adverse actions may be submitted for filing in the AMHRR. These documents will be considered part of the adverse action whether referenced in the action or as allied document. 4. CID, MPI and MP Reports will NOT be filed in the AMHRR and will be replaced with a DA 1613 (Records Cross Reference). Implementation to replace CID, MPI and MP reports will apply to adverse actions received on or after 20191120.
MARRIAGE CERT	CERTIFICATE OF MARRIAGE	Date of Marriage	Service Personnel	Document will have a translated copy if in a foreign language.
MAVNI MSSD/LPR	MILITARY ACCESSIONS VITAL TO NATIONAL INTEREST/LEGAL PERM RES SERVICE SUITABILITY DETERMINATION MEMO	date of document	Service	
MED OF HON	DOCUMENTS REGARDING AWARDING OF MEDAL OF HONOR AND CERTIFICATE TO THE VETERANS ADMINISTRATION	Date Of Document	Performance Personnel Rev	File recommendation and citation for award.
MED SPEC	SPECIALTY BOARD CERTIFICATES FOR ARMY MEDICAL DEPARTMENT OFFICERS	Date Soldier Received certification.	Performance Personnel Rev	
MED WAIV	MEDICAL WAIVER	Date of Document (top right)	Health	
MEPCOM 40-1-15-E	SUPPLEMENTAL HEALTH SCREENING QUESTIONNAIRE		Health	
MEPCOM 680 ADP	REQUEST FOR EXAMINATION	Date at top of form	Service	
MMRB	SUMMARY OF MILITARY OCCUPATIONAL SPECIALTY/MEDICAL RETENTION BOARD PROCEEDINGS	Date document prepared	Service Health	

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
MOB CHECKLIST	READINESS AND DEPLOYMENT CHECKLIST	1. "Date box block #1 on both named forms.	Deployment/Mob	1. DA 7425 and DA 7631 will be filed as this document name. 2. File only for deployment and with mobilization packet per the PPG/AMDR
MOB WAIVER	MEMORANDUM SIGNED BY SOLDIER WAIVING NON-DEPLOYMENT CONDITION	Date approved. If not available, soldier signature date.	Deployment/Mob	File only for deployment and with mobilization packet per the PPG/AMDR.
MOM WAIVER	WAIVER FOR MOTHER OF NEWBORN	Date of memo (top right)	Deployment/Mob	File only for deployment and with mobilization packet per the PPG/AMDR.
MORT/RENT	MORTGAGE/RENTAL CONTRACT	Date lease signed.	Finance Personnel Rev	
MPA ELECTION FORM	RECALLED RETIREES MILITARY PAY AND ALLOWANCES ELECTION FORM	Date signed (block 10c.)	Service	
MPASOLDIER REVERSION	RECALLED RETIREES SOLDIER REVERSION SUBMISSION	Date signed	Service	
NGB 600-7 SERIES	ARMY NATIONAL GUARD BONUS ADDENDUM	Date Soldier signed	Service Personnel Rev	
NONRATED	DOCUMENTS CONCERNING NONRATED PERIODS IN EVALUATION REPORT RECORDS	DELETE--Must come from Evaluations Section	Performance	Do not web upload evaluation nonrated memorandums in batches to iPERMS; must go thru HRC Evaluation Branch.
NSEL STMT	PROMOTION NONSELECTION ELECTION STATEMENT OF SEPARATION OPTIONS	Date of Document (top right)	Service	
OCS/ROTC DIST GRAD	OCS/ROTC DISTINGUISHED GRADUATE MEMORANDUM	Date of Document	Service	
OF 346	US GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD	Date Issued	Service	File only for deployment and with mobilization packet per the PPG/AMDR.
OFF ACC ANNEX	OFFICER ACCESSION DYNAMIC ANNEX		Service	
OFF RET	ACCEPTANCE OR REJECTION OF OFFICER FOR RETENTION ON ACTIVE DUTY (UNTIL A SPECIFIED DATE)	Date of Document	Service	
OFFICER INCENTIVES	ARMY OFFICER MENU OF INCENTIVES: MILITARY SCHOOL, POST OF CHOICE, GRADUATE SCHOOL, BRANCH OF CHOICE	Date Soldier Signed	Service	
OPAT SCORES	OCCUPATIONAL PHYSICAL ASSESSMENT TEST (OPAT)	Date of test	Service	Consent form will be filed with form if submitted.
ORB	4037DA OFFICER RECORD BRIEF	Brief date (top left)	Service Deployment/Mob	Only file most current form as part of a mobilization packet, or file only the last Officer Record Brief (ORB) produced before separation or change in Component.
ORD AD	ACTIVE DUTY ORDERS	Date of order (top right)	Service Personnel Rev	Do not file orders placing units on Active Duty.
ORD AD AMND	AMENDMENT ACTIVE DUTY ORDERS	Date of Order (top right)	Service Personnel Rev	
ORD AD REV	REVOCATION – ACTIVE DUTY ORDERS	Date of Order (top right)	Service Personnel Rev	
ORD ASSGN	ASSIGNMENT OR TRANSFER ORDER ARMY NATIONAL GUARD	Date of Order (top right)	Service Personnel Rev	
ORD ATTACH	ATTACHMENT OR RELEASE FROM ATTACHMENT ORDER	Date of Order (top right)	Service	

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
ORD ATTACH AMD	AMENDMENT OF ATTACHEMENT OR RELEASE FROM ATTACHMENT ORDER	Date of Document (top right)	Service	
ORD HAZ DUTY	HAZARDOUS DUTY ORDER	Date of Order (top right)	Service Deployment/Mob Personnel Rev	
ORD MOB	MOBILIZATION ORDER	Date of Order (top right)	Service Deployment/Mob	
ORD MOB AMND	MOBILIZATION ORDER AMENDMENT	Date of Order (top right)	Service Deployment/Mob	
ORD MOB REV	MOBILIZATION ORDER REVOKE	Date of Order (top right)	Service Deployment/Mob	
ORD NATO	NORTH ATLANTIC TREATY ORGANIZATION (NATO) ORDERS	See samples to determine what date to use.	Service Deployment/Mob Personnel Rev	
ORD NATO AMND	AMENDMENT TO NORTH ATLANTIC TREATY ORGANIZATION (NATO) ORDERS	Date of Order (top right)	Service Deployment/Mob Personnel Rev	
ORD NGB AMD	AMENDMENT TO ASSIGNMENT OR TRANSFER ORDER ARMY NATIONAL GUARD	Date of Order (top right)	Service Personnel Rev	
ORD PROM AM	PROMOTION OR REDUCTION ORDERS AMENDMENTS	Date of Order (top right)	Service Personnel Rev	
ORD PROMRED	PROMOTION OR REDUCTION ORDERS	Date of Order (top right)	Service Personnel Rev	
ORD PROM REV	ORDER REVOKING A PROMOTION	Date of Order (top right)	Service Personnel Rev	
ORD REV	REVOCATION OF ORDERS	Date of Order (top right)	Service	
ORD SEP AMD	AMENDMENT TO SEPARATION ORDERS	Date of Order (top right)	Service Personnel Rev	
ORD TCS	TEMPORARY CHANGE OF STATION CONTINGENCY/MOBILIZATION ORDERS	Date of Order (top right)	Service Finance Personnel Rev	
ORD TCS AMD	AMENDMENT TEMPORARY CHANGE OF STATION CONTINGENCY/MOBILIZATION ORDERS	Date of Order (top right)	Service Finance Personnel Rev	
ORD TCS REV	REVOCATION – TEMPORARY CHAGE OF STATION CONTINGENCY/MOBILIZATION ORDERS	Date of Order	Service Finance Personnel Rev	

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
ORDER SEP	SEPARATION ORDERS	Date of Order (top right)	Service Personnel Rev	
OTSG 1093	ARMED FORCES ACTIVE DUTY HEALTH PROFESSIONS LOAN REPAYMENT PROGRAM (ADHPLRP)	Date Soldier Signed	Service Personnel Rev	
OTSG 18	ARMY GRADUATE MEDICAL EDUCATION (GME) CONTRACT/EXTENTION/RESIGNATION/WITHDRAWAL	Date soldier signed	Service	
PDBR	DEPARTMENT OF DEFENSE PHYSICAL DISABLITY BOARD OF REVIEW (PDBR) DECISION	Date of document	Service	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).
PEB LTR	PHYSICAL EVALUATION BOARD LETTER OF APPROVAL	Date of document	Service	
PEB PROC RE	APPLICATION REVIEW OF PHYSICAL FOR EVALUATION BOARD PROCEEDINGS & RETENTION DECISIONS	Date of document	Service	
PHA	PERIODIC HEALTH ASSESSMENT	Bottom right of page	Health	
PER REC REV	PERSONNEL RECORDS REVIEW	Assigned by system when completed	Personnel Rev	Document is created upon completion of a personnel records review and automatically uploaded into the Soldier's iPERMS record. Do not web upload this document.
PREGNANCY DOC	PREGNANCY COUNSELLING AND/OR CHECKLIST	Date of Report	Temp Admin	
PROC BRD	PROCEEDINGS OF BOARDS OF OFFICERS	Date of Document	Performance	
PROF MED SC	PROFESSIONAL SCHOOL/TRAINING CERTIFICATE DATA REQUIRED IN SERVICE FOR ARMY MEDICAL DEPARTMENT OFFICER	(1)Date Given, if available (2) ending date	Service Personnel Rev	
PROF/MMRB WVR	PHYSICAL PROFILE/MILITARY OCCUPATIONAL SPECIALTY MEDICAL RETENTION BOARD WAIVER	Date of document (Do not use suspense (S) date)	Service Health	
PROMOTION	PROMOTION	Date of order	Service Personnel Rev	
PROMOTION AMND	AMENDMENT OF PROMOTION	Date of order	Service Personnel Rev	
PROMOTION OPT-IN	APPROVAL/DISAPPROVAL MEMORANDUM W/DA 4187 WHEN A SOLDIER VOLUNTEERS FOR EARLY CONSIDERATION	Date of memo	Performance	Document must be accompanied by the DA 4187.
PROMOTION OPT-OUT	APPROVAL/DISAPPROVAL MEMORANDUM W/DA 4187 WHEN A SOLDIER REQUESTS NOT TO BE CONSIDERED	Date of memo	Performance	Document must be accompanied by the DA 4187.
PROMOTION REV	REVOCAION OF PROMOTION	Date of order	Service Personnel Rev	
PROM DECLIN	DECLINATION OF PROMOTION STATEMENT	Date Soldier Signed	Service	
PROM DENY	DOCUMENT DEFER/DENY PROMOTIONUNDER CIVILIAN ACQUIREDD SKILLS PROGRAM (CASP) OR ENLISTMENT PROGRAM	Date of Document (top right)	Temp Admin	
PROM DETMN	DETERMINATION PERTAINING TO PERMANENT/TEMPORARY PROMOTION STATUS	Date Signed	Service	

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
QMP APPEAL	DOCUMENT APPROVING/DENYING APPEAL QUALITATIVE MANAGEMENT PROGRAM (QMP) BOARD	Date of approval/denial memo		1. For approved appeals, file approval and allied documents in the Restricted Folder. 2. Transfer Quality Management Program (QMP) letter from the Performance folder to the restricted folder. 3. For denied appeals, file the disapproval document in the Performance folder and the allied documents in the restricted folder.
QMP LTR	LETTER ANNOUNCES DEPARTMENT OF THE ARMY QUALITATIVE MANAGEMENT PROGRAM (QMP) BOARD DECISION	Date of letter	Performance	Only file letters for Soldiers not selected for retention
QUALRET ENL 1	LETTER OF NONRETENTION UNDER QUALITATIVE RETENTION PROGRAM (ENLISTED) (US ARMY RESERVE)	Date of document	Service	If letter is successfully appealed, remove letter from the Service folder and file it along with the document approving the appeal in the Restricted folder.
QUALRET ENL 2	LETTER OF RETENTION UNDER QUALITATIVE)RETENTION PROGRAM (ENLISTED) (USAR)	Date of document (Do not use suspense (S) date)	Service	
QUAL/SKILLS	QUALIFICATIONS AND SKILLS	Date of document	Service Personnel Rev	Awarded for an MOS or ASI only. Does not award a badge. If a badge is also awarded, see AWD/MOS-ASI.
QUAL/SKILLS AMND	AMENDMENT OF QUALIFICATIONS AND SKILLS	Date of document	Service Personnel Rev	
QUAL/SKILLS REV	REVOCAION OF QUALIFICATIONS AND SKILLS	Date of document	Service Personnel Rev	
RECL ACTION	MOS RECLASSIFICATION ACTIONS	Date of document	Service	File only document that shows DA approval.
RED INEFF	ENLISTED REDUCTION ACTION FOR INEFFICIENCY	Date of reduction document		
REFRAD	NOTIFICATION OF INVOLUNTARY RELIEF FROM ACTIVE DUTY	Date of document	Service	
RELEASE LTR	THE ADJUTANT GENERAL RELEASE LETTER	Date of document	Service	
REMV PROM	DOCUMENT APPROVING RECOMMENDATION FOR REMOVAL FROM A PROMOTION LIST	Date of Document (top right)	Restricted	
RETAIN PROM	DA PROMOTION REVIEW BOARD RESULTS RETAINING SOLDIER ON PROMOTION LIST	Date of Document	Restricted	Only filed by HRC Promotions
RES COMP OFF TRN MEMO	RESERVE COMPONENT OFFICER TRANSITION MEMORANDUM	Date of Document	Service	<ul style="list-style-type: none"> <li>• Filed as standalone document.</li> <li>• If monetary incentive /bonus paperwork received, file the monetary incentive/bonus paperwork separately as BONUS AGREEMENT.</li> </ul>
REQ EXT	APPROVED/DISAPPROVED REQUEST FOR EXTENSION OF SERVICE	Date of document	Service Personnel Rev	
RESERVES ANNEX	ENLISTMENT/REENLISTMENT AGREEMENT ARMY RESERVES SERVICE REQUIREMENTS & METHODS OF FULFILLMENT	Date soldier signed, normally last page	Service	Filed as a standalone document.
REST TVL	ACKNOWLEDGEMENT OF RESTRICTIONS FOR DEPENDENT TRAVEL & MOVEMENT OF HOUSEHOLD GOODS	Date of document	Temp Admin	
RET APP/DIS	CORRESPONDENCE AUTHORIZE/DISAPPROVE SELECTIVE RETENTION OF OFFICERS ON ACTIVE DUTY	Date of approval/disapproval memo	Service	
RET/RDY RSV	APPLICATION FOR TRANSFER FROM THE RETIRED RESERVES TO THE READY RESERVE	Date of approval memo	Service	File both approved and disapproved applications together with the Secretary of the Army's finding of indispensability.
RETN AGE WAIV	AGE WAIVER FOR RETENTION	Date of document	Service	

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
RETN APPR	APPROVED APPLICATIONS FOR RETENTION ON ACTIVE DUTY	Date of approval memo	Service	
REV COMM	REVOCAION OF COMMISSION	Date of document	Service Personnel Rev	
REVOKE DD 214 MEMO	MEMORANDUM TO REVOKE DD 214 ISSUED IN ERROR	Date of Document	Service Personnel Rev	See guidance for the DD 214/215.
RMV4991	APPROVED WITHDRAWAL OF DA 4991-R (DECLINATION OF CONTINUED SERVICE STATEMENT)	Date of Approval memo	Service	
ROTC TNG	APPLICATION STATEMENT/ STATE ADJUTANT GENERAL AGREEMENT RESERVE OFFICER TRAINING CORPS GRADUATE NOT COMPLETE INITIAL ACTIVE DUTY TRAINING	Given date. If not available, date completed course	Service	
RP2 ADVICE OF PAY	MEMORANDUM FOR RECRUITER PERFORMANCE PAY (RP2) ADVICE OF PAYMENT	Date of document	Personnel Rev	
RP2 AGREEMENT MEMO	MEMORANDUM OF AGREEMENT RECRUITER PERFORMANCE PAY (RP2) PROGRAM ASSIGNMENT INCENTIVE PAY (AIP)	Effective date of memo	Personnel Rev	
RTMT ELIG	NOTIFICATION OF ELIGIBILITY FOR RETIREMENT	Date of document	Service	
RTMT INVOL	STATEMENT OF NOTIFICATION OF INVOLUNTARY RETIREMENT	Acknowledge date	Service	
RTMT PAY 10	DOCUMENT APPROVES/DISAPPROVES REQUEST FOR 10% INCREASE IN RETIRED PAY - RECEIPT AWARD	Date of document	Service	File with allied documents.
RTMT PAY 60	STATEMENT OF ELIGIBILITY FOR RETIRED PAY AT AGE 60 (TWENTY YEAR LETTER)	Date of document	Service Deployment/Mob Finance	
RTMT PAY GR	DETERMINATION OF GRADE FOR RETIREMENT, ADVANCEMENT OR RETIRED PAY	Date of Memo	Service	Army Grade Determination Review Board (AGDRB) decision for retirement, or advancement on the retired list for retired pay – Filed as this Doc Type.
RTMT PT CR	RETIREMENT POINT CREDIT RECORDS	Latest date under "Dates To" column	Service	
RTMT REVAL	REEVALUATION OF RETIREMENT BENEFITS OR TERMINATION OF BENEFITS	Commander's signature date	Service	
RTMT W/D	REQUEST FOR WITHDRAWAL OF RETIREMENT APPLICATION	Date of original request (near endorsement number) If not available, use date of document	Service	
RYE REPORT	RETIREMENT YEAR END (RYE) REPORT	Latest date (begin/end date column)	Service	
SCHL DECL	CORRESPONDENCE BY MEMBERS DECLINING ATTENDANCE AT AN ARMY OR OTHER DEPARTMENT OF DEFENSE SERVICE SCHOOL	Date of Document	Performance	
SCHOLARSHIP MEMO	MEMORANDUM REGARDING APPROVED/TERMINATED/CHANGED RESERVE OFFICER TRAINING CORPS SCHOLARSHIP	Date of document	Service Personnel Rev	
SEC CLE VER	VERIFICATION OF SECURITY CLEARANCE	see samples for dates to use	Deployment/Mob State/Territory	1. File only for mobilization and in the form of a memorandum. 2. Do not file the JCAV printout(JPAS) from website. 3. Will be in memorandum format only.



**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
SEL RET OFF NONRET	LETTER OF NONRETENTION UNDER SELECTIVE RETENTION PROGRAM (OFFICER US ARMY RESERVE)	Date of document	Service	1. File letter in the Performance folder and allied documents in the restricted folder. 2. 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 US ARMY RESERVE)	Date of document	Service	File letter in the Performance folder and allied documents in the Restricted folder.
SEVER PAY	ELECTION OF DISABILITY SEVERANCE PAY FOR RETIREMENT BENEFITS	Date of document	Service	
SF 1199A	DIRECT DEPOSIT SIGN-UP FORM	Representative signature date (Section 3)	Finance Deployment/Mob	File only for deployment and with mobilization packet per the PPG/AMDR.
SF 189	CLASSIFIED INFORMATION NONDISCLOSURE STATEMENT	Date Signed (bottom right)	Service	
SF 312	CLASSIFIED INFORMATION NONDISCLOSURE STATEMENT	Date Soldier Signed	Service	1. Only file initial form signed at first access to classified information. Once an SF-312 is on file (in iPERMS) there is no requirement to file additional copies 2. For ARNG: File all.
SF 507	MEDICAL WAIVER	Top Center "Sign and Date"	Health	
SF 76 A	REGISTRATION AND ABSENTEE BALLOT REQUEST FEDERAL POST CARD APPLICATION	Date Soldier Signed	Deployment/Mob	File only for deployment and with mobilization packet per the PPG/AMDR.
SF 86	SECURITY CLEARANCE APPLICATION	Date Soldier Signed (last page)	Temp Admin	1. Documents are only filed as part of accession process. 2. Recertification of security clearance will not be filed.
SF 86 AUF	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Date Soldier Signed	Temp Admin	1. Documents are only filed as part of accession process. 2. Recertification of security clearance will not be filed.
SF 86 P10	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Date Soldier Signed	Temp Admin	1. Documents are only filed as part of accession process. 2. Recertification of security clearance will not be filed.
SF 86 P11	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Date Soldier Signed	Temp Admin	1. Documents are only filed as part of accession process. 2. Recertification of security clearance will not be filed.
SF 86 P12	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Date Soldier Signed	Temp Admin	1. Documents are only filed as part of accession process. 2. Recertification of security clearance will not be filed.
SF 86 PAIPEI	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Date of Document (top left)	Temp Admin	1. Documents are only filed as part of accession process. 2. Recertification of security clearance will not be filed.
SGL PAR WAIVER	STATEMENT OF WAIVER OF SINGLE PARENT OR ADOPTION	Date of document	Service	
SGLV 8286	SERVICEMEN'S GROUP LIFE INSURANCE (SGLI) ELECTION	Date Soldier Signed. If soldier has reviewed, use latest review date	Service Deployment/Mob Personnel Rev	Documents will no longer be accepted thru web upload unless they are part of an accessions packet. All SGLV 8286's must be completed thru the SOES (SGLI Online Enrollment System).
SGLI/FSGLI MED LTR	SERVICEMEMBERS GROUP LIFE INSURANCE (SGLI) MEDICAL UNDERWRITING LETTER	Date Soldier Signed. If soldier has reviewed, use latest review date	Service Deployment/Mob	
SIFT	SERVICEMEMBERS GROUP LIFE INSURANCE (SGLI) MEDICAL UNDERWRITING LETTER	Date of Document	Temp Admin	Only upload the approval document provided by the Army Testing Office. If you have questions regarding this document please send them to <a href="mailto:usarmy.knox.hrc.mbx.tagd-army-personnel-testing@army.mil">usarmy.knox.hrc.mbx.tagd-army-personnel-testing@army.mil</a> .
SINGLE PARENT	STATEMENT OF SINGLE PARENT OR ADOPTION	Date ordered "dated this day"	Service	

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
SMP AGREEMENT	ARNG SMP AGREEMENT	Signature Date	Service Personnel Rev	
SOLE SV SON	REQUEST FOR NONCOMBANT DUTY - SOLE SURVIVING SON OR DAUGHTER OR DUAL FAMILY STATUS	Date of document	Service	
SOMILSVC	STATEMENT OF MILITARY SERVICE	If memo format, use date of document	Service	Memorandums or certificates produced by the field to document deployment or wartime service are no longer authorized for filing. The source documents for this are TCS/NATO Orders, in addition to being documented on the Record Brief.
SEPAR - INVOL	APPROVED SEPARATION - INVOLUNTARY		Service Personnel Rev	
SEPAR - INVOL AMND	AMENDMENT OF APPROVED SEPARATION - INVOLUNTARY		Service Personnel Rev	
SEPAR - INVOL REV	REVOCAION OF APPROVED SEPARATION - INVOLUNTARY		Service Personnel Rev	
SEPAR - RET	APPROVED SEPARATION - RETIREMENT		Service Personnel Rev	
SEPAR - RET AMND	AMENDMENT OF APPROVED SEPARATION - RETIREMENT		Service Personnel Rev	
SEPAR - RET REV	REVOCAION OF APPROVED SEPARATION - RETIREMENT		Service Personnel Rev	
SEPAR - VOL	APPROVED SEPARATION - VOLUNTARY		Service Personnel Rev	
SEPAR - VOL AMND	AMENDMENT OF APPROVED SEPARATION - VOLUNTARY		Service Personnel Rev	
SEPAR - VOL REV	REVOCAION OF APPROVED SEPARATION - VOLUNTARY		Service Personnel Rev	
SPEC/INCENT PAY	SPECIAL/INCENT PAY	Date of document	Service Deployment/Mob Personnel Rev	Includes Assignment Incentive Pay memorandums.
SPEC/INCENT PAY AMND	AMENDMENT OF SPECIAL/INCENT PAY	Date of document	Service Deployment/Mob Personnel Rev	
SPEC/INCENT PAY REV	REVOCAION OF SPECIAL/INCENT PAY	Date of document	Service Deployment/Mob Personnel Rev	
SPEC/INCENT PAY RES	SPEC/INCENT PAY ORDER RESCIND	Date of document	Service Deployment/Mob Personnel Rev	
SRO APPRSEP	APPROVED SEPERATION FOR SEX RELATED OFFENSE IN LIEU OF COURT MARTIAL	Date of document	Performance	1. File when Soldier is separated in lieu of Court Martial for an approved sex-related offense. 2. Civilian Police Reports (non-military) used to support adverse actions may be submitted for filing in the AMHRR. These documents will be considered part of the adverse action whether referenced in the action or as allied document. 3. CID, MPI and MP Reports will NOT be filed in the AMHRR and will be replaced with a DA 1613 (Records Cross Reference). Implementation to replace CID, MPI and MP reports will apply to adverse actions received on or after 20191120.

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
SSN VER/COR	SOCIAL SECURITY NUMBER VERIFICATION OR CORRECTION	Date of document	Service State/Territory Personnel Rev	
SSS 254	APPLICATION FOR VOLUNTARY INDUCTION SELECTIVE SERVICE	Soldier Signature Date	Service	
STAB LTR	ENLISTED STANDBY ADVISORY BOARD LETTER ANNOUNCING DECISION	Date of document	Service	
STMT TRIAL	STATEMENT OF TRIAL RESULTS	Date of document		1. If guilty, file in Performance. 2. If not-guilty, file in Restricted. 3. Will be submitted after court martial. 4. Civilian Police Reports (non-military) used to support adverse actions may be submitted for filing in the AMHRR. These documents will be considered part of the adverse action whether referenced in the action or as allied document. 5. CID, MPI and MP Reports will NOT be filed in the AMHRR and will be replaced with a DA 1613 (Records Cross Reference). Implementation to replace CID, MPI and MP reports will apply to adverse actions received on or after 20191120.
STMT TRIAL SRO	STATEMENT OF TRIAL RESULTS FOR SEXUALLY RELATED OFFENSE	Date of document	Performance	1. Civilian Police Reports (non-military) used to support adverse actions may be submitted for filing in the AMHRR. These documents will be considered part of the adverse action whether referenced in the action or as allied document. 2. CID, MPI and MP Reports will NOT be filed in the AMHRR and will be replaced with a DA 1613 (Records Cross Reference). Implementation to replace CID, MPI and MP reports will apply to adverse actions received on or after 20191120.
SVC OBLIG	ACKNOWLEDGEMENT OF SERVICE OBLIGATION	Dates Soldier Signed	Service Personnel Rev	
TATTOO MEMO W/PHOTOS	TATTOO MEMORANDUM AND PHOTOS	Date of document	Temp Admin	ETP(Exception To Policy) memorandum must be from the Director of Military Personnel Management (DMPM).
TDRL RMV	ORDERS REMOVING MEMBER FROM THE TEMPORARY DISABILITY RETIRED LIST WHEN MEMBER IS RETURNED TO DUTY	Date of order	Service Personnel Rev	If order removes the soldier from the TDRL and permanently retires him/her then the document will be filed as an "ORD SEP".
TRANSFER	TRANSFER	Date Of document	Service Personnel Rev	
TRANSFER AMND	AMENDMENT OF TRANSFER	Date Of document	Service Personnel Rev	
TRANSFER REV	REVOCAION OF TRANSFER	Date Of document	Service Personnel Rev	
TRF ORD AMD	AMENDMENT OF TRANSFER AMONG ARMY RESERVE COMPONENT/CONTROL GROUP/UNITS	Date of Order	Service Personnel Rev	
TRF RESCOMP	TRANSFER AMONG ARMY RESERVE COMPONENTS, CONTROL GROUPS OR UNITS	Date of order (top right)	Service Personnel Rev	

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
TRNSCPTS	TRANSCRIPT OF CREDIT FOR COLLEGE/UNIVERSITY/TRADE/BUSINESS SCHOOLS	Date Degree awarded <b>OR</b> Conferred. If not available, use print Date.	Performance Personnel Rev	(see below)
<p>NOTE: a transcript that is password protected, contains a password that expires or has a digital signature that expires should not be uploaded into a Soldiers record.</p> <p>1. Transcripts are the only authorized source document for college degrees.</p> <p>2. File all transcripts for Enlisted and Warrant Officers. File only transcripts that award a degree for Officers. Transcripts must be from an accredited college or university to be filed in the AMHRR as verified by the Department of Education <a href="http://ope.ed.gov/accreditation/Search.aspx">http://ope.ed.gov/accreditation/Search.aspx</a> or by the Council for Higher Education Accreditation (<a href="http://www.chea.org">www.chea.org</a>).</p> <p>3. Transcript must bear the following information:</p> <p>a) Educational institution seal, watermark or letterhead.</p> <p>b) If conferring a degree, type of degree (e.g. associates, bachelors, masters) and date the degree was awarded.</p> <p>c) Educational institution official's stamp or signature.</p> <p>4. The transcript is not required to be in a sealed envelope from the institution.</p> <p>5. Soldiers with transcripts from foreign colleges or universities must have their documents evaluated for United States (U.S.) equivalency. Evaluations must be accompanied by copies of source documents used to determine U.S. equivalency. Evaluations of foreign transcripts will be accepted from any degree granting institution accredited by any accrediting organization recognized by the U.S Department of Education or any member of the National Association of Credential Evaluation Services (NACES). Unevaluated transcripts will not be used to update the record or filed in the AMHRR. As an exception, the following countries, territories, and nations are exempt from the evaluation requirement, and their education documents will be treated in the same manner as those from any U.S. school:</p> <p>(a) Federated States of Micronesia</p> <p>(b) Republic of the Marshall Islands</p> <p>(c) Commonwealth of the Northern Mariana Islands</p> <p>(d) Guam</p> <p>(e) American Samoa</p> <p>(f) Canada</p> <p>(g) Puerto Rico</p> <p>(h) Virgin Islands</p> <p>(i) Palau</p> <p>5. Honorary degrees are not authorized for updating education in personnel records.</p> <p>6. Transcripts are acceptable if they meet the above criteria. Transcripts labeled as "advising" are not authorized.</p> <p>7. Do not file assessment of civilian education memo's issued at the education center. Delete them.</p> <p>8. Transcripts with no degree awarded or conferred will be moved from the Performance folder to the service folder upon change from enlisted to officer ranks.</p>				
TSGLI 8600	SERVICEMEMBERS GROUP LIFE INSURANCE TRAUMATIC INJURY PROTECTION PROGRAM (TSGLI)	N/A	CRSC/TSGLI	
UNABLE RETIRE	STATEMENT OF UNDERSTANDING IF UNABLE TO COMPLETE 20 YEARS OF SERVICE FOR RETIREMENT	Date of Document	Service Deployment/Mob Finance	
UNSAT PART	NOTIFICATION TO SOLDIER OF UNSATISFACTORY PARTICIPATION	N/A	Service	Only file the "UNSATISFACTORY PARTICIPATION LETTER", not the letters that are issued for each unexcused absences. Unexcused absence letters are filed locally IAW 135-91.
UNSAT PART/SGLV TERM	SGLI TERMINATION FOR RECOUPMENT OF OUT-OF-SERVICE DEBT	Date of document	Service Finance	

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
USARC 24-R	INDIVIDUAL CLAIM FOR ACTIVE DUTY PAY, ALLOWANCES AND ADJUSTMENTS	Date block #18	Finance Personnel Rev	File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT).
USARC 30-R	INITIAL/ADDITIONAL ACTIVE DUTY ALLOWANCE STATEMENT	Date block #12	Finance Personnel Rev	File in iPERMS after document has been processed by the Defense Military Pay Office (DMPO) or Finance Office and transaction has been confirmed on the Daily Report of Transactions (DROT).
USAR LTR/OR	RESERVE COMPONENT PROMOTION LETTER OR ORDER		Service Personnel Rev	
USAREC 601-37 Series	USAREC AMEDD SERVICE AGREEMENTS/CONTRACTS	Date Soldier Signed	Service Personnel Rev	
USAREC 601-37-9	ARMY SERVICE AGREEMENT F.E HEBERT ARMED FORCES UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES	Date Officer Signed	Service Personnel Rev	
USAREC 601-37-12	CERTIFICATE OF ENROLLMENT FOR HE US ARMY HEALTH PROFESSIONS SCHOLARSHIP PROGRAM	Date Soldier Signed	Service Personnel Rev	
USAREC 601-37-27	DEPARTMENT OF THE ARMY SERVICE AGREEMENT F.E HEBERT ARMED FORCES FINANCIAL ASSISTANCE PROGRAM (FAP)	Date Soldier Signed	Service Personnel Rev	
USAREC 601-37-28	DA SERVICE AGREEMENT F E HEBERT AF HEALTH PROF SCHOLARSHIP PGM	Date Soldier Signed	Service Personnel Rev	
USAREC 601-37-29	DA ARMED FORCES SERVICE AGREEMENT AF DENTAL OFFICER ACCESSION	Bottom Right Date Box	Service Personnel Rev	
USAREC 601-37-30	CERTIFICATION OF PARTICIPATION IN THE FINANCIAL ASSISTANCE PROGRAM (FAP)	Date Soldier Signed	Service	
USAREC 601-37-33	SELRES SP PROGRAM CONTRACT (SP FOR SELRES HLTH CARE PROFESIONLS IN CRITLY-SHORT WARTIM SPECIALTIES	Date Soldier Signed	Service Personnel Rev	
USAREC 601-37-40	PHARMACY OFFICER ACCESSIONS BONUS	Date Soldier Signed	Service Personnel Rev	
USAREC 601-37-58	ELECTION OR DECLINATION OF THE HEALTH PROFESSIONS SCHOLARSHIP PROGRAM ACCESSION BONUS	Date of "Action Officer" Signature	Service Personnel Rev	
USMA 5-50	OATH OF ALLEGIANCE	Sworn and Subscribed date at bottom	Service Personnel Rev	The document USMA 5- 50-G will also be filed under this document name.
VA 21-8951-2	WAIVER OF VA COMPENSATION OR PENSION TO RECEIVE MILITARY PAY AND ALLOWANCES		Personnel Rev	
VOIDENL/IND	ORDERS VOIDING AN ENLISTMENT OR INDUCTION	Date of approval memo	Service Personnel Rev	
VOL RET	REQUEST FOR VOLUNTARY RETIREMENT, APPROVED/DISAPPROVED	Date of Document	Service	Can be joined to other separation documents and filed as an APPRSEPS.
WAIVER ENLI	WAIVER OF ENLISTMENT COMMITMENT	Date Soldier (applicant) Signed	Service	

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
WAIVSUPP	APPLICANT WAIVER SUPPORTING DOCUMENTATION (NON-REQUIRED)	Date of document	Service	
WEIGHT STD	DOCUMENT GRANTING EXCEPTION TO MAXIMUM ALLOWABLE WEIGHT STANDARDS	Date subscribed or sworn	Service	
WILL EDU	WILL, WILL COUNSELING OR EDUCATION	Date Printed (top right)	Deployment/Mob	File only for deployment and with mobilization packet per the PPG/AMDR.
ZHM 3	REPORT OF FAVORABLE ENTRANCE NATIONAL AGENCY CHECK		Service Personnel	

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

DOCUMENT NAME	DOCUMENT TITLE	EFFECTIVE DATE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
IEAP	STATE EDUCATIONAL ASSISTANCE PROGRAM	Date Soldier Signed	Service State Misc	REC
ANNEX A	ENLISTMENT/REENLISTMENT AGREEMENT ARMY NATIONAL GUARD	Date Soldier Signed	Service Personnel	REC
ANNEX A1	AMENDMENT TO ENLISTMENT AGREEMENT	Date Soldier Signed	Service	REC
ANNEX B	CIVILIAN ACQUIRED SKILLS PROGRAM AGREEMENT	Date Soldier Signed	Service	REC
ANNEX C	SIMULTANEOUS MEMBERSHIP PROGRAM AGREEMENT	Date Soldier Signed	Service	REC
ANNEX D	DELAYED TRAINING OPTION	Date Soldier Signed	Service	REC
APP WAIVER	APPROVED WAIVER	Approval Date	Service	SIB- If data update needed REC- If adding to record
ARNG GO APP	EXTRACT OF STATE CODE PERTINENT TO RANK & TENURE FOR ARMY NATIONAL GUARD GENERAL OFFICER APPOINTEES	Published Date	Service	OFF
AVD	AGE VERIFICATION DOCUMENTS	Published Date	State Misc	SIB- If data update needed REC- If adding to record
AWD DOC 134DA	ARMY ROTC CERTIFICATE	Date of Completion	State Misc	REC
CITATION	COPY OF AWARD CITATION WHEN NOT INCLUDED IN THE AWARD ORDER	End Date of Period of Award	Performance Personnel Rev	Enlisted (No Action) -REC Enlisted (For Action)-EPS Officer - OFF
DA 5252-R	STATEMENT - EVIDENCE OF CITIZENSHIP STATUS	Commander's Signature Date	State Misc Personnel Rev	
DD 2480	REPORT OF DENTAL EXAMINATION	N/A	Dental	
DD 2489	DOD MEDICAL EXAMINATION REVIEW BOARD FARNSWORTH LANTERN AND RED/GREEN COLOR VISION TESTS	N/A	Health	
DD 2792-1	EXCEPTIONAL FAMILY MEMBER	Signature Date	Health	REC
DESP	DEPLOYMENT EXTENSION STABILITY PAY	Signature Date	Service	
DOCS CASP	DOCUMENTS FOR CIVILIAN ACQUIRED SKILLS PROGRAM	Published Date	State Misc	SIB
DRIVERS LIC	COPY OF DRIVERS LICENSE	Issue Date	State Misc	REC
EMS 1607	ELIGIBILITY FOR MOBILIZED SOLDIER	Signature Date	Service	
EVD	EDUCATION VERIFICATION DOCUMENTS	N/A	State Misc Personnel Rev	Do not iPERMS is pending removal from list.
EXEMPT INVO	EXEMPTION FROM INVOLUNTARY ACTIVE DUTY	Effective Date	Service	REC
GPFR 1790	PERSONNEL QUALIFICATION RECORD	Date Prepared	Service	File only upon separation
HIV	HIV TEST STATEMENT	N/A	Health	Do not file test results
LOD DOC	DOCUMENTS CONCERNING LINE OF DUTY STATUS	N/A	Restricted	
MED/INTERN DATA	MEDICAL SCHOOL AND INTERNSHIP DATA	Published Date	Service Misc	
MRW	MEMORANDUM REQUESTING WAIVER	Published Date	State Misc	

**(USED ONLY BY NATIONAL GUARD BUREAU)**

**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

MSDPP	MEDICAL SUPPORTING DOCUMENTATION PRIVATE PHYSICIANS	Examination Date	State Misc	
NG OR ST-AM	AMENDMENT OF STATE APPOINTMENT ORDER ARMY NATIONAL GUARD	Date of original order (so much of:)	Service Personnel Rev	OFF
NGB 0122E	SPECIAL ORDER, ANNOUNCEMENT OF FEDERAL RECOGNITION	Effective Date	Service	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	Effective Date	Service	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	Effective Date	Service	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 1210	OFFICER RESIDENT PROFESSIONAL MILITARY EDUCATION APPLICATION	N/A	Service	
NGB 173-1	RETENTION INTERVIEW FORM	Published Date	Temp Admin	
NGB 21-1	ARMY NATIONAL GUARD AMENDMENT TO ENLISTMENT AGREEMENT	Signature Date	Service	REC
NGB 22	REPORT OF SEPARATION AND RECORD OF SERVICE	Effective Date	Service Deployment/Mob Personnel Rev	REC
NGB 22-3	REQUEST FOR WAIVER	Signature Date	Service	REC
NGB 22-5-R	APPROVAL & ACCEPTANCE FOR INTERSTATE TRANSFER	Signature Date	Service Personnel Rev	REC
NGB 22A	CORRECTION TO NATIONAL GUARD BUREAU FORM 22	Date of seperation	Service Deployment/Mob	REC
NGB 22B	ARMY NATIONAL GUARD RECRUIT FORCE POOL REPORT	Date prepared	Service Personnel Rev	REC
NGB 23-C	ARMY NATIONAL GUARD RETIREMENT POINTS STATEMENT APPLICATION FOR RETIRED PAY	Date Prepared	Service	
NGB 23-D	ARMY NATIONAL GUARD RETIREMENT POINTS ACCOUNTING NOTIFICATION OF ELIGIBILITY FOR RETIRMENT PAY 60	Date Prepared	Service	
NGB 23A	ARMY NATIONAL GUARD ANNUAL STATEMENT	Date Prepared	Service Personnel Rev	REC
NGB 23A1	ARMY NATIONAL GUARD RETIREMENT POINTS STATEMENT SUPPLEMENTAL DETAILED REPORT	Date Prepared	Service	

**(USED ONLY BY NATIONAL GUARD BUREAU)**



**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

NGB 23B	ARMY NATIONAL GUARD RETIREMENT POINTS HISTORY STATEMENT	Date Prepared	Service Personnel Rev	
NGB 23E	NOTICE OF ELIGABILITY FOR RETIRED PAY FOR NONREGULAR SERVICES (15 YEARS)	Date Prepared	Service	
NGB 23F	23F, RESERVE COMPONENT SURVIVOR BENEFIT PLAN (RCSBP) AUTOMATIC ELECTION	Date Prepared	Service	
NGB 27	FEDERAL RETENTION EVALUATION/RECOMMENDATION	Signature Date	Service	
NGB 333	DISCRIMINATION COMPLAINT IN THE ARMY AND AIR NATIONAL GUARD	N/A	Service Gen	
NGB 335	REPRISAL COMPLAINT ADVISEMENT AND ELECTION FORM	N/A	Service Gen	
NGB 337	OATH OF OFFICE NATIONAL GUARD OF US	Sworn date	Service Personnel Rev	OFF
NGB 34-1	APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION	Signature Date	Service Gen	
NGB 348	LINE OF DUTY DETERMINATION	N/A	Restricted	
NGB 36-2	ANG HP LOAN REPAYMENT PROGRAM WRITTEN AGREEMENT	Signature Date	Service	
NGB 36-3	ANG CASH BONUS FOR SELECTED HEALTHCARE PROFESSIONALS WRITTEN AGREEMENT	Signature Date	Service Temp Admin	
NGB 4100	PROMOTION RECOMMENDATION	Signature Date		
NGB 438	HON DISCH FROM THE ARMED FORCES OF THE UNITED STATES OF AMERICA ANG	Signature Date	Service	
NGB 438A	HON DISCH FROM THE FEDERALLY RECOGNIZED AIR NATIONAL GUARD OF THE UNITED STATES	Separation Date	Service	
NGB 439	GEN DISCH UNDER HON CONDITIONS FROM THE UNITED STATES OF AMERICA AIR NATIONAL GUARD	Separation Date	Service	
NGB 439A	GEN DISCH FROM THE FEDERALLY RECOGNIZED AIR NATIONAL GUARD OF THE UNITED STATES OF AMERICA	Separation Date	Service	
NGB 4991-R	DECLINATION OF CONTINUED SERVICE STATEMENT	N/A	Service Gen	
NGB 5435-1-R	STATEMENT OF UNDERSTANDING ARNG MONTGOMERY GI BILL KICKER PROGRAM	Signature Date	Service	REC
NGB 55 SERIES	HONORABLE DISCHARGE FROM THE ARMED FORCES OF THE U S A -ARMY NATIONAL GUARD	Separation Date	Service	REC
NGB 56A	GENERAL DISCHARGE FROM THE FEDERALLY RECOGNIZED ARMY NATIONAL GUARD	Separation Date	Service	REC
NGB 590	STATEMENT OF UNDERSTANDING OF RESERVE OBLIGATION AND RESPONSIBILITY	Signature Date	Service Personnel Rev	REC
NGB 594	CIVILIAN ACQUIRED SKILLS PROGRAM ARMY NATIONAL GUARD	Signature Date	Service Personnel Rev	SIB - If data update needed REC - If adding to record
NGB 594-1	SIMULTANEOUS MEMBERSHIP PROGRAM ARMY NATIONAL GUARD	Signature Date	Service Personnel Rev	SIB - If data update needed REC - If adding to record
NGB 594-4	SPLIT OPTION TRAINING ARMY NATIONAL GUARD	Signature Date	Service Personnel	SIB - If data update needed REC - If adding to record
NGB 594-4-R	SPLIT TRAINING OPTION	Signature Date	Service	
NGB 5A	RE-DESIGNATION	Published Date	Service Gen	

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**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

NGB 60	REQUEST FOR CLEARANCE FROM US ARMY RESERVE	Issued Date	Temp Admin	REC
NGB 602	BAR TO RENLISTMENT/IMMEDIATE REINLISTMENT	Signature Date	Service	REC
NGB 62	APPLICATION FOR FEDERAL RECOGNITION NATIONAL GUARD OFFICER/WARRANT FOR APPOINTMENT	Signature Date	Service Gen	REC
NGB 64	APPLICATION FOR TRAINING	Application Date	Service	
NGB 66	EXTENSION OF ENLISTMENT IN THE AIR NATIONAL GUARD AND A RESERVE OF THE AIR FORCE	N/A	Service Personnel Rev	
NGB78	RECOMMENDATION FOR PROMOTION TO 1LT	Commander's Signature Date	Service	
NGB 89	PROCEEDING OF FEDERAL RECOGNITION EXAMINATION	Signature Date	Service	OFF
NGB 89A	CERTIFICATE OF ELIGIBILITY	Issued Date	Service	OFF
NGB 999	CERTIFICATE OF RETIREMENT	Separation Date	Service	
NGB ABSENCE	DOCUMENTS THAT CORRECT UNEXCUSED ABSENCE STATUS	N/A	Service Personnel Rev	
NGB BRANCH	LETTER DESIGNATING ARMY NATIONAL GUARD BRANCH, AREA OF CONCENTRATION, FUNCTIONAL AREA	N/A	Service Personnel Rev	
NGB OR LATA	AMENDMENT TO LATERAL APPOINTMENT ORDERS	Effective Date	Temp Admin	
NGB ORD1	STATE NATIONAL GUARD ORDERS REASSIGNING AN OFFICER	Effective Date	Service Personnel Rev	
NGB ORD1-AM	AMENDMENT TO STATE NATIONAL GUARD ORDERS REASSIGNING AN OFFICER	Effective Date	Service Personnel Rev	
NGB ORD2	ANNOUNCEMENT OF FEDERAL RECOGNITION STATUS OF AN ARMY NATIONAL GUARD OFFICER	Effective Date	Service	
NGB ORD2-AM	AMENDMENT TO ANNOUNCEMENT OF FEDERAL RECOGNITION STATUS ARMY NATIONAL GUARD OFFICER	Amendment Date	Service	
NGB ORD-LAT	LATERAL APPOINTMENT ORDERS	Effective Date	Temp Admin	REC
NGB ORD-ST	STATE APPOINTMENT ORDER ARMY NATIONAL GUARD	Effective Date	Service Personnel Rev	
OCCU PRG CERT	OCCUPATIONAL PROG. CERT.	Issue Date	State Misc	
OPTO SCREENING	REPORT OF OPTOMETRIC SCREENING	Signature Date	Health	
PASSPORT	U.S. PASSPORT	Issued Date	State Misc	REC
PRIOR SERV RCRDS	MISCELLANEOUS RECORDS SUPPORTING PREVIOUS SERVICE	Effective Date	State Misc	REC
SLD1	STUDENT LOAN DEFERMENT 1	Signature Date	State Misc	REC
SLD2	STUDENT LOAN DEFERMENT 2	N/A	State Misc	
SLD3	STUDENT LOAN DEFERMENT 3	N/A	State Misc	
SRIP TERM	SRIP TERMINATION	Termination Date	Temp Admin	REC
ST AWD CERT	STATE AWARD CERTIFICATE	Through Date of Award	State Awards Personnel Rev	
ST AWD ORD	STATE AWARD ORDER	Through Date of Award	State Awards Personnel Rev	Enlisted (No Action) -REC Enlisted (For Action)-EPS Officer - OFF
STATE INCTV FORMS	STATE INCENTIVE FORMS	Signature Date	State Misc	REC
ST NJP	STATE NON-JUDICIAL PUNISHMENT	Finalization Date	Personnel Rev	REC
TUITION REM	STATE TUITION REIMBURSEMENT	Signature Date	Service State Misc	

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**REQUIRED DOCUMENTS**  
**per AR 600-8-104**

TVM	TELEPHONIC VERIFICATION MEMORANDUM	Published Date	State Misc	
UF 1241 SHIP	UF 1241 SHIP	Signature Date	State Misc	
UNIT VAC STMT	UNIT VACANCY STATEMENT	Published Date	State Misc	
USAFAC 3098	SURE PAY STATEMENT OF UNDERSTANDING	Signature Date	Finance Record	
USAREC 1241	TATTOO SCREENING	Signature Date	State Misc	
USAREC FL 146-R-E	RELEASE OF ARREST INFORMATION	Effective Date	State Misc	REC
USAREC FL41	JUVENILE RECORDS CHECK	N/A	State Misc	
<b>(End of National Guard section)</b>				

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