

NEW DOCUMENTS	FILING INSTRUCTIONS	CHANGED DOCUMENTS	FILING INSTRUCTIONS
ABCP PACKET	See page #3	APPRSEPS	see page #4
		DA 5016	Changed title to match form
		OPAT SCORES	Added consent form instructions
		DA 638/AWD REC	Added additional instructions

NOTE: (#1) Documents listed in any category above are in bold red letters within the document matrix.

NOTE (#2) Documents are broken into two listings. The first section contains documents used by all components. The second section relates to Army National Guard specific documents. Used only by the Army National Guard.

NOTE (#3) Documents may reside in different locations (folders) of the AMHRR. Based upon actions, decisions or outcomes. These documents do not have a primary folder because of certain factors.

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
ABCMR	ARMY BOARD FOR CORRECTION OF MILITARY RECORDS DECISION AND RECORD OF PROCEEDINGS	Restricted unless otherwise directed by the ABCMR.	File the ABCMR decision memorandum/letter, record of proceedings, and application (with continuation pages when provided).
ABCP PACKET	ARMY BODY COMPOSITION PROGRAM PACKET	Temp Admin	<p>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).</p> <ul style="list-style-type: none"> 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 <p>2. No other documents from the ABCP will be filed.</p> <p>3. All four documents must come together or none will be filed.</p> <p>4. Packet will remain in record for three years from the date Soldier is released from ABCP.</p>
ADHOC BD	SECRETARY OF THE ARMY ADHOC REVIEW BOARD CASE DECISION	Service, Restricted	<p>1. File the decision memorandum signed "For the Secretary of the Army" in the Service folder.</p> <p>2. The remaining board proceedings and enclosures are filed in the restricted folder.</p>
ADMIN OTHER	ADMINISTRATIVE DOCUMENTS – OTHER SERVICES (AF, MC, USN, CG)	Service	
ADRB	ARMY REVIEW BOARD CASE DECISION	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	Service	

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
AER-R	ACADEMIC EVALUATION REPORT (R)	Performance	1. Do not web upload DA 1059s in batches to iPERMS. DA FORM 1059s are distributed electronically to HQDA/HRC using ATRRS. 2. Hard copies will be mailed to: CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122. 3. For ARNG: This document will be processed at the State G1/S1.
AFCT RETEST RESULTS	ARMED FORCES CLASSIFICATION RETEST RESULTS (AFCT)	Service Personnel Rev	Must be produced by the test center and signed by the test center officer.
AGDRB	ARMY GRADE DETERMINATION REVIEW BOARD CASE DECISION	Service	
AHRC 3924	INDIVIDUAL ACTIVE DUTY CERIFICATE OF PERFORMANCE	Finance, Personnel Rev Finance Rev	
AMEDD-ASP	ARMY MEDICAL ADDITIONAL SPECIAL PAY (AMEDD-ASP)	Service, Personnel Rev, Finance Rev	
AMEDD-BCP	ARMY MEDICAL BOARD CERTIFICATION PAY (AMEDD-BCP)	Service, Personnel Rev, Finance Rev	
AMEDD COMM	STATEMENT FOR COMMISSIONING AMEDD OFFICER	Service, Personnel Rev, Finance Rev	
AMEDD-ISP	ARMY MEDICAL INCENTIVE SPECIAL PAY (AMEDD-ISP)	Service, Personnel Rev, Finance Rev	
AMEDD-MSP	MEDICAL CORPS COMBINED/MULTIPLE YEAR SPECIAL PAY (AMEDD-MSP)	Service, Personnel Rev, Finance Rev	
AOC-SI	AREA OF CONCENTRATION-SKILL IDENTIFIER (AOC-SI) CLASSIFICATION AWARD LETTER	Service Personnel Rev	Used for officers only, not to be used for enlisted skill identifiers

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
APDRB	ARMY PHYSICAL DISABILITY REVIEW BOARD (APDRB) DECISION (TITLE 38, US CODE, CHAP 59)	Service Personnel Rev	
APLDNY-P	DOC DENY /PART DENY APPEAL REMOV UNFAV INFO		
APP ST AG	GENERAL AGREEMENT-ROTC	Service, Personnel Rev, Finance Rev	
APPLTRS	APPROVED REQUESTS, LETTERS, APPLICATIONS FOR RESIGNATION/RELIEF FROM ACTIVE DUTY	Service, Personnel Rev	
APPR SEPS	CASE FILES FOR APPROVED SEPARATIONS	Service, Finance Rev	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.)
APPT LTR	DEPARTMENT OF THE ARMY APPOINTMENT LETTER	Service, Personnel Rev, Finance Rev	
APPT ORDER	APPOINTMENT ORDERS	Service, Personnel Rev, Finance Rev	
APT ORD AMD	AMENDED APPOINTMENT ORDERS	Service, Personnel Rev, Finance Rev	
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.
ARTICLE 15	ARTICLE 15 ALLIED DOCUMENT	Restricted	
ASSN INCENT PAY	ASSIGNMENT INCENTIVE PAY MEMORANDUM	Service, Personnel Rev, Finance Rev	

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
AVN SVC	ORDERS RELATING TO AVIATION SERVICE OF AVIATORS AND FLIGHT SURGEONS	Service, Flight, Personnel Rev, Finance Rev	
AVN SVC AMD	AMENDMENT OF ORDERS RELATING TO AVIATION SERVICE OF AVIATORS AND FLIGHT SURGEONS	Service, Flight, Personnel Rev, Finance Rev	

(Continued on next page)

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
AWD DOC	DOCUMENTS THAT AWARD BADGES, AWARDS, SERVICE MEDALS, TABS OR NON-ARMY AWARDS NO ORDERS PUBLISHED	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. Awards given for civilian service will not be filed.
AWD OR AMND	AMEND ORDERS ANNOUNCING THE AWARD OF BADGES, BARS, TABS, ETCETERA	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	Performance, Personnel Rev	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
AWD/MOS-ASI	AWARD/MILITARY OCCUPATIONAL SPECIALTY-ADDITIONAL SKILL IDENTIFIER ORDER	Performance, Service, Personnel Rev	Order announcing the award of a badge and MOS or ASI. For enlisted see ORD MOS/ASI if no badge is awarded
BIO SKETCH	BIOGRAPHICAL SKETCH	Service	Will be filed for General Officers only.
BONUS AGREEMENT	APPROVAL OR DISAPPROVAL WRITTEN BONUS AGREEMENT	Service Personnel Rev Finance Rev	
BRANCH TRF	BRANCH TRANSFER, DETAIL, OR RELIEF FROM DETAIL	Service, Personnel Rev	
CC202R/203R/204R	GUARANTEED RESERVE FORCES DUTY CONTRACT ENDORSEMENT	Service, Personnel Rev, Finance Rev	
CC 597-5	LEADERS TRAINING COURSE - ADDENDUM TO ARMY ROTC CONTRACT	Service, Personnel Rev, Finance Rev	
CC 597-6	STUDENT LOAN REPAYMENT PROGRAM - ADDENDUM TO ARMY ROTC CADET CONTRACT	Service, Personnel Rev, Finance Rev	
CC 597-7	CRITICAL LANGUAGE INCENTIVE PAY - ADDENDUM TO ARMY ROTC CADET CONTRACT	Service, Personnel Rev, Finance Rev	
CDCC	DOCUMENTS FROM COURT AGENCIES CONCERNING WAIVERABLE OFFENSES	Service	File only with accessions contract.
CERT ACHV	CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	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)	Finance, Personnel Rev, Finance Rev	Spouses birth certificates will not be filed
CERT BIRTH SOLDIER	BIRTH CERTIFICATE / ADOPTION RECORD/ PROOF OF BIRTH (SOLDIER)	Service, Personnel Rev, Finance Rev	
CERT RESID	CERTIFICATE RESIDENCY MEDICAL DEPARTMENT OFFICER	Performance, Personnel Rev, Finance Rev	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
CHANGE REQ	DOCUMENT GRANTING AUTHORITY TO CHANGE PERSONAL DATA	Personnel Rev Finance Rev	
CHILD SPT DOC	CHILD SUPPORT DOCUMENT	Deployment/ Mob, Finance Rev	
CITZSTMT	STATEMENT OF CITIZENSHIP	Service, Personnel Rev	Passports will be filed as this document type
CIVIL CONV	RECORDS OF CIVIL CONVICTION	Performance,	Must meet the criteria of AR 600-37 and Army Directive 2011-17, "Self-Reporting by Officers and Senior Enlisted Members of Criminal Convictions," or be a source document to an action that may impact the career of the service member .
CLEP/DANTES	CLEP & DANTES COMPLETION CERTIFICATES	Temp Admin, Personnel Rev	
CLOTHING MEMO	CLOTHING ALLOWANCE AUTHORIZATION-CIVILIAN OR MILITARY	Finance 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	Performance	Follow filing instructions in MILPER #14-365 and Army Directive 2014-29
COAR-COAD	REQUEST FOR CONTINUANCE OF A DISABLED SOLDIER IN THE RESERVE OR ACTIVE RESERVES	Service	
COMP SVC	COMPUTATION OF SERVICE, SERVICE BY CATEGORY, OR SERVICE FOR PAY PURPOSES	Service Personnel Rev Finance Rev	
CONFMT DEC	HEADQUARTERS, DEPARTMENT OF THE ARMY DOCUMENT – SECRETARY OF THE ARMY DECISION ON CONFINEMENT	Performance	
COTTADLTR	CONTINGENCY OPERATIONS TEMPORARY TOUR OF ACTIVE DUTY JUSTIFICATION LETTER (COTTAD)	Temp Admin, Personnel Rev	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
COURT MAMD	AMENDMENT OF COURT MARTIAL ORDERS (GENERAL, SPECIAL, SUMMARY)		
COURT MART	COURT MARTIAL ORDERS (GENERAL, SPECIAL, SUMMARY)		1. File in the Performance folder when there is an approved finding of guilty on at least one specification. 2. If all approved findings are not guilty, file the order in the restricted folder. 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.
CRBA	COMMAND REVIEW BOARD ACTIONS	Restricted	Only file letter notifying Officer of results.
CRS CMPL 40	COURSE COMPLETION CERTIFICATE 40 OR MORE HOURS	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.

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
CRS CMPL LESS 40 HRS	COURSE COMPLETION CERTIFICATE LESS THAN 40 HOURS	Service, Personnel Rev	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	Performance	1. Do not web upload DA 1059 in batches to iPERMS. 2. DA FORM 1059s are distributed electronically to HQDA/HRC using ATRRS. 3. Hard copies will be mailed to: CDR, USA HRC, ATTN: AHRC-PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122. 4. For ARNG: This document will be processed at the State G1/S1.
DA 1059-1	CIVILIAN INSTITUTION ACADEMIC EVALUATION REPORT	Performance	1. Do not web upload DA 1059-1 in batches to iPERMS. 2. DA FORM 1059s are distributed electronically to /HRC using ATRRS. 3. Hard copies will be mailed to: CDR, USA HRC, ATTN: AHRC- PDV-ER, 1600 Spearhead Division Ave, Dept.# 470, Ft Knox, KY 40122. 4. For ARNG: This document will be processed at the State G1/S1.
DA 1307	INDIVIDUAL JUMP RECORD (AIRBORNE)	Service, Finance Rev	
DA 1380	RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING	Service, Personnel Rev, Finance Rev	
DA 1506	STATEMENT OF SERVICE - COMPUTATION OF LENGTH OF SERVICE FOR PAY PURPOSES	Service, Personnel Rev, Finance Rev	
DA 1569	TRANSCRIPT OF MILITARY RECORD	Service, Personnel Rev	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 160	APPLICATION FOR ACTIVE DUTY	Service	File only when accompanied by correspondence showing final determination.
DA 1613	RECORDS CROSS REFERENCE		File location depends on the subject of the document.
DA 1618-R	APPLICATION FOR DETAIL AS A STUDENT OFFICER AT A CIVILIAN EDUCATION INSTITUTION OR TRAINING WITH INDUSTRY	Service, Personnel Rev	
DA 1695	OATH OF EXTENSION OF ENLISTMENT	Service, Personnel Rev, Finance Rev	
DA 1696-R	ENLISTMENT/REENLISTMENT QUALIFYING APPLICATION	Service	
DA 199	PHYSICAL EVALUATION BOARD PROCEEDINGS	Service, Health, Personnel Rev, Finance Rev	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	Service, Health, Personnel Rev, Finance Rev	
DA 199-2	U.S. ARMY PHYSICAL DISABILITY AGENCY (USAPDA) REVISED PHYSICAL EVALUATION BOARD PROCEEDINGS	Service, Health, Personnel Rev, Finance Rev	
DA 2166-7	NONCOMMISSIONED OFFICER EVALUATION REPORT (AR 623-205)	Performance	1. Hard copy must be mailed to: U.S. Army Human Resources Command Attn: AHRC-PDVER (for Hard Copy Evals) 1600 Spearhead Division Avenue, Dept. #470 Fort Knox, KY 40122-5407 2. For ARNG: This document will be processed at the State G1/S1.
DA 2166-8	NON-COMMISSIONED OFFICER EVALUATION REPORT	Performance	1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1.

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 2166-8-R	NON COMMISSIONED OFFICER EVALUATION REPORT	Performance	1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1.
DA 2166-9-1	ENLISTED EVALUATION REPORT (SGT)	Performance	1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1.
DA 2166-9-1-R	ENLISTED EVALUATION REPORT-R (SGT)	Performance	1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1.
DA 2166-9-2	ENLISTED EVALUATION REPORT (SSG-1SG/MSG)	Performance	1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1.
DA 2166-9-2-R	ENLISTED EVALUATION REPORT-R (SSG-1SG/MSG)	Performance	1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1.
DA 2166-9-3	ENLISTED EVALUATION REPORT (CSM/SGM)	Performance	1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1.
DA 2166-9-3-R	ENLISTED EVALUATION REPORT-R (CSM/SGM)	Performance	1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1.

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 2173	STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS	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	Service	

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DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 2627	RECORD OF PROCEEDINGS UNDER ARTICLE 15, UNIFORM CODE OF MILITARY JUSTICE		See Below

DA 2627 ADDITIONAL FILING INSTRUCTIONS: If a record of non-judicial punishment has been designated for filing in a Soldier's restricted section, the Soldier's OMPF will be reviewed to determine if the restricted section contains a previous record of non-judicial punishment. In those cases in which a previous DA Form 2627 (Record of Proceedings under Art. 15, UCMJ), that has not been wholly set aside has been filed in the restricted section and in which prior to that punishment, the Soldier was in the grade of sergeant (SGT) or higher, the present DA Form 2627 will be filed in the performance section. The filing should be recorded on the present DA Form 2627 in block 11. The Soldier concerned and the imposing commander will be informed of the filing of the DA Form 2627 in the performance section.

1. *Place of filing.* 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)."
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.
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)
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.
5. *On request from the individual Soldier:* 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.
6. *Punishment is "wholly set aside" (see par 3-28, AR 27-10)*
 - a. 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.
 - b. 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.

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 2627-2	RECORD OF APPELLATE OR OTHER SUPPLEMENTARY ACTION UNDER ARTICLE 15, UNIFORM CODE OF MILITARY JUSTICE		
DA 2627 SRO	ARTICLE 15 FOR SEX RELATED OFFENSE	Performance	1. Follow filing instructions in MILPER #15-052 and Army Directive 2014-29. 2. File all Article 15s that meet criteria for SRO in this doc type. 3. Filed with all allied documents in performance folder.
DA 268	TRANSFERABLE FLAGS REPORT TO SUSPEND FAVORABLE PERSONNEL ACTIONS	Temp Admin	1. Units will only web upload transferable flags for Soldiers PCS'ing 2. Web upload no earlier than 30 days before a Soldier PCS's. 3. All documents supporting the FLAG will be web uploaded at the same time (DA 4856, HT/WT documents, PT documents for example). 4. Documents will only remain in the Soldiers record for 90 days after create date in iPERMS
DA 3053	DECLARATION OF RETIRED PAY BENEFITS RECEIVED AND WAIVERS	Service, Finance Rev	
DA 3068-1	MARINE SERVICE RECORD	Service, Personnel Rev, Finance Rev	
DA 3072	WAIVER OF DISQUALIFICATION FOR ENLISTMENT/REENLISTMENT IN THE REGULAR ARMY FOR IN-SERVICE PERSONNEL	Service, Personnel Rev	Can be joined with other enlistment/reenlistment documents and filed as part of a DD 4 PACKET
DA 3078	PERSONNEL CLOTHING REQUEST	Finance, Finance Rev	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA31 RESPITE/ADMIN LV	POSTDEPLOYMENTMOBILIZATION RESPITE ABSENCE (PDMRA) LEAVE. OR ADMINISTRATIVE LEAVE FOR MARRIAGE	Deployment/ Mob, Finance Rev, Temp Admin	1. File only for the reasons listed below: a. PDMRA (Post Deployment/Mobilization Respite Absence) as part of Mobilization packet. b. Administrative leave for marriage. 2. Do not web upload the following type leaves: ordinary leave, PCS, terminal, permissive TDY or ETS leave.
DA 3081	PERIODICMEDICALEXAMINATION (STATEMENT OF EXEMPTION)	Health	
DA 3180	PERSONNELEVALUATION AND SCREENINGRECORD	Restricted	
DA 3283-R	STATEMENT OF MEMBER REMOVED FROM THE TEMPORARY DISABILITY RETIRED LIST (TDRL)	Service, Personnel Rev, Finance Rev	
DA 3286	STATEMENTSFORENLISTMENT, PARTS I THRU V	Service, Personnel Rev,	Will be joined with enlistment documents and filed as a DD 4 PACKET
DA 3286-A	STATEMENT FOR ENLISTMENT- CERTIFICATE OF SPECIFIED PRIOR SERVICE QUALIFICATION	Service, Personnel Rev, Finance Rev	
DA 3286-B	STATEMENT FOR ENLISTMENT- ADDENDUM TO PART VI	Service, Personnel Rev, Finance Rev	
DA 330	LANGUAGE PROFICIENCY QUESTIONNAIRE	Service, Personnel Rev, Finance Rev	
DA 3340	REQUEST FOR REGULAR ARMY REENLISTMENT OR EXTENSION	Service, Personnel Rev, Finance Rev	
DA 3349	PHYSICALPROFILE TEMPORARY/PERMANENT	Health, Personnel Rev	File only permanent profiles; temporary profiles will not be filed.

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 348	EQUIPMENT OPERATOR`S QUALIFICATIONRECORD(EXCEPT AIRCRAFT)	Deployment/ Mob	File only for deployment and with mobilization packet per the PPG.
DA 3497	COUNSEL OATH FOR JAG OFFICER	Service	File only for JAG Officers.
DA 3540	CERTIFICATEAND ACKNOWLEDGEMENT OF U.S. ARMY RESERVE SERVICE REQUIREMENT	Service, Personnel Rev, Finance Rev	Can be joined with enlistment documents and filed as the DD 4 PACKET.
DA 3574	CERTIFICATEOF ACKNOWLEDGEMENT AND UNDERSTANDING OF SERVICE REQUIREMENTS	Service, Personnel Rev	
DA 3575	CERTIFICATEOF ACKNOWLEDGEMENT AND UNDERSTANDING OF SERVICE REQUIREMENTS	Service, Personnel Rev	
DA 3685	JUMPS PAY ELECTION	Finance	

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DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 4187	PERSONNEL ACTION APPLICATION/REQUEST		1. File only those forms that show final action changing data in the AMHRR or affect military pay. 2. File location depends on the type of change. a. 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. b. 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.
DA 4213	SUPPLEMENTAL DATA FOR ARMY MEDICAL SERVICE RESERVE OFFICERS	Service, Personnel Rev	
DA 4572-R	STATEMENT OF UNDERSTANDING FOR APPOINTMENT AS A COMMISSIONED OFFICER	Service, Personnel Rev	
DA 4707	ENTRANCE PHYSICAL STANDARDS BOARD (EPSBD) PROCEEDINGS	Health	
DA 4789	STATEMENT OF ENTITLEMENT TO SELECTIVE REENLISTMENT BONUS	Service, Finance Rev	Can be joined with reenlistment documents and filed as the DD 4 PACKET.
DA 4824-R	ADDENDUM TO CERTIFICATE/ACKNOWLEDGEMENT OF SERVICE REQUIREMENTS (DA 3540) FOR APPLYING TO RESERVE OFFICER TRAINING CORPS	Service, Personnel Rev, Finance Rev	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 4826-R	ADDENDUM TO CERTIFICATE/ACKNOWLEDGE SERVICE REQUIREMENTS (DA 3540) FOR ENLISTMENT IN ALTERNATE TRAINING PROGRAM	Service, Personnel Rev, Finance Rev	
DA 4836	OATH OF EXTENSION OF ENLISTMENT OR REENLISTMENT	Service, Personnel Rev, Finance Rev	Can be joined with enlistment or reenlistment documents and filed as a DD 4 PACKET
DA 4977-R	INDIVIDUAL READY RESERVE BONUS PROGRAM AGREEMENT	Service, Finance Rev	
DA 4991-R	DECLINATION OF CONTINUED SERVICE STATEMENT	Service, Personnel Rev	
DA 5016	CHRONOLOGICAL STATEMENT OF RETIREMENT POINTS	Service, Personnel Rev	Only filed upon separation, not required to be filed annually
DA 5074 SERIES	RECORD OF AWARD OF ENTRY GRADE CREDIT	Service, Performance Personnel Rev, Finance Rev	
DA 5178-R	PROJECT DEVELOPMENT IDENTIFIER (PDI) & PROJECT DEVELOPMENT SKILL IDENTIFIER (PDSI)	Service, Personnel Rev	
DA 5261 SERIES	SELECTED RESERVE INCENTIVE PROGRAM-BONUS ADDENDUM	Service, Personnel Rev, Finance Rev	
DA 5304-R	FAMILY CARE PLAN COUNSELING CHECKLIST	Deployment/ Mob	File only for deployment and with mobilization packet per the PPG.
DA 5305-R	APPROVED FAMILY CARE PLAN	Deployment/ Mob	File only for deployment and with mobilization packet per the PPG.
DA 5315-R	U S ARMY ADVANCED EDUCATIONAL FINANCIAL ASSISTANCE RECORD	Service, Personnel Rev, Finance Rev	
DA 5435-R	STATEMENT OF UNDERSTANDING, THE SELECTED RESERVE MONTGOMERY GI BILL (10 USC CHAPTER 1606)	Service, Personnel Rev, Finance Rev	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 5447	OFFICERSERVICE AGREEMENT, SELECTEDRESERVEEDUCATIONAL ASSISTANCE PROGRAM	Service, Personnel Rev, Finance Rev	
DA 5536-R	HEALTHPROFESSIONALS LOAN REPAYMENT (HPLR) AGREEMENT	Service, Personnel Rev, Finance Rev	
DA 5642-R	STATEMENT OF UNDERSTANDING & SELECTED RESERVE SERVICE AGREEMENT (NEW GI BILL 2X4 PROGRAM)	Service, Personnel Rev, Finance Rev	
DA 5646-R	STATEMENT OF CONDITIONS AND SERVICE - ACTIVE GUARD/RESERVE	Service, Personnel Rev, Finance Rev	
DA 5647-R	STATEMENT OF CONDITIONS OF SERVICE ACTIVE GUARD RESERVE (AGR) ACTIVE TRANSFER/CONVERSION ARMY RESERVE(ATCAR)	Service, Personnel Rev, Finance Rev	
DA 5685-R	NEW SPECIALIZED TRAINING ASSISTANCE PROGRAM (NEW STRAP) SERVICE AGREEMENT	Service, Personnel Rev, Finance Rev	
DA 5691-R	REQUEST FOR RESERVE COMPONENT ASSIGNMENT ORDERS (LRA)	Service	
DA 5840	CERTIFICATE OF ACCEPTANCE AS GUARDIAN OR ESCORT	Temp Admin	
DA 5841	POWER OF ATTORNEY	Temp Admin	
DA 591	APPLICATION FOR INITIAL (EDUCATION) DELAY FROM ENTRY ON ACTIVE DUTY & SUPPLEMENTAL AGREEMENT	Service, Personnel Rev, Finance Rev	Can be joined with enlistment documents and filed as a DD 4 PACKET
DA 591A	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT (INITIALEDCATIONAL DELAY)	Service, Personnel Rev, Finance Rev	
DA 591B	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT FOR SPECIAL MEDICAL PROGRAM PARTICIPANTS	Service, Personnel Rev, Finance Rev	
DA 591C	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT (ARMY CHAPLAINCY)	Service, Personnel Rev, Finance Rev	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 591D	EARLY COMMISSIONING PROGRAM, STUDENT SUPPLEMENTAL SERVICE AGREEMENT (POST GRADUATE DELAY)	Service, Personnel Rev, Finance Rev	
DA 591E	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT (INITIAL EDUCATION DELAY)	Service, Personnel Rev, Finance Rev	
DA 591F-R	EARLY COMMISSION PROGRAM POSTGRADUATE DELAY STUDENT SUPPLEMENTAL SERVICE AGREEMENT	Service, Personnel Rev, Finance Rev	
DA 591G	RESERVE OFFICER TRAINING CORPS (ROTC) SUPPLEMENTAL SERVICE AGREEMENT FOR SPECIAL MEDICAL PROGRAM PARTICIPANTS	Service, Personnel Rev, Finance Rev	
DA 5960	AUTHORIZATION TO START, STOP, CHANGE BASIC ALLOWANCE FOR QUARTERS AND OR VARIABLE HOUSING ALLOWANCE	Finance, Deployment/ Mob, Finance Rev	1. The DA 4444 will be filed as this document when used for BAH and VHA. 2. Memos for BAH will be indexed as this document also.
DA 597	ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS (ROTC) NONSCHOLARSHIP CADET	Service, Personnel Rev, Finance Rev	
DA 597-3A-R	ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS SCHOLARSHIP	Service Personnel Rev Finance Rev	
DA 597-4	EDUCATIONAL ASSISTANCE PROGRAM FOR MILITARY JUNIOR COLLEGE COMMISSIONED OFFICERS	Service, Personnel Rev, Finance Rev	
DA 61	APPLICATION FOR APPOINTMENT	Service, Personnel Rev	
DA 638/AWD REC	RECOMMENDATION FOR AWARD	Service, Personnel Rev	1. The DA 638/AWD REC will not be joined with any other document. 2. File all DA 638/AWD RECs, whether approved, downgraded, disapproved or upgraded (this includes the purple heart memo) 3. All approved DA 638/ must contain a permanent order number. 4. Only file approved memorandums for the MOVSM.

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 67-9	US ARMY OFFICER EVALUATION EPORT	Performance	1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1.
DA 67-9-R	OER-R US ARMY OFFICER EVALUATION REPORT	Performance	1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1
DA 67-9-2	SENIOR RATER PROFILE REPORT OFFICEREVALUATIONREPORTING SYSTEM	Performance	1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1
DA 67-10-1	COMPANY GRADE PLATE OFFICER EVALUATION REPORT	Performance	1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1.
DA 67-10-1-R	COMPANY GRADE PLATE OFFICER EVALUATION REPORT (R)	Performance	1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1.
DA 67-10-2	FIELD GRADE PLATE OFFICER EVALUATION REPORT	Performance	1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1.
DA 67-10-2-R	FIELD GRADE PLATE OFFICER EVALUATION REPORT (R)	Performance	1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1.
DA 67-10-3	STRATEGIC GRADE PLATE (06) OFFICER EVALUATIONREPORT	Performance	1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1.

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 67-10-3-R	STRATEGIC GRADE PLATE (06) OFFICER EVALUATION REPORT (R)	Performance	1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1.
DA 67-10-4	STRATEGIC GRADE PLATE (07) OFFICER EVALUATION REPORT	Performance	1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1.
DA 67-10-4-R	STRATEGIC GRADE PLATE (07) OFFICER EVALUATION REPORT (R)	Performance	1. All Evaluation Reports must be submitted via EES. 2. For ARNG: This document will be processed at the State G1/S1.
DA 71	OATH OF OFFICE MILITARY PERSONNEL	Service, Personnel Rev, Finance Rev	
DA 759 SERIES	INDIVIDUAL FLIGHT RECORD AND FLIGHT CERTIFICATE ARMY	Flight, Personnel Rev, Finance Rev	
DA 87	CERTIFICATE OF TRAINING	Performance, Personnel Rev	1. File only certificates issued by activities listed in Army Training Requirements and Resources System (ATTRS) Course Catalog as governed by DA 350-1. 2. Will be filed as a CRS CMPL 40 or a CRS CMPL LESS 40 HRS based on course length 3. File as DA 87 for NG Soldiers
DACORB	DEPARTMENT OF THE ARMY CONSCIENTIOUS OBJECTOR REVIEW BOARD (DACORB) DECISION	Service Deployment/ Mob	
DA BOARD	BOARD OF INQUIRY CORRESPONDENCE SPECIAL SELECTION, PROMOTION, PROMOTION REVOCATION, STANDBY ADVISORY BOARD		File allied documents in the Restricted folder.
DA HLTH-SCI	SERVICE AGREEMENT UNIFORMED SERVICES UNIVERSITY HEALTH SCIENCE PROGRAM	Service, Personnel Rev, Finance Rev	

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DAPHOTO	DEPARTMENT OF THE ARMY OFFICIAL PHOTOGRAPH	DA Photo, Service	DA Photo will be moved to the Service folder upon separation from service
DA REMOVAL LTR	DEPARTMENT OF THE ARMY LETTER REMOVING SOLDIER FROM A NOMINATED PROGRAM		<ol style="list-style-type: none"> 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.
DASEB	DEPARTMENT OF THE ARMY SUITABILITY EVALUATION BOARD DASEB DOCUMENT DENY/APPROVED REQUEST FOR REMOVAL OF ADVERSE INFO		<ol style="list-style-type: none"> 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	Service	
DD 1172	APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD	Mobilization/ Deployment, Personnel Rev	

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DD 1300	REPORT OF CASUALTY (S&U CASUALTY AND MEMORIAL AFFAIRS)	Service, Finance Rev	
DD 1343	NOTIFICATION OF CHANGE IN SERVICE MEMBER'S OFFICIAL RECORDS		File location depends on type of change.
DD 1351-2	TRAVEL VOUCHER OR SUBVOUCHER WITH RECEIPTS AND STATEMENT OF NONAVAILABILITY	Finance Personnel Rev, Finance Rev	File only for Deployment. Will not be filed for mobilization.
DD 137	APPLICATION FOR BASIC ALLOWANCE FOR QUARTERS FOR MEMBERS WITH DEPENDENTS	Finance, Deployment/ Mob, Finance Rev	
DD 1561	STATEMENT SUBSTANTIATING FAMILY SEPARATION ALLOWANCE	Finance, Deployment/ Mob, Finance Rev	
DD 1826	PEST CONTROL CERTIFICATE OF COMPETENCY	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	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)	Service, Personnel Rev	
DD 2058	STATE OF LEGAL RESIDENCE CERTIFICATE	Finance Rev, Deployment/ Mob	
DD 214	CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	Service, Mobilization/ Deployment, Personnel Rev, Finance Rev	1. File copy #2 is preferred copy. 2. File form issued by order of the Army Discharge Review Board.
DD 215	CORRECTION TO DD FORM 214	Service, Mobilization/ Deployment, Personnel Rev, Finance Rev	File copy #2.
DD 220	ACTIVE DUTY REPORT	Service, Deployment/ Mobilization, Personnel Rev, Finance Rev	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DD 2329	RECORD OF TRIAL BY SUMMARY COURT-MARTIAL		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. 2. If all approved findings are not guilty, file the form and all related documents in the restricted folder. 3. 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	Health	Filed for officer accessions packet only.
DD 2366	VETERAN'S EDUCATION ASSISTANCE ACT OF 1984 (GI BILL)	Service, Finance Rev	
DD 2367	OVERSEAS HOUSING ALLOWANCE (OHA) REPORT, INDIVIDUAL	Deployment/ Mob, Finance Rev	
DD 2384	SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAMM (GI BILL) NOTICE OF BASIC ELIGIBILITY	Service, Personnel Rev, Finance Rev	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DD 2475	DOD EDUCATIONAL LOAN REPAYMENT PROGRAM (LRP) ANNUAL APPLICIATION	Finance, Finance 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	Health	Filed for officer accessions packet only.
DD 2506	PERSONAL PROPERTY AND VEHICLE DISPOSITION	Deployment/ Mob	File only for deployment and with mobilization packet per the PPG.
DD 2556	MOVE-IN HOUSING ALLOWANCE	Finance, Finance 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	Performance, Personnel Rev	
DD 261	REPORT OF INVESTIGATION LINE OF DUTY & MISCONDUCT STATUS	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	Service	Can be joined with other separation documents and filed as an APPRSEPS
DD 2648-1	PRESEPARATION COUNSELING CHECKLIST RESERVE COMPONENTS	Service	Can be joined with other separation documents and filed as an APPRSEPS

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DD 2656 SERIES	SURVIVOR BENEFIT PLAN (SBP)/RETIRED PAY ELECTION CERTIFICATE	Service	
DD 2760	QUALIFICATION TO POSSESS FIREARMS AND AMMUNITION	Deployment/ Mob	File only for deployment and with mobilization packet per the PPG.
DD 2807-1	REPORT OF MEDICAL HISTORY	Health	1. File only initial and separation DD 2807-1 2. Can be joined to other documents and filed as DD 4 PACKET or APPRSEPS for enlisted. 3. Will be filed separately for Officers
DD 2807-2	MEDICAL PRESCREEN OF MEDICAL HISTORY REPORT	Health	1. File only initial and separation DD 2807-1. 2. Can be joined to other documents and filed as DD 4 PACKET or APPRSEPS for enlisted. 3. Will be filed separately for Officers
DD 2808	REPORT OF MEDICAL EXAMINATION	Health	1. File only initial and separation DD 2807-1. 2. Can be joined to other documents and filed as DD 4 PACKET or APPRSEPS for enlisted. 3. Will be filed separately for Officers.
DD 2839	CAREER STATUS BONUS (CSB) ELECTION	Service, Finance Rev	
DD 2857	FAMILY SUBSISTENCE SUPPLEMENTAL ALLOWANCE APPLICATION	Finance, Finance 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).

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DD 2860	APPLICATION FOR COMBAT-RELATED SPECIAL COMPENSATION (CRSC)	CRSC/TSGLI	
DD 2958	SERVICE MEMBERS INDIVIDUAL TRANSITION PLAN CHECKLIST	Service	
DD 368	REQUEST FOR DISCHARGE OR CLEARANCE FROM RESERVE COMPONENT	Service	
DD 369	POLICE RECORD CHECK 369DD (PART OF 4DD)	Service	1. File only when check is part of enlistment, reenlistment, or appointment packet. 2. Can be joined with enlistment documents and filed as a DD 4 PACKET
DD 397	CLAIM CERTIFICATION AND VOUCHER FOR DEATH GRATUITY PAYMENT	Finance Finance Rev	
DD 41-2	ENLISTMENT/REENLISTMENT DOCUMENT ARMED FORCES OF THE UNITED STATES	Service, Personnel Rev, Finance Rev	Can be joined with enlistment documents and filed as a DD 4 PACKET
DD 4-3	ENLISTMENT CONTRACT ARMED FORCES OF THE U S	Service, Personnel Rev, Finance Rev	Can be joined with enlistment documents and filed as a DD 4 PACKET
DD 4 PACKET	ENLISTMENT CONTRACT ARMED FORCES OF THE U S	Service, Personnel Rev, Finance Rev	
DD 785/OFF TRNG RMV	RECORD OF DISENROLLMENT FROM OFFICER CANDIDATE-TYPE TRAINING	Service	
DD 93	RECORD OF EMERGENCY DATA	Service, Mobilization/ Deployment, Personnel Rev, Finance Rev	
DEATH CERT	CERTIFICATE OF DEATH	Service, Finance Rev	
DECL MED TREAT	DECLINATION OF MEDICAL TREATMENT	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.

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DEPLOY/OS EXT PAY	DEPLOYMENT OR OVERSEAS EXTENSION INCENTIVE/STABILIZATIONPAY	Service, Personnel Rev, Finance Rev	
DFR PACKETS	DROPPED FROM THE ROLLS PACKETS	Service, Personnel Rev	The DD 458, DD 553, DD 616 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	Service, Personnel Rev	
DISQ ARCAM	DISQUALIFICATION OF THE ARMY RESERVE COMPONENTS ACHIEVEMENT MEDAL (ARCAM)	Performance,	
DISQ GCMDL	DISQUALIFICATION STATEMENT FOR AWARD OF GOOD CONDUCT MEDAL	Performance, Personnel Rev	
DIVORCE/ANNUL DECREE	DIVORCE OR ANNULMENT DECREE	Service, Personnel Rev, Finance Rev	
DLPT SCORES	DEFENSE LANGUAGE PROFICIENCY TEST SCORES	Service, Personnel Rev, Finance Rev	
ECCLESIAST	ECCLESIASTICAL INDORSEMENT	Service	
ELIM ACTION	DEPARTMENT OF THE ARMY DIRECTED ELIMINATION ACTION		File letter in the Performance folder and allied documents in the restricted folder.
EOD DOC	DOCUMENT PERTAINING TO MEMBERS VOLUNTEERING FOR OR WITHDRAWING FROM EXPLOSIVE ORDNANCE DISPOSAL DUTY	Service	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
ER APPEAL	EVALUATION REPORT APPEAL DECISION BY ENLISTED SPECIAL REVIEW BOARD OR OFFICER SPECIAL REVIEW BOARD		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.
ERB	ENLISTED RECORD BRIEF	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	Service Personnel Rev Fin Rev	
ETD ORDERS	ENLISTMENT/TRAVEL/DEPENDENT ORDERS	Service, Personnel Rev Fin Rev	
EVAL BD APP	STATEMENT OF ELECTION PHYSICAL EVALUATION BOARD APPEARANCE	Service	
EVAL NN AR	NON-ARMY EVALUATION REPORTS RECEIVED BY PERSONS WHEN THEY WERE MEMBERS OF ANOTHER SERVICE	Performance	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
FBI RPT	FEDERAL BUREAU OF INVESTIGATION REPORT OF INVESTIGATION RELATING TO FRAUDULENT ENTRY	Restricted	
FEB	REPORT OF ACTION OF FLYING EVALUATION BOARD (FEB)	Service, Flight	
FED AD PAY	COMPLETED REQUEST FOR VERIFICATION OF ACTIVE DUTY PAID FROM FEDERAL FUNDS	Service	
FINANCE MOB-DEMOB	FINANCE MOBILIZATION AND DEMOBILIZATION DOCUMENTATION REQUIREMENTS CHECKLIST	Deployment/ Mob	File only for deployment and with mobilization packet per the PPG.
FIN REC REV	FINANCE RECORDS REVIEW	Finance Rev	Document is created upon completion of a finance records review and automatically uploaded into the Soldiers iPERMS record. No documents will be web uploaded as this type.
FNEP	CONTRACT FOR THE FUNDED NURSE EDUCATION PROGRAM	Service, Personnel Rev, Finance Rev	
FOIANON-DD	REQUESTS FOR RELEASE OF INFORMATION FROM NON- DEPARTMENT OF DEFENSE AGENCIES UNDER FREEDOM OF INFORMATION ACT		
FRAUD DOCUMENT	DOCUMENTS DETERMINED TO BE FRAUDULENT THROUGH AN INVESTIGATION	Restricted	Documents that have been deemed fraudulent through an investigation. Not to be submitted again. The investigation will be filed with the documents
FRAUD ENTRY	FRAUDULENT ENTRY DETERMINATION	Service	
GUARD ANNEX	ENLISTMENT/REENLISTMENT AGREEMENT ARMY NATIONAL GUARD SERVICE REQUIREMENTS & METHODS OF FULFILLMENT	Service, Personnel Rev, Finance Rev	Can be joined with enlistment documents and filed as a DD 4 PACKET

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
HS DIP/GED/HM STDY	HIGH SCHOOL DIPLOMA, GENERAL EDUCATION DIPLOMA OR HOME STUDY	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	Service, Personnel Rev, Finance Rev	
INS DOCUMENT	IMMIGRATION AND NATURALIZATION SERVICES DOCUMENTS	Service, Personnel Rev	Will be filed as "CITZ STMT"
INVEST RPT	AUTHENTICATED EXTRACT COMPLETED INVESTIGATION REPORT RESULT ELIMINATION/DISCIPLINE	Performance	
JAG CERT	CERTIFICATION FROM HIGHEST STATE/US DISTRICT COURT FOR JUDGE ADVOCATE GENERAL OFFICERS	Service, Personnel Rev	
JAG OPINION	JUDGE ADVOCATE GENERAL OPINIONS RELATING TO SPECIFIC INDIVIDUALS	Service	
LIC CERT	LICENSE OR PROFESSIONAL CERTIFICATION	Performance, Personnel Rev	File certifications listed in DA PAM 600-25 Enlisted. Or in DA PAM 600-3 for officers.
LIC MEDIC	LICENSE TO PRACTICE FOR MEDICAL CORPS OFFICERS	Service, Personnel Rev	
LTHET CONTRACT	FULLY-FUNDED LONG-TERM HEALTH EDUCATION AND TRAINING (LTHET) WITH ACTIVE DUTY SERVICE OBLIGATION CONTRACT	Service, Personnel, Finance Rev	
LTR APPR	LETTER OF APPRECIATION/COMMENDATION LETTER/MEMO/MESSAGE	Performance, Personnel Rev	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	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
LTR REPR	LETTER OF REPRIMAND, CENSURE, ADMONITION		(see below)
<p>Per AR 600-37 chap 3-4 :</p> <p>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.</p> <p>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.</p> <p>3. Para-f (a): <i>Change from enlisted to officer status</i>: 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.</p> <p>4. File letters of reprimand issued under Article 15 according to filing instructions for DA Form 2627.</p> <p>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.</p>			
LTR REP SRO	LETTER OF REPRIMAND FOR SEX RELATED OFFENSE	Performance	Follow filing instructions in MILPER #14-365 and Army Directive 2014-29.
MARRIAGECERT	CERTIFICATE OF MARRIAGE	Finance, Deployment/ Mob, Personnel	
MED OF HON	DOCUMENTS REGARDING AWARDING OF MEDAL OF HONOR AND CERTIFICATE TO THE VETERANS ADMINISTRATION	Performance, Personnel Rev	File recommendation and citation for award.
MED SPEC	SPECIALTY BOARD CERTIFICATES FOR ARMY MEDICAL DEPARTMENT OFFICERS	Performance, Personnel Rev, Finance Rev	
MED WAIV	MEDICAL WAIVER	Health	
MEMO MISS	MEMORANDUM DETERMINING STATUS UNDER THE MISSING PERSONS ACT	Service	
MEPCOM 40-1-15-E	SUPPLEMENTAL HEALTH SCREENING QUESTIONNAIRE	Health	
MEPCOM 680 ADP	REQUEST FOR EXAMINATION	Service	
MFO 12-1	APPLICATION FOR MULTINATIONAL FORCE AND OBSERVERS MEDALS	Performance, Personnel Rev	File only approved applications.
MINI-RESUME	CONFIRMATION COPY OF DEPARTMENT OF DEFENSE MINI- RESUME	Service	File for General Officers only.

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
MMRB	SUMMARY OF MILITARY OCCUPATIONAL SPECIALTY/MEDICAL RETENTION BOARD PROCEEDINGS	Service, Health,	
MOB CHECKLIST	READINESS AND DEPLOYMENT CHECKLIST	Deployment/ Mob	1. DA 7425 and DA 7631 will be filed as this. 2. File only for deployment and with mobilization packet per the PPG.
MOB WAIVER	MEMORANDUM SIGNED BY SOLDIER WAIVING NON-DEPLOYMENT CONDITION	Deployment/ Mob	File only for deployment and with mobilization packet per the PPG.
MOM WAIVER	WAIVER FOR MOTHER OF NEWBORN	Deployment/ Mob	File only for deployment and with mobilization packet per the PPG.
MORT/RENT	MORTGAGE/RENTAL CONTRACT	Finance, Finance Rev	
MOS RECLAS	MILITARY OCCUPATIONAL SPECIALTY RECLASSIFICATION BOARD PROCEEDINGS	Service, Personnel Rev	
MOS RET DA	DOCUMENT FROM RECLASSIFICATION BOARD CONVENING AUTHORITY OR DEPARTMENT OF THE ARMY DIRECTING RETENTION IN MILITARY OCCUPATIONAL SPECIALTY	Service, Personnel Rev	
N-CONUS-SEP	REQUEST BY A NON CONTINENTAL UNITED STATES RESIDENT FOR SEPARATION IN CONTINENTAL UNITED STATES	Service	
NGB 600-7 SERIES	ARMY NATIONAL GUARD BONUS ADDENDUM	Service Personnel Rev Finance Rev	
NONRATED	DOCUMENTS CONCERNING NONRATED PERIODS IN EVALUATION REPORT RECORDS	Performance	Do not web upload Evaluations in batches to iPERMS; must go thru HRC evaluations branch.
NSEL STMT	PROMOTION NONSELECTION ELECTION STATEMENT OF SEPARATION OPTIONS	Service	
OF 346	US GOVERNMENT MOTOR VEHICLE OPERATOR IDENTIFICATION CARD	Deployment/ Mob	File only for deployment and with mobilization packet per the PPG.

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
OFF ACC ANNEX	OFFICER ACCESSION DYNAMIC ANNEX	Service, Personnel Rev, Finance Rev	
OFF NONSEL	LETTER OF NOTIFICATION TO OFFICERS CONSIDERED FOR PROMOTION BUT NOT SELECTED	Service	
OFF RET	ACCEPTANCE OR REJECTION OF OFFICER FOR RETENTION ON ACTIVE DUTY (UNTIL A SPECIFIED DATE)	Service	
OFFICER INCENTIVES	ARMY OFFICER MENU OF INCENTIVES: MILITARY SCHOOL, POST OF CHOICE, GRADUATE SCHOOL, BRANCH OF CHOICE	Service	
OPAT SCORES	OCCUPATIONAL PHYSICAL ASSESSMENT TEST (OPAT)	Service	1. Consent form will be filed with form if submitted.
OR MOS AMND	AMEND ORDERS AWARDED PRIMARY MILITARY OCCUPATIONAL SPECIALTY (MOS), SECONDARY MOS, SPECIAL QUALIFICATION IDENTIFIERS & ADDITIONAL SKILL IDENTIFIERS	Service	
ORB	4037DA OFFICER RECORD BRIEF	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	Service, Personnel Rev, Finance Rev	Do not file orders placing units on Active Duty.
ORD AD AMND	AMENDMENT ACTIVE DUTY ORDERS	Service, Personnel Rev, Finance Rev	
ORD ASSGN	ASSIGNMENT OR TRANSFER ORDER ARMY NATIONAL GUARD	Service, Personnel Rev, Finance Rev	
ORD AT AGR	ACTIVE DUTY ORDERS FOR ANNUAL TRAINING, ACTIVE DUTY TRAINING, INITIAL ACTIVE DUTY FOR TRAINING, ACTIVE GUARD RESERVE OR ACTIVE DUTY SPECIAL WORK	Service, Personnel Rev, Finance Rev	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
ORD AT AGRA	AMENDMENT TO ACTIVE DUTY ORDERS FOR ANNUAL TRAINING, ACTIVE DUTY TRAINING, INITIAL ACTIVE DUTY FOR TRAINING, ACTIVE GUARD RESERVE OR ACTIVE DUTY SPECIAL WORK	Service, Personnel Rev, Finance Rev	
ORD ATTACH	ATTACHMENT OR RELEASE FROM ATTACHMENT ORDER	Temp Admin	
ORD ATTACH AMD	AMENDMENT OF ATTACHEMENT OR RELEASE FROM ATTACHMENT ORDER	Temp Admin	
ORD HAZ DUTY	HAZARDOUS DUTY ORDER	Service, Deployment/ Mob, Finance Rev	
ORD MEDEVAC	MEDICAL EVACUATION ORDERS	Service, Deployment/ Mob, Finance Rev	
ORD MOB	MOBILIZATION ORDER	Service, Deployment/ Mob, Personnel Rev, Finance Rev	
ORD MOB AMND	MOBILIZATION ORDER AMENDMENT	Service, Deployment/ Mob, Personnel Rev, Finance Rev	
ORD MOS-ASI	ORDERS AWARDING PRIMARY MILITARY OCCUPATIONAL SPECIALTY (MOS), SECONDARY MILITARY OCCUPATIONAL SPECIALTY, SPECIAL QUALIFICATION IDENTIFIERS & ADDITIONAL SKILL IDENTIFIERS	Service, Personnel Rev	Awards <u>only</u> a MOS or ASI. Does not award a badge. If a badge is also awarded see AWD/MOS-ASI
ORD NATO	NORTH ATLANTIC TREATY ORGANIZATION (NATO) ORDERS	Service, Deployment/ Mob, Personnel Rev, Finance Rev	
ORD NATO AMND	AMENDMENT TO NORTH ATLANTIC TREATY ORGANIZATION (NATO) ORDERS	Service, Deployment/ Mob, Personnel Rev, Finance Rev	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
ORD NGB AMD	AMENDMENT TO ASSIGNMENT OR TRANSFER ORDER ARMY NATIONAL GUARD	Service, Personnel Rev	
ORD PROM AM	PROMOTION OR REDUCTION ORDERS AMENDMENTS	Service, Personnel Rev, Finance Rev	
ORD PROMRED	PROMOTION OR REDUCTION ORDERS	Service, Personnel Rev, Finance Rev	
ORD REV	REVOCAION OF ORDERS	Service, Personnel Rev, Finance Rev	
ORD SEP AMD	AMENDMENT TO SEPARATION ORDERS	Service, Personnel Rev, Finance Rev	
ORD SPEC AMND	AMENDMENT TO SPECIAL PAY ORDER	Service, Deployment/ Mob, Personnel Rev, Finance Rev	
ORD SPECIAL PAY	ORDER FOR SPECIAL PAY	Service, Finance Rev, Deployment/ Mob, Personnel Rev	
ORD TCS	TEMPORARY CHANGE OF STATION CONTINGENCY/MOBILIZATION ORDERS	Service, Finance Personnel Rev Finance Rev	
ORD TCS AMD	AMENDMENT TEMPORARY CHANGE OF STATION CONTINGENCY/MOBILIZATION ORDERS	Service, Finance Personnel Rev Finance Rev	
ORDER SEP	SEPARATION ORDERS	Service, Personnel Rev, Finance Rev	
OTSG 1093	ARMED FORCES ACTIVE DUTY HEALTH PROFESSIONS LOAN REPAYMENT PROGRAM (ADHPLRP)	Service, Personnel Rev, Finance Rev	
OTSG 18	ARMY GRADUATE MEDICAL EDUCATION (GME) CONTRACT/EXTENTION/ RESIGNATION/WITHDRAWAL	Service, Personnel Rev, Finance Rev	
PCS ORD AMD	AMENDMENT TO PERMANENT CHANGE OF STATION OR ASSIGNMENT ORDERS	Service, Personnel Rev, Finance Rev	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
PCS ORDERS	PERMANENT CHANGE OF STATION OR ASSIGNMENT ORDERS	Service, Personnel Rev, Finance Rev	To include orders/memo where there is no travel involved. This includes intra post transfers.
PDBR	DEPARTMENT OF DEFENSE PHYSICAL DISABILITY BOARD OF REVIEW (PDBR) DECISION	Service	File the PDBR decision memorandum/lettersigned "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	Service,	
PEB PROC RE	APPLICATION REVIEW OF PHYSICAL FOR EVALUATION BOARD PROCEEDINGS & RETENTION DECISIONS	Service	
PERS COM LT	PERSCOM LETTER/MEMORANDUM THAT DISAPPROVES MEMBER'S REQUEST TO REENLIST	Service	
PERSCOM DENY	SIGNED COPIES OF CORRESPONDENCE VOIDING PERSCOM LETTER/MEMORANDUM DENYING REENLISTMENT	Service	
PHA	PERIODIC HEALTH ASSESSMENT	Health	
PER REC REV	PERSONNEL RECORDS REVIEW	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.
PREGCHLIST	PREGNANCY COUNSELING CHECKLIST	Temp Admin	
PROC BRD	PROCEEDINGS OF BOARDS OF OFFICERS	Performance,	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
PROF MED SC	PROFESSIONAL SCHOOL/TRAINING CERTIFICATE DATA REQUIRED IN SERVICE FOR ARMY MEDICAL DEPARTMENT OFFICER	Service, Personnel Rev	
PROF/MMRB WVR	PHYSICAL PROFILE/MILITARY OCCUPATIONAL SPECIALTY MEDICAL RETENTION BOARD WAIVER	Service, Health	
PROMDECLIN	DECLINATION OF PROMOTION STATEMENT	Service	
PROMDENY	DOCUMENT DEFER/DENY PROMOTION UNDER CIVILIAN ACQUIRED DD SKILLS PROGRAM (CASP) OR ENLISTMENT PROGRAM	Temp Admin	
PROMDETMN	DETERMINATION PERTAINING TO PERMANENT/TEMPORARY PROMOTION STATUS	Service	
QMP APPEAL	DOCUMENT APPROVING/DENYING APPEAL QUALITATIVE MANAGEMENT PROGRAM (QMP) BOARD		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	Performance	Only file letters for Soldiers not selected for retention .
QUALRET ENL 1	LETTER OF NONRETENTION UNDER QUALITATIVE RETENTION PROGRAM (ENLISTED) (US ARMY RESERVE)	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 the appeal in the Restricted folder as indicated in filing instructions for 'QMP APPEAL' in this table.

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
QUALRET ENL 2	LETTER OF RETENTION UNDER QUALITATIVE RETENTION PROGRAM (ENLISTED) (US ARMY RESERVE)	Service	File letter in the Performance folder and allied documents in the Restricted folder.
RECL ACTION	MOS RECLASSIFICATION ACTIONS	Service	File only document that shows DA approval.
RECL CAUSE	RECLASSIFICATION ACTIONS FOR CAUSE		1. Only file the document that approves the action. 2. File in the Service folder and any allied
RED INEFF	ENLISTED REDUCTION ACTION FOR INEFFICIENCY		
REFRAD INV	NOTIFICATION OF INVOLUNTARY RELIEF FROM ACTIVE DUTY	Service	
REL SVC	RELIEF FROM TRAINING AND SERVICE IN THE US FORCES BECAUSE OF ALIEN STATUS	Service	
RELEASELTR	THE ADJUTANT GENERAL RELEASE LETTER	Service	
REMV PROM	DOCUMENT APPROVING RECOMMENDATION FOR REMOVAL FROM A PROMOTION LIST	Restricted	
REQ EXT	APPROVED/DISAPPROVED REQUEST FOR EXTENSION OF SERVICE	Service, Personnel Rev, Finance Rev	
RESERVES ANNEX REST TVL	ENLISTMENT/REENLISTMENT AGREEMENT ARMY RESERVES SERVICE REQUIREMENTS & METHODS OF FULFILLMENT ACKNOWLEDGEMENT OF RESTRICTIONS FOR DEPENDENT TRAVEL & MOVEMENT OF HOUSEHOLD GOODS	Service Temp Admin	
RET APP/DIS	CORRESPONDENCE AUTHORIZE/DISAPPROVE SELECTIVE RETENTION OF OFFICERS ON ACTIVE DUTY	Service	
RET/RDY RSV	APPLICATION FOR TRANSFER FROM THE RETIRED RESERVES TO THE READY RESERVE	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	Service	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
RETN APPR	APPROVED APPLICATIONS FOR RETENTION ON ACTIVE DUTY	Service, Personnel Rev	
REVOKE DD 214 MEMO	MEMORANDUM TO REVOKE DD 214 ISSUED IN ERROR	Service Per Rec Rev	To be linked to applicable DD 214
RMV4991	APPROVED WITHDRAWAL OF DA 4991-R (DECLINATION OF CONTINUED SERVICE STATEMENT)	Service, Personnel Rev	
ROTC MEM DMS	MEMORANDUM FOR RESERVE OFFICER TRAINING CORPS DISTINGUISHED MILITARY GRADUATE/STUDENT	Service	
ROTC TNG	APPLICATION STATEMENT/STATE ADJUTANT GENERAL AGREEMENT RESERVE OFFICER TRAINING CORPS GRADUATE NOT COMPLETE INITIAL ACTIVE DUTY TRAINING	Service	
RTMT ELIG	NOTIFICATION OF ELIGIBILITY FOR RETIREMENT	Service	
RTMT INVOL	STATEMENT OF NOTIFICATION OF INVOLUNTARY RETIREMENT	Service	
RTMT PAY 10	DOCUMENT APPROVES/DISAPPROVES REQUEST FOR 10% INCREASE IN RETIRED PAY - RECEIPT AWARD	Service	File with allied documents.
RTMT PAY 60	STATEMENT OF ELIGIBILITY FOR RETIRED PAY AT AGE 60 (TWENTY YEAR LETTER)	Service, Deployment/ Mob Finance Rev	
RTMT PAY GR	DETERMINATION OF GRADE FOR RETIREMENT, ADVANCEMENT OR RETIRED PAY	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	Service	
RTMT REVAL	REEVALUATION OF RETIREMENT BENEFITS OR TERMINATION OF BENEFITS	Service	
RTMT W/D	REQUEST FOR WITHDRAWAL OF RETIREMENT APPLICATION	Service	
RYE REPORT	RETIREMENT YEAR END (RYE) REPORT	Service	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
SCHLDECL	CORRESPONDENCE BY MEMBERS DECLINING ATTENDANCE AT AN ARMY OR OTHER DEPARTMENT OF DEFENSE SERVICE SCHOOL	Performance	
SCHOLARSHIPMEMO	MEMORANDUM REGARDING APPROVED/TERMINATED/CHANGEDRESERVE OFFICER TRAINING CORPS SCHOLARSHIP	Service	
SEC CLE VER	VERIFICATION OF SECURITY CLEARANCE	Mobilization/ Deployment, State/ Territory Personnel Rev	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
SEL RET OFF NONRET	LETTER OF NONRETENTION UNDER SELECTIVE RETENTION PROGRAM (OFFICER US ARMY RESERVE)		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
SEL RET OFF RET	LETTER OF RETENTION UNDER SELECTIVE RETENTION PROGRAM (OFFICER US ARMY RESERVE)		File letter in the Performance folder and allied documents in the Restricted folder.
SEVERPAY	ELECTION OF DISABILITY SEVERANCE PAY FOR RETIREMENT BENEFITS	Service	
SF 1199A	DIRECT DEPOSIT SIGN-UP FORM	Finance, Deployment/ Mob	
SF 189	CLASSIFIED INFORMATION NONDISCLOSURE STATEMENT	Service	
SF 312	CLASSIFIED INFORMATION NONDISCLOSURE STATEMENT	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.

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
SF 507	MEDICAL WAIVER	Health	
SF 76	REGISTRATION AND ABSENTEE BALLOT REQUEST FEDERAL POST CARD APPLICATION	Deployment/ Mob	File only for deployment and with mobilization packet per the PPG.
SF 86	SECURITY CLEARANCE APPLICATION	Service, Personnel Rev	
SF 86 AUF	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Service, Personnel Rev	
SF 86 P10	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Service, Personnel Rev	
SF 86 P11	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Service, Personnel Rev	
SF 86 P12	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Service, Personnel rev	
SF 86 PAIPEI	QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS	Service, Personnel Rev	
SGL PAR WAIVER	STATEMENT OF WAIVER OF SINGLE PARENT OR ADOPTION	Service	
SGLV 8285	REQUEST FOR INSURANCE (SERVICE MEMBERS` GROUP LIFE INSURANCE)	Service, Deployment/ Mob, Personnel Rev Finance Rev	
SGLV 8285A	REQUEST FOR FAMILY COVERAGE (SERVICE MEMBERS` GROUP LIFE INSURANCE)	Service, Deployment/ Mob, Personnel Rev Finance Rev	
SGLV 8286	SERVICEMEN`S GROUP LIFE INSURANCE (SGLI) ELECTION	Service, Deployment/ Mob, Personnel Rev Finance Rev	
SGLV 8286A	FAMILY SERVICEMEN`S GROUP LIFE INSURANCE (SGLI)	Service, Deployment/ Mob, Personnel Rev Finance Rev	The SGLV 8286S will be joined to this document type.

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
SGLI/FSGLI MED LTR	SERVICEMEMBERS GROUP LIFE INSURANCE (SGLI) MEDICAL UNDERWRITING LETTER	Service, Deployment/ Mob, Personnel Rev Finance Rev	
SINGLEPARENT	STATEMENT OF SINGLE PARENT OR ADOPTION	Service, Personnel Rev Finance	
SOLE SV SON	REQUEST FOR NONCOMBANT DUTY - SOLE SURVIVING SON OR DAUGHTER OR DUAL FAMILY STATUS	Service,	
SOMILSVC	STATEMENT OF MILITARY SERVICE	Service, Personnel Rev	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.
SPEC SEP BENEFIT/PAY	WRITTEN AGREEMENT FOR SPECIAL SEPERATION BENEFIT OR SEPERATION INCENTIVE PAY	Service, Finance Rev	
SPOUSAL NOTIFY LTR	FAMILY NOTIFICATION LETTER	Service	
SSN VER/COR	SOCIAL SECURITY NUMBER VERIFICATION OR CORRECTION	Service, State/Territory Personnel Rev	
SSS 254	APPLICATION FOR VOLUNTARY INDUCTION SELECTIVE SERVICE	Service	
STAB LTR	ENLISTED STANDBY ADVISORY BOARD LETTER ANNOUNCING DECISION	Service, Personnel Rev	
STMT PREG	STATEMENT OF COUNSELLING (PREGNANCY)	Temp Admin	
SVC OB ED	SERVICE OBLIGATION STATEMENT FUNDED LEGAL EDUCATION PROGRAM	Service, Personnel Rev Finance Rev	
SVC OBLIG	ACKNOWLEDGEMENT OF SERVICE OBLIGATION	Service, Personnel Rev Finance Rev	1. All memos/letters/forms for Active Duty Service obligation will be filed under this document type. 2. The CC-597-B, CC 597-G and CC 597-P will also be filed under this document name

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
TATTOO MEMO W/PHOTOS	TATTOO MEMORANDUM AND PHOTOS	Temp Admin	ETP(Exception To Policy) memorandum must be from the Director of Military Personnel Management (DMPM)
TDRLRMV	ORDERS REMOVING MEMBER FROM THE TEMPORARY DISABILITY RETIRED LIST WHEN MEMBER IS RETURNED TO DUTY	Service, Personnel Rev, Finance Rev	If order removes the soldier from the TDRL and permanently retires him/her then the document will be filed as an "ORD SEP"
TDY ORD AMD	AMENDMENT OF TEMPORARY (TDY) ORDERS	Service, Personnel Rev, Finance Rev	File only for Deployment
TDY ORDER	TEMPORARY (TDY) ORDERS	Service, Personnel Rev, Finance Rev	1. File only for Deployment, 2. All other TDY orders will not be placed in the Soldiers file. 3. The DA 1610 will be filed under this document name.
TRF ORD AMD	AMENDMENT OF TRANSFER AMONG ARMY RESERVE COMPONENT/CONTROL GROUP/UNITS	Service, Personnel Rev, Finance Rev	
TRFRESCOMP	TRANSFER AMONG ARMY RESERVE COMPONENTS, CONTROL GROUPS OR UNITS	Service, Personnel Rev, Finance Rev	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
TRNSCPTS	TRANSCRIPT OF CREDIT FOR COLLEGE/UNIVERSITY/TRADE/BUSINESS SCHOOLS	Performance, Personnel Rev	1. Transcripts are the only authorized source document for college degrees. 2. Transcripts must be from an accredited college or university to be filed in the AMHRR as verified by the Department of Education http://ope.ed.gov/accreditation/Search.aspx . 3. File all transcripts for Enlisted. File only transcripts that award a degree for Officers. 4. The requirement for a foreign transcript is that the transcript(s) have to be evaluated by a member of the National Association of Credential Evaluation Services (NACES) for member listing. http://www.naces.org/members.htm
TSGLI 8600	SERVICEMEMBERS GROUPLIFE INSURANCE TRAUMATIC INJURY PROTECTION PROGRAM (TSGLI)	CRSC/TSGLI	
UNABLE RETIRE	STATEMENT OF UNDERSTANDING IF UNABLE TO COMPLETE 20 YEARS OF SERVICE FOR RETIREMENT	Service, Deployment/ Mob, Finance	

(Continued on next page)

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
UNFAVIN2	UNFAVORABLEINFORMATIONOF WHICH THE MEMBER CONCERNED HAD PRIOR OFFICIAL KNOWLEDGE		File if: 1. Directed by the Commander having general court–martial authority over Soldier or by higher authority. 2. The notation AR 600–37 complied with appears on the document. 3. Directed by CCF when the Soldier security clearance is either denied or revoked. 4. File original memo/letter only if the provisions of AR 600–37 have been met. 5. File in the Restricted folder if document is an enclosure to an adverse action that resulted in - Disciplinary action - Relief for cause - Reclassification for cause - Elimination from service - Administrativereduction file. 6. File the following documents in the performance folder: - Memorandum or letter - Referralcorrespondence - Soldiers reply - Other allied documents specifically directed for file by the memo/letter or referralcorrespondence. 7. File all other allied documents not listed above in the Restricted folder.
UNFAV INFO	FINDINGS OF UNFAVORABLE INFORMATION	Performance	
UNIFORM GROOMING ETP	APPROVAL/DISSAPROVAL OF UNIFORM AND/OR GROOMING EXCEPTION TO POLICY	Temp Admin	Filed by DA G1 only.
UNSAT PART	NOTIFICATION TO SOLDIER OF UNSATISFACTORY PARTICIPATION	Service	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
UNSAT PART/SGLV TERM	SGLI TERMINATION FOR RECOUPMENT OF OUT-OF-SERVICE DEBT	Service Finance	
USARC 24-R	INDIVIDUAL CLAIM FOR ACTIVE DUTY PAY, ALLOWANCES AND ADJUSTMENTS	Finance, Finance 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	Finance, Finance 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).
USARLTR/OR	RESERVE COMPONENT PROMOTION LETTER OR ORDER	Service, Personnel Rev, Finance Rev	
USAREC 1075	STATEMENT OF UNDERSTANDING FOR APPLICANTS REQUESTING APPOINTMENT TO ARMY MEDICAL DEPARTMENT WITH CONCURRENT CALL TO ACTIVE DUTY	Service, Personnel Rev, Finance Rev	
USAREC 1081	NATIONAL ARMY MEDICAL DEPARTMENT AUGMENTATION DETACHMENT (NAAD) ASSIGNMENT VERIFICATION AND ACCEPTANCE	Service, Personnel Rev, Finance Rev	
USAREC 1105	SPECIALIZED TRAINING ASSISTANCE PROGRAM (STRAP) ENROLLMENT VERIFICATION	Service, Personnel Rev, Finance Rev	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
USAREC 1110 USAREC 1127-R-E	OCCUPATIONAL THERAPY FIELDWORK PROGRAM VERIFICATION STATEMENT AND TUITION PAYMENT SUPPLEMENT TO DA FORM 3286-67 STATEMENT OF UNDERSTANDING (ARMY POLICY)	Service, Personnel Rev, Finance Rev Service, Personnel Rev, Finance Rev	Can be joined with other enlistment/reenlistment documents to form DD 4 PACKET
USAREC 1129	DEPARTMENT OF THE ARMY SERVICE AGREEMENT F E HEBERT ARMED FORCES FINANCIAL ASSISTANCE PROGRAM	Service, Personnel Rev, Finance Rev	
USAREC 1158	ARMED FORCES SERVICE AGREEMENT DEPARTMENT OF THE ARMY HEALTH PROFESSIONAL LOAN REPAYMENT PROGRAM	Service, Personnel Rev, Finance Rev	
USAREC 1205	US ARMY RESERVE NURSE OFFICER WITH CONCURRENT CALL TO ACTIVE DUTY INCENTIVES DECLARATION STATEMENT	Service, Personnel Rev, Finance Rev	
USAREC 1223	ARMY SERVICE AGREEMENT EDWARD HERBERT ARMED FORCES UNIFORMED SERVICES UNIVERSITY OF HEALTH SCIENCES	Service, Finance	
USAREC 1248	AGREEMENT FOR ARMY NURSE CORPS SELECTION PROGRAM	Service	
USAREC 1283	DA SERVICE AGREEMENT U.S. ARMY CLINICAL PSYCHOLOGY INTERNSHIP PROGRAM	Service, Personnel Rev, Finance Rev	
USAREC 601-37-12	CERTIFICATE OF ENROLLMENT FOR HE US ARMY HEALTH PROFESSIONS SCHOLARSHIP PROGRAM	Service Personnel Rev Finance Rev	
USAREC 601-37-28	DA SERVICE AGREEMENT F E HEBERT AF HEALTH PROF SCHOLARSHIP PGM	Service Personnel Rev Finance Rev	
USAREC 601-37-29	DA ARMED FORCES SERVICE AGREEMENT AF DENTAL OFFICER ACCESSION	Service Personnel Rev Finance Rev	
USAREC 601-37-30	CERTIFICATION OF PARTICIPATION IN THE FINANCIAL ASSISTANCE PROGRAM (FAP)	Service Personnel Rev Finance Rev	

DOCUMENT NAME	DOCUMENT TITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
USAREC 601-37-33	SELRES SP PROGRAM CONTRACT (SP FOR SELRES HLTH CARE PROFSIONLS IN CRITLY-SHORT WARTIM SPECIALTIES	Service Personnel Rev Finance Rev	
USAREC 601-37-40	PHARMACY OFFICER ACCESSIONS BONUS	Service Personnel Rev Finance Rev	
USAREC 601-37-58	ELECTION OR DECLINATION OF THE HEALTH PROFESSIONS SCHOLARSHIP PROGRAM ACCESSION BONUS	Service Personnel Rev Finance Rev	
USAREC 827	ADDENDUM TO DA 3540	Service, Personnel Rev, Finance Rev	Can be joined with other enlistment/reenlistment documents to form DD 4 PACKET
USAREC 978	STATEMENT OF UNDERSTANDING REGULAR ARMY ENLISTMENT DELAY FOR APPLICANTS WITH PRIOR SERVICE OR EXISTING MILITARY OCCUPATIONAL SPECIALTY	Service, Personnel Rev, Finance Rev	Can be joined with other enlistment/reenlistment documents to form DD 4 PACKET
USAREC 978 DY	STATEMENT OF UNDERSTANDING REGULAR ARMY ENLISTMENT DELAY FOR APPLICANTS WITH PRIOR SERVICE OR EXISTING MILITARY OCCUPATIONAL SPECIALTY (DYNAMIC)	Service, Personnel Rev, Finance Rev	
USMA 5-50	OATH OF ALLEGIANCE	Service, Personnel Rev, Finance Rev	The document USMA 5-50-G will also be filed under this document name
VA 21-8591-2	WAIVER OF VA COMPENSATION OR PENSION TO RECEIVE MILITARY PAY AND ALLOWANCES	Finance Rev	
VOID HQDA	SIGNED COPIES OF CORRESPONDENCE VOIDING QUALITY MANAGEMENT PROGRAM LETTER	Service	
VOIDENL/IND	ORDERS VOIDING AN ENLISTMENT OR INDUCTION	Service, Personnel Rev, Finance Rev	
VOL RET	REQUEST FOR VOLUNTARY RETIREMENT, APPROVED/DISAPPROVED	Service	Can be joined to other separation documents and filed as an APPRSEPS
WAIVER ENLI	WAIVER OF ENLISTMENT COMMITMENT	Service	

DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
WAIVSUPP	APPLICANT WAIVER SUPPORTING DOCUMENTATION (NON-REQUIRED)	Service	
WEIGHT STD	DOCUMENT GRANTING EXCEPTION TO MAXIMUM ALLOWABLE WEIGHT STANDARDS	Service	
WILL EDU	WILL, WILL COUNSELING OR EDUCATION	Deployment/ Mobilization	File only for deployment and with mobilization packet per the PPG.
ZHM 3	REPORT OF FAVORABLE ENTRANCE NATIONAL AGENCY CHECK	Service, Personnel	

(End of Active and Reserve section)

NATIONAL GUARD SPECIFIC DOCUMENTS REQUIRED FOR FILING IN iPERMS (USED ONLY BY NATIONAL GUARD BUREAU)			
DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
IEAP	STATE EDUCATIONAL ASSISTANCE PROGRAM	Service, State Misc, Finance Rev	
ANNEX A	ENLISTMENT/REENLISTMENT AGREEMENT ARMY NATIONAL GUARD	Service, Personnel, Finance Rev	
ANNEX A1	AMENDMENT TO ENLISTMENT AGREEMENT	Service, Personnel, Finance Rev	
ANNEX B	CIVILIAN ACQUIRED SKILLS PROGRAM AGREEMENT	Service, Personnel, Finance Rev	
ANNEX C	SIMULTANEOUS MEMBERSHIP PROGRAM AGREEMENT	Service, Personnel, Finance Rev	
ANNEX D	DELAYED TRAINING OPTION	Service, Personnel Rev, Finance Rev	
APP WAIVER	APPROVED WAIVER	Service	
ARNG GO APP	EXTRACT OF STATE CODE PERTINENT TO RANK & TENURE FOR ARMY NATIONAL GUARD GENERAL OFFICER APPOINTEES	Service	
AVD	AGE VERIFICATION DOCUMENTS	State Misc	
AWD DOC 134DA	ARMY ROTC CERTIFICATE	State Misc	
CERT OF ATTNDCE HS	H.S. CERT. OF ATTENDANCE	State Misc	
CITATION	COPY OF AWARD CITATION WHEN NOT INCLUDED IN THE AWARD ORDER	Performance, Service, Personnel	
CONC	COURT ORDER (NAME CHANGE)	State Misc, Personnel Rev, Finance Rev	
DA 5252-R	STATEMENT - EVIDENCE OF CITIZENSHIP STATUS	State Misc , Personnel Rev	
DA 5500-R	BODY FAT CONTENT WORKSHEET (MALE)	Temp Admin	
DA 5501-R	BODY FAT CONTENT WORKSHEET (FEMALE)	Temp Admin	

NATIONAL GUARD SPECIFIC DOCUMENTS REQUIRED FOR FILING IN iPERMS (USED ONLY BY NATIONAL GUARD BUREAU)			
DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
DA 705	ARMY PHYSICAL FITNESS TEST SCORECARD	Temp Admin	1. File only most current DA 705 for record 2. Disposition, retained only for 5 years after upload.
DD 2480	REPORT OF DENTAL EXAMINATION	Dental	
DD 2489	DOD MEDICAL EXAMINATION REVIEW BOARD FARNSWORTH LANTERN AND RED/GREEN COLOR VISION TESTS	Health	
DD 2792-1	EXCEPTIONAL FAMILY MEMBER	Health	
DESP	DEPLOYMENT EXTENSION STABILITY PAY	Service, Finance Rev	
DOCS CASP	DOCUMENTS FOR CIVILIAN ACQUIRED SKILLS PROGRAM	State Misc, Personnel Rev	
DRIVERS LIC	COPY OF DRIVERS LICENSE	State Misc	
EMS 1607	ELIGIBILITY FOR MOBILIZED SOLDIER	Service	
EVD	EDUCATION VERIFICATION DOCUMENTS	State Misc, Personnel Rev	
EXEMPT INVO	EXEMPTION FROM INVOLUNTARY ACTIVE DUTY	Service	
GPFR 1790	PERSONNEL QUALIFICATION RECORD	Service	File only upon separation
INCOME TAX W4	EMPLOYMENT INCOME TAX WITHHOLDING W4	Finance Deployment/ Mobilization	
HIV	HIV TEST STATEMENT	Health	Do not file test results
LOD DOC	DOCUMENTS CONCERNING LINE OF DUTY STATUS	Restricted	
LSD	LEGAL SEPARATION DECREE	State Misc, Personnel Rev	
MED/INTERNDATA	MEDICAL SCHOOL AND INTERNSHIP DATA	Service Misc	
MRW	MEMORANDUM REQUESTING WAIVER	State Misc	
MSDPP	MEDICAL SUPPORTING DOCUMENTATION PRIVATE PHYSICIANS	State Misc	

NATIONAL GUARD SPECIFIC DOCUMENTS REQUIRED FOR FILING IN iPERMS (USED ONLY BY NATIONAL GUARD BUREAU)			
DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
NG OR ST-AM	AMENDMENT OF STATE APPOINTMENT ORDER ARMY NATIONAL GUARD	Service, Personnel Rev, Finance Rev	
NGB 0122E	SPECIAL ORDER, ANNOUNCEMENT OFFEDERAL RECOGNITION	Service, Personnel Rev	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 OFFEDERAL RECOGNITION	Service, Personnel Rev	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 OFFEDERAL RECOGNITION	Service Personnel Rev	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	Service	
NGB 173-1	RETENTION INTERVIEW FORM	Temp Admin	
NGB 21-1	ARMY NATIONAL GUARD AMENDMENT TO ENLISTMENT AGREEMENT	Service, Personnel Rev Finance Rev	
NGB 22	REPORT OF SEPARATION AND RECORD OF SERVICE	Service, Mobilization/ Deployment, Personnel Rev Finance Rev	

NATIONAL GUARD SPECIFIC DOCUMENTS REQUIRED FOR FILING IN iPERMS (USED ONLY BY NATIONAL GUARD BUREAU)			
DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
NGB 22-3	REQUEST FOR WAIVER	Service	
NGB 22-5-R	APPROVAL & ACCEPTANCE FOR INTERSTATETRANSFER	Service Personnel Rev	
NGB 22A	CORRECTION TO NATIONAL GUARD BUREAU FORM 22	Service Deployment/Mob	
NGB 23-C	ARMY NATIONAL GUARD RETIREMENT POINTS STATEMENT APPLICATION FOR RETIRED PAY	Service	
NGB 23-D	ARMY NATIONAL GUARD RETIREMENT POINTS ACCOUNTING NOTIFICATION OF ELIGIBILITY FOR RETIRMENT PAY 60	Service Personnel Rev	
NGB 23A	ARMY NATIONAL GUARD ANNUAL STATEMENT	Service Personnel Rev	
NGB 23A1	ARMY NATIONAL GUARD RETIREMENT POINTS STATEMENT SUPPLEMENTAL DETAILED REPORT	Service Personnel Rev	
NGB 23B	ARMY NATIONAL GUARD RETIREMENT POINTS HISTORY STATEMENT	Service Personnel Rev	
NGB 23E	NOTICE OF ELIGABILITY FOR RETIRED PAY FOR NONREGULAR SERVIES (15 YEARS)	Service, Personnel Rev Entitlements	
NGB 23F	23F, RESERVE COMPONENT SURVIVOR BENEFIT PLAN (RCSBP) AUTOMATIC ELECTION	Service Personnel Rev Entitlements	
NGB 27	FEDERAL RETENTION EVALUATION/RECOMMENDATION	Service	
NGB 333	DISCRIMINATION COMPLAINT IN THE ARMY AND AIR NATIONAL GUARD	Service Gen	
NGB 335	REPRISAL COMPLAINT ADVISEMENT AND ELECTION FORM	Service Gen	
NGB 337	OATH OF OFFICE NATIONAL GUARD OF US	Service, Personnel Rev Finance Rev	
NGB 34-1	APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION	Service Gen	
NGB 348	LINE OF DUTY DETERMINATION	Restricted	
NGB 36-2	ANG HP LOAN REPAYMENT PROGRAM WRITTEN AGREEMENT	Service, Finance Rev	

NATIONAL GUARD SPECIFIC DOCUMENTS REQUIRED FOR FILING IN iPERMS (USED ONLY BY NATIONAL GUARD BUREAU)			
DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
NGB 36-3	ANG CASH BONUS FOR SELECTED HEALTHCAREPROFESSIONALS WRITTEN AGREEMENT	Service Finance Rev	
NGB 4100	PROMOTIONRECOMMENDATION	Temp Admin	
NGB 438	HON DISCH FROM THE ARMED FORCES OF THE UNITED STATES OF AMERICA ANG	Service	
NGB 438A	HON DISCH FROM THE FEDERALLY RECOGNIZED AIR NATIONAL GUARD OF THE UNITED STATES	Service	
NGB 439	GEN DISCH UNDER HON CONDITIONS FROM THE UNITED STATES OF AMERICA AIR NATIONAL GUARD	Service	
NGB 439A	GEN DISCH FROM THE FEDERALLY RECOGNIZED AIR NATIONAL GUARD OF THE UNITED STATES OF AMERICA	Service	
NGB 4991-R	DECLINATION OF CONTINUED SERVICE STATEMENT	Service Gen	
NGB 5435-1-R	STATEMENT OF UNDERSTANDING ARNG MONTGOMERY GI BILL KICKER PROGRAM	Service Personnel Rev Finance Rev	
NGB 55A	HON DISCH FROM THE FEDERALLY RECOGNIZED ARMED FORCES OF THE US OF AMERICA ARNG	Service	
NGB 55B	HON DISCH CERTIFICATES, RETIRED RESERVE	Service	
NGB 56A	GENERAL DISCHARGE FROM THE FEDERALLY RECOGNIZED ARMY NATIONAL GUARD	Service	
NGB 590	STATEMENT OF UNDERSTANDING OF RESERVE OBLIGATION AND RESPONSIBILITY	Service Personnel Rev	
NGB 594	CIVILIAN ACQUIRED SKILLS PROGRAM ARMY NATIONAL GUARD	Service Personnel Rev Finance Rev	
NGB 594-1	SIMULTANEOUS MEMBERSHIP PROGRAM ARMY NATIONAL GUARD	Service Personnel Rev Finance Rev	
NGB 594-4	SPLIT OPTION TRAINING ARMY NATIONAL GUARD	Service Personnel	

NATIONAL GUARD SPECIFIC DOCUMENTS REQUIRED FOR FILING IN iPERMS (USED ONLY BY NATIONAL GUARD BUREAU)			
DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
NGB 594-4-R	SPLIT TRAINING OPTION	Service	
NGB 5A	RE-DESIGNATION	Service Gen	
NGB 60	REQUEST FOR CLEARANCE FROM US ARMY RESERVE	Temp Admin	
NGB 602	BARTORENLISTMENT/IMMEDIATE REINLISTMENT	Service	
NGB 62	APPLICATION FOR FEDERAL RECOGNITION NATIONAL GUARD OFFICER/WARRANT FOR APPOINTMENT	Service Gen	
NGB 64	APPLICATION FOR TRAINING	Service	
NGB 66	EXTENSION OF ENLISTMENT IN THE AIR NATIONAL GUARD AND A RESERVE OF THE AIR FORCE	Service Personnel Rev Finance Rev	
NGB 78	RECOMMENDATION FOR PROMOTION TO 1LT	Service	
NGB 89	PROCEEDING OF FEDERAL RECOGNITION EXAMINATION	Service	
NGB 89A	CERTIFICATE OF ELIGIBILITY	Service	
NGB 999	CERTIFICATE OF RETIREMENT	Service	
NGB ABSENCE	DOCUMENTS THAT CORRECT UNEXCUSED ABSENCE STATUS	Service Personnel Rev	
NGB BRANCH	LETTER DESIGNATING ARMY NATIONAL GUARD BRANCH, AREA OF CONCENTRATION, FUNCTIONAL AREA	Service Personnel Rev	
NGB OR LATA	AMENDMENT TO LATERAL APPOINTMENT ORDERS	Temp Admin	
NGB ORD1	STATE NATIONAL GUARD ORDERS REASSIGNING AN OFFICER	Service Personnel Rev	
NGB ORD1-AM	AMENDMENT TO STATE NATIONAL GUARD ORDERS REASSIGNING AN OFFICER	Service, Personnel Rev	
NGB ORD2	ANNOUNCEMENT OF FEDERAL RECOGNITION STATUS OF AN ARMY NATIONAL GUARD OFFICER	Service	
NGB ORD2-AM	AMENDMENT TO ANNOUNCEMENT OF FEDERAL RECOGNITION STATUS ARMY NATIONAL GUARD OFFICER	Service	
NGB ORD-LAT	LATERAL APPOINTMENT ORDERS	Temp Admin	

NATIONAL GUARD SPECIFIC DOCUMENTS REQUIRED FOR FILING IN iPERMS (USED ONLY BY NATIONAL GUARD BUREAU)			
DOCUMENTNAME	DOCUMENTTITLE	PRIMARY FOLDER	ADDITIONAL FILING INSTRUCTIONS
NGB ORD-ST	STATE APPOINTMENT ORDER ARMY NATIONALGUARD	Service Personnel Rev Finance Rev	
OCCU PRG CERT	OCCUPATIONAL PROG. CERT.	State Misc	
OPTOSCREENING	REPORT OF OPTOMETRIC SCREENING	Health	
PASSPORT	U.S. PASSPORT	State Misc	
PRIOR SERV RCRDS	MISCELLANEOUS RECORDS SUPPORTING PREVIOUS SERVICE	State Misc	
SLD1	STUDENT LOAN DEFERMENT 1	State Misc	
SLD2	STUDENT LOAN DEFERMENT 2	State Misc	
SLD3	STUDENT LOAN DEFERMENT 3	State Misc	
SRIP TERM	SRIP TERMINATION	Temp Admin	
ST AWD CERT	STATE AWARD CERTIFICATE	State Awards Personnel Rev	
ST AWD ORD	STATE AWARD ORDER	State Awards Personnel Rev	
STATE INCTV FORMS	STATE INCENTIVE FORMS	State Misc Finance Rev	
ST NJP	STATE NON-JUDICIAL PUNISHMENT	Personnel Rev Finance Rev	
TUITION REM	STATE TUITION REIMBURSEMENT	Service, State Misc	
TVM	TELEPHONIC VERIFICATION MEMORANDUM	State Misc	
UF 1241 SHIP	UF 1241 SHIP	State Misc	
UNIT VAC STMT	UNIT VACANCY STATEMENT	State Misc	
USAFAC 3098	SURE PAY STATEMENT OF UNDERSTANDING	Finance Record	
USAREC 1241	TATTOO SCREENING	State Misc	
USAREC FL 146-R-E	RELEASE OF ARREST INFORMATION	State Misc	
USAREC FL 41	JUVENILE RECORDS CHECK	State Misc	
WEIGHT PGM	WEIGHT CONTROL PROGRAM DOCUMENTS	Deployment/ Mob	File only for deployment and with mobilization packet per the PPG.
WPNS QUAL	WEAPONS QUALIFICATION	Deployment/ Mob	File only for deployment and with mobilization packet per the PPG.

(End of National Guard section)

